

**TERRE HAUTE NORTH
VIGO HIGH SCHOOL**

STUDENT HANDBOOK 2007 • 2008

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This agenda belongs to:

NAME _____

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STUDENT NO. _____

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Welcome to Terre Haute North Vigo High School

We hope this year will be one filled with educational and personal growth, and one on which you will look back fondly. The faculty and staff at North are united in their mission to provide all students with the opportunities and tools needed for success, and we encourage you to take advantage of the many educational experiences available to you. New course offerings, expanded internship programs, and additional times to schedule classes of interest to you are benefits of the district's trimester system. Use it to your advantage.

This handbook, designed especially for students and their families, outlines the school's expectations and procedures, while the activity calendar provides important dates and reminders for students. We strongly encourage you to become involved in both academic and extra-curricular events. Run for a student government office, volunteer to help build the homecoming float, tutor classmates needing additional assistance, go to the play and musical, participate in or attend athletic events, join a club--the possibilities are endless.

Many of the keys to your success in high school may be found within the walls of the building: teachers and members of the support staff to educate you in the academic areas, counselors and deans to guide you in the directions you choose, and parent and business volunteers to assist you with your career preparation. Your family's support and interest are also vital. However, the most important ingredient in this recipe for success is you. You alone have the power to make the decisions that will affect the rest of your life. Consider thoughtfully and choose wisely.

We believe in you and anticipate and expect that you will be successful. Seek help when you need it. All of the resources at North are here at your disposal. Have a wonderful year!



Mr. Mick Newport
Principal



Dr. Julie McLaughlin
Assistant Principal

Mrs. Stacy Mason
Assistant Principal

MISSION STATEMENT

NON SCHOLAE SED VITAE (Not for School but for Life)

The Terre Haute North Vigo High School community is committed to providing a secure haven for learning. We strive to empower and to challenge all students to become educated, ethical, responsible citizens in a diverse, ever-changing world.

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Goals

Our goals are based on our vision of the future. One of the goals is that the curriculum will be adjusted to continue to meet the changing needs of all students. Secondly, we will try to better serve the physical, emotional, and social needs of our students. We would like parents to be actively involved in the education process. We will encourage the business community at large to assist in the education of our students. Our faculty will explore new methods of instruction and stress hands-on learning activities. Flexible scheduling will be explored to accommodate new instructional options. Our Guidance Department will continue to be actively involved in the total educational program of our students.

All students, parents, faculty and staff members of Terre Haute North have been asked to serve on various committees to help implement the program. Many community and business people have also been asked to assist. Anyone who would like to join in helping make our school even better should contact the school at 462-4312.

Professional Development School

In the spring of 1992 North High School became a Professional Development School in cooperation with Indiana State University. The relationship with I.S.U. is a collaborative one in which I.S.U. supports activities and efforts to improve teaching and learning for our school; in the same spirit of professional cooperation we provide meaningful professional experiences for those considering teaching as a career.

School Board of Trustees

All schools in Vigo County are governed by policies established by elected Board of School Trustees. The Board is composed of seven citizens from various fields of experience who contribute many hours of effort in providing effective education for the youth of Vigo County.

Accreditation

North High School is accredited by the North Central Association of Colleges and Secondary Schools and is also accredited by the State through the requirements of Public Law 221. Thus, North High School is fully accredited and presents a diploma that is recognized by universities throughout the United States. As a result of the self-study completed during the 2004-05 school year, a revised Action Plan was developed for North High School to make our school even better.

Action Plan

The Action Plan for Terre Haute North High School consists of two target goals and the strategies to attain those goals. The action plan was implemented in the 2005-2006 school year and we will continue working on these goals. All those concerned with the education of our students will be involved in attainment of the goals. The Action Plan Goals are the following:

Goal #1 Writing

Throughout the curriculum, all students will improve their written communications.

Goal #2 Problem-solving, critical thinking, using higher order thinking

All students will improve their problem-solving skills across the curriculum.

THE SCHOOL DAY

The school day begins when students arrive on school property. Students are not to leave school grounds upon arrival without a permit to leave from an administrator, nurse, or dean. Failure to abide by school rules and regulations will lead to disciplinary action.

Clock Schedules

Classes begin at 8:10 a.m. and continue until 3:15 p.m. The Main Building is usually opened by 6:30 a.m. Students who report prior to class time can go to the main gymnasium or cafeteria, or to the various offices which open at 7:30 a.m. Students in the building after or before regular school hours are to be under the supervision of a faculty member.

The school day is divided into five (5) class periods and a lunch segment. There is a 6-minute passing period between classes which is sufficient time for students to go to their lockers and arrive at their next class prior to the tardy bell.

The time from 8:10 a.m. to 3:15 p.m. is reserved for class work and study. Students are not to schedule outside activities that would interfere with the time allotted to class routine. School activities such as plays, dances, parties, etc. are not to be prepared for or performed during the school day except within the context of formal instruction.

There are three (3) basic clock schedules allowing flexibility within the school day. On a day when there are no activities scheduled, we have an 'A' schedule; a 'B' schedule indicates a Homeroom or Activity period between the 1st and 2nd periods.

The clock schedules are as follows:

'A' SCHEDULE		'B' SCHEDULE		'C' SCHEDULE	
1st	8:10 - 9:20		8:10 - 9:14		8:10 - 9:14
		HR	9:20 - 9:44		
2nd	9:26 - 10:36		9:50 - 10:54		9:20 - 10:24
3rd	10:42 - 12:43		11:00 - 12:55		10:30 - 12:25
4th	12:49 - 1:59		1:01 - 2:05		12:31 - 1:35
5th	2:05 - 3:15		2:11 - 3:15		1:41 - 2:45
				ACT	2:51 - 3:15

Most days school will operate on an 'A' Schedule; when clubs meet on Wednesdays, a 'B' Schedule is used. A C-1 Schedule is used when an activity is scheduled after 5th period. There are times when due to the length of the activity, the clock schedules are modified. When this happens, the new clock schedule is published in the daily bulletin or a separate bulletin.

IN-SERVICE Clock Schedule

1st Period	8:10 – 8:48
2nd Period	8:54 – 9:32
4th Period	9:38 – 10:16
5th Period	10:22 – 11:00
3rd Period	11:06 – 12:45

'A' Lunch	'B' Lunch	'C' Lunch	'D' Lunch
11:06 – 11:36 Lunch	11:06 – 11: 24 Comm	11:06 – 11:42 Class	11:06 – 11:22 Comm
11:42 – 12:25 Class	11:30 – 12:00 Lunch	11:47 – 12:17 Lunch	11:22 – 12:00 Class
12:25 – 12:45 Comm	12:05 – 12:45 Class	12:22 – 12:32 Class	12:05 – 12:35 Lunch
		12:32 – 12:45 Comm	12:40 – 12:45 Class

Please note that students will be returning from 3D Lunch to class before dismissal.

ONE-HOUR DELAY on IN-SERVICE Clock Schedule

1st Period	9:10 – 9:30
2nd Period	9:35 – 9:55
4th Period	10:00 – 10:20
5th Period	10:25 – 10:45
3rd Period	10:51 – 12:45

'A' Lunch	'B' Lunch	'C' Lunch'	'D' Lunch
10:51 – 11:21 Lunch	10:51 – 11:08 Class	10:51 – 11:30 Class	10:51 – 11:50 Class
11:21 – 12:25 Class	11:08 – 11:38 Lunch	11:30 – 12:00 Lunch	11:55 – 12:25 Lunch
12:25 – 12:45 Comm	11:43 – 12:25 Class	12:06 – 12:25 Class	12:30 – 12:45 Class
	12:25 – 12:45 Comm	12:25 – 12:45 Comm	

Periods 1,2,4,and 5 will have 5 minute passing periods.

ONE-HOUR DELAY Clock Schedule

1st Period	9:10 – 10:14
2nd Period	10:20 – 11:23
3rd Period	11:29 – 1:16
4th Period	1:21 - 2:15
5th Period	2:21 - 3:15

'A' Lunch	'B' Lunch	'C' Lunch	'D' Lunch
11:29 – 11:59 Lunch	11:29 – 11:59 Class	11:29 – 11:44 Comm	11:29 – 11:49 Comm
12:04 – 12:24 Comm	12:05 – 12:35 Lunch	11:44 – 12:14 Class	11:49 – 12:39 Class
12:24 - 1:16 Class	12:41 - 1:01 Class	12:19 – 12:49 Lunch	12:45 : 1:15 Lunch
	1:01 - 1:16 Comm	12:56 - 1:16 Class	

TWO-HOUR DELAY Clock Schedule

1st Period	10:10 – 10:55
3rd Period	11:00 – 12:55 (Original 'B' Schedule for Lunch)
2nd Period	1:01 - 1:41
4th Period	1:47 - 2:28
5th Period	2:34 - 3:15

Lunch Period

There are four lunch periods each day. Students have a communications period as well as a lunch period during third period. During communications period, school announcements are made and Channel 1 is broadcast. Lunch periods are designated on student schedules. Listed below are the designated times for the third period lunches and activities for each of the daily schedules.

3rd Period Times on an 'A' Schedule

<u>3A Lunch</u>	<u>3B Lunch</u>	<u>3C Lunch</u>	<u>3D Lunch</u>
10:42 - 11:12	10:42 - 11:12 Class	10:37 - 10:53 Comm	10:42 - 11:52 Class
11:17 - 12:27 Class	11:17 - 11:47 Lunch	10:53 - 11:38 Class	11:52 - 12:08 Comm
12:27 - 12:43 Comm	11:52 - 12:08 Comm	11:43 - 12:13 Lunch	12:13 - 12:43 Lunch
	12:08 - 12:43 Class	12:18 - 12:43 Class	

3rd Period Times on an 'B' Schedule

<u>3A Lunch</u>	<u>3B Lunch</u>	<u>3C Lunch</u>	<u>3D Lunch</u>
11:00 - 11:30 Lunch	11:00 - 11:29 Class	10:55 - 11:11 Comm	11:00 - 12:04 Class
11:35 - 12:39 Class	11:34 - 12:04 Lunch	11:11 - 11:45 Class	12:04 - 12:20 Comm
12:39 - 12:55 Comm	12:09 - 12:20 Comm	11:50 - 12:20 Lunch	12:25 - 12:55 Lunch
	12:20 - 12:55 Class	12:25 - 12:55 Class	

3rd Period Times on a 'C-1' Schedule

<u>3A Lunch</u>	<u>3B Lunch</u>	<u>3C Lunch</u>	<u>3D Lunch</u>
10:30 - 11:00 Lunch	10:30 - 11:00 Class	10:25 - 10:41 Comm	10:30 - 11:34 Class
11:05 - 12:09 Class	11:05 - 11:35 Lunch	10:41 - 11:15 Class	11:34 - 11:50 Comm
12:09 - 12:25 Comm	11:40 - 11:51 Comm	11:20 - 11:50 Lunch	11:55 - 12:25 Lunch
	11:51 - 12:25 Class	11:55 - 12:25 Class	

All students are to remain on campus during their lunch period. They may bring their own lunch or purchase food from the cafeteria. **STUDENTS ARE PROHIBITED FROM HAVING LUNCH (FAST FOOD RESTAURANTS) BROUGHT TO SCHOOL DURING THE LUNCH PERIODS.** Halls where classes are in session are closed during the lunch periods.

Lunchroom and Food Guidelines

We have four lunch periods with the vast majority of students eating in our cafeteria. We also have a number of community groups and student groups that use our cafeteria after school. In order to keep our facility as clean as possible, please follow these guidelines:

- * All students are expected to return their trays to the cafeteria window and to dispose of trash and paper from their table in the trash cans before leaving the cafeteria or commons area.
- * Failure to return trays and leaving trash on tables results in a Tuesday Extension.
- * Throwing of food is suspension from school for the rest of the day.
- * All food and drink must be consumed within the blue lines (commons area) around the cafeteria and pool.

- * In order to keep our halls clean, no containers of beverage or food may be carried down the hallways with the exception of sack lunches that may be taken to lockers before school and to the cafeteria at lunch time.

Homerooms

Students are assigned to a homeroom in alphabetical order by grade level. The homeroom, a 25-minute period between 1st and 2nd periods, is primarily administrative -- where class activities are organized and school procedures outlined. Elections for class officers and queens and the courts are held during homeroom periods. Homeroom teachers are the class sponsors who work closely with the class officers and class senates in organizing and supervising activities. Students are urged to look upon the homeroom teacher as a friend and counselor who is willing to provide assistance.

STUDENT ACTIVITIES AND SERVICES

Announcements

Daily and weekly announcements are posted in a glass case between the ticket windows near the music ramp by the front office.

Student Government

STUDENT COUNCIL North High School has an outstanding Student Council. The Council provides students with the opportunity to exercise responsibility, leadership, and an appreciation of personal achievement. The Council is a liaison between students and staff and as such, carries a voice in many activities of the school. The profits the Council obtains shall be distributed to many worthy causes throughout the school and community. Class/Student Council Officers/Representatives are determined by votes of the class/organization. Candidates must be students in good standing (at a minimum not been assigned two (2) or more school extensions or one (1) out-of-school suspension in the most previous complete trimester and the current trimester to date) as determined by the school administration and have been a member of the class/organization the previous year. Candidates must have a minimum 2.5 GPA, be passing in a minimum of four (4) classes, be full time students, and be scheduled to complete the school year. Officers/Representatives may be dismissed from service if found not to be in good standing (either academic or behavior) by the school administration anytime following election or for failure to attend 95% of class/organization functions. Additional Student Council rules are printed in the Student Council Constitution, which can be found in the Main Office. The student council officers are listed later in this publication.

HOMEROOM REPRESENTATIVES During the second week of school each year, the Homeroom Representatives will be elected to serve for that school year. There are two representatives chosen for each homeroom.

They will be nominated and elected in each homeroom. Their responsibilities are 1) Attendance at all Student Council meetings, 2) Must take notes and report Student Council information to their homeroom, 3) Must participate in Student Council activities. Homeroom Representatives may be dismissed from service if found not to be in good standing (either academic or discipline) by

the school administration anytime following election or for failure to attend 95% of class/organization functions.

CLASS SENATES Each of the classes at North elects members to a senate-- either a Senior, Junior, Sophomore or Freshmen Senate. It is the responsibility of these councils to propose and organize activities of their respective classes.

CLASS OFFICERS In the spring of each year, classes elect the class officers for the next school year. During the second week of school this year, the new Freshmen will elect their officers. The officers, working closely with their adult sponsors and council, provide the leadership needed for class activities and conduct all class and council meetings. Class/Student Council Officers/Representatives are determined by votes of the class/organization. Candidates must be students in good standing (at a minimum not been assigned two (2) or more school extensions or one (1) out-of-school suspension in the most previous complete trimester and the current trimester to date) as determined by the school administration and have been a member of the class/organization the previous year. Candidates must have a minimum 2.5 GPA, be passing in a minimum of four (4) classes, be full time students, and be scheduled to complete the school year. Officers/Representatives may be dismissed from service if found not to be in good standing (either academic or behavior) by the school administration anytime following election or for failure to attend 95% of class/organization functions.

CAMPAIGN GUIDELINES

All candidates must have all campaign materials such as posters, slogans, etc. approved by the Administration before the campaign begins. **All campaign materials can only be posted on the pool windows.**

Continental Corps

The Continental Corps are the "official" hosts and hostesses for Terre Haute North Vigo High School. They are knowledgeable about the school and serve as tour guides for all visitors to the school. Also, they serve at athletic events, musicals, talent shows, parent nights, and at any other special events for which their services as hosts and hostesses are requested. Students are chosen on the basis of their experience, availability to serve, poise, personality, general appearance, and scholastic standing. Prospective members submit a written application and are interviewed by the Continental Advisory Committee. The Continentals have been instrumental in setting an atmosphere of excellence, pride, and friendliness.

Assembly Programs

As part of the total educational program at North High School, a series of assembly programs are presented throughout the year. The series varies from music to plays and from lectures to films. During assemblies, all homerooms are assigned a seating area with students sitting by homeroom or by a specific class. The policies and practices regarding student assemblies have been studied with the goal of providing assembly programs that meet student needs and interests.

Award Assemblies

Each year, two award assemblies are held. The assembly for seniors is after school hours; at this assembly, scholarships are announced in addition to various service and academic awards. The underclass assembly is held

during the school day the final week of the school year; the underclassmen are recognized for their achievements in a variety of areas.

Athletics

North High School has a full program of athletic activities for both young men and young women. There are currently twenty varsity sports offered which include ten women's sports and ten men's sports. Many students participate in more than one sport. Girls participate in swimming, volleyball, golf, cross country, gymnastics, basketball, track, tennis, softball, and soccer. Boys participate in football, tennis, cross country, wrestling, swimming, basketball, track, golf, baseball, and soccer. The entire athletic program is self-supporting. In other words, the only money available for uniforms, equipment, transportation, etc., must come from the sale of game tickets and direct financial support from the Athletic Booster Club.

An athlete, young man or woman, who participates for North is governed not only by the regulations of the school but also by the Indiana High School Athletic Association (IHSAA). Before a student can compete, he/she must have parental consent, a medical examination, sign and abide by the Vigo County School Corporation Athletic Code of Conduct, and have a minimum of four (4) passing grades in full-credit classes during the previous grading period.

V.C.S.C. Athletic Code of Conduct

ATHLETIC EXPECTATIONS: A student who represents the Vigo County School Corporation must exhibit at all times the highest standards of personal behavior. Participation in athletics is a privilege requiring that a student makes a commitment to practice before or after school hours with perfect or near perfect attendance, to work hard to excel, to learn cooperation and team efforts, and to exemplify good behavior both at school and away from school. Athletes are representatives of the Vigo County School Corporation and their school and always serve as role models at school and in the community. Students who cannot accept this challenge and responsibility should not become involved with the athletic program. There is a legitimate school interest and an expectation by the coaching staff of the Vigo County School Corporation that students follow the Athletic Code of Conduct at all times (beginning with the students' attendance at their first official middle/high school sports practice and continuing for 365 days each year through completion of student's involvement in athletic events their eighth grade or senior year). Therefore, he/she should conscientiously fulfill all the rules established for the athletic program and the sports for which he/she is participating.

General Rules include, but are not limited to:

1. Use of tobacco in any form is prohibited (first offense will be "athletic suspension", and a second offense will cause "athletic exclusion".)
2. Possession and/or use of any substance/device/object which is, or is represented to be alcohol/drugs as identified in Rule II or III of the Student Rights and Responsibilities policy of the School Corporation is prohibited (first offense will be "athletic suspension", additional offenses will cause "athletic exclusion".)

3. Providing or transmitting any substance/device/object which is, or is represented to be alcohol/drugs as identified in Rule I or IV of the Student Rights and Responsibilities policy of the School Corporation will cause "athletic exclusion".
4. Being found guilty of violating city, state, or federal codes/laws will cause a warning, or "athletic suspension or athletic exclusion".
5. Reference Rule C-8-1 IHSAA By-Laws and Articles of Incorporation:
"Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school." Note: "It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."
6. Additional rules may be established for each sport by the individual coach. Such rules must be approved by the athletic director and principal, provided in writing to the student-athlete, and discussed with the student-athlete.

Due Process to be Expected:

1. Athletic Suspension – The student-athlete cannot participate in twenty (20%) percent of the games/meets for the sport the student is currently, or will be, involved in until the penalty is completed (this may necessitate suspension in more than a single sport season or school year). The number of games/meets will be determined by 20% of the current or immediately next sport, whichever comes first. (clarification-(not part of the policy)-number of games/meets in the regular season will be used to determine the 20%-fractions will be rounded off in the normal manner-suspensions will extend into tournament play)
2. Athletic Exclusion – The student-athlete will be ineligible to participate in any athletic program for 365 days from the date of infraction.
Parent/Legal Guardian appeals will occur through normal due process channels to the building principal.

Other Items:

1. School Suspension – Any athlete placed on out-of-school suspension or is sent home from In School Suspension is not eligible to practice nor participate until the student has returned to school. This ineligibility will begin at the time the student is notified of the suspension (either orally or in writing).
2. Dress Code – Student athletes are expected to be neat, clean, and well groomed for both away and home games.

3. Changing Sport in Mid-Season – From the time a student’s name appears on the official eligibility list for an inter-scholastic sport, he or she may join another team, or compete in another inter-scholastic sport only with approval of the athletic director and coaches involved. Mid-season change of teams may be permitted under the following conditions:
 - (1) If the student presents to both coaches involved a doctor’s certificate recommending that he/she drop the first sport for reasons of health and permits participation in the second sport.
 - (2) If both coaches involved and the athletic director agree that a mid-season change of sports would be beneficial to the player without being unfair to the players of either team.
4. Any athlete in grades nine – twelve who is a member of a school team cannot tryout, practice, or play in a similar sports program sponsored by any other organization between the date of the first IHSAA authorized contest in that sport and the completion of that team’s school season.

Each coach is responsible for the administration of this code for his/her activity.

Club Program

When clubs begin, they will continue until the middle of May. Clubs will meet on Wednesdays during Homeroom/Activity period. Clubs will meet twice a month. Teachers volunteer their time to sponsor desired student clubs and identify club members. New club guidelines are available in the Main Office.

Delivery of Flowers/Gifts

North High School is no longer able to accept delivery of flowers, gifts, etc. for students during the day. The local floral shops have been notified of this policy. Thank you for your understanding.

Insurance Form

Good student and Driver Education insurance forms are to be submitted to the Guidance Office for validation. Supplemental insurance information is available in the Athletic Office for student athletes.

Intramurals

An intramural sports program is available to students at North. The program is conducted after school hours during intramural season.

Lost and Found

Lost and found is located outside the Deans’ Office.

Posters

Many elections and activities will necessitate the use of posters. All signs and posters must be approved by bringing a sample to the Assistant Principals for approval. Election posters and campaign material are restricted to the pool windows - **no material may be displayed anywhere else in the building except the pool window area.**

Publications

The school newspaper, The Continental Crier, serves two main functions. One is to provide another educational experience for the students who comprise the staff; the other is to provide interesting, enjoyable, and

informative reading for the students. Collecting the regular issues of the Continental Crier can provide some very fine memories to be enjoyed in the future.

The Polaris is the yearbook of Terre Haute North Vigo High School, and its publication is the responsibility of the yearbook staff. Its objectives are similar to those of the newspaper and all students are urged to give it their support. The Polaris provides a record of all activities during the school year and is treasured by students as a springboard of pleasant high school memories. The yearbook is distributed during the early part of each school year.

Queens and Courts

Female students may be candidates for election to the positions of Queen and Queen's Attendants. Male students may be selected/appointed to the Queen's court as Escorts. Candidates must be students in good standing (at a minimum not been assigned two (2) or more school extensions or one (1) out-of-school suspension in the most previous complete trimester and the current trimester to date) as determined by the school administration. Candidates must have a minimum 2.0 GPA, be passing in a minimum of four (4) classes and be full time students. Candidates may be dismissed from service if found not to be in good standing (either academic or behavior) by the school administration anytime following election/selection. A student may be elected as an attendant only one time during grades 9, 10, and 11 and then may be eligible again to be in one court their senior year. An escort must participate in both the coronation and homecoming games. All escorts must meet the same academic and discipline policies that the candidates do. Only the attendants' names will be listed on the ballot.

Each class votes for its own fall and winter sports nominees during a homeroom period. All participants must be full time students at the time of coronation. The Fall Sports and Winter Sports Queens are elected by a majority of the vote of the student body. The other classes vote for the members of the court who will represent their respective class during the ceremony. Coronation ceremonies follow the selections of the Fall and Winter Sports Queens in the evening in the auditorium.

In the spring of the year, the Juniors and Seniors elect their respective Prom Courts with the Queens being elected and announced at the prom. The Prom King is the male escort of the female student elected as the Prom Queen. All candidates must meet academic and discipline eligibility as the homecoming courts and follow the same rules of participation.

Terre Haute North Recycling Efforts

Recycling by the entire school is strongly encouraged. All staff members and students are urged to be aware and utilize recycle and reuse. The Environmental Club is providing leadership in this worthwhile effort.

Food and Drink

The vending machines in the room across from the cafeteria are open before school and at lunch time. Only healthy beverage choices are available before or after school. All group sales are before or after school in the cafeteria. Unless approved by the Administration, no food or drink is allowed outside the commons area at any time.

Senior Yearbook Pictures

David Stapp Photography has been chosen as the designated photographer for North High School. Seniors wishing to have their pictures in the yearbook should make an appointment with the studio. There is no charge for this service. Seniors have the option of purchasing senior photos at any studio of their choice.

Student Workers

- 1) Students who wish to be student workers may apply utilizing two methods:
 - a) Juniors and seniors may sign up in January of the previous year during the course scheduling process.
 - b) All students may see their counselors two or more weeks prior to the trimester in which they want to be student workers. If they have not previously signed up to be student workers, they may drop a class if it is not a core subject (English, math, science, social studies, foreign language) and if there is a need for student workers.
- 2) Eligibility is determined on the following criteria:
 - a) No more than two Tuesday extensions
 - b) No out-of-school suspensions
 - c) No more than five absences during the previous trimester
 - d) No less than a 2.0 grade point average
 - e) No trancies from class or school
- 3) All potential student workers must report to study hall or stay in their current class assignment until they have been approved by the Main Office and notified by their counselors.

Telephones

There are pay phones throughout the building for student convenience. These phones are to be used only during lunch periods or passing periods or before and after school. Students are not to use the pay phones during class time. Other phones in the building are designated for school business. Calls are limited to three (3) minutes. There is a student phone in the main office that is for use **before and after school only**.

DRESS CODE

Appropriate dress in a high school has an effect upon the attitude of a student toward school and his/her school work. Let us always at North High School dress in a fashion that will reflect the pride we feel in our school. A copy of the dress code guidelines is posted in classrooms and Deans' Office. It is a responsibility of each student to be aware of the dress code guidelines of North High School and dress accordingly.

NORTH HIGH SCHOOL DRESS CODE GUIDELINES

1. No shorts or skirts are to be worn that are shorter than the extended fingertips. If fingers touch skin, it's too short. This includes slits in skirts.

2. Sleeveless tops are allowed if shoulder areas are completely covered. No shirts of sheer material are to be worn. No tank tops, no cut off shirts or tops with bare midriffs or low necklines.
3. No coats or jackets/headphones, backpacks, or purse backpacks are to be worn in the building between 8:10 am and 3:15 pm.
4. Backpacks must be placed in student lockers when entering the building.
5. No students are allowed to have backpacks with wheels in the building.
6. No hats, sunglasses, bandannas, caps, or full head coverings are to be worn in the building before or during school hours.
7. No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, and/or sexual content. Clothing that intimidates, threatens, or disgraces a fellow student or staff member by means of a symbol or sign is also not allowed. T-shirts that display the Confederate Flag or read Interstate 420 are examples of inappropriate attire.
8. Students are not allowed to wear spiked chains, bracelets, belts, etc. In addition, pocket or wallet chains are also not to be worn.
9. **No jeans/pants with rips, tears, holes or long fringe are allowed.** No leggings underneath holes (bike Pants etc.). Cut-offs will be allowed at the proper length and with neatly trimmed fringe. Jeans are to be worn no lower than hip level. Apparel is to be appropriate and not present a danger to other students; for example excessively flared pant legs.
10. No sleep-wear clothing or slippers (unless on specified days).
11. The administration reserves the right to judge any student's dress appropriate or inappropriate and the prerogative of handling the situation as deemed necessary. After considerable distribution and discussion of the dress code, detentions will be administered to those students who fail to comply with the guidelines.

Public schools are supported by local, state, and federal courts in determining acceptable dress to be worn during school. But the responsibility rests with the student to know the school guidelines and dress accordingly. Let what you wear be a class act that reflects pride in the first impressions you project and don't earn the two detentions inappropriate wear will bring.

GRADING POLICIES AND PRACTICES

Access to Instructional Materials List

The list of corporation-wide adopted texts and basic core instructional materials, as well as the novel list, will be available at or near the beginning of the school year in a designated area at each school. If a parent has a concern about instructional material(s) or book(s) selected by his/her child's teacher for an instructional assignment, the parent must contact the teacher and present this concern in writing. At no time during the parent concern process will the student be forced to participate in the questioned assignment. Grading for an alternative assignment will be equivalent to that for the original assignment. The policy in its entirety is available in the Main Office.

Student Computer Access Policy

The Vigo County School Corporation provides network access to every VCSC student and employee, subject to the terms and conditions of policy IIBG in the VCSC Board Policy Handbook. The purpose of the access is to facilitate communications in support of research and education. Use of such resources is a privilege, not a right. Students utilizing VCSC networks

and Internet access must first have the permission of the VCSC's professional staff. Unauthorized or inappropriate use, including any violation of these guidelines, may result in the cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. *Parents and guardians have the option of requesting for their children alternative activities not requiring network or Internet use.* Such a request should be submitted to the building principal in writing.

Class Designation Policy

For all students entering ninth grade, class designation is determined by the number of credits earned. The following shows how many credits are needed to be regarded a certain grade level:

0-9 Credits – freshman

10-19-credits – sophomore

20-32 credits – junior

33or more credits – senior

Beginning with students entering ninth grade in 2007 and after, students who do not earn enough credits during a school year to move to the next class designation may be **required** to attend summer school on order to try to recover some of the missing credits.

Student Class Load

Any student registered at North must carry a minimum of four full-credit courses.

Graduation Requirements

Each student must complete 48 credits of high school work. The 48 credits must consist of 22 elective credits and 26 required credits. Students may also earn an Academic Honors Diploma which means that the student must earn a total of 48 credits and maintain a "B" average. Specific requirements for the general diploma, the Core 40 diploma, the Core 40 diploma with academic honors, the Core 40 diploma with technical honors, and course descriptions are detailed in the Curriculum/Student Planning Book. Students wishing to graduate early must schedule it with their counselor 14 weeks prior to their date of early graduation. Graduates are required to fulfill all obligations of discipline before the end of their last trimester. Failure to do so will result in possible non-participation in graduation ceremonies and or any other extra curricular activities such as prom, etc.

Academic Integrity

Dishonesty about one's academic work undermines both personal and academic integrity and is contrary to the high standards of excellence we have at North High School. Therefore, cheating by students cannot be taken lightly or go unaddressed. Sharing or copying work are two examples of cheating. Teachers will review academic honesty policies with their students at the beginning of the school year and/or trimester. Individual department policies, such as those in the English and Business Departments, will address academic honesty with more specificity.

Grades

Letter grades are given in all classes. A letter grade is computed from a numerical average. The computer center of the V.C.S.C. will take the letter grades provided by the classroom teacher (two period grades and the final exam grade) and average them in the following manner for the Term Grade;

each six-weeks grade is weighted equally and the final term exam accounts for 20% of the term grade. The following numerical values are assigned to term letter grades:

Term Grade Numerical Values

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Only the term grades are posted on students' official transcripts and thereby become official. Term grades are used to determine a student's cumulative grade point average. The cumulative grade point average is used to determine class rank.

Grading Periods

There are two grading periods each term or six for the school year. There are three terms for the school year. Each term is approximately 12 weeks in length.

Honor Roll

At the close of each grading period, the Honor Roll is prepared and published. Honor Roll eligibility is based on a grade average in all credit subjects. The student must be enrolled in a minimum of four classes, not including pass/fail. A student must maintain a 3.00 grade point average to qualify for honors and have no grade lower than a "C-". The following grade point average determines honor status:

3.85 -- 4.00	Exceptional Honors
3.50 -- 3.84	High Honors
3.00 -- 3.49	Regular Honors

Term Exams

During the final days of each term, time is set aside for the administration of term examinations in all classes. The term grade is an average of the two grading period grades and the final exam. Once final exams begin, no other tests can be given.

GUIDANCE AND COUNSELING

Counseling

The counseling staff of North High School may be seen in the Guidance Suite. There are five full-time counselors. Students are assigned to the counselors according to student last names. The following indicates the assignment of students to counselors:

<u>STUDENT LAST NAME</u>	<u>COUNSELOR</u>
TBA	Mrs. Becky Bush
TBA	Mrs. Caroline Fisher
TBA	
TBA	Ms. Brooke Pair, Director
Students with IEP's	Mrs. Marie Theisz

The counseling staff offers students a variety of services. A written program of Guidance and Counseling functions is given to each student at the beginning of

the school year. Individual and group counseling is available for all students to meet many different kinds of concerns. Programs and counseling services cover such areas as career awareness, academic counseling, self-awareness, study skills improvement, anger management, cessation of smoking, and post-secondary school information. Students are given a calendar of Guidance functions that are included in the 'Student Handbook' at the onset of the school year to inform them about upcoming activities.

Students are encouraged to view their counselors as helping persons and a vital part of their educational growth. Students will meet their counselors during orientation programs, counseling, classroom functions, or small group activities. If students would like individual counseling sessions with their counselors, they should simply stop by the Guidance reception area and speak with the secretary about the sign-up procedure.

College Requirements

The college-bound student is advised to examine closely the entrance requirements of the particular college in which he/she is interested. College information as well as vocational materials may be obtained from bulletins, catalogs, or computer programs maintained in the Guidance Office. All colleges maintain web sites which can be easily accessed. Counselors will assist any student indicating a particular college or career interest.

Parents of a college-bound senior must file the FAFSA, Free Application for Federal Student Aid, before March 1st of the student's senior year to be considered for state and federal financial assistance. The FAFSA is used to determine financial need and financial assistance for college expenses.

Testing

Standardized tests are used to aid both the school and the students in determining interest, aptitude, and capability. Results of the tests should enable students and counselors to plan programs that will help each student reach his/her potential and gain his/her vocational goal. The ASVAB, the Armed Services Vocational Aptitude Battery, is administered each winter to students.

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is made available to North students in the fall each year. The National Merit Corporation will use these test scores as a basis for determining students to be honored or for calling high scores to the attention of colleges and other scholarship-granting agencies.

Application forms for the various college entrance tests are available in the Guidance Office. Students taking the SAT I receive verbal, mathematics, and writing scores. Students will receive scores in the areas of English, math, reading, science reasoning, and a composite score as a result of the ACT. North is a test center for the SAT. A number has been assigned to Terre Haute North for the purpose of identifying the high school of those taking the tests. This important number for North is 153415; it should appear on all test applications. College-bound students should plan to take the SAT or ACT in the spring of their junior year. Students may retake the tests as many times as they wish.

Additional standardized testing that takes place during the academic year includes Advanced Placement tests in all subject areas, End-of-Course Assessment exams in the core areas, the ISTEP+ Graduation Qualifying Exam,

the ninth grade ISTEP+, and the PLAN test, which includes an interest inventory and assessments in the core areas.

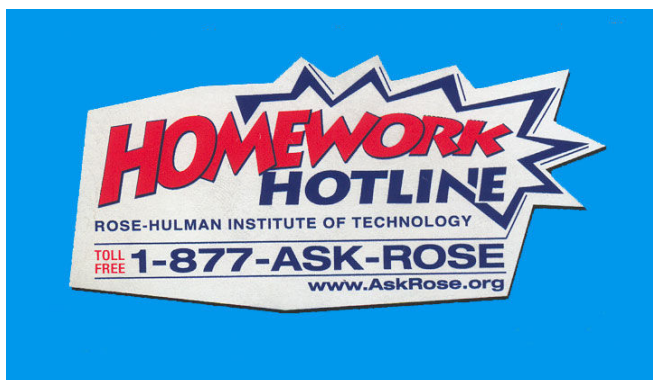
NOTE: Specific dates for administration of these college entrance tests will be announced by separate bulletin. It is the responsibility of the student and parents to work closely with the counselors to ascertain the required test, test dates, and to make application to take them before registration deadlines. Registration deadlines are usually 5 weeks before the test date. Students and parents may find career, college, and financial aid information at icpac.indiana.edu.

Change of Schedules

Student schedules are considered complete when “final schedules” are presented to students/parents. Changes will only be made to resolve an error, to respond to course failures, to expunge a grade, to respond to course/diploma requirements, or to up-grade a schedule.

Pass/Fail Policy

Students enrolled in the VCSC high schools may take one elective course each semester, not to exceed a total of nine courses, on a pass-fail basis rather than for a grade. The student will receive the regular credit for the course and the credit will count toward graduation, but the course credit will be recorded as pass or fail on the student's cumulative record. All work-study and two-hour vocational courses are excluded. All courses required for graduation are also excluded. Students and parents should be aware that many colleges and universities are no longer accepting pass-fail credits in areas of a student's majors. Some colleges interpret a Pass (P) as being equal to a letter grade of D. After careful consideration and before the end of the fifth week of the semester, students must sign waivers of grade forms with their counselors. Parents will be notified of the student's decision before the end of the sixth week. Once the fifth week is passed, the decision either to take the course pass-fail or for a grade cannot be reversed. A pass-fail cannot be converted to a grade, nor a grade to a pass-fail. To choose to take a course on a pass-fail basis is voluntary. The waiver is effective for only the one subject selected and for only one semester.



Rose-Hulman’s Homework Hotline

Rose-Hulman offers free math and science help that is available from 7 p.m. to 10 p.m., Sunday through Thursday (Eastern Standard Time). Students may call toll free 1-877-ASK-ROSE or e-mail at www.AskRose.org.

FINANCIAL RESPONSIBILITIES

Book Rentals

Students rent all textbooks. At the beginning of each school year, the book list is distributed containing materials required in each class as well as cost. Parents are responsible for paying book fees. Shortly after classes begin in the fall, during the first six weeks of school, parents will be billed. Checks for fees or other necessary purchases are accepted. Checks should be made payable to North High School. If a book is lost, damaged, or destroyed, the student is expected to reimburse the school at the current price.

Fees

Certain classes charge a fee for supplies used. The Vigo County School Corporation has approved fee charges for the following classes, the amount of which will be furnished on request and to the student on the first scheduled class day:

Art	Business Classes	Health	Lifeguarding
Family & Consumer Science	Science	Career Preparation Program	

In addition to classroom fees, each class level collects a fee to cover its annual activities and set aside money to be used during its Commencement Activities. Class level dues are payable to class sponsors throughout the school year. Presently class level fees are the following:

Freshman	\$1.50
Sophomore	\$1.50
Junior	\$2.00
Senior	\$2.50

ATTENDANCE POLICIES AND PRACTICES

Attendance expectations are set forth to assist students in being successful in school and in life outside of their school experience. An emphasis on excellent attendance will benefit students as they will have the maximum opportunity for achievement in schools, and they will gain valuable life skills to be used beyond their school experience. It is anticipated that all students, at one time or another in their lifetime, may be employed and will be expected to be on time and at work each and every day. It is with this knowledge that the Vigo County School Corporation has established this attendance expectation: ***students will be in school and on time each and every day school is in session.*** This is an important issue and one that requires the support of parents, the school corporation staff, the Vigo County community, as well as the students themselves.

GUIDELINES

- A. Absences from school, for whatever reason, e.g., family vacation, illness, appointments, visits, etc., will be counted as absences. Parents, guardians, or emancipated students must call or contact the school about each absence on the date of the absence before 10:00 a.m. Failure to do so may result in the absence being identified as truancy.
 1. ***Truant absences*** are identified as:
 - a. Failing to attend school or class without the **consent** of the parent/guardian or school official.
 - b. Not being in assigned location on the school campus during the school day without approval of appropriate school personnel.
 - c. A “Habitual Truant” is a student who is truant from school either three times in one trimester or four times in a year.
 2. The following events, by law and policy, are not absences from school:
 - a. School sponsored trip
 - b. Suspensions from school attendance
 - c. Serving as a Page in the Legislature
 - d. Working the elections as provided by law and policy
 - e. Appearing in court under order of subpoena
 - f. Serving on active duty with the Indiana National Guard for not more than 10 days in the school year.
 - g. Serving as the official representative of the school (as approved by the principal)

- h. Serving on the State Department of Education Standards Task Force
 - i. Hospitalization or incarceration with verified educational services being provided
 - j. Accepted for homebound services (student/parents must have a request for homebound services on file, including an approved medical support statement)
 - k. College Days – a maximum of 2 college visitation days will be permitted on each of the last two years of high school – additional visitation days must receive prior approval from the school principal or designee
 - l. Other: Principal determination (must be documented)
- B. Excellent attendance (98% for the year) will be recognized.
- C. Documented doctor/dentist/therapist notes will not be included in the calculation of excessive absences.
- D. Loss of Credit (High School) – **A student may be denied credits after the 8th absence from school/class in a trimester.** Extensions will be provided to students who have documented medical or dental excuses on file. Notes from health care providers must be received within three school days after the student returns to school. After the eighth absence, the student and his/her parent/guardian will be notified and may be provided the following options: 1. An attendance contract that provides an opportunity for the student to regain credits based on improved attendance during the current trimesters; 2. The student may be placed in an alternative educational program (McLean H. S. or Booker T. Washington H. S.); 3. The student will lose credits for the class(es) if attendance patterns continue.
- E. The Vigo County School Corporation expects that principals will use their professional discretion when implementing discipline approaches with individual students. All appeals will be at the building level.
- F. Each school will develop a program to recognize students for excellent school attendance.
- G. Tardies to school or class will be dealt with in such a way(s) so as not to negatively impact the school attendance rate. Calls will be made to the home to encourage the student to be on time and at school each day. Tardies may result in loss of recess/break time or assignment to a detention or extended school day.
- H. Parents, guardians, or emancipated students are to report a student absence by calling the school prior to 10:00 a.m. on the day of the absence. Failure to call may result in disciplinary action.
- I. After each absence the following procedures will be followed:
- 1. Calls will be made to the home or parent work place each day if the school is not notified by the parent, guardian, or emancipated student on the day of the

- student absence. The school will use other communication methods if there is no available home/work phone. All efforts to contact the home will be properly documented.
2. When possible and/or appropriate, teachers/teams are encouraged to discuss the importance of school attendance with the student.
 3. Students are allowed to make-up appropriate work missed because of any absences with the exception of absences identified as trancies. The work will be included in figuring the student's grade. Students/parents must contact the teacher to request the make-up work. Elementary students will have one week to complete make-up work. Middle and high school students have three school days after the last absence to complete make-up work. Special circumstances may be approved by the principal.
- J. On the fourth (4th) and the eighth (8th) absences, when appropriate, an attendance letter will be mailed to the home informing the parents/guardians regarding the importance of good school attendance and alerting them that serious attendance patterns may be developing. Schools at each level (elementary, middle and high) will include in this letter pertinent information about possible consequences of continued absences. The school will keep proper documentation of this communication.
- K. On the tenth (10th) absence, when appropriate, the school will contact the student and the parent/guardian and develop a Probation in Place of Expulsion (PIPE) plan that sets the expectations for improved attendance. Schools at each level (elementary, middle and high) will again share pertinent information about possible additional consequences of continued absences. The school will keep proper documentation of this communication.
- L. On the fifteenth (15th) absence, when appropriate, in communication with the student and the parent/guardian, the school may involve Child Protective Services, the Juvenile Justice System, and recommend expulsion. Additionally, driver's license/permit and work permit may be revoked by the principal after the 15th absence.

Make-up work is defined as all work that is counted as a grade must be allowed to be made up in some form. It must be of equal grade value. Students have the responsibility of requesting make-up work from the teacher within three (3) days upon their return. A reasonably designated time limit will be set by the teacher as to the due date of any make-up work. Due to the emphasis on participation in physical education classes, state and local policy may override this definition. The work will be included in figuring the student's grade.

Students/Parents must contact the teacher to request the make-up work.

Tardies to School

After 8:25 a.m., students must report to the Attendance Office before going to class. A student will face the following disciplinary consequences for

tardies to school: 2nd tardy – 1 detention, 3rd tardy – 2 detentions, 4th tardy – 3 detentions, and 5th tardy and subsequent tardies – 1 Tuesday extension. If you are absent at the conclusion of 1st hour, you are considered absent not tardy and a parent note will need to be given to the Deans' Office to explain the absence.

Tardies to Class

Once the bell rings to begin class, students not in the classroom will be marked tardy. How teachers determine a detention for a tardy will be up to the individual teacher.

Truancy

A student is considered truant when he or she is not in attendance in school, class, study hall, or other assigned activity, without the permission of parents, legal guardians, and/or designated school official(s). A student will be considered truant if he or she misses a class for more than fifteen (15) minutes and there have been no previous parental contacts. Truancy is also when a student is absent and does not make contact with the school. Truant students may not make up work for credit.

Leaving Before Close of School Day

Students are not to leave the school grounds without a permit from the Deans or a pass from the Nurse's Office. Students violating this policy will be considered truant and thus subject to disciplinary measure. If a student is on a work-study program, the Assistant Principal will issue a permanent pass at the beginning of each trimester.

**VIGO COUNTY SCHOOL CORPORATION
RULES AND REGULATIONS GOVERNING STUDENT BEHAVIOR
(Policy JF and Restrictions JF-R)
STUDENT RIGHTS AND RESPONSIBILITIES**

This section is intended, in general terms, to describe some of the rights and responsibilities of students in the Vigo County School Corporation and to set forth appropriate regulations governing student behavior.

In order to function properly, public school education must provide equal learning opportunities for all students. In order for an individual to exercise his/her individual rights as afforded by our Federal and State Constitutions, he/she must be able to exercise self-discipline which will allow all individuals equal opportunities. The basic foundation and success of public school education depends greatly on self-discipline.

In addition to the general curriculum, principles and practices of appropriate behavior must be present and modeled. This includes an acceptance of the rights of all individuals, however, no individual school or school system can discharge these responsibilities if it allows students to act in an objectionable manner or to disregard rules, regulations and laws adopted for the benefit and safety of all persons.

The responsibility for the development and enforcement of rules and regulations for the protection and safety of individuals, in the school, is delegated by the Board of School Trustees to staff members within the School Corporation. The purpose of these rules and regulations is to help create an atmosphere that promotes the best possible learning and safe environment for all those involved in the educational process.

Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but, as citizens, they are subject to its national, state, and local laws and rules governing the various aspects of their behavior.

In the same manner, students live and function in the school community. The benefits of public education are available to all students, but in order to acquire these benefits, the individual must abide by laws, rules, and regulations. In order for the educational process to function adequately and provide programs of diversity and challenge, there must be an orderly and manageable framework within which each individual can function.

The rules and standards set forth in this policy apply to behavior on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event of any kind. This policy does not define all types and aspects of student behavior; however, the Board of School Trustees has the responsibility to set forth policies, rules and regulations to help each student with his/her behavior in a safe and acceptable manner.

The Board of School Trustees and the Superintendent of schools may establish written policies, rules, and regulations of general application governing student behavior in all schools. In addition, each principal, within his or her school, may establish certain written rules, regulations, and consequences not inconsistent with those established by the Board and the Superintendent. Additionally, school officials may find it necessary to remove a student from the school; in this event, the Board of School Trustees authorizes administrators and staff members to take the following action:

REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting. If a teacher removes a student for more than one day, said removal shall be contingent upon mutual agreement with the teacher and the principal or principal designee. An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

SUSPENSION FROM SCHOOL - PRINCIPAL:

A school principal (or designee) 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. Suspension from school may also result in a loss of the driver's license.

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 possibly including summer school, with the exception of a violation of rule 15 listed under the grounds for Suspension and Expulsion in this policy. Expulsion will also result in a loss of the driver's license.

BULLYING:

Bullying another student will be grounds for disciplinary action ranging from direction/correction to suspension to expulsion. Bullying is defined as overt, repeated acts or gestures, including verbal or written communication 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.

ZERO TOLERANCE

The Board of School Trustees hereby adopts a policy of Zero Tolerance for those specific acts of misconduct identified in this policy by an asterisk (*). All middle and high school principals who have preliminarily found that a student has committed one or more of those specific acts of misconduct shall suspend such student from school in the manner provided hereinafter in this policy and by Indiana law. The principal shall file a written charge with the Hearing Officer requesting that the student be expelled from school for the maximum period permitted by Indiana law or Federal law, whichever is greater. All elementary principals may exercise their individual discretion whether or not to exercise this action regarding filing an expulsion request for all rules, with the exception of Rule XV, relative to possession of a firearm. When filing an expulsion request, the principal shall forward a written charge requesting the Hearing Officer to expel from school for the maximum period permitted by Indiana law or Federal law, whichever is greater.

**AREAS OF PROHIBITED STUDENT CONDUCT
AND AREAS OF ZERO TOLERANCE**

Any conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with a school function or activity on school grounds and off school grounds; traveling to or from school or a school activity, function, or event; or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

Nothing herein is intended to restrict the exercise of legitimate First Amendment rights. Should a student become involved in an incident that is clearly independent of school function, the responsibility and jurisdiction lies with the parent, guardian, or the local law enforcement agency. Exceptions will be investigated on a case by case basis to determine if there is sufficient information to establish that an incident is related to or interferes with school functions or activities or poses a threat to staff or students. If such investigation supports a relationship, suspension and/or expulsion procedures may be implemented.

The preceding standard is a general standard that should be used as a guide by all students. **Not all acts of misconduct can be itemized in this section.** The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible expulsion from school for a period in excess of ten (10) school days which would be no longer than the remainder of the current trimester plus the following trimester possibly including summer school, with the exception of a violation of Rule XV listed

under the grounds for Suspension and Expulsion in this policy which carries a mandatory twelve (12) calendar month expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION

Rule *1 Providing, or transmitting to another person, any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, “non-alcoholic” beer or wine, substance containing alcohol, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any medication not specifically prescribed for that individual as a prescription drug or any over the counter substance that may impair the physical or mental function of an individual.

Rule 2 Possessing, using or being under the influence of any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, “non-alcoholic” beer or wine, substance containing alcohol, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any prescription medication not specifically prescribed for that individual.

Rule 3 Possessing any instrument, device or other object which the student, who possesses the same, intends to use for (a) introducing into the human body any of the prohibited substances set forth in 1. above; (b) testing the strength, effectiveness, quantity or quality of a prohibited substance set forth in 1. above; or (c) enhancing the effect of a prohibited substance set forth in 1. above.

Rule *4 Transmitting or providing to any person any instrument, device, or other object which the transmitter or provider intends to be used for: (a) introducing into the human body any of the prohibited substances set forth in 1. above; (b) testing the strength, effectiveness, quantity, or quality of a prohibited substance set forth in 1. above; or (c) enhancing the effect of a prohibited substance set forth in 1. above.

Rule 5 Medications, professionally prescribed for the student and any over the counter substance may be brought on school property and **must**, on arrival at school, be presented to the school nurse, health assistant, or extracurricular staff member as applicable for storage and presentation. Students may not take these substances unless given by the school nurse, health assistant, or extracurricular staff member and students cannot give these substances to another individual while under the responsibility of the Vigo County School Corporation. (See Medication at School point “C”)

Rule *6 Being involved in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of teachers, or other employees, or visitors.

Rule 7 Engaging in activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

Rule 8 Stealing, causing damage to, or destroying property if done on school grounds or during a school function or event.

Rule *9 Causing or attempting to cause physical injury or harm to any teacher or other school employee or visitor on school grounds or during a school function or event. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. Any eligible special education, or Section 504 eligible student shall be afforded the protection guaranteed by applicable state and federal statutes.

Rule 10 Causing or attempting to cause physical injury or harm to any student on school grounds or during a school function or event.

Rule *11 Threatening or intimidating any teacher or other school employee or visitor.

Rule 12 Threatening or intimidating any student.

Rule 13 Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.

Rule *14 Possessing, handling, or transmitting any object that in fact or under the circumstances can reasonably be considered to constitute a weapon. Laser pointers can be weapons if purposeful action to cause damage is the intent.

Rule *15 Possessing, handling, or transmitting any firearm on school property. Violation of Rule XV. requires a twelve calendar month removal from school. The twelve calendar month penalty will begin on the date of the first day of suspension from school for the violation.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

- a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- b. The frame or receiver of any weapon described above.
- c. Any firearm muffler or firearm silencer.
- d. 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.
- e. 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.
- f. 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.

Rule 16 Refusing or failing to comply with the state and local attendance laws, including, but not limited to, truancy from specific classes and tardiness to school in general or to specific classes. Failure to comply will result for those eligible individuals and or families in referral to the Division of Children and Family Services with the possibility of loss of benefits.

Rule 17 Gambling on school premises or at school events.

Rule 18 Failure to comply with possession, smoking, or use of tobacco restrictions as established by local and state officials. Student possession or use of tobacco in any form on school buses or in school buildings is prohibited. Students shall not possess or use tobacco in any form on school grounds during the school day, at athletic events, or any other after school activities.

Rule 19 Failing to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel. This shall include, but shall not be limited to, the refusal to show a student identification card when asked to do so.

Rule 20 Repeatedly violating any rules or regulations governing student conduct.

Rule 21 Subject to the lawful exercise of First Amendment rights, participating in any activity which substantially disrupts or materially interferes with, or is likely to so disrupt or interfere with any school function, activity, or purpose such as:

- 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.

Rule 22 Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety or in a manner which causes an interference with school work or creates a classroom or school disruption.

Rule 23 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.

Rule 24 Inappropriate or unlawful use of a paging device and or portable/cellular telephone by a student.

Rule 25 Engaging in voluntary sexual harassment of another person, which includes sexually-related verbal statements, gestures, or physical contact.

Rule 26 Engaging in speech or conduct or consensual sexually-related contact with another person.

Rule 27 Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

Any student may be suspended from school. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purpose.

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including, but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes, or to prevent an interference therewith including, but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extracurricular activity.

SUSPENSION AND RIGHT TO HEARING

A. If a student is to face disciplinary action which could result in his suspension from school for a period greater than ten (10) days, or for the balance of the trimester, or for the balance of the school year, or for summer school, or for the balance of the school year and the first trimester of the following year, he shall be notified of this fact. Under policies, rules, and regulations adopted by the Board of Trustees, that student will be given the opportunity to have a hearing in front of an impartial determiner of fact called a "Hearing Examiner". That student will be entitled to bring with him a representative of choice and will be entitled to hear specific evidence against him, to ask witnesses questions, and to produce witnesses on his/her behalf. The procedures to be followed in the event of such a hearing will be presented in writing to the student and/or his/her parents sufficiently in advance of the hearing to enable the student and his/her parents to reasonably prepare for the hearing.

B. The student may be suspended by the hearing examiner until the date of the expulsion or exclusion hearing if in response to a formal request by the principal/designee the hearing examiner determines that his/her suspension is necessary.

SHORT TERM SUSPENSION

Any principal/designee may deny a student the right to attend school or to take part in school functions for a period of up to ten (10) school days. Such short-term suspension shall be made solely after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference therewith. No short-term suspension shall be made without affording the student an opportunity for an informal hearing.

At the informal hearing the student is entitled to:

- A. A written or oral statement of the charges against him/her.
- B. If he/she denies the charges, a summary of the evidence against him/her.
- C. An opportunity to explain his/her conduct.

Notice and the informal hearing shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.

Within twenty-four (24) hours, or such additional time as is reasonably necessary, following such suspension, the principal/designee shall send a written statement to the student's parents describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken. The principal/designees shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

EXPULSION PROCEDURES

When a principal/designee recommends to the Superintendent/designee that a student be expelled from school, the following procedures will be followed:

A. A Superintendent of a school corporation may conduct an expulsion meeting or appoint one of the following to conduct an expulsion meeting:

- 1. Legal counsel
- 2. A member of the administrative staff, if the member has not expelled the student during the current school year and was not involved in the events giving rise to the expulsion.

B. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the Superintendent or the designee. Failure by a student or a student's parent 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.

C. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

D. At the expulsion meeting, the principal/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.

E. 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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within 10 days of the receipt of notice of the action taken. The student or parent 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. The Board will then take any action deemed appropriate.

DISCIPLINE POLICIES AND PRACTICES
of NORTH HIGH SCHOOL

<u>OFFENSE</u>	<u>HANDLED BY</u>	<u>DISCIPLINARY CONSEQUENCE</u>
Tardies	Teacher/Dean/Admin.	Range of Detention - Tuesday Extension, Out of School Suspension - Parent conference depending on number of offenses - Progressive
Truancy, Improper Parking, On Parking lot w/o permission, Failure to serve detentions, Forging note or pass, Leaving school w/o permission, Locker Sharing, Failure to return cafeteria trays, Throwing food in cafeteria, Out of assigned area (Truancy is defined as a partial period or an entire day.)	Dean/Administrator	Progressive - Tuesday Extension through Out of School Suspension - Probation in Place of Expulsion or Recommendation for Expulsion
Tobacco - Use or Possession on School Property or School Related Functions Starting January 1, 2002, as it is illegal for anyone under 18 years of age to possess tobacco products, disciplinary action for the violation of the IC 35-46-1-10.5 (illegal possession or use of tobacco products) on school premises or school sponsored events <u>WILL</u> result in a referral to local law enforcement.	Dean/Administrator (VCSC Board Policy)	<u>1st Offense</u> -1 to 3 days suspension and, if under 18 years of age, principal will report the offense to law enforcement The principal or designee may substitute school/community service in place of suspension for the first offense. <u>2nd Offense</u> -3 to 5 days suspension and, if under 18 years of age, principal will report the offense to law enforcement <u>3rd (or more) Offense</u> -5 to 10 days for each violation and, if under 18 years of age, principal will report the offense to law enforcement.
Disruptive, Inappropriate behavior including use of Profanity/Obscenities/ Inappropriate language/Racial comments Or slurs. Threatening or Intimidating another Student. Sexual harassment - Inappropriate displays of affection such as kissing are unacceptable anytime on school grounds. Holding hands is an acceptable form of affection; consoling or greeting a friend with a brief hug is also acceptable.	Teacher/Dean/Administrator	Detentions through Out of School Suspension, Probation in Place of Expulsion Recommendation for Expulsion & Possible
Trespassing at another school	Dean/Administrator	Minimum of 2 Tuesday Extensions with possible arrest
Fighting/Stealing/Vandalism/Fireworks Inappropriate computer access	Dean/Administrator	Out of School Suspension, Probation in Place of Expulsion, Possible Recommendation for Expulsion and Referral to Law Enforcement Agency
Failure to follow directives of staff	Dean/Administrator	Detentions through Out of School Suspension, Probation in Place of Expulsion, Possible Recommendation for Expulsion, Referral to Law Enforcement Agency
Possession of Paging Devices, Cellular Phones, or any electronic devices, are permitted at school provided that during school hours and on a school bus the cell phone/ Pager/ electronic device remains off and out of sight. *Dealt with by principal or designee	Dean/Administrator	1 st Offense-Verbal warning, confiscated, returned at the end of the day. 2 nd Offense*-Cell phone/Pager confiscated and returned to the parent at the end of the school day and the student will be given a detention. 3 rd Offense*-Cell phone/Pager confiscated. The student will be directed not to have such Device on the school bus or in school during the school day for the remainder of the school year. Parent/guardian may be

		<p>contacted to pick up the cell phone/pager/electronic device. The student will be given a Tuesday school or in-school detention. Additional consequences will be assessed for continued violation in accordance with student rights and responsibilities (suspension and expulsion may be recommended).</p>
Gang Signs or Paraphernalia	Dean/Administrator	Out of School Suspension, Probation in Place of Expulsion through Recommendation for Expulsion
*Possess, use, or be under the influence of any substance which is, looks like, or which is or was represented to be marijuana, alcoholic beverage, "non-alcohol" beer or wine, substance containing phenylpropanolamine (P.P.A.), steroid, stimulant, depressant, or intoxicant of any kind or any medication not specifically prescribed for that individual as a prescription drug or any over the counter substance that may impair the physical or mental function of an individual, or any device used in association with these substances.	Dean/Administrator (Per VCSC Policy)	Recommendation for Expulsion or 5-10 days Out of School - Suspension with Screenings and Alcohol/Drug Education Program - Referral to Law Enforcement Agency or Alternative to Expulsion Policy JF-R
*Provide or transmit to another person any of the prohibited substances or items listed directly above.	Dean/Administrator (Per VCSC Zero Tolerance Policy)	5 - 10 Days Out of School Suspension with Recommendation for Expulsion and Referral to Law Enforcement Agency
*Threatening, Attempting to cause Physical Injury or Harm to any Teacher, School Employee, or Visitor on School Grounds or Any School Function, Possession, Use or Transmitting any Weapon, Firearm/Look-Alike.		

*See School Board Policy JF and Restrictions JR-R.
 NOTE: In general, yearly total of Tuesday Extensions per student will be limited to 4. After 4 Tuesday Extensions, students may be suspended from school. Failure to serve Tuesday Extension without prior approval will result in a 3-Day Out of School Suspension. In general after the second out of school suspension, more severe discipline will follow.

Detention Halls

Just as the school has policies and regulations covering its operation, so do classrooms and study halls have regulations. Whereas the Principal, Assistant Principals, and Deans are responsible for the general conduct of the student body, the classroom teacher is responsible for enforcing the regulations of the classroom and halls as well as the school. To assist the teacher in these duties, the school has established Detention Halls before and after school. A student whose conduct warrants detention may serve one or two a day until the assigned detentions have been served. The early hall begins at 7:35 a.m. and ends at 8:05 a.m. The late hall begins at 3:25 p.m. and ends at 3:55 p.m. Double detentions may be served on Monday, Tuesday, Wednesday, and Thursday from 3:25 p.m. until 4:25. Any accumulation of detention periods or refusal to serve may, upon review by the Principal or Dean, result in Tuesday Extension. Although detentions are issued for incidental misconduct or excessive tardies, it should be understood that the Administrators, Deans, or Teachers may handle a given situation quite differently.

Students assigned to Detentions will receive a form on which the Hall supervisor will indicate date and time served. The Supervisor may refuse to sign the form if: 1) student is late in reporting, 2) reports without regular class work to do, or 3) in any way disrupts the other students serving detentions.

Tuesday Extension

Another manner of handling more serious behavior problems is to assign Tuesday Extension. The student reports to the cafeteria at 3:30 p.m. and remains under constant supervision until 5:30 p.m. Students are responsible for gathering class assignments and proper materials needed for the two hour study periods. If a student does not report to Tuesday Extension, the student will receive a three day out of school suspension unless there is doctor verification of illness from the student upon his/her return to school. If a student needs to reschedule a Tuesday Extension, an additional Tuesday Extension will be added.

Suspension

There are times when the offense requires separation from the school atmosphere. When, in the opinion of the Principal or the Deans, such conduct warrants, a student may be suspended from attending school for a maximum of ten (10) days. Students suspended from school are not privileged to return to the campus for any reason until the morning following the final day of their suspension. Vulgar, lewd, offensive, indecent speech can be reason for suspension/expulsion. Fighting, threatening, or intimidating any student or a staff member, stealing, vandalism, failure to follow directions of a staff member are some of the reasons for student suspension. The complete guidelines and policies are posted for all students and available in the Deans' Office. In addition, students may be referred to police authorities if the situation warrants.

Probation in Place of Expulsion - "PIPE"

When in the opinion of the Dean or Principal, a student has exhausted the allotted disciplinary penalties, a parent, student, school official conference may be held to afford the student an opportunity to acquire an education prior to recommendation for expulsion. A contractual agreement will be developed to meet the needs of the student and the school to insure an opportunity for the student to be successful. Failure on the part of the student or parent to attend the conference will result in recommendation for expulsion. Failure on the part of the student to adhere to the terms and conditions of the contract will result in the recommendation for expulsion. When a student receives a 3rd truancy or has 12 absences, this will result in Probation in Place of Expulsion.

Expulsion

When, in the opinion of the Principal and following a careful review of all facts and all previous corrective measures, the behavior of a student has been consistently detrimental to the educational atmosphere or when the student has violated the rules and regulations to a significant degree, the Principal may recommend to the Board of School Trustees that such a student be denied school attendance.

Driving Privileges Suspended

A second suspension from school, or being determined as a habitual truant (three (3) truanies in a school year define a habitual truant), or a recommendation for expulsion will result in the suspension of the driver's license as per Indiana Bureau of Motor Vehicles. Each subsequent suspension will result in an additional 120 days license suspension. The law states that any student who withdraws from school to avoid the penalty will have his/her

license revoked until age 18. Students 18 or over may lose driving privileges to school in lieu of their license being suspended.

Parking Lot Violations

Parking lot violations such as reckless driving will result in the following discipline: 1st offense - 4 weeks suspension of driving privileges, 2nd offense - 8 weeks, 3rd offense - remainder of the school year. When the driving privileges are suspended, the student's vehicle is not to be on school property during the time of suspension. Students are held responsible for any violations of their vehicle with any driver. All vehicles must be registered with the Deans' Office on or before the third week of school. New drivers have five (5) school days to purchase a parking sticker. A parking sticker is valid for one (1) school year from August to June. Students who are driving a different vehicle, have five (5) days to change their previous parking sticker to a current one. Violation of this guideline will result in a Tuesday school up to loss of driving privileges. Cars must be removed from the West lot before 4 p.m. August 1 through November 30. Any accidents on our parking lots **MUST** be reported to the Deans' Office immediately.

Zero Tolerance

In April of 1995, the Vigo County School Corporation Board of Trustees adopted a Zero Tolerance Policy for those behaviors or actions felt to be intolerable. Zero Tolerance infractions are listed in the Disciplinary Guidelines. Any student who commits one of these infractions will immediately be suspended and recommended for expulsion for the maximum time period permitted by Indiana law.

Searches

In a continuing effort to facilitate the safety and well being of every student, school officials will take every measure possible to ensure safety. School administrators and deans will use a hand held metal detector if reasonable suspicion merits it. Students will be required to empty pockets, purses, book bags, etc. if reasonable suspicion merits. Failure to comply with these directives will result in disciplinary action for insubordination and failure to follow directions of school officials.

Cell Phones and Paging Devices

The VCSC Board of Trustees passed a revised policy concerning cell phones/pagers on April 26, 2004. The policy was effective May 10, 2004.

- 1) A student may possess a cell phone/paging device in school, on school property, at after school activities, and at school related functions, **provided that during school hours* and on a school bus* the cell phone/paging device remains off and out of sight.** When directed by a staff member during a school crisis/emergency or even at an after school event cell phones/pagers must be turned off. A student possessing a cell phone/paging device shall assume responsibility for its care. At no time will the VCSC be responsible for preventing theft, loss, or damage to cell phones/paging devices brought onto its property.

* Cell phones/pagers are not to be used on the school bus on regular routes and/or from the time a student enters the building upon arrival at school for the start of their school day until the end of the school day dismissal bell.

Electronic Devices

Electronic devices that are strictly for entertainment are not allowed during the regular school day without Administrative approval.
Example: cameras, camcorders, game boy, etc.

TRANSPORTATION REGULATIONS**School Buses**

School buses operate throughout the North Attendance District. Most students are within a few steps of a school bus. While riding a bus is voluntary and a privilege, those who do so are to conduct themselves properly at all times. The bus safety code is legislated by State Government. Any conduct considered by the bus driver or school officials to be detrimental will result in the suspension of bus privileges.

Student Parking Regulations

All students parking on our lot must purchase a parking permit for \$1.00 and sign a waiver of responsibility for damage or theft to their vehicle. The permit must be displayed in the lower right corner of the front windshield (passenger side). Student parking areas are provided north of the main building and west of the building; there are sufficient spaces for student drivers. The parking area in front of the building and those parking spaces marked with a large "X" are reserved for staff and visitors. Cars should not be parked at curbs or on yellow lines. Students are not to park in front of the building, in a space with a large "X", or just off school property. Only seniors may park in the area designated with a large "S". Students are expected to lock their cars properly and are not permitted to return to them until dismissal time. The school does not carry insurance for vandalism or accidents which occur on campus. Students arriving after the 8:10 a.m. bell must enter our campus at the Maple Avenue Entrance.

Disciplinary action will occur for those students who do not have a parking permit or park in a senior "S". Tuesday Extension will be issued to students who park on an "X" or at curbs or yellow lines. All parking violations will result in a Tuesday Extension.

Any student who parks on the school lot is subject to having his/her car searched by school officials and assisted by police authorities if reasonable suspicion merits. This is an ongoing measure of safety.

This is a reminder that students are not to go to the parking lot for any reason during the school day. If it is an emergency situation, teachers are to send the student to the Deans' Office; a police officer or a dean will escort them out and back into the building. An example of an emergency situation would be a need for medication.

Motorcycles & Scooters

Students who use Motorcycles or Scooters to travel to school must have a valid Drivers license, wear a helmet, have a parking sticker, and park in the area designated for motorcycles and scooters by the Auto body building.

Security Guard

The school hires a security guard during the school day to check parking lots and validate students entering or leaving the campus during class periods. The security guard is responsible to the Principal and the Deans and carries the authority of a staff member.

SCHOOL FACILITIES

The Campus

North High School is situated on a 70-acre tract of land. The main building covers approximately 7 acres of the site. An annex building directly west of the main structure houses a vocational auto body shop and another industrial technology classroom. The other facilities include a football and track field, a varsity baseball diamond, five tennis courts, a softball field, a soccer field, garage, parking areas and numerous practice fields. Through the efforts of interested, committed parents, patrons, community supporters, and technology students the athletic facilities have been greatly enhanced with lighting for all sports.

The landscaping at North has been a continuing project of the students and faculty. Several classes have planted trees and shrubs. Numerous students have contributed their time and effort to maintain the lawn. Therefore, the campus represents a living memorial and all students are urged to do their share in maintaining the beauty of the campus.

Care of Building and Equipment

Although there is custodial care around the clock, the custodians cannot keep the building and campus shipshape without assistance from all others of the school population. Teachers often help by straightening chairs or cleaning blackboards. Students can help by placing trash in proper containers, keeping lockers clean, and eating only in the cafeteria dining room. Every student is urged to take care of school property. Failure to do so results not only in disciplinary action but also financial responsibility for damages incurred. If an accident results in property damage, it should be reported to a teacher or the Principal's Office.

Bookstore

School supplies may be purchased at the North Bookstore which is open daily during lunch periods. Also, the bookstore collects payments for various items such as caps and gowns. Parent booster groups volunteer their time and energies to operate the bookstore.

Cafeteria

The school cafeteria is centrally located and provides an attractive atmosphere for lunches as well as numerous banquets. Students may select a plate lunch or choose from a variety of foods on the special food court lines. Forms to be used to apply for lunch and/or textbook assistance are available in the main office. Students entering the cafeteria at lunch times do so from the side closest to the gym and move from there through one of four lines into the eating area. It is expected that students return their trays and utensils to the disposal window.

Lunch prices are as follows:

Secondary Lunch	\$1.95
Elementary Lunch	\$1.85
Adult Lunch	\$2.75
Student Breakfast	\$1.10
Adult Breakfast	\$1.50

Reduced lunch price will remain at \$.40 and reduced breakfast will remain at \$.30.

Health Clinic

The Health Clinic, under the direction of a registered nurse and staffed by a health assistant, will be open from 8:00 a.m. - 3:15 p.m. (it will be closed during 3D lunch and students should report to the Deans' Office with medical problems). The clinic should be used for the purpose of receiving first-aid treatment for injuries or for illness or to talk with the nurse about an individual health problem.

If you are feeling ill, obtain permission from your classroom teacher to proceed to the Health Clinic. It is important that the services of the school nurse be used and not abused. Habitual use of the clinic by an individual will be evidence of the need for that individual to obtain a doctor's statement.

Library

North Vigo recognizes the library as the very heart of its learning activities. The Research Center, composed of 35 computers with a projector screen, is housed in the main room. These computers include Microsoft Word, Power Point, Publisher, and Excel. Options via the school homepage allow for direct links to all subscription databases and the online database for the school and corporation material collections. Over \$20,000 of grant funding has been received the last three years. This money has been used for print materials only and purchases reflect student and faculty input.

The Library is open from 7:30 AM to 3:30 PM. All students and staff must have a VCSC Internet Agreement form on file in the Library to use the computers.

Lockers

At the beginning of each school year, each student is assigned a locker. **STUDENTS ARE NOT TO SHARE LOCKERS**. Both students will receive a Tuesday school for sharing a locker. Students are responsible for the care of their own locker and the contents. Food and drinks are not to be stored in the locker with the exception of a daily lunch. Care should be taken in the handling of lockers since slamming doors allows combinations to slip or damages the opening mechanisms. **Since lockers are the property of the school, the school has the authority to search lockers if there is reasonable suspicion that there might be cause.** A student who finds that his locker is not working properly should report the locker number to the Main Office.

Use of School Facilities for Extra-Curricular Activities

All activities involving school facilities or school personnel must be coordinated through the Principal's Office. Therefore, students are urged to contact the Principal's Office before making commitments or planning activities. Activities which appear on the annual calendar may proceed without further permission. Any and all changes in planned activities must be reported to the Principal's Office. The building and various parts of the campus can be utilized after school hours only if a faculty member is present for direct supervision.

AWARDS AND HONORS

Awards Presented at Award Assemblies

VALEDICTORIAN/SALUTATORIAN – Recognition is given to those seniors with the highest and second highest grade point averages after

twelve trimesters of high school. The senior pictures of all valedictorians and salutatorians of North High School are displayed on the wall east of the cafeteria.

ACADEMIC RECOGNITION AWARDS – Certificates and letters are presented to those freshmen and sophomores who have a 3.75 grade point average at the end of their second and fifth trimesters respectively and to juniors and seniors who have earned a 3.50 point average at the end of their eighth and eleventh trimesters respectively.

ACADEMIC EXCELLENCE AWARDS – These awards are presented by Terre Haute First National Bank to the individuals in each class with the highest grade point averages.

PRESIDENTIAL ACADEMIC FITNESS AWARDS – This program is to encourage high school students to reach the highest levels of their academic ability. Selection is based on grade point average, scores on college admission tests, and the quality of the courses studied in high school.

I DARE YOU AWARDS – The purpose of this program is to recognize high character and leadership qualities in young people and to encourage them to lead creative, purposeful lives. Each year two juniors are selected to receive certificates and copies of an inspirational book by William Danforth entitled, I DARE YOU.

HUGH O'BRIEN YOUTH FOUNDATION AWARD – One sophomore is selected each year who has demonstrated leadership qualities to attend a seminar with distinguished leaders in business, industry, education, and government.

DAR GOOD CITIZEN AWARD – The Daughters of the American Revolution recognize an outstanding senior on the basis of leadership, character, and citizenship.

MATT BEECHER SCHOLARSHIP – This scholarship is presented in memory of Matt Beecher, member of the Class of '94, by his friends and family. Matt was a member of the North varsity basketball team. Matt played his last game for North in December of 1992.

DOROTHY BECHERER LEADERSHIP AWARD – This is a service award in honor of retired Chief Counselor Dorothy Becherer for her outstanding contributions to North High School. The award is presented to seniors who have contributed to the school above and beyond the normal student expectations.

MYRNA ZOAN DIEHL MEMORIAL SCHOLARSHIP – This scholarship is given in memory of Myrna Diehl who was a much beloved secretary at Terre Haute North until her untimely death during the 1990-91 school year. Students planning to pursue a business career are highly encouraged to apply for this scholarship.

GOLDEN PATRIOT SCHOLARSHIPS – Two seniors are awarded scholarships by the Golden Patriot Club, which is dedicated to supporting the outstanding programs of North High School.

INTERACT CARL S. RIDDLE HONORARY SCHOLARSHIP – The Interact Club presents a scholarship each year to an Interact member who exemplifies the standards and values demonstrated by North's first principal.

JENNIFER M. DUNHAM MEMORIAL SCHOLARSHIP – This scholarship was established in memory of Jennifer M. Dunham, a 1994 North

graduate. The scholarship is designed to recognize a student pursuing a career in Journalism/Communications.

JAMES E. RENTSCHLER ROTARY-INTERACT SCHOLARSHIPS – Rotary is a community service organization which sponsors Interact Club. Yearly two scholarships are awarded to Interact members exhibiting qualities of leadership, community, and school service.

IVERSON C. BELL LEADERSHIP/SCHOLARSHIP AWARD – The Young Men's Civic Organization awards a scholarship to an outstanding student leader. The award is presented in memory of Iverson C. Bell, a prominent school board member and community leader.

MARKETING EDUCATION SCHOLARSHIP – An outstanding marketing education student who is planning to further his/her education in the marketing area is awarded a scholarship by the Marketing Education Advisory Committee.

JACK LOWER SCHOLARSHIP – This is a need-based scholarship for a student with a GPA of 2.5 or higher with an interest in computers. The student must also possess the following qualities: strong ethical character, generous and considerate toward others, dependable, sees projects through to the end, and eager to learn. The student chosen will receive \$300.00.

PAMELA HIQUET SPEECH and DRAMA SCHOLARSHIP – Applicants for this award must declare a college major in a speech or drama-related curriculum, have a C average, be of good character, and participate in speech or drama activities at North. In addition to a monetary award, a plaque with the award winner's name will be permanently displayed in the school.

ROBERT GURMAN MEMORIAL SCHOLARSHIP – Applicants for this scholarship must carry a college semester load of 12 hours, have above a B average in high school, be of good character, and have participated in athletics and other extra-curricular activities.

GRACE DeVANEY SCHOLARSHIP – The Grace DeVaney Scholarship was established in 1985 by Miss Dorothy Becherer to honor the memory of Grace DeVaney, the first woman named principal of a high school in Terre Haute. Criteria for this honor include the demonstration of scholarship, leadership, and a character worthy of recognition.

LAURA McDONALD CHEERLEADING SCHOLARSHIP – Applicants for this scholarship should have attendance at practice and games, exhibit the positive spirit of cheerleading, consistently demonstrate significant effort to improve skills and will use the scholarship to further his/her education.

LAURA BROOKE McDONALD MEMORIAL SCHOLARSHIP – Applicants for this scholarship need to be a senior at Terre Haute North Vigo with a GPA between 3.0 and 3.5 on a 4.0 scale.

ROBERT W. FIESS MEMORIAL MATH SCHOLARSHIP – Applicants for this scholarship should have a 3.0 cumulative GPA, taken the highest level of math at North (Calculus) with a B average in math courses, plan to attend college full time (12 hours), and preferential status will be given to those planning on majoring in math or a math-related field.

SALLIE DAWSON SCHOLARSHIP – Applicants for this scholarship should be a North Vigo student, demonstrate qualities of scholarship, leadership, and character, be accepted to Indiana State University and must pursue a major in the field of science.

FLORIDA LOWRY MEMORIAL SCHOLARSHIP –

Each year on (1) female student athlete who has completed one (1) year in athletics, has at least a 2.5 GPA, and displays good leadership and service skills. They must have displayed good sportsmanship, leadership, strong moral and ethical characteristics. The candidate must pursue a career in coaching or physical education.

THOMAS P. MC CARTHY MEMORIAL SCHOLARSHIP–

This scholarship was established in memory of Longtime Terre Haute North Band Director Thomas McCarthy to recognize an outstanding band student. Applicants should have been an active participant in the THN band programs and display outstanding musicianship.

NATIONAL MERIT AWARDS – Based on the scores earned on the Preliminary Scholastic Aptitude Test taken in the junior year, some seniors will be selected as Commended Students, National Merit Semi-Finalists, or National Merit Finalists. Some Finalists may be awarded college scholarships. The names of all North National Merit Semifinalists are displayed on the wall outside the Main Office.

ART AWARDS – Students who have excelled in art are presented awards for their achievements. One student is the recipient of the North High School Permanent Student Art Collection Award; These art works are permanently displayed in the North library.

BUSINESS AWARDS – Certificates or medals are presented to students who have excelled in business classes of North.

FOREIGN LANGUAGE AWARDS – Certificates and medals of excellence are presented to students completing three and four years of foreign language with all A's.

FRENCH CLUB SENIOR SCHOLARSHIPS – One or more scholarships are awarded to seniors who have completed three or more years of French, based on intent to study French in college, GPA, written application and involvement in French Club.

FRENCH CLUB SUMMER STUDY GRANTS – Assistance is awarded to students selected for the I.U. Summer Honors Program in France, the I.S.U. Summer Honors Program in French, and other approved summer study/travel experiences.

LATIN CLUB SCHOLARSHIP – Presented to the fourth year Latin student with the highest grade point in Latin.

BETA SIGMA PHI HONORARY AWARD – A certificate of excellence presented to all third and fourth year Latin students.

MATH AWARDS – Students who have earned eleven trimesters of “A” in college preparatory mathematics (minimum of math analysis) or nine trimesters of “a” work in college preparatory mathematics and satisfactory work in the first trimester of calculus are recognized.

SCIENCE AWARDS – The Bausch and Lomb Honorary Science Award is presented to an outstanding chemistry student. The William H. James Memorial Chemistry Award is given in memory of a former North High School chemistry teacher.

WILLARD KEHRT AWARD- Each year on (1) female and one (1) male student are recognized for their academic and athletic achievements.