

**NORTH KNOX JUNIOR SENIOR HIGH SCHOOL
2022 - 2023
STUDENT-PARENT HANDBOOK**



**Adopted by the North Knox School Board
May 2022
This Agenda Belongs To:**

**NORTH KNOX JUNIOR SENIOR HIGH SCHOOL
STUDENT-PARENT HANDBOOK**

Personnel Information

Board of Education

Kate Hammelman
Michael McKinley
Max Nickless
Elaine Pepmeier
Jared Saucerman

Administration – Corporation

Dr. Darrel Bobe– Superintendent
Ethan Singleton – Director of Technology
Terri Roesler– Adm. Assistant/ Business Manager
Debbie Utt – Payroll/Personnel
Bryant Heffernan – Transportation

Special Assignments

Title IX Coordinator – Matt Sandefer
Section 504 Coordinator – Dr. Darrel Bobe
Knox County Special Education Director – Sheryl Schaefer-Jones
Alternative School Administrator – Scott Sturgeon
EEOC Coordinator – Dr. Darrel Bobe

School Office Personnel

Matt Sandefer – Principal
Tricia Hall – Assistant Principal
Kent Doades – Assistant Principal/Athletic Director
Dawn Elkins – Director of Counseling
Pat Hutchison – Student Services
Charlene Grove – Nurse
Brandy Williams – Bookkeeper/Treasurer
Janice Mundy – Secretary/Receptionist
Debbie McCallum – Athletic Secretary/Assistant Treasurer
Alice Skinner – Guidance Secretary
Paul Jones - School Resource Officer

Corporation Administrative Offices

735-4434 FAX (812) 328-6262

North Knox Junior Senior High School

735-2990 FAX (812) 328-2155

Knox County Special Education Office

(812) 882-0102

North Knox School Corporation Attorney

Katie Kotter

INTRODUCTION

The purpose of this handbook is to acquaint students and parents of North Knox Junior Senior High School with the policies and procedures of the North Knox School Corporation as they relate to each student in the school.

We realize that all possible situations cannot be covered in a handbook of this type. However, we have attempted to develop this handbook so it will provide a reference that students and parents can utilize to find answers concerning procedures and policies that students and parents need to know at North Knox Junior Senior High School.

If a situation does arise that is not covered in this student handbook, we will deal with it openly, honestly, and fairly in accordance with the policies of the Board of School Trustees and Indiana statute.

It is our goal to provide a positive, safe environment for all students. We have enjoyed a very high level of good discipline in the past, and it is our intent to continue to maintain this level of good discipline. The intent of a written code of conduct is to ensure consistent and equal treatment for all students attending North Knox Junior Senior High School.

Students will be responsible for abiding by this code of conduct in school, at school-sponsored activities, and on school buses. In this regard, we pledge our full support to all school employees responsible for the implementation of this Uniform Code of Conduct. Your success in this school will be directly proportional to your efforts.

MISSION STATEMENT

The mission of North Knox Junior Senior High School is to provide a safe, caring learning environment that challenges each student to achieve his/her potential and become a lifelong learner who contributes positively to his/her community.

NORTH KNOX SCHOOL CORPORATION **NONDISCRIMINATION POLICY STATEMENT**

North Knox School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping

conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Matthew M. Sandefer, Principal
Civil Rights Compliance Coordinator for North Knox High School
10890 North State Road 159
Bicknell, Indiana 47512
(812) 735-2990

ATTENDANCE

One of the primary goals of the North Knox School Corporation is to instill in the student a desire to develop marketable skills while participating in the instructional program. To this end, success is related to the student developing good habits of punctuality, self-discipline, and responsibility. Frequent absences from school limit a student's potential for achievement, disrupts the continuity of instruction, loses the benefit of interaction with teachers and classmates, and misses the opportunity for guided study. Therefore, the Board of School Trustees of the North Knox School Corporation has adopted the following attendance policy:

All students are required to provide an emergency contact number.

DEFINITION OF ABSENCES

CERTIFIED ABSENCE – These absences do not count toward the accumulation of days per semester/year. However, certified absences do count as a day of absence from school.

Certified absences include:

1. Illness verified in writing by a physician. North Knox Junior Senior High School reserves the right to not accept doctor's excuses issued via telephone conference.
Written verification from a physician should be turned in to the office by 3:00 P.M. on the day the student returns to school.
2. Death in the immediate family. Immediate family is defined as mother, father, sister, brother, grandmother, grandfather, aunt, or

- uncle. Other funeral requests will be given consideration by the administration.
3. Serious illness or injury, or other family emergencies that incapacitates a parent/guardian or student's child that requires the presence of the student.
 4. Medical and dental appointments. Medical and dental appointments must be verified in writing by the physician to be excused for the fractional part of the day during which the appointment occurs.

Students may accumulate seven (7) certified absences per semester. Any certified absences beyond the allowable seven (7) per semester will be classified as an EXCUSED ABSENCE.

North Knox Jr Sr High School may grant additional certified absences for extenuating medical circumstances. Medical documentation and a certified letter of incapacity from a physician may be requested.

EXCUSED ABSENCE – These absences are counted toward the accumulation of days per semester/year. Excused absences include but are not limited to: staying home sick (parent note with no doctor's excuse), prearranged absences, family vacations, etc.

UNEXCUSED ABSENCE - These absences are counted toward the accumulation of days per semester/year. Unexcused absences include but are not limited to: truancy, staying home from school with no contact from a parent/guardian, etc.

HIGH SCHOOL STUDENTS

High school students may accumulate a combination of ten (10) excused/unexcused absences per year. It is the responsibility of the student/parent to monitor absences from school. Parents may track attendance at any time by accessing Harmony.

HIGH SCHOOL STUDENTS WHO EXCEED THE COMBINED TOTAL OF TEN (10) EXCUSED/UNEXCUSED ABSENCES IN A YEAR MAY BE DENIED CREDIT FOR THE CURRENT SEMESTER. With the loss of credit, the student will be removed from the class and be reassigned. All students must carry a minimum of four (4) classes in order to remain enrolled at North Knox High School.

Possible consequences for the accumulation of excused/unexcused absences:

First Violation – Five Combined Excused/Unexcused Absences – One (1) day assignment to S.H.A.P.E. or one (1) day OSS as determined by school administration.

Second Violation – Seven Combined Excused/Unexcused Absences – Two (2) day assignment to S.H.A.P.E. or two (2) days OSS as determined by school administration. NKJSHS may also contact the office of the Knox County Prosecutor to report a concern of a lack of dutiful student attendance. Consequences for continued absences from school may include any and/or all of the following: loss of credit, loss of extra school privileges, being denied co-/extra-curricular activities (dances, field trips, and/or sports), revocation of driver’s license, loss of work permit, and/or report to juvenile probation.

Third Violation – Ten Combined Excused/Unexcused Absences - A student who is chronically absent, by accumulating a combined total of ten (10) excused/unexcused absences from school in one (1) school year will result in a student’s being considered an “habitual truant,” which can result in any or all of the following:

- a. Out-of-school suspension and/or possible recommendation for expulsion.
- b. Assignment to an alternative placement with loss of participation in school activities and events.
- c. Loss of driver’s license through the Bureau of Motor Vehicles.
- d. Revocation and/or denial of work permit.
- e. Report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

A student will be considered absent all day if he/she misses fifty percent (50%) or more of his/her class load at NKJSHS.

JUNIOR HIGH SCHOOL STUDENTS

Junior high school students may accumulate a combination of ten (10) excused/unexcused absences per year. It is the responsibility of the student/parent to monitor absences from school. Parents may track attendance at any time by accessing Harmony.

JUNIOR HIGH SCHOOL STUDENTS WHO EXCEED THE COMBINED TOTAL OF TEN (10) EXCUSED/UNEXCUSED ABSENCES IN A YEAR WILL BE CONSIDERED NONCOMPLIANT WITH THE NORTH KNOX

JUNIOR SENIOR HIGH SCHOOL ATTENDANCE POLICY. This may result in the school taking further action such as:

1. Contacting outside government agencies (Prosecutor's Office, Juvenile Probation)
2. Loss of extra school privileges
3. Being denied co-/extra-curricular activities (dances, field trips, and/or sports)
4. Summer school
5. Retention (for junior high students)

Possible consequences for the accumulation of excused/unexcused absences:

First Violation – Five Combined Excused/Unexcused Absences – One (1) day assignment to S.H.A.P.E. or one (1) day OSS as determined by school administration.

Second Violation – Seven Combined Excused/Unexcused Absences – Two (2) day assignment to S.H.A.P.E. or two (2) days OSS as determined by school administration. NKJSHS may also contact the office of the Knox County Prosecutor to report a concern of a lack of dutiful student attendance. Consequences for continued absences from school may include any and/or all of the following: loss of credit, loss of extra school privileges, being denied co-/extra-curricular activities (dances, field trips, and/or sports), revocation of driver's license, loss of work permit, and/or report to juvenile probation.

Third Violation Ten Combined Excused/Unexcused Absences - A student who is chronically absent, by accumulating a combined total of ten (10) excused/unexcused absences from school in one (1) school year will result in a student's being considered an "habitual truant," which can result in any or all of the following:

- a. Out-of-school suspension and/or possible recommendation for expulsion.
- b. Assignment to an alternative placement with loss of participation in school activities and events.
- c. Loss of driver's license through the Bureau of Motor Vehicles.
- d. Revocation and/or denial of work permit.
- e. Report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

A student will be considered absent all day if he/she misses fifty percent (50%) or more of his/her class load at NKJSHS.

Each student will be counseled on an individual basis to help improve his/her attendance. Students who accumulate ten or more combined excused/unexcused absences during the school year may be suspended with a recommendation for expulsion. The student and the parent will be advised as to the progress toward expulsion, if possible. **Upon obtaining the tenth combined excused/unexcused absence, the student may be notified that he/she is being suspended from school with the recommendation for expulsion.**

The following reasons are granted by law or recognized by the North Knox School Corporation as approved absences and will not be counted toward the accumulation of days per semester/year:

1. Court appearance as ordered by a subpoena or by other recognized legal authorities with proper verification.
2. Service in the state legislature.
3. Approved service in an election.
4. Other activities as required by law.
5. Approved school activities: The principal of a school may approve a student's absence to participate in a school activity.
6. Educational Opportunities: The principal may approve the absence of a student to participate in an activity that is considered to be of an exceptional educational value when the parent or guardian of the student presents a written request for the absence before the activity occurs. The student agrees to make up all assigned work occurring during the absence.

It is the responsibility of the student to find out what work was missed, complete the work, and turn in the completed work in a reasonable amount of time, i. e. for one day out a student will have one day to turn in the work. **If more than two (2) days are missed, the office will assist in obtaining homework information.**

When a student arrives at school late or needs to leave school early, he/she **must** sign in or out in the front office. **Parent permission is required and approval from an office staff member is needed.** It is the responsibility of a student who has been absent to sign the sheet in the main office when returning. Be sure you indicate the reason for the absence and turn in doctor's notes when applicable. All absences require a note (submitted by 3:00 PM on the day the student returns to school) or phone call from the parent/guardian or a physician's note, or student shall be considered truant. Students arriving more than fifteen minutes after the beginning of a class will be considered absent from that class.

No student will be allowed to leave school prior to dismissal time without first seeking permission from the principal or assistant principal and either a written request signed by the parent or person whose signature is on file in the school office, or by the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization. The school reserves the right to verify all notes by calling the parent/guardian before allowing a student to leave.

Students who go over their days and face the loss of credit may request that extenuating circumstances be considered when presenting medical verification of extended illness or documentation of other circumstances beyond their control.

No student may enroll after the first fifteen (15) days of a semester and still receive credit for course work unless he/she has been enrolled in another school.

Students accumulating more than ten (10) combined excused/unexcused absences will be required to make up time in order to receive credit for the class(es). This make up time may occur after school, on holidays, or **at the end of the school year**. In addition, students who demonstrate a pattern of excessive absenteeism will not be included in field trips or club activities that cause these students to miss even more class time.

Students who accumulate fourteen (14) or more certified absences in a school year, regardless of the reasons, will be considered “frequently absent.” If there is a pattern of frequent absence for “illness,” the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the situation. Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness,” a possible sign of poor work ethic, irresponsible behavior, and could result in the student being dismissed from North Knox High School.

TRUANCY

Absence without the knowledge of school or parent is a gross violation of school policy. Any student who leaves school without permission or authorization shall be considered truant. Any student who “skips” a class and remains in the building or on school grounds shall be considered truant. Any student who “skips” school without the knowledge of school or parent shall be considered truant.

VCSC/NKSC/SKSC KNOX COMMUNITY CORRECTIONS
S.H.A.P.E. PROGRAM

Students Having an Alternative Positive Experience

MISSION STATEMENT

Ensuring that children attend school, remain safe, and receive a sound education has become a challenging task for parents, schools, and society in general. The increase in disruptive behaviors has been accompanied by a proportionate increase in suspensions, expulsions and daytime crime. The costs of these problems, both for children and parents and for society, are prohibitively high. In addition to harming their chances of future success, juveniles who are not attending school pose significant problems for school administrators, police officers, juvenile court judges, probation officers, and the community. Clearly, communities have a vested interest in addressing at-risk juveniles across the entire spectrum, from prevention to reintegration to aftercare.

Historically, students who are disruptive or behave inappropriately are suspended from school and placed under parental supervision for the duration of their out-of-school suspension. Suspended students, however, often lack supervision and structure due to parents' work schedules. The juvenile frequently repeats the same disruptive behaviors in the home and in the community while falling further behind educationally.

The S.H.A.P.E. Program is a Court Administered Alternative to Out-of-School Suspension, which provides community-based efforts designed to deal with these types of situations within our schools. The program is composed of supervised educational activities, behavior modification and skill building activities, and community service work crew projects. This program will serve all Knox County youth who are in school that have been suspended out-of-school for a period of one (1) to ten (10) days.

The first half of each day will be spent in a supervised educational component. The student will have the opportunity to complete school assignments for full credit, which will be obtained from the student's respective school. The second half of each day will be spent completing

supervised community work crew projects at various non-profit agencies throughout Knox County. Once each week, in lieu of work crew activities, students will be presented with intervention and prevention material designed to evoke discussion about the choices and consequences of specific inappropriate behavior. We hope to develop and utilize a network of volunteers and mentors, live action videos and interactive software on topics such as modifying behavior and building social skills in order to accomplish our objectives.

Our goals are not only to develop a program that will teach the students the importance of continuing their education and show the benefits of leading a productive life, but also to reduce the number of students being suspended and ultimately reduce the truancy rate.

A student that fails to complete an assignment to S.H.A.P.E. may be recommended for expulsion on the grounds of insubordination.

STUDENT DROP-OFF AND PICK-UP

Students being brought to school other than by school bus should be dropped off on the south side of the school, not in front of the school. Students riding school buses will be dropped off in front of school. All students should enter the building via the front doors.

Parents/others picking students up after school should pick up the students on the south side of the school. Picking up students in front of the school will not be permitted except by the school buses.

Junior high school students upon arriving at school for the day will be given the opportunity to eat breakfast in the cafeteria. Once they have finished eating, they are expected to report to the multi-purpose gym. Those junior high students who do not wish to eat breakfast are expected to report immediately to the multi-purpose gym upon arriving at the school. Once the 8:00 bell rings, the junior high students will be allowed to go to their respective lockers to gather the books and materials needed for first period and then report to their first period classes.

GUIDANCE DEPARTMENT

The following areas are handled in the guidance department, and any information relating to these areas may be obtained there:

1. INDIVIDUAL CONFERENCES—Appointments are recommended but not always necessary. Students may visit the Guidance Office during study hall by obtaining a pass from the guidance secretary between classes.
2. SCHEDULE CHANGES—Schedule changes are only made by the guidance personnel. Schedule changes **for high school students** will be permitted only during the first week of each semester. Students wishing to make a schedule change must first notify the teacher of the class they are dropping. Dropping a course after this deadline will result in a “WF” being recorded for the subject for the semester.
3. CLASS DROP POLICY—A **high school** student may choose to withdraw from a full-year class at the semester if (1) the student is failing the course for the semester or receiving a grade below average and recommended by the teacher to change classes; (2) the student does not have a study hall and does not need the credit for graduation; (3) the student has been a disruption in the class as documented and a withdrawal has been requested and approved by the principal. Students who choose to withdraw from a class must first notify the teacher of the class they are dropping.
4. COLLEGE AND CAREER INFORMATION—The Guidance Office will provide information and application forms for college, technical schools, vocational training centers, and military opportunities. Forms required for financial assistance are made available. Scholarship information and applications are provided. Seniors will be granted one (1) day excused for college visitation. Arrangements must be made through the guidance department prior to the visit.
5. REPORT CARDS—NKJSHS issues report cards on a nine-week grading period. A report card is your record of personal achievement and should be shared with your parents. Report cards are issued each Friday following the conclusion of each grading period. **Our student information system, Harmony, automatically computes semester grades based upon the grades earned in the respective nine-week grading periods, as well as the student’s final examination score. Any high school student that fails a course for both grading periods will automatically fail the semester. High school students must pass 2 of 3 semester grades in order to be eligible to earn credit for the semester. Any student who fails a nine-week grading period must take and pass the final exam to be eligible to earn credit.**

6. **COMPUTATION OF THE GRADE POINT AVERAGE – NKJSHS utilizes a four point scale when calculating grade point average. NKJSHS utilizes the following grading scale:**

		G.P.A.			G.P.A.
A	100 – 94	4.00	C	76 – 73	2.00
A-	93 – 90	3.67	C-	72 – 70	1.67
B+	89 – 87	3.33	D+	69 – 67	1.33
B	86 – 83	3.00	D	66 – 63	1.00
B-	82 – 80	2.67	D-	62 – 60	0.67
C+	79 – 77	2.33	F	59 and below	0.00

High school semester grades are based upon the grades earned in the respective nine-week grading periods, as well as the student’s final examination score. Each nine-week grading period accounts for 3/7 of the high school student’s semester grade. Final exam grades account for 1/7 of the high school student’s semester grade.

Junior high semester grades are based upon the grades earned in the respective nine-week grading periods only (no final exams are given to junior high students). Each nine-week grading period accounts for 1/2 of the junior high school student’s semester grade.

7. **HONOR ROLL**—North Knox Junior High School recognizes two (2) honor roll levels. These levels will be based upon the Grade Point Average for the grading period. The levels are as follows:

Level 1.....Distinguished – 4.00 GPA

Level 2.....Regular* – 3.25 to 3.99 GPA

*May include one (1) C and no D's, F's or I's (Incompletes).

A student must be enrolled in a minimum of five (5) full-credit classes to be eligible for the Honor Roll.

JUNIOR HIGH HONOR CORD DISTINCTION — In order to receive the honor cord distinction, students in grades 7 - 8 must have earned either honor roll or distinguished honor roll recognition during the first three quarters of the current school year.

8. **CLASS LOAD**—Six (6) subjects shall be carried by all high school students. Seven (7) subjects may be carried if the schedule can be arranged. No student may carry fewer than four (4) subjects and remain in school for the semester. Students carrying fewer than four (4) subjects will be asked to withdraw for the remainder of the semester. **High school students who have below a 2.0 grade point average will not be placed in a study hall. They will be expected to carry a seven period class load. This will help the student(s) to remain on track to earn the required number of credits for graduation.**

9. VALEDICTORIAN AND SALUTATORIAN POLICY (**Graduating Classes 2017 and Beyond**) - It will be the policy of the School Corporation that every effort will be made for students to receive credit from the North Knox High School. Courses will be accepted from other accredited schools and/or universities. In order to determine the class rank of a student entering North Knox High School after the beginning of his/her 9th grade year, the following procedure is recommended. For students entering North Knox High School at or before the beginning of their junior year, their class rank will stand as is. For students entering North Knox High School after the beginning of their junior year the following procedure applies:
If the student's GPA (seven semester) is equal to or greater than the current number one position (GPA), co-valedictorians will be declared. If a student's GPA (seven semester) is equal to or greater than the current number two position (GPA), co-salutatorians will be declared.
- CRITERIA
- A. Students eligible for the honor of Valedictorian and Salutarian must take the required courses for the Academic Honors Diploma.
 - B. Valedictorian and Salutarian will be based on seven (7) semesters, semester average grades only. The cumulative GPA will be calculated using all credits earned during the course of seven (7) semesters. There may be more than one (1) student recognized as Valedictorian and Salutarian in the case of a tie in semester GPA. GPA will be calculated and rounded to three (3) decimal places.
 - C. Classes can be taken or retaken to allow a student to remain an Academic Honors Diploma recipient. In the event that a course is retaken for the purpose of remaining on an Academic Honors Diploma track, the highest grade for the course will be used in calculating the cumulative GPA of the student.
 - D. Classes shall not be taken or retaken for the sole purpose of improving GPA or improve a class rank. **Exception: Students earning high school credit while in junior high school, may elect to retake the high school coursework their freshmen year.**
 - E. This policy shall be in effect for all classes graduating after 2016.
10. WORK PERMITS —Indiana has eliminated work permits completely, and now requires all employers with five or more minor employees (under age 18) to begin using the Indiana Department of Labor's Youth Employment System (YES) to track and report minor-employee information. Please visit the Indiana Dept of Labor website for additional details.
11. RELEASE OF RECORDS—In accordance with the Family Rights and Privacy Act, school records for a student may be released only by the

parents' permission if the student is under eighteen (18), except in instances where the records are requested by an educational agency in which the student seeks or intends to enroll.

12. **GRADUATION REQUIREMENTS**—All graduates of North Knox High School must complete eight (8) semesters and accumulate 41 credits, including those required by the State of Indiana. All students must complete all the necessary requirements of North Knox High School and the State of Indiana in order to participate in graduation exercises.
13. **ACADEMIC HONORS DIPLOMA**—An Honors Diploma requires 47 credits with an overall grade point average of a B and no course with a grade lower than C. For more detailed information on required courses, check your Course Descriptions or contact the guidance personnel.
14. **INCOMPLETES**—A student who has incomplete work from any grading period during a semester has ten (10) school days after report cards have been issued to complete the incomplete work. Failure to complete the work by that deadline will result in “zero values” being entered for the missing assignments. Exceptions include assignments that have been deemed a graduation requirement. These assignments will remain “incomplete” until the requirement has been met.
15. **ACADEMIC PROBATION** – Any student who has a GPA below 1.25 will be considered on academic probation for the following grading period. This may result in the loss of some privileges, co-curricular activities, and/or field trips. Each student will be counseled and dealt with on an individual basis to help him/her raise his/her grades.
16. **RETENTION** – Junior high students' retention will be determined on an individual basis. ILEARN, report card grades, effort, and attendance, as well as summer school performance will be used to determine retention.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This act affords parents and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are as follows:

1. The right to inspect and review the student’s educational record within forty-five (45) days of the day the School Corporation received a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the North Knox School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

PESTICIDE NOTIFICATION

Occasionally pesticides are used on the North Knox School Corporation property. As a parent if you wish to be notified when this happens please indicate in writing to the principal at the beginning of each school year your wishes.

**NOTIFICATION OF AVAILABILITY OF
ASBESTOS MANAGEMENT PLAN**

The 1987 Asbestos Hazard Emergency Response Act (AHERA) not only requires inspections of all public and private schools (K - 12) to identify asbestos containing building materials, but also requires that an Asbestos Management Plan be developed to safely manage the identified asbestos in each school facility. To further ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every 6 months and that these materials be re-inspected by an IDEM accredited inspector every 3 years to reassess the condition of the asbestos, for as long as the materials remain in the building. In the year 2022 (March), the triennial re-inspection was conducted for the North Knox School Corporation.

The Asbestos Management Plan is available for your review. Anyone wishing to view a copy of the Management Plan for an individual school will find it available at the North Knox School Corporation Administration Office. The Asbestos Management Plan may be copied, at a nominal fee during regular school hours. Please notify the school in advance to prevent scheduling difficulties. If you have any questions concerning the AHERA Program, please contact your building principal and/or Mr. Kevin Curtis.

HEALTH SERVICES

Students becoming ill during the school day must obtain a pass from their classroom teacher and report to the office. Students who are visibly ill or who have a temperature may be allowed to go to the office. If it is necessary that you go home, your parent or guardian must be contacted and permission granted before leaving. If this procedure is not followed, the student may be considered truant. If admitted to the health clinic, the following rules prevail:

1. You may remain in the health clinic for only one period per day except for extenuating circumstances. This counts as an excused absence for the period(s) missed when and only when proper procedures are followed.
2. You must sign the health clinic log before entering and sign out when returning to class.
3. The health clinic is not to be used for reasons other than illness. Students found abusing the health clinic services will be subject to disciplinary action.

COMMUNICABLE DISEASE POLICY

1. **Excuse student from classroom.**
2. **Refer to physician for diagnosis and proper course of action.**
3. **Inform parents of students in close prolonged contact with infectious student.**
4. **Follow guidelines per Communicable Disease Flip Chart for School Personnel per Indiana State Board of Health.**

PRESCRIPTION DRUGS AND MEDICATION

House Enrolled Act No. 1566, Sec. 3.5

A school administrator, teacher, or school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult, with the written permission of the pupil's parents or guardian, and in compliance with the written instructions of a physician which shall be on file with the school, is not liable for civil damages as a result of the administration, except for an act of omission amounting to gross negligence or willful or wanton misconduct.

In compliance with the aforementioned act by the General Assembly of the State of Indiana, the North Knox High School medication policy is stated below:

1. No school personnel will supply students with any medication.
2. A physician's note and parent's note must be on file for any medication to be administered to a student by the school nurse*.

3. Prescription medication must be brought in the original container labeled from the pharmacy or by the doctor.
 4. Non-prescription medication is not to be brought to school unless a physician's note is on file. It will then be treated as a prescription medication.
 5. The school nurse* is to be notified of a student taking medication.
 6. Students are to report to the office area to take any medication. The student or their parent(s) is responsible for bringing the medication to the office. Students are responsible for taking the medication at the appropriate time(s).
 7. The school nurse* will secure all prescription and non-prescription drugs.
 8. Unused prescription drugs must be picked up at the end of the year. Prescription drugs not picked up by the end of the school year will be properly disposed of ten (10) days after said school year.
- *Or principal's designee when a nurse is not present.

NORTH KNOX SCHOOL CORPORATION
CRIMINAL GANG ACTIVITY POLICY

A. It is the policy of the North Knox School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property, on school buses, and at school-sponsored functions.

B. It is the policy of the North Knox School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

C. Definition of "criminal gang" and "criminal gang activity"-

A "criminal gang" as defined per IC 35-45-9-1 means a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang activity" is defined as a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

D. Per IC 20-33-9-10.5, any school employee of North Knox School Corporation shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions taken will be graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Any North Knox School Corporation employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall submit the report to the superintendent of the North Knox School Corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings. Each school within the North Knox School Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. The superintendent of the North Knox School Corporation is authorized to define the range of ways in which each school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who

engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The principal shall inform parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

E. The North Knox School Corporation shall provide students and school employees with annual gang awareness education. The North Knox School Corporation may partner with local agencies (i.e., law enforcement, juvenile probation, community health agency, etc) to provide gang awareness training. North Knox School Corporation shall annually revise the gang awareness education to reflect current trends in gang and gang-like activity.

F. The North Knox School Corporation shall provide training for all school employees on gang prevention and intervention resources on a periodic basis. The gang awareness information shall be revised and updated regularly to reflect current trends in gang activity. The North Knox School Corporation may collaborate with local law enforcement agencies, community health agencies, School Resource Officers, and other providers for programming updates. The North Knox School Corporation shall collaborate with local community-based prevention and intervention providers (Knox County School Safety Commission) to regularly update information pertaining to gangs and gang activity within Knox County.

COMMENCEMENT

All seniors meeting graduation requirements are required to attend commencement practice and the commencement exercises. Any exceptions must be cleared by the senior sponsor and the principal. Only seniors who have completed all state and local requirements and/or indebtedness to the school may go through commencement exercises.

TELEPHONES

The office phones are reserved for the use of faculty and the school personnel and are not to be used by the students except in an emergency.

Students cannot be called to the phones during class time. Messages will be delivered to any student in an emergency or other situations deemed urgent.

TEXTBOOKS

Textbooks are very expensive and should be kept clean and handled carefully. Please be sure to put your name inside the front cover. You will be responsible for the care of your textbooks. You will be required to pay for lost or damaged textbooks. You may rent another textbook from the bookstore for the regular rental price of the book. Textbook bills for the entire year must be paid by the end of September due to the increase in the cost of books. After September all unpaid bills may be turned over to Small Claims Court. Students who transfer, quit school, or are expelled must see that all obligations are fulfilled.

VISITORS – GUESTS

Parents are always welcome at North Knox Junior Senior High School. North Knox Junior Senior High School is a “closed campus,” and students are not to have visitors at school unless prior approval has been obtained from the principal or assistant principal.

1. All visitors and guests are to report to the office when they arrive at school.
2. **Friends of students will not be allowed to visit during school time, including lunch hour, study periods, or between classes.**
3. Any student who has quit/withdrawn from school, who has been suspended, expelled, or excluded from school participation or activities is not allowed to visit the school or be on school grounds or attend any school functions, including prom.
4. Anyone arriving at the end of the school day to take a student home is not allowed to be in the building unless prior approval is obtained from the main office.

CLASS SCHEDULE

- | | |
|--------------------------------|----------------------------------|
| 1. 8:05 - 8:25 (Homeroom) | 1. 8:05 - 8:25 (Homeroom) |
| 2. 8:30 - 9:15 | 2. 8:30 - 9:15 |
| 3. 9:20 - 10:05 | 3. 9:20 - 10:05 |
| 4. 10:10 - 10:55 | 4. 10:10 - 10:55 |
| 10:55 - 11:25 LUNCH "A" | 5. 11:00 - 11:25 & 12:00 - 12:25 |
| 5. 11:30 - 12:25 | 11:25 - 11:55 LUNCH "B" |
| 6. 12:30 - 1:20 | 6. 12:30 - 1:20 |
| 7. 1:25 - 2:10 | 7. 1:25 - 2:10 |
| 8. 2:15 - 3:00 | 8. 2:15 - 3:00 |
| 9. 3:05 - 3:10 (Homeroom) | 9. 3:05 - 3:10 (Homeroom) |

- | | |
|--------------------------------|--------------------------------|
| 1. 8:05 - 8:25 (Homeroom) | 1. 8:05 - 8:25 (Homeroom) |
| 2. 8:30 - 9:15 | 2. 8:30 - 9:15 |
| 3. 9:20 - 10:05 | 3. 9:20 - 10:05 |
| 4. 10:10 - 10:55 | 4. 10:10 - 10:55 |
| 5. 11:00 - 11:55 | 5. 11:00 - 11:55 |
| 11:55 - 12:25 LUNCH "C" | 6. 12:00 - 12:25 & 1:00 - 1:20 |
| 6. 12:30 - 1:20 | 12:25 - 12:55 LUNCH "D" |
| 7. 1:25 - 2:10 | 7. 1:25 - 2:10 |
| 8. 2:15 - 3:00 | 8. 2:15 - 3:00 |
| 9. 3:05 - 3:10 (Homeroom) | 9. 3:05 - 3:10 (Homeroom) |

HALL PASSES

Students are not permitted in the halls and commons during class periods unless they are accompanied by a staff member or have a pass issued from a staff member from the student's agenda. Students are responsible for obtaining the written pass. **(Verbal permission is not acceptable.)** Students must obtain passes prior to the beginning of class.

ACCIDENTS

Every accident or injury in the school building, on the school grounds, at practice sessions, or any other event sponsored by the school must be reported immediately to the person in charge and to the principal's office. The sponsor in charge of the activity must complete an accident reporting form.

LOST AND FOUND

Articles that are presumed lost can usually be found by following the procedure listed below:

1. Check classrooms you have previously attended.
2. Double check in your locker and with friends.
3. Check with main office personnel.
4. Items found by students are to be turned in to the office immediately.

NORTH KNOX SCHOOL CORPORATION

Parent Notification of Procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Knox School Corporation will adhere to the following meal charge procedures. Should you have any questions regarding these procedures, please contact Tammy Klein, Food Service Supervisor, at 812-735-2990.

- All cafeteria purchases are to be prepaid before meal service begins by cash or check. *The electronic option is www.myschoolbucks.com . This link is also found on the school's website. www.nknox.k12.in.us*
- A student may charge up to five (5) lunch and five (5) breakfasts maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make purchases in the cafeteria.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
 - Schools will provide an alternative meal of a PBJ or cheese sandwich, vegetable, fruit, and milk to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced

or full price has enough money in hand for a meal that day, they will not be denied a meal

- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The food service manager will also send home letters each week to parents of students who carry negative balances of \$7.00 and above.
- All accounts must be settled by the *last day of school*. Letters will be sent home approximately 5 days before the *last day of school* to students who have any negative balances. Negative balances of more than \$15.00 not paid in full will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$15.00 or more left in their lunch/meal food service account will be notified by mail by food services by June 10th and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school lunch fund.

LUNCH POLICIES

The school cafeteria serves a "Class A" lunch and an express lunch each day with a salad bar on occasion according to state school lunch program regulations. The following lunch rules will prevail:

1. Do not run to the cafeteria or crowd in the lunch line. Wait your turn.
2. Clean your table after you eat and return your tray to the washing area.
3. Any spills that require a major clean up should be reported to the teacher in charge.

4. Food and/or drink should be consumed in the cafeteria. Trash, spills and/or excessive messes may lead to areas being declared off-limits during lunch.
5. Students are not to go to their lockers during lunch without permission.
6. Restrooms will be closed to students during their respective lunch period. Students may use the restroom during the passing periods before and after their lunch period. If an emergency restroom situation arises, a student should make a request to utilize the restroom to the individual(s) supervising the cafeteria.
7. Students returning from morning vocational classes should join others in either the cafeteria..

Students may put money on account in the cafeteria. Students may apply for Free and Reduced lunches at any time during the school year by contacting the main office.

Parents may also access student lunch accounts by visiting the North Knox School Corporation website at www.nknox.k12.in.us

CANDY, GUM, AND SOFT DRINKS

Every effort should be made to help keep the school as clean as possible and free from spills and stains.

1. **Open soft drinks/beverages or empty soft drink/beverage containers are not to be kept in the students' lockers.**
2. **Gum use will be up to the discretion of the individual classroom teachers.**
3. **No food or drinks are to be brought into or consumed in the classrooms.**
4. **Open soft drinks, beverages, or containers are not to be brought into the school building.**
5. **Any messes, damage or disruption due to the use of candy, gum, and soft drinks/beverages may end their availability immediately.**

DISASTER DRILLS

Fire drills are required each month by state law. Signs are located near the doorway of each classroom giving evacuation procedures to follow in an emergency. Please observe the following practices during fire drills:

1. Lights out.
2. Walk quietly and rapidly to the exit, but do not run.
3. Do not wait for your friends to join you.
4. Stay with your class once outside.
5. Do not re-enter the building until the all-clear sound is given.

Tornado drills will be held periodically throughout the year. An intermittent buzzer sound indicates this emergency warning.

1. Go quietly and immediately to your designated area.
2. Stay away from windows.
3. Crouch against a load-bearing wall.
4. Cover your head and face.
5. Remain in this position and area until the all-clear sound is given.

DRESS CODE

Appearance plays a large part in how students feel about themselves and the school in general. Since revealing or immodest clothing becomes a distraction to the learning atmosphere, students must dress appropriately. All clothing must be in good taste. Students should be well groomed and clean. The following minimum standards will serve as guidelines:

1. No bare midriff shirts or blouses are to be worn. Shirts must be able to be tucked in.
2. No tank tops, wife-beaters, cut-out sleeves, spaghetti straps, cold shoulder/open shoulder shirts, or athletic jerseys are to be worn without a T-shirt underneath. **Shirts and blouses with low cut/plunging/revealing necklines are not permitted without a T-shirt underneath.** The underneath shirt must have sleeves.
3. See-through mesh garments worn without appropriate underclothing is not permitted.
4. Hats, caps, doo rags, bandanas and **sunglasses** are not to be worn in the school. These should be removed upon entering the school building and kept in the student's locker until he/she leaves the building.
5. Radios, music boxes, walkmen, CD players, headphones, earbuds/**earpods**, I-pods, MP3 players, etc. are not permitted during the school day. These devices should be off and locked in the student's locker during the school day.

6. Cell phones are not allowed to be **carried by the student** during the school day. **They must be left in the student's vehicle or locker.** They may only be used with the permission of the principal, assistant principal, or faculty member. Ringers must be turned off during the school day.
7. No clothing will be permitted if it displays profanity, suggestive phrases, or tobacco, alcohol, or drug advertisements or language.
8. Bermuda shorts, walking shorts, and skirts should be at or below mid-thigh length. **No running shorts or cheer shorts may be worn without leggings or tights underneath.**
9. Shoes shall be worn at all times. Shoes are defined as athletic shoes, dress shoes, boots, sandals, or flip-flops. No house slippers are to be worn.
10. "Sagging" pants are not allowed. Pants must be worn at the waist.
11. **Holes in pants – holes in pants should not be higher than mid-thigh. If holes are higher than mid-thigh, leggings or tights must be worn underneath.**
12. **Coats, jackets, bags/purses, and backpacks are not permitted in the classroom. Coats, jackets, bags/purses, and backpacks should be stored in the student's locker. Students enrolled in a physical education class are allowed to use a small drawstring bag to transport PE clothes to and from PE lockers. Safety is the first priority.**

If a student's attire does not meet these standards, is a health hazard, or is a classroom distraction, the teacher will send the student to the office for appropriate actions as discerned by the principal or his/her designee.

**IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING
CELLULAR TELEPHONE (CELL PHONE) CONTENT AND DISPLAY**

Cellular telephone technology has advanced to the point that not only is it possible to have voice communications, there is also the capability to transmit video, pictures and written messages via cell phone. Furthermore, the cost has reached a point that this technology is available and affordable for nearly everyone. Unfortunately, the ease of transmission has led to the occasional sharing of questionable if not illegal images, video and/or messages. North Knox School Corporation employees have not only a moral obligation but a legal duty to report "child exploitation" and "child pornography" (I.C. 31-33-5-4). Actually, the duty is to report a "child in need of services," who under I.C. 31-34-1-3(a)(1)(D) is a person under the age of 18 who is a victim of "child exploitation" and/or "child pornography."

“Child exploitation,” a Class C felony under I.C. 35-42-4-4(b) is committed when:

A person knowingly or intentionally:

- (1) manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;*
- (2) disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age...*

“Child pornography,” a Class D felony under I.C. 35-42-4-4(c), is committed when:

A person who knowingly or intentionally possesses:

- (1) a picture;*
- (2) a drawing;*
- (3) a photograph;*
- (4) a negative image;*
- (5) undeveloped film;*
- (6) a motion picture;*
- (7) a videotape;*
- (8) a digitized image;*
- (9) any pictorial representation;*

that depicts or describes sexual conduct by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value...

A practical example of “child exploitation” involving a cell phone would be a student of any age who used the phone to (1) take a picture, (2) show a picture, (3) send a picture, or even offer to show the picture of any person under the age of eighteen (18) engaged in “sexual conduct,” defined as intercourse, touching or fondling with intent to satisfy sexual desires of any person, and/or the display of uncovered genitals in such a manner that evidence an intent to “satisfy or arouse the sexual desires of any person.”

A practical example of “child pornography” in connection with a cell phone would be of a student of any age who used the phone to possess a picture/image of any person under the age of 16 engaged in “sexual conduct.” (sexual conduct is defined above)

There are obviously serious legal and criminal implications involved in such activities and as noted, the school has a moral obligation and legal duty to inform law enforcement and/or child services of certain student violations. If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, Indiana statute requires the student to register as a sex offender pursuant to I.C. 35-42-4-11(a)(2)(C) and I.C. 11-8-8-7. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be grounds for suspension or expulsion.

AUTOMOBILE REGISTRATION

Any **high school** student who intends to drive a motor vehicle to school must have that vehicle registered in the office. Registration forms must be completed during the first week of school and turned in to the main office. **No junior high school student may drive a motor vehicle to school nor register a vehicle.** The following rules shall be observed:

1. All students must park in the south parking lot, within designated spaces, not in fire lanes.
2. No vehicle shall be driven during the school day or during lunch except those belonging to students enrolled in special programs and with instructor permission.
3. Unsafe driving will not be tolerated.
4. School buses will always have dismissal and road priority.
5. Cars are not to be parked behind the shop area without prior authorization.
6. **Students must enter the building immediately after parking and not loiter in the parking lot.**
7. Automobile accidents on the school grounds are to be reported to the principal's office and the Knox County Sheriff's Department.
8. Changes in the weather during the day should be anticipated. Therefore, the windows in the cars should be closed. Students are asked to lock their car doors. The school is not responsible for any lost items from motor vehicles or for damage done to motor vehicles on school property.
9. **No golf carts, four-wheelers, mopeds, or utility vehicles may be driven to school. All vehicles driven to school must be licensed through the Indiana Bureau of Motor Vehicles for road use.**

Violation of the established motor vehicle rules will jeopardize the student's privilege of driving to school.

SCHOOL BUS REGULATIONS

School rules take effect when the students board buses to school in the morning. There is to be absolutely no possession of tobacco, alcohol, or drug products, profanity, or horseplay on the buses at any time. **Students are reminded that the bus driver has the same authority as a teacher or parent when discipline is required.** The privilege of riding on a bus will be suspended if a student is a persistent troublemaker. Students who ride the buses will be given a list of complete bus conduct rules.

THREE BASIC RULES FOR THE BUS RIDER

1. Follow the bus driver's instructions the first time they are given.
2. Remain seated and facing forward in your assigned seat.
3. Talk quietly to those seated with you.

Students referred to the Building Principal/Assistant Principal by a bus driver for any infraction will receive the following consequences:

1 st Reported Offense	Student will not be allowed to ride the school bus or any school transportation for a period of three (3) days. Notify parents.
2 nd Reported Offense	Student will not be allowed to ride the school bus or any school transportation for a period of five (5) days. Notify parents.
3 rd Reported Offense	Student will be suspended from riding the bus for the remainder of the school year . Notify parents.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in any of the extracurricular activities offered at North Knox High School. Our extracurricular program consists of athletics, special interest group clubs, as well as academic interest group clubs.

1. Students must pay any dues required at the beginning of the year.
2. **Students who have a full day excused/unexcused absence the day of an extracurricular activity will not be permitted to participate in the extra-curricular activity.**

3. Students **are expected to** be in attendance the entire day before being allowed to participate in an after-school extracurricular activity on that day. Students who leave school due to illness the day of an extracurricular activity will not be permitted to participate in the extra-curricular activity that day unless they return with a written doctor's excuse on the day of absence. Students must be present for a minimum of half (1/2) the school day in order to participate. This does not apply to Saturday or holiday contests.

DANCE REGULATIONS

1. Dances at North Knox High School are open only to students enrolled at North Knox High School and their guests. **Students who have quit/withdrawn from school, who have been suspended, expelled or excluded from school participation or activities are not allowed to attend NKHS dances, including prom.** All students taking a guest to a North Knox High School dance, including the prom, must secure a GUEST PASS from the office. Guests may not exceed 20 years of age. Guests must be enrolled and in good standing at another high school. Guests that have already graduated high school will be required to provide evidence of high school graduation. **The principal and/or assistant principal reserve the right to refuse to sign a guest pass at his/her discretion.** No elementary or junior high students are permitted at high school dances.
2. **Dances at North Knox Junior High School are open only to students enrolled at North Knox Junior High School. No high school students, junior high students from another school or elementary students are permitted at junior high dances.**
3. Once a student enters the dance, he/she may NOT leave the dance area and return for any reason.
4. No student will be admitted to a dance if he/she is suspected of drinking or being under the influence of drugs. Parents will be contacted when a student is refused admission or found to be involved with the above substances.
5. Students coming to or leaving a dance may not stay in the parking lot but must enter the building or leave the school grounds.
6. The conduct of students and guests at dances is to be in accordance with the policies and rules of the North Knox High School Student Handbook.
7. Students are to remain in the dance area at all times (cafeteria, pit area, and east/west hallway to restrooms) and should be in no other part of the school building.

8. Concession type substances are not to be brought to a dance. However, the dance sponsors may sell or provide concessions/refreshments with the understanding that the sponsoring group is responsible for the clean-up.
9. Students who cause a disruption at a dance and violate school rules or are removed for any reason will be banned from further dances during that semester including but not limited to the Christmas dance and the prom.
10. NKJSHS reserves the right to add additional dance regulations at any time.

USE OF BREATH-TEST INSTRUMENT

The principal or his/her designee may arrange for a portable breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with the disciplinary procedures in this handbook. *If a student refuses to take the test, he/she will be advised that such a refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.*

North Knox Junior Senior High School reserves the right to arrange for portable breath tests of students to check whether alcoholic beverages have been consumed before allowing admittance to extra- and co-curricular activities, including but not limited to dances, athletic events and commencement. Such tests would be administered to all students and not limited to those suspected of having consumed alcoholic beverages.

NORTH KNOX JR/SR HIGH SCHOOL
POLICIES RELATED TO THE USE OF DRUGS AND ALCOHOL

North Knox School Corporation (NKSC) believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and community. Students are not permitted to possess, use, be under the influence of, or sell/trade/give drugs, alcohol, or nicotine products on the school premises at any time, at any school-sponsored activity, or when a student is traveling to and from school or traveling to and from any school-sponsored activity.

NKSC recognizes our responsibility to address drug and alcohol problems in the school and of our students. We believe that parent(s), guardian(s), and the school must work together to educate, encourage, and support students in an attempt to prevent their illegal use of drugs and alcohol. As part of our attempt to achieve the above, NKJSHS will utilize the following policies:

No student may provide any substance to any other student, by sale or any other means, which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic substance that may closely resemble any of the above substances or items.

No student may possess, use, or be under the influence of any substance which that student has reason to believe is or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind. This includes, but is not limited to any synthetic that may closely resemble any of the above substances or items.

Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills or stimulants of any kind with or without a prescription.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school nurse or school administrator and be administered/taken in the nurse's station.

Should any of the above occur, disciplinary action will be taken using the outlined discipline code within the student/parent handbook.

DRUG TESTING

Substance abuse in any school is a threat to the safety and health of students, faculty, staff, and the community as a whole. It jeopardizes the efficiency and the quality of educational programs as well as having the potential of physical harm. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit a person from performing to his/her fullest ability. The policy is not intended to be solely disciplinary or punitive in nature, for the educational opportunities offered in the various buildings will continue to direct students away from drugs and alcohol and toward a healthy, safe, and substance-free life. It is the right of every parent/guardian to expect that each student is receiving the best education that can be provided by North Knox School Corporation.

DRUG TESTING PROGRAMS

All courses, programs, and activities are an integral part of the school system. The value for a student's personal development must be given a high priority for the community that wants to have a total school program. The opportunity for participation in any program, including athletics, is not an absolute right. Participation is a privilege offered to students and necessitates that students meet high standards. Driving to school is also a privilege granted to students under conditions that include operating a vehicle in a safe and legal manner.

NKSC encourages all students who hold a valid driver's license to drive on school grounds and to participate in activities and programs, but also believes that these opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in privileged activities in NKSC shall be an agreement by the student to submit to reasonable suspicion and/or random testing for the use of drugs—natural and/or synthetic—, nicotine, and alcohol. Reasonable suspicion drug testing will apply to all students enrolled in NKSC Schools. The random drug-testing program will be applied to students who choose to participate in the extra-curricular activities listed in the student handbook and any other school-sponsored extra-curricular activities not listed. The random drug-testing program also will be applied to students who drive to, from, or during school hours while a student of NKJSHS.

Statistics on testing and results, which do not include specific student identification, shall be compiled at the end of each school year and made available to the Central Office administration and the Board of Education, who may authorize the release of the data upon discretion of the Board of Education.

REASONABLE SUSPICION DRUG TESTING

Administrators of the NKSC are authorized by the NKSC Board of School Trustees to require any NKSC student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, drugs, nicotine products, or any other prohibited substance while:

- A. on school grounds
- B. off school grounds at a school activity, function, or school-sponsored event
- C. when traveling to or from school by bus or other corporation vehicles.

Reasonable Suspicion may arise from the following actions:

- A. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, nicotine product, or any other behavior altering substance.
- B. The student possesses drug paraphernalia, alcohol, marijuana, nicotine product, or any controlled substance.
- C. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, nicotine product, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicator or physical appearance, if deemed necessary.
- D. The administration will document the indicators and provide a copy to the student and parent(s)/guardian(s).

An administrator, SRO, and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of the initial school-initiated reasonable suspicion test will be paid for by the school corporation and utilized in purposes for school discipline. A request on appeal for another test of a "positive" specimen is the financial responsibility of the student or his/her parent/guardian. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

After reasonable suspicion has been established by school administration, the student may be asked to submit to a reasonable suspicion drug test. A student's refusal to submit to reasonable suspicion testing may result in the refusal being treated as a "positive" test. The student will be given a second opportunity to take the test.

School administration will attempt to contact a parent and/or guardian using the parent/guardian contact information on file prior to the administration of the reasonable suspicion drug test. It is the responsibility of all parent(s) and/or guardian(s) to provide NKJSHS valid, working contact phone number(s).

If a parent or guardian refuses to allow reasonable suspicion testing to be administered to his/her student, the refusal may be treated as a "positive" test. All "positive" tests will be processed using the outlined discipline code pertaining to the substance in question.

Any student who attempts to alter/destroy a reasonable suspicion test will face disciplinary action. Any altering/destruction of a reasonable suspicion test will result in the test being treated as a "positive" test. All "positive" tests will be processed using the outlined discipline code pertaining to the substance in question.

TESTING PROCEDURES

- A. Upon being selected for a test under this program, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to submit to a chemical test of the student's breath and/or provide a sample of "fresh" urine and/or saliva according to the quality control standards and policy of the certified laboratory that oversees the program. Rapid on-site drug testing kits are designed for immediate determination of controlled substances under the laws of the State of Indiana. This type of test is used to obtain a visual, qualitative result.

- B. All students will remain under school supervision until they have produced an adequate specimen. In the case of a urine specimen, if a student is unable to produce a specimen, the student will be given fluid. If after two hours the student is still unable to produce a urine specimen, an oral swab test may be conducted.
- C. All urine specimens must be within the laboratory's acceptable range for temperature to be considered valid. If a specimen is invalid, another specimen must be given by the student.
- D. If it is proven that tampering or cheating has occurred during the collection, the test will be treated as a "positive" test.
- E. All positive specimens will be turned over to the overseeing testing laboratory, and each specimen will be tested for alcohol, nicotine products, and "street drugs" which may include all drugs listed as controlled substances under the laws of the State of Indiana. Also, "performance enhancing" drugs such as steroids may be tested.

CHAIN OF CUSTODY

- A. The certified laboratory will provide training and direction to those that supervise the testing program, including set-up of collection environment, the guarantee of specimens and the supervision of chain of custody.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.
- C. Before the student's urine is tested, the student will fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, s/he may notify the administration that s/he is taking a prescription medication, herbal supplement/substance, and/or over-the-counter medication.
- D. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until the rapid test results are viewed. At which time a positive result occurs, a seal will be placed upon the bottle. The student will sign that the specimen has been sealed. The seal may only be broken by the lab testing the specimen.

- E. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving to the lab, the specimen is invalid, and the invalid specimen will not be used as a determining factor in disciplinary matters. The student may be asked again to submit to a reasonable suspicion test.
- F. Students will be instructed to remove all coats, remove any items from their pockets, and wash their hands in the presence of the supervisor prior to entering the testing area. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the testing area. The student will have three minutes to produce the urine specimen. The commode will contain a dye so that the water cannot be used to dilute a sample. The faucets in the restroom will be shut off/restricted.
- G. After it has been sealed, the positive specimen will be packaged and delivered to the testing laboratory via Federal Express, UPS, or USPS. The testing laboratory will report the results back to the Principal/administrative designee.

RANDOM DRUG TESTING

Mission

The mission of the North Knox School Corporation is to provide all students with the opportunity to acquire the skills and attitude that enable life-long learning. The corporation will endeavor to provide a safe, positive learning environment where, working together, students and teachers can strive for personal excellence. In partnership with the parents and the community, we will promote the development of responsible, caring citizens who participate effectively in a democratic society and who make healthy choices for themselves and our community.

Introduction

The effective date of this program is August 1, 2002. This program does not affect the current policies, practices or rights of North Knox School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained. North Knox School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Reasonable Concern

North Knox School Corporation has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Knox County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show the mission of North Knox School Corporation has not been realized. Our commitment to maintaining the extra-curricular activities in North Knox School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment and prevention of substance abuse by students involved in extracurricular activities.

Purpose

The random drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of the random drug testing program to prevent students from participating in extra-curricular activities while he/she has drug residues in his/her body, and it is the purpose of the random drug-testing program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. Athletes who are found to have a verified "positive" test are subject to the athletic code of conduct. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under the random drug-testing program other than stated therein.

Scope

Participation in extracurricular activities is a privilege. The random drug-testing policy applies to all North Knox School Corporation students in grades 7-12 who wish to participate in extra-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school. North Knox Intermediate students participating in the NKJSHS athletic program, may be subject to the NKJSHS Reasonable Suspicion Drug Testing Program.

Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2(sic)(IC 20-8.1-7-8) establishes the responsibility of schools to assist children found to be ill or in need of treatment.

Drug Education

The sponsor or coach of each extra-curricular activity will require the attendance of all prospective participants at one or more drug education sessions. Prospective participants shall receive a copy of this policy and the policy will be explained to them at that time. An educational presentation will also be made to educate the students about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

Consent Form

It is **MANDATORY** that each student who participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a “consent form”, a sample of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at North Knox Junior Senior High School. Students, and the parent/guardian of same, who do not wish to participate in the random drug-testing program must indicate on the consent form in the appropriate blank of the student’s intent to not participate.

Testing Procedures

1. The principal/administrative designee will assign numbers to the participants. The total number of participants will be given to the testing company. From time to time throughout the year, the principal/administrative designee will select a testing date and inform the testing company of the date. The testing company will send the principal/administrative designee a random selection of numbers, including alternates, of those to be tested. When the testing agent arrives to conduct the test, those students who correspond with the selected numbers will be brought to the office area. Testing may occur on a different day at a different time. This variable schedule will keep students conscious of the possibility of being tested at any time throughout the year.
2. If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Factors will include, but are not limited

- to, excessive discipline problems, and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
 4. Upon being selected for a test under this policy, either by random draw, request of a parent/guardian, or a “follow-up” test, a student will be required to provide a “fresh” sample according to the quality control standards and policy of the laboratory conducting the test.
 5. All students will remain under school supervision until they have produced an adequate specimen. If unable to produce a specimen, the student will be given fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any of the extra-curricular activities. In addition, the parents/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
 6. All specimens must be within the laboratory’s acceptable range for temperature to be considered valid.
 7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extra-curricular activities” for one calendar year. This will be reported to the parent/guardian.
 8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass. The principal/administrative designee must time and sign the pass.
 9. The specimens will be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also, “performance enhancing” drugs such as steroids may be tested.
 10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain-of-custody.
2. The principal administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with

him/her to the collection site and should not be allowed to go to his/her locker.

3. Before the laboratory tests the student's specimen, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extra-curricular activities subsequent to a retest.
6. Students will be instructed to remove all coats, **remove any items from their pockets**, and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a specimen. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off/restricted.
7. After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/ administrative designee.

Test Results

1. This program seeks to provide help for the students who have a verified "positive" test. The students' health, welfare and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing "positive". The principal/administrative designee will notify the student and his/her parent guardian. The student or his/her parent/guardian may submit any documented prescription, explanation or information, which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian (by phone or in person). The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The

student will be prevented from participating in extra-curricular activities until after a follow-up test is completed and the results are reported.

4. The principal/administrative designee will request a follow-up test after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow-up test is “negative”, the student will be allowed to resume extracurricular activities per activity code of conduct. If a second “positive” result is obtained from the follow-up test, or any later test of that participant, the same previous procedure shall be followed. In addition, the North Knox School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested “positive” and did not make a satisfactory explanation.
5. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
6. Drug testing result sheets will be returned to the principal/administrative designee. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

Financial Responsibility

1. Under this policy, the North Knox School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests and all initial follow-up drug tests. (Once a student has a verified “positive” test result and has subsequently tested “negative” from a follow-up test, any future follow-up drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for another test of a “positive” specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality

Under the random drug-testing program, any staff, coach or sponsor of North Knox School Corporation who may have knowledge of the results of a drug test will not divulge to anyone **other than school administrative personnel** the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the North Knox School Corporation’s commitment to confidentiality with regards to the program.

Other Rules

Apart from the random drug-testing program, the North Knox Junior Senior High School Athletic Council and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Consent

The North Knox School Corporation Drug Testing and Education Policies are a part of the Student Handbook and have been approved by the Board of School Trustees. Indiana state law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook, which contains school policies. By allowing a student to attend a North Knox School Corporation school, the parent consents to all school policies contained in the Student Handbook. Failure to sign or return the form does not affect the student's responsibility to act in accordance with policies outlined in the handbook.

STUDENT INSURANCE

The school assumes no medical liability for student injuries. Student insurance will be available on an optional basis to all students. Insurance envelopes will be distributed during student registration. Students with school insurance who become involved in accidents that require medical attention should pick up a student accident form in the school office.

Students who plan to participate in athletics must have either the student insurance or a statement from their parents indicating that they are covered by another insurance plan. The school strongly urges all students who are taking Physical Education or Industrial Technology courses to be covered by some kind of insurance.

SEARCH AND SEIZURE—PROCEDURE—USE OF EVIDENCE

As used in this section "reason to believe" means circumstances that would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the student handbook.
2. Anything, which because of its presence presents an immediate danger of physical harm or illness to any person.
3. Evidence of violation of Indiana Statute.

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search. Lockers shall not be used for the storage of the following items:

1. Any controlled substance, including any narcotic or hallucinogenic drug, amphetamine, barbiturate, or marijuana; the possession, use, or sale of which is prohibited by the laws of the State of Indiana or of the United States.
2. Tobacco or tobacco-related products.
3. Firearms or other weapons or ammunition.
4. Stolen property.
5. Firecrackers or other explosives.
6. Any other material that may constitute a health or safety hazard or which in any way disrupts the orderly conduct of school business.
7. Pin-up posters or pictures that could be considered lewd, obscene, or offensive in nature.
8. Any other items or matter considered "contraband" by the school or state.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks will be removed and destroyed.

1. The principal, or his/her designee, may search a locker and its contents when he/she has reason to believe a search of the locker and its contents is warranted.
2. The principal, a member of the administrative staff, or a teacher may search a desk or other storage area on school premises other than a locker when the person conducting the search has reason to believe that the search is warranted.

The principal, or his/her designee acting at the direction of the principal, may search the person of a student during school or a school activity if the principal, or his/her designee, has reason to believe the search of the student is warranted. Searches of this nature will be done by a person of the same sex as the student and with an adult witness. Persons doing the search shall be limited to:

1. Searches of the pockets of the students.
2. Searches of any object in the possession of the student such as a purse, briefcase, book bag, etc.

3. A “pat down” of the exterior of the student’s clothing.

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver, the owner of the motor vehicle, and the parent/guardian to allow the search of the vehicle when there is reason to believe a search of the vehicle is warranted. Refusal by any of the parties to provide or allow access to a vehicle on school premises at the time of the request to search the vehicle shall be cause for termination without further hearing of the privilege of bringing a vehicle on school premises. The principal, or his/her designee, may request a law enforcement officer to search a vehicle on school premises. Anything found in the course of a search conducted in accordance with this section that is evidence of a violation of the student conduct standards contained in the student handbook or state statute may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding.
2. Returned to the parent/guardian of the student from whom it was seized.
3. Turned over to any law enforcement officer.

Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. Returned to the parent/guardian of the student from whom it was seized.
2. Destroyed or turned over to any law enforcement officer.

The principal, or his/her designee, may request the assistance of a law enforcement officer, **including K-9 teams** to:

1. Search any area of the school premises, any student, or any vehicle on the school premises.
2. Identify and dispose of anything found in the course of a search conducted in accordance with this section.

STUDENT BEHAVIOR

The North Knox School Corporation Board of School Trustees recognizes that certain standards of behavior are necessary to ensure an environment conducive to learning can be maintained. This environment should first come from self-discipline and consideration of the rights of others. If self-discipline fails, regulations for school behavior must be outlined by those responsible for the operation of the school.

The Indiana Legislature has established a State Code (**IC 20-33-8**) which regulates the school’s rights and responsibilities in dealing with student behavior in school, at school activities, and the school’s rights and responsibilities in dealing with

out-of-school activities which affect a student's right to participate in school and school-related functions.

The Board of School Trustees of the North Knox School Corporation has this legal responsibility. The Board, in turn, has set policies and authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY—TEACHER:** A teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL—PRINCIPAL:** A school principal (or his/her 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.
3. **EXPULSION—PRINCIPAL:** In accordance with the due process procedures defined in this policy, the principal (or his/her designee) may expel a student from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of **where expressly permitted or called for according to Indiana Code.**

SECLUSION AND RESTRAINT

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

DETENTIONS

Detentions must be served when assigned. Failure to serve the detention when assigned will result in another detention. A second failure to serve the detention for the specific infraction being addressed will result in another detention as well as a three-day suspension. A third failure to serve the detention will result in the student being considered insubordinate and may result in a recommendation for expulsion. A suspension or expulsion will not satisfy the detentions. The detentions must still be served. **Students who show a pattern of missed detentions/not serving detentions may lose the privilege of participating in co-/extra-curricular activities, such as: field trips, clubs, academic teams, sports, and/or dances (including prom and the winter dance).**

Students serving out-of-school suspensions are suspended from attending any school-sponsored activities continuous from the date the suspension begins until the first day they may return as indicated on the suspension notice.

Students who are expelled, suspended, or have quit/withdrawn from school may not attend any student-sponsored event during the semester including the Prom—even as a guest.

In-school suspension and detention will follow the guidelines established by the principal and/or assistant principal. These guidelines are available in the office.

Students assigned to in-school suspension will be allowed to do all work assigned and full credit will be given. Students assigned to out-of-school suspension should make up all work missed. It is the responsibility of the student to find out what work was missed, complete the work, and turn in the completed work in a reasonable amount of time, i.e. for one day out a student will have one day to turn in the work.

GROUNDS FOR SUSPENSION OR EXPULSION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with the following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise and acting in any manner so as to interfere seriously with the ability of

any teacher or any of the other school personnel to conduct the educational function under their supervision.

2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing, or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
5. "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. "Any object" includes any item that is considered a weapon but is not a firearm.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine-based pill, methcathinone, tobacco product, intoxicant, stimulant, or controlled substance of any kind.
9. Engaging in the unlawful selling of a controlled substance is a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes and an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established under Indiana law, including but not limited to the following:
 - a. Engaging in sexual behavior on school property.
 - b. Disobedience of administrative authority.
 - c. Willful absence or tardiness of students.
 - d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - e. Engaging in speech or conduct, including clothing, jewelry, or hair style which is profane, indecent, lewd, vulgar, or offensive to school purposes.
13. Knowingly possessing or using on school grounds during school hours an electronic paging device.
14. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
15. POSSESSING A FIREARM
 - a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in 921 of Title 18 of the United State Code:
 - 1) Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - 2) The frame or receiver of any weapon described above.
 - 3) Any firearm muffler or firearm silencer.
 - 4) Any destructive device which is an explosive, incendiary, or overpressure device that is configured as a 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, Molotov cocktail or device that is substantially similar to an item described above.

- 5) 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.
 - 6) 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.
 - 7) Any antique firearm.
 - 8) A rifle or shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent or principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.

GROUNDS FOR EXPULSION

Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter.

1. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational functional or school purposes.

2. If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other government entity is obligated to pay transfer tuition to the excluding school corporation.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

A principal, or his/her designee, may require that a student who is at least sixteen (16) years of age and who wishes to re enroll after an expulsion attend an alternative school or alternative education program.

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

1. On school grounds immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.

Any infraction not covered above in this handbook and committed by any student and constitutes substantial disobedience or a disruption is subject to expulsion under (**IC 20-33-8**) which lists as reasons for expulsion:

1. Student misconduct and substantial disobedience.
2. Unlawful conduct on or off school grounds.
3. Firearms and deadly weapons.
4. Improper legal settlement.

SUSPENSION PROCEDURES

When the principal (or his/her designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to the following:
 - a. A written or oral statement of the charges.

- b. If the student denies the charges, a summary of the evidence will be presented.
 - c. The student will be provided an opportunity to explain his/her conduct.
- 2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3. Following the suspension, an attempt will be made to notify the parent/guardian.
- 4. **It will be the principal's (or his/her designee) discretion to utilize S.H.A.P.E. as an alternative to traditional out-of-school suspension.**

EXPULSION PROCEDURES

When the principal (or his/her designee) recommends to the superintendent (or his/her designee) that a student be expelled from school, the following procedures will be followed:

- 1. The superintendent (or his/her designee) will appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel.
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- 2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the person designated above. Failure by a student or a student's parent/guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain reasons for the expulsion and the procedure for requesting the meeting.
- 4. At the expulsion meeting, the principal (or his/her designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
- 5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian.

The student or parent/guardian has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of the notice of the action taken. The student or parent/guardian 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/guardian. The board will then take any action deemed appropriate.

STUDENT DISCIPLINE

The superintendent, principal, any administrative personnel, any designee of the principal, or any teacher of the North Knox School Corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in **IC 20-33-8** that is reasonably desirable or necessary to help any student to further school purposes, or to prevent an interference therewith, such action including, but not limited to the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular hours to do additional school-work or for counseling.
6. Restriction and/or exclusion from extracurricular activity.
7. Corporal punishment.
8. Suspension or Expulsion.

In order to clarify the State Code and School Board Policy it is a violation of this student handbook and code of conduct if any conduct interferes with school purposes. This conduct includes, but is not limited to the following:

1. Insubordination—(failure to follow teacher request, defiant attitude, being disruptive, not doing class work).
2. Hallway/classroom disruptions.
3. Possession or use of tobacco anywhere in the building, on school property, at school functions, or in the vicinity of the school.
4. Leaving school or class without permission.
5. Possession, use, or being under the influence of alcoholic beverages or illegal drugs or drug paraphernalia on school property (including in a student's motor vehicle) or while at school functions or in the vicinity of the school.
6. Threats to another student or staff member.

7. Fighting or provoking a fight in, on, or near school property, or at school functions.
8. Cafeteria disruptions.
9. Harassment or hazing of another student or staff member.
10. Improper attire.
11. Reckless driving.
12. Cheating/plagiarizing.
13. Vandalism.
14. Possession or use of anything that might be considered a weapon.
15. Physical attack against a student or staff member.
16. Theft.
17. Public displays of affection (with the exception of holding hands – high school students).
18. False reporting.
19. Forgery.
20. Inciting others to violence or disobedience.
21. Tardiness to class. (If a student arrives at a class with a pass from another teacher, administrator, counselor, or secretary, it will not constitute a tardy unless stated on the pass.)
22. Possession or use of a remote control device to disrupt class.
23. Engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, obscene, vulgar, or offensive to school purposes.
24. Harassment—including verbal, physical, or sexual to any student or staff member.
25. Leaving school or skipping class without permission. Students leaving or returning to the building must sign in or sign out in the office.
26. Displaying disrespect for any staff member.
27. Eating or drinking in the classrooms.
28. Locker misuse.
29. Sitting in or going to cars in the parking lot during school—this shall include all lunch periods.
30. Possession of radios, music boxes, walkmen, CD players, jam boxes, pagers, I-pods, MP3 players, etc.
31. Attempting to commit an act that is a ground for suspension or expulsion.
32. "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student

and create for the targeted student an objectively hostile school environment that:

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

BULLYING

Bullying, as defined in number 32 above, is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. School personnel will investigate all reports of bullying. Counseling, corrective discipline and/or referral to law enforcement will be used to change the behavior of the student(s) engaging in bullying behavior. This includes appropriate interventions, restoration of a positive climate and support for victims and others impacted by the violation.

A teacher may, without advance approval of the principal, use reasonable physical force to restrain a student whenever immediate action is essential for self-defense or protection of other persons or property. When a teacher or administrator is utilizing reasonable force to restrain or correct student behavior, the teacher or administrator will be acting under the authorization of the Board of School Trustees so long as the force that is used is not designed to cause or known to create a substantial risk of causing serious physical injury, disfigurement, extreme pain, or extreme mental distress. (IC 20-33-8 and Public Law 16-1990)

ANY COMBINATION OF ELEVEN REFERRALS MAY RESULT IN A RECOMMENDATION FOR EXPULSION.

PLAGIARISM/CHEATING POLICY

North Knox Junior Senior High School defines plagiarism as the act of using words or ideas from another person or source as if they were one's own without proper citation. It is an act of cheating and is illegal by current copyright laws.

If a student is suspected of cheating or plagiarism, the principal and/or his/her designee will review the work. The student may be required to do one of the following:

1. Produce the source from which the information was taken.
2. Reproduce the quality of work (i.e. syntax, sentence structure, vocabulary, depth of meaning, development of ideas, etc.) in a controlled environment.

Any student who is found to commit plagiarism/academic dishonesty on a paper or assignment or who permits his/her own work to be copied will face the following actions:

- | | |
|-------------------------|--|
| 1 st Offense | “F” (0%) on assignment;
notification of parent/guardian |
| 2 nd Offense | “F” for nine week period in which
plagiarism occurred |
| 3 rd Offense | “F” for the semester |

LIBRARY RULES

1. All school rules apply to the library.
2. No food(s), drink(s), or gum unless authorized by the librarian.
3. No coats, jackets, or book bags allowed in the library.
4. Students are **not** to leave the library for any reason unless given permission to do so by the librarian. If a student is called out of the library, he/she must first tell the librarian before leaving.
5. All passes must come from a classroom teacher, not the study hall teacher or a substitute teacher.
6. **Students coming to the library from study hall cannot have any F's or incompletes.**
7. Back issues of magazines will be placed in study hall. No current issues of magazines will be taken from the library.
8. All books (except reference books) may be checked out for two (2) weeks. They may be renewed for another two (2) weeks. If the material is still needed for a class project, please see the librarian.
9. A fine of \$.10 per day will accrue on all overdue materials. Materials overdue will prevent the student from checking out other material until the fine is paid.
10. Any student caught tampering with the set-up of the computers, without permission, will lose his/her computer privileges.
11. Any student who works in the library must maintain a C- or above in all classes.

12. Failure to abide by the above rules could result in loss of library privileges or other measures determined by the librarian and/or the principal (or his/her designee).

SCHOOL CLOSING PROCEDURES

Listen to any of the listed radio and television stations between 6:00 A.M. and 8:00 A.M. for information on school closings:

Vincennes	WZDM-FM	Vincennes	WUZR-FM
Vincennes	WAOV AM-FM	Terre Haute	WTHI
Vincennes	WFML-FM	Terre Haute	WTWO
Linton	WBTO AM-FM	Vincennes	WVUT
Washington	WRTB-FM	Evansville	WTVW

When possible, North Knox School Corporation may utilize the School Messenger parent notification system to announce school delays and/or closings. Parents may contact NKJSHS for information on how to enroll in School Messenger.

If buses are running on snow routes, any student missing because of snow must bring a parental note stating such to be counted present.

SENATE ENROLLED ACT 319

SECTION 1. I.C.9-24-2-1 is amended to read as follows (effective July 1, 1995):
A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is under at least a second suspension from school for the school year under I.C.20-8.1-5.1-8 or I.C.20-8.1-5.1-9.
2. Is under an expulsion from school under I.C.20-8.1-5.1-8, I.C. 20-8.1-5.1-9, or I.C. 20-8.1-5.1-10.
3. In an effort to circumvent the sanctions listed under this section as determined by the superintendent of the school corporation in which the student is enrolled, withdraws from school before graduating.

SECTION 2. I.C.9-24-2-4 is amended to read as follows (effective July 1, 1995):

1. If a person is less than eighteen (18) years of age and is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
 - a. The person becomes eighteen (18) years of age.

- b. One hundred twenty (120) days after the person is suspended.
 - c. One hundred eighty (180) days after the person is expelled.
 - d. The suspension or expulsion is reversed after the person has had a hearing under I.C. 20-8.1-5.1.
 - e. If section 1 (3) of this chapter applies, the student in good standing has re-enrolled in school.
2. The bureau shall promptly mail a notice to the person's last known address that states the following:
 - a. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
 - b. That the person has the right to appeal the invalidation of a license or permit.
 3. If an aggrieved persons believes that:
 - a. The information provided was technically incorrect; or
 - b. The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under I.C. 9-25.
 4. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (3) has occurred.
 5. Upon certifying the information received under subsection (4), the bureau shall revalidate the person's license or permit.
 6. A person may not operate a motor vehicle in violation of this section.

SECTION 3. I.C. 9-24-2-5 is amended to read as follows (effective July 1, 1995):

1. A person whose driving privileges has been invalidated under this chapter is entitled to a prompt hearing in a circuit, superior, county, or municipal court in the county where:
 - a. The person resides.
 - b. The school attended by the person is located.
2. The petition for review must:
 - a. Be in writing.
 - b. Be verified by the person seeking review and:
 - 1) Allege specific facts that indicate the suspension or expulsion was improper, or
 - 2) Allege that due to the person's emancipation or dependents that an undue hardship exists that requires the granting of a restricted driving permit.
3. The hearing conducted by the court under this section shall be limited to the following issues:

- a. Whether the school followed proper procedures when suspending or expelling the person from school, including affording the person due process under I.C. 20-8.1-5.1.
 - b. Whether the bureau followed proper procedures in invalidating the person's license or permit.
 - c. Whether an undue hardship exists that requires the granting of a restricted driving permit.
4. If the court finds:
- a. That the school failed to follow proper procedures when suspending or expelling the person from school; or
 - b. That the bureau failed to follow proper procedures in invalidating the person's license or permit;
- The court may order the bureau to reinstate the person's driving privileges.
5. If the court finds that an undue hardship exists, the court may order a restricted driving permit limiting the petitioner to essential driving for work and driving between home, work, and school only. The restricted driving permit must state the restrictions related to time, territory, and route. If a court orders a restricted driving permit for the petitioner, the court shall do the following:
- a. Include in the order a finding of facts that states the petitioner's driving restrictions.
 - b. Enter the findings of fact and order in the order book of the court.
 - c. Send the bureau a signed copy of the order.
6. The prosecuting attorney of the county in which a petition has been filed under this section shall represent the state on behalf of the bureau with respect to the petition. A school that is made a party to an action filed under this section is responsible for the school's own representation.
7. In an action under this section the petitioner has the burden of proof by a preponderance of the evidence.
8. The court's order is a final judgment that may be appealed in the manner of civil actions by either party. The attorney general shall represent the state on behalf of the bureau with respect to an appeal.

INDIANA CODE 20-8.1-12

Indiana Code 20-8.1-12 requires all school employees to report to a member of the administrative staff crimes involving drugs and/or alcohol that occur on school property or within one thousand (1000) feet of school property and are personally observed by the school employee.

The Indiana Department of Education and the Indiana Criminal Justice Institute have developed a form for reporting such crimes. North Knox High School will comply with this state regulation.

CLASS OFFICER/CLUB OFFICER/STUDENT COUNCIL MEMBER GUIDELINES

The conduct of any club, class, or student council (member) officer should be above reproach at all times. Any class, club, or student council (member) officer will be expected to resign his/her office if he/she brings discredit upon himself/herself, the class, the club, and/or the school.

SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of School Trustees recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct that has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legal protected characteristic.

Sexual harassment may include, but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and /or salary increase.

Any student who thinks he/she has been sexually or otherwise harassed should comply with the following complaint procedures:

1. Any person who alleges sexual or other forms of harassment by any employee or student in the school corporation may use the complaint procedure explained below, or may complain directly to his/her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual or other forms of harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
3. Reporting Sexual or Other Forms of Harassment
 - a. Reports must be in writing on Form 3362 F1, 4362 F1, or 5517 F1, supplied by the corporation.
 - b. Reports must name the person(s) charged with harassment and state the facts.
 - c. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports.
 - d. The building principal who receives a report shall thoroughly investigate the alleged sexual or other forms of harassment on 3362 F2, 4362 F2, or 5517 F2.
 - e. The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent.
 - f. The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

The following sanctions for misconduct under this section will be applied:

1. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including, but not limited to, reassignment, suspension, or discharge.
2. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

TWO SEMESTER EXPULSION/EXCLUSION POLICY

IC 20-33-8-20 effective July 1, 2005, provides under Section 14 the following guidelines for a student under expulsion or exclusion from school.

“The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion or an exclusion attend an alternative program.”

North Knox High School, therefore, has established that any student sixteen (16) or older who has been expelled/excluded/lost credits for two successive semesters will be required to earn credits elsewhere, acceptable by North Knox High School, if they wish to be considered for re-enrollment at North Knox High School. Credits may be earned from another accredited high school during the school year or summer school. Approved correspondence courses through Indiana University will also be recognized. Enrollment in correspondence classes may be accomplished through the North Knox High School guidance department.

COMPUTERS AND TECHNOLOGY-ACCEPTABLE USE POLICY

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the North Knox professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of District-provided Internet access is to facilitate communication in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the North Knox School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on the school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute materials that are unlawful, obscene, abusive, sexually explicit, or non-school related.
2. to use network printers for personal use unless given permission by the teacher in charge.
3. to violate any local, state, or federal statute.
4. to vandalize, damage, alter, or disable system software or hardware.
5. to access another individual's materials, information, or files without permission.
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
7. to use e-mail or chat rooms, unless this communication is part of a teacher-directed and teacher-supervised project.
8. to sign up for promotions, catalogs, or anything else that requires one's name or any other personal information.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

The North Knox School District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

NORTH KNOX HIGH SCHOOL **FOREIGN EXCHANGE STUDENT GUIDELINES**

The sponsoring organization shall comply with **all** rules and regulations as outlined by USIA and CSIET handbooks, etc. The following guidelines **must be** followed prior to an exchange student even being considered for enrollment at North Knox High School.

Host families must be thoroughly screened. It is imperative that the host family be financially secure enough and of appropriate character to help ensure the visiting student's stay a positive experience.

The visiting student **must** be screened thoroughly to make sure their understanding of the English language is sufficient enough to communicate and comprehend.

Transcripts that are understandable and up-to-date, for the visiting students must be presented to North Knox High School far enough ahead of the start of school that appropriate placement in classes can occur.

Failure to follow any of the above requirements will result in rejection of the student's application for enrollment in North Knox High School. Also, under no circumstances, is an exchange student to "show up" for enrollment without prior permission being granted by the administration of North Knox High School.

The maximum number of foreign exchange students North Knox High School will consider for a school year is three (3). Also, North Knox High School reserves the right to determine the organizations from which students may be selected for enrollment.

LASER POINTERS

Laser pointers carry a warning label indicating they may be injurious to the eye. For this reason, laser pointers are not permitted at North Knox Junior Senior High School. Any student found to possess a laser pointer during the school day will have it permanently confiscated by school authorities. Any student found to possess a laser pointer at any type of after-school activity or on a bus or van en route to or from an after-school activity will have it permanently confiscated and forfeit the right to attend after-school activities for a time specified by the administration. Any student possessing a laser pointer at a bus stop or on a bus en route to or from school will have the item permanently confiscated and lose the bus riding privilege for a time specified by the administration.

FIELD TRIPS

We believe that field trips, both during the school day and outside regular school hours, are an important part of the educational process. We also believe that going on field trips is a privilege that should not be taken lightly, as those students participating will be ambassadors for North Knox Junior Senior High School. Therefore, students wishing to represent North Knox Junior Senior High School on such activities will be expected to abide by the following guidelines:

1. Student must have a completed field trip form on file
2. Student must not have an excessive number of absences
3. Student must not have an excessive number of disciplinary referrals
4. Student must have behaved appropriately on prior field trips

Some activities/segments of field trips cannot always be supervised by school staff. It is understood that North Knox School Corporation shall be held harmless from any liability for a student's welfare while she / he is participating in these unsupervised activities. It is understood that any personal belongings that a student chooses to bring on a school sponsored trip are his/her responsibility. If his/her belongings are broken, lost, or stolen, North Knox School Corporation shall not be held responsible for replacement of such belongings.

The aforementioned guidelines are applicable to all school-sponsored class trips, club trips, academic meets, music contests, and athletic events. Failure to meet these guidelines may result in the student being banned from trips.

NORTH KNOX JUNIOR SENIOR HIGH SCHOOL
GENERAL GUIDELINES FOR DISCIPLINARY ACTIONS

Behavior Violation	Offense	Action
Attendance	5 Total Ex/Un	1 Day S.H.A.P.E. or 1 Day OSS
	7 Total Ex/Un	2 Days S.H.A.P.E or 2 Days OSS
	10 Total Ex/Un	10 Days S.H.A.P.E or 10 Days OSS with recommendation for expulsion

Determination of S.H.A.P.E. or OSS will be determined by administration. When appropriate outside agencies such as juvenile probation and/or Knox County Prosecutor's Office may be contacted.

Tardy	6 Total	6 Lunch Detentions
	10 Total	10 Lunch Detentions
	15 Total	3 Days S.H.A.P.E or 3 Days OSS
	20 Total	5 Days S.H.A.P.E. or 5 Days OSS
	25 Total	Student will be considered insubordinate

***Students who demonstrate habitual tardiness in a particular class (6 or more) may lose credit in that class when applicable.**

Harassment (i.e. sexual, racial, gender, ethnic, etc.)	Suspension—up to 10 days Possible recommendation for expulsion
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Bullying	Suspension---up to 10 days Possible recommendation for expulsion
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Fighting or Provoking Violence	1 st	3 Days S.H.A.P.E or 3 Days OSS
	2 nd	10 Days S.H.A.P.E. or 10 Days OSS with recommendation for expulsion

In the event that punches/blows are thrown/exchanged, the police may be notified which may lead to legal action.

Forms of Endearment (i.e. kissing, hugging, etc.)	1 st	Conference with counselor or assistant principal/Call to parent
	2 nd	2 Lunch Detentions
	3 rd	Administrator will determine

Improper Attire	1 st	Change inappropriate clothing/call parent
	2 nd	Remainder of day in in-school detention
	3 rd	Administrator will determine

Truancy	1 st	Hour for hour detention
	2 nd	Hour for hour detention
	3 rd	Loss of driving privileges Considered habitual truant Possible results: Out-of-school suspension/ possible expulsion Assignment to alternative placement w/ loss of participation in school activities and events Loss of driver's license Report to local authorities

Improper Computer Usage	1 st	Loss of computer privileges
	2 nd	Possible suspension and/or recommendation for expulsion (depending on nature and severity of action)

Persistent Class Problem (From same class)	1 st	Reprimand 1 period in-school detention
	2 nd	1 period in-school detention and 3 lunch detentions
	3 rd	6 lunch detentions
	4 th	3 Days S.H.A.P.E or 3 Days OSS
	5 th	Student will be considered insubordinate

Major Problem (i.e. false reporting, false fire alarm, smoke bomb, fire cracker possession, or detonation, etc.)	1 st	Up to 10 days out-of-school suspension/ possible recommendation for expulsion (Depending on nature of offense)
	2 nd	Administrator will

determine

Tobacco (Use or Possession) E- Cigarette/VAP Look-Alikes	1 st	2 Days S.H.A.P.E. or 2 Days ISS and completion of school-sponsored tobacco cessation program
	2 nd	5 Days S.H.A.P.E or 5 Days OSS
	3 rd	10 Days S.H.A.P.E or 10 Days OSS w/recommendation for expulsion

*Any damage from tobacco use, will result in the student's being responsible for clean-up or repair.

(Possession means in your locker or on your person or in your vehicle while parked on school property during the school day on school grounds or in attendance at a school-sponsored event after school hours or on a school bus to and from school or to and from school-sponsored events.)

Foul or Offensive Language	1 st	2 lunch detentions
	2 nd	6 lunch detentions
	3 rd	Up to 10 Days ISS

Theft	1 st	Up to 10 Days S.H.A.P.E./OSS possible recommendation for expulsion, and restitution
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Possession of a Dangerous Weapon Found in possession, exhibiting, or making advances	1 st	10 Days S.H.A.P.E./OSS with recommendation for expulsion Reported to Law Enforcement as required by Title 35 of Indiana
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with
recommendation
for expulsion

(Possession means in your locker or on your person or in your vehicle while parked on school property during the school day on school grounds or in attendance at a school-sponsored event after school hours or on a school bus to and from school or to and from school-sponsored activities.)

Possession or Use of Lighter	1st	2 lunch detentions and confiscation of lighter
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Major Disrespect to Staff	1st	Up to 10 Days S.H.A.P.E./OSS with possible recommendation for expulsion
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(e.g. abusive language, inappropriate gestures and/or language directed toward staff, refusal to cooperate, throwing any object at a staff member, refusal to give up cell phone or other acts left to the judgment of the administrator.)

Insubordination	1st	Up to 10 Days S.H.A.P.E./OSS with possible recommendation for expulsion and/or loss of credit
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Cheating/Plagiarism	1st	“F” (0%) on assignment; Parent/guardian Notification
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2 nd	“F” for nine week period in which occurred
3 rd	“F” for semester

Repeated Infraction of School Rules	8 Total Referrals	10 Lunch Detentions
	9 Total Referrals	3 Days
		S.H.A.P.E./OSS
	10 Total Referrals	5 Days
		S.H.A.P.E./OSS
	11 Total Referrals	10 Days
		S.H.A.P.E./OSS
		with possible recommendation for expulsion

Unauthorized Area	2 lunch detentions
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Cell Phone on Person, Use or Possession of IPOD, MP3 Player or Personal Music Device	1 st	1 hour detention; device will be confiscated until detention is served; student will be asked to turn phone off and/or remove battery
	2 nd	3 hour detention; device will be confiscated until detention(s) is/are served
	3 rd	Student will be considered insubordinate

Failure to Keep Assigned Detention	1 st	1 hour detention
	2 nd	3 Days

3 rd	S.H.A.P.E./OSS plus serve previously assigned detentions Student will be considered insubordinate plus serve previously assigned detentions
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Failure to wear and/or properly display student ID badge	1 st	Warning
	2 nd	3 lunch detentions
	3 rd	5 lunch detentions
	4 th	3 days ISS
	5 th	Loss of co-/extra-curricular activities (dances, field trips, and/or sports)
	6 th	Student will be considered insubordinate

Any Infraction Not Covered in Aforementioned Infractions	Administrator will determine
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All state discipline guidelines covered in any Legislative Bulletin that is currently in effect will apply to any and all students at North Knox Junior Senior High School.

Every discipline case will be considered on an individual basis. Depending on the seriousness, the administration may skip or reduce levels. Any problem that arises that is considered disruptive and not covered in these guidelines, the disciplinary action will be determined by the principal or his/her designee.

Any policies applicable to student behavior to include athletic rules or extracurricular rules that have already been approved continue to be the policy of North Knox Junior Senior High School.

FUND RAISERS/SOLICITATIONS FOR MONEY

Solicitations for money, donations, etc. by individuals at school are strictly forbidden. All solicitations by school organizations, groups, clubs, etc., must be approved by the administration.

EXTRA-CURRICULAR ACTIVITIES ACADEMIC ELIGIBILITY

Effective August 2, 2004, students wishing to participate in all extra-curricular activities shall be subject to the guidelines of the Indiana High School Athletic Association for academic eligibility.

ATHLETICS

The purpose of athletics is to provide, within the framework of the educational program, activities that will aid in the development and education of the individual. Through participation in competitive activities, we hope to develop the qualities of endurance, perseverance, honesty, competitive spirit, respect for opponents, officials, and the rules of the contest. These qualities will add to the total educational experience of those who participate. The athletic activities provide common interest events for the student body at large.

Students are encouraged to participate to the maximum of their ability and are protected in their efforts through physical examinations, adequate training schedules, and the personal interest and attention of the coaching staff. Prompt personal attention is given to injuries by the coach. The first consideration is the student. An effort is made to arrange the athletic schedules in a manner that will cause a minimum of interruption with the regular school program.

The athletic program is broad and comprehensive, developing teams in football, cross country, basketball, wrestling, track, baseball, golf, volleyball, softball, and soccer, as well as cheerleading. In many of these sports, competition is held on **multiple** levels: **seventh grade, eighth grade, junior high**, freshmen, reserve, and varsity. It is our goal to have a highly organized and developed program during which an athlete's skill is developed to a high degree of efficiency.

Home School Student ExtraCurricular Participation Policy

The North Knox School Corporation recognizes families may choose to provide their children a non-traditional education, including home-schooling. Additionally, the North Knox School Corporation acknowledges that the Indiana High School Athletic Association has developed criteria governing the opportunities

home-schooled students have for participation at IHSAA schools. The IHSAA allows school corporations to determine whether to permit participation of home-schooled students within their respective districts.

North Knox School Corporation is a participating member of the IHSAA. As a member of the IHSAA, North Knox agrees to follow the by-laws set forth by the IHSAA. In addition, North Knox School Corporation may set requirements which are greater than the IHSAA minimum requirements. The IHSAA acknowledges that if a school sets forth academic requirements greater than the minimum academic requirements set forth by the IHSAA, the IHSAA will consider the greater academic requirements to constitute the IHSAA academic requirements at such school and will require that a student at that school to meet the greater academic requirements before the student is eligible scholastically to participate.

The following policy has been developed and applies to all home school students in grades 5 - 12 wishing to participate in extracurricular activities offered by North Knox School Corporation.

If a student is enrolled in and attends a home school that has been registered with the Indiana Department of Education, the student may have eligibility to participate in the extracurricular programming of North Knox School Corporation provided that:

1. The student in conjunction with the home school and North Knox School Corporation provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised; and
 2. Per IHSAA by-laws, the student has been enrolled in and attended the home school for the previous three (3) years in succession; and
- **For the 2017-18 school year, students in grades 5 - 8 will not be required to meet the requirement of three successive years of home school enrollment and attendance. For the 2018 - 19 school year, students in grades 5 - 8 will need to have been enrolled and attended the home school the previous school year. For the 2019 - 20 school year, students in grades 5 - 8 will need to have been enrolled and attended the home school the previous two (2) school years. For the 2020 - 21 school year and beyond, students in grades 5 - 8 will need to have been enrolled and attended the home school the previous three (3) school years.**

- **For high school students (grades 9 - 12) the requirement of three successive years of home school enrollment and attendance is in effect for the 2017-18 school year and beyond. (Per IHSAA by-laws)**
3. The student completes any state-wide examinations authorized by the Indiana Department of Education (age/grade appropriate); and
 4. The home school agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the North Knox School Corporation's designated grading period and the corresponding certification date; and
 5. The student must be concurrently enrolled in at a minimum seven (7) academic curricular courses per semester. Three of the previously described academic curricular courses must be taken with North Knox School Corporation. The North Knox School Corporation courses will be comprised of the following age/grade level appropriate courses:
 1. Mathematics
 2. English/Language Arts
 3. Science/Social Studies courses. (science/social studies course determined by IDOE state testing guidelines when applicable)

In order to be considered for eligibility, students must be enrolled in the required North Knox curricular courses by August 31st of each school year. Students must maintain active enrollment and attendance in the North Knox curricular courses for the entire school year. Failure to do so will result in immediate ineligibility for both the remainder of the current and following school year.

6. The student must pass all courses taken with the North Knox School Corporation during the designated grading period. These courses will be applied to the provisions of rule 18-1 of the IHSAA by-laws; and
7. The student resides in the North Knox School District.
8. If for any reason the student is unable to complete all age/grade appropriate state-wide examinations authorized by the Indiana Department of Education during the allotted testing cycle for the school year, the student will become immediately ineligible to participate in the extracurricular programming of the North Knox School Corporation. The resulting term of ineligibility from extracurricular activities will remain in place until the student completes the

next age/grade appropriate state-wide examination provided by the IDOE. (For grade 10 students the term of ineligibility will be active for one calendar year from the time of the student's grade 10 state examinations.)

THE RESPONSIBILITIES OF SPORTSMANSHIP

THE PLAYER

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting examples for others.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses, and never quits.

THE COACH

1. Treats own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher, and understands the athletic arena is a classroom.

THE SPECTATOR

1. Maintains self-control at all times.
2. Shows respect for the officials.
3. Knows, understands, and appreciates the rules of the contest.
4. Recognizes and appreciates skill in performance regardless of affiliation.
5. Cooperates with and responds enthusiastically to cheerleaders.
6. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer, or distract players; and avoids use of profane and obnoxious language and behavior.
7. Respects the judgment and strategy of the coach and does not criticize players, coaches, or officials for loss of the game.
8. Respects the property of others and authority of those who administer the competition.
9. Censures those whose behavior is unbecoming.
10. Respects facilities at home and away.

Certain undesirable acts or actions by you, the viewing public, cannot be condoned. Anyone found in violation of the following may be asked to leave the contest:

1. Use of obscene or abusive language that seeks to offend or intimidate a player, official, or spectator.
2. Use of noisemakers—whistles, compressed air horns, cow bells, etc.
3. Use of banners or placards.
4. Throwing of objects—coins, soft drink cans, papers, etc.
5. Being on the premises of a scheduled contest while under the influence of alcohol or other chemicals.
6. Unauthorized entry into any scheduled contest.
7. Use of unauthorized remotely piloted vehicle.

ATHLETIC INSURANCE

1. All student athletes are required to have accident insurance.
2. Athletes may purchase insurance under the school plan or they may use their home insurance plan.
3. All football players must carry special football insurance.
4. Athletic insurance claims: The important thing to remember is that North Knox Junior Senior High School does not pay the expenses in connection with athletic insurance. Therefore, doctor and hospital bills should not be charged to the school.
5. The main office shall keep an emergency medical authorization permit for each student with names and emergency phone numbers of students' parents.
6. Emergency medical authorization permits for each athlete should be kept by the coaches.
7. The following procedure should be followed when an athletic injury occurs:
 - a. The athlete should notify his coach immediately after the injury happens.
 - b. The trainers and/or coaches should administer what first aid is necessary.
 - c. If further treatment is needed, the athlete should go to a doctor or emergency room for treatment.
 - d. The principal or athletic director should be notified of all injuries, as well as the parent.

- e. An accident form must be completed and left in the file in the main office.
8. Coaches should always be aware of their own liability in various injury cases.
9. Coaches are urged to use latex gloves when administering to any open wounds.

ELIGIBILITY

1. Each athlete (grade 7-12) must have a "Parent and Physicians Certificate" on file before he/she is eligible to practice or to play.
2. Scholarship: **High school student athletes will follow the guidelines set forth by the IHSAA with regard to scholastic eligibility. That is, students must have received passing grades and earned credit at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take.** (Semester grades take precedence.) (Freshmen P.E. will count toward freshmen eligibility only.)
3. Each student who transfers to North Knox Junior Senior High School from another school must be sent to the Athletic Director to determine his/her eligibility prior to his/her participation in practice and games.
4. Athletes who leave school due to illness during the day will not be eligible to participate in practice or an athletic contest on that day unless they return with a written doctor's excuse on the day of absence. Students must be present for a minimum of half (1/2) the school day in order to participate. This does not apply to Saturday or holiday contests.
5. All athletes are expected to display good citizenship at all times. Coaches are expected to encourage athletes to do this. **Athletes are ineligible from any participation with the team on the days that they are assigned out-of-school suspension (OSS). In addition, the student athlete may be excluded from one contest. A second OSS may result in dismissal from the team.**

MORATORIUM

As per IHSAA Rule 15-3.4, each member school shall observe a moratorium starting on Monday of the week which includes July 4th of each calendar year. In addition North Knox School Corporation has added one additional week of moratorium. The additional week of moratorium has been designated as the week prior to the IHSAA week of moratorium. During this 14-day period,

there shall be no contact between athletes and coaches, and no athletic activities, including conditioning, conducted. Athletes may still attend camps during this 2 week period as long as coaches have no contact or transport the athlete to the camp. School facilities are not to be used during this period as well. The North Knox School Corporation two-week moratorium policy became effective February 3, 2014.

DUPLICATION OF SPORTS

1. A student may participate in two (2) sports during the same season with the consent of both coaches and with conference events taking priority.
2. After completion of the regular interscholastic season, a coach may release athletes who will not be continuing in IHSAA tournaments to practice in sports for the next sports season, providing all their athletic equipment has been turned in and all other requirements for that sport have been met.

QUITTING A TEAM/REMOVAL FROM A TEAM

Any athlete who quits a team or is removed from a team for any reason during the season after the try-out period (first two weeks) will not be permitted to go out for any other team of that sport season or to participate in an open gym, conditioning or weight room activity of any team preparing for an upcoming season. The athlete must wait until the current sport season is completed. The end of the sport season is defined as the day following the last scheduled contest for all teams other than varsity; for all IHSAA tournament roster teams, the date that a team is eliminated from the state tourney is considered the conclusion of a sport season.

ADVERSE WEATHER CORPORATION POLICY

If school is canceled due to adverse weather conditions, all corporation extracurricular activities will be canceled. Any and all athletic practices held during the time school has been canceled must be approved by the superintendent, after consultation with the building principal and athletic director. It is to be clearly understood that any student's participation in any athletic practice or extracurricular activity on a day when school is canceled will be on a totally voluntary basis and no student's attendance will be mandatory. Any coach practicing when school has been canceled due to adverse weather without the

expressed consent of the principal and superintendent will be considered insubordinate.

HIGH SCHOOL ATHLETIC AWARDS

The awards enumerated in the following paragraphs represent the highest honors that North Knox High School can bestow upon its athletes within the bounds defined by the rules and regulations of the I.H.S.A.A. and the athletic rules of North Knox High School.

The awards are not a gift, but a coveted privilege granted with the approval of the North Knox High School principal. As such, awards may be withdrawn at any time the recipient fails to hold them in the highest regard. Only the athlete who has won this letter has the right to wear or display the letter in public.

The recipient must realize that acceptance of the award places upon him/her the responsibility of upholding the high standards that it represents. He/she will be looked up to as a leader, and his/her actions will become the standard for the hundreds of undergraduates who aspire to follow in his/her footsteps. Such a role will not be easy. It will require the same courage and dedication, will power, and self-discipline that made the award possible.

A.

Sports recognized: Football, Basketball, Baseball, Softball, Track, Golf, Cross-country, Wrestling, Volleyball, Cheerleading, and Soccer.

B.

The block "N" with the word KNOX imprinted on the diagonal is reserved as distinctly an athletic award. This letter is a seven-inch block letter made of white chenille on red felt. Gold inserts and bars may be added as additional letters are earned. Freshman numerals will be awarded to all freshmen athletes who have successfully completed their participation in a sport season. These are three-inch chenille numbers on red felt.

C.

Black Sweater: As soon as any athlete has earned a major letter in any sport, he/she may purchase a black sweater to which the letter may be attached.

Letter Jacket: Any athlete who has earned two varsity letters and who has attained 200 points is eligible for a letter jacket. The athletic department will purchase a

standard jacket (athletes are responsible for any additional upgrades in cost). The jacket will be awarded to the athlete at the end of the season in which it has been earned. This jacket remains the property of North Knox High School until the athlete graduates. The jacket may, thus, be withdrawn at any time that the principal and the athletic council feel the recipient has failed to hold it in the highest regard.

Each year the athletic council selects an outstanding senior athlete, both boy and girl, based on an accomplishment formula that takes into account participation as well as individual accomplishments. These athletes will be given an “Outstanding North Knox Athlete” plaque, which will be displayed on the gym hallway’s Wall of Fame.

D.

Award Point System: The following point system will be used to determine awards:

Varsity Letter	40
Varsity Participation	30
Reserve Participation	20
Freshman Participation	15
Varsity Captain	15
Reserve Captain	10
Freshman Captain	5
Varsity Head Manager	40
Varsity Assistant Manager	30
Reserve Managers	20
Freshman Managers	10

Qualifications for varsity and reserve letters or participation in each sport are as follows:

FOOTBALL

Varsity Letter—participation in at least 40% of the quarters of the varsity schedule.

Varsity Participation—must be a member of the team during the entire season and participate in 25% of the varsity quarters.

Reserve Participation—must be a member of the team during the entire season.

BASKETBALL (BOYS’ and GIRLS’)

Varsity Letter—participation in at least 40% of the quarters of the varsity schedule.

Varsity Participation—must participate in at least 25% of the quarters of the varsity schedule.

Reserve Participation—must participate on the reserve/freshman team the entire season.

BASEBALL

Varsity Letter—participation in at least 40% of the innings (except pitchers) of scheduled varsity games.

Pitchers—formulas shall be one inning pitched equals three innings.

Varsity Participation—must participate in at least 25% of the innings of scheduled varsity games.

Reserve Participation—participation in at least 40% of the innings of scheduled “B” games.

TRACK (BOYS’ and GIRLS’)

Varsity Letter—score a minimum average of one (1) point per regularly scheduled meet.

Varsity Participation—score a minimum average of ½ point per regularly scheduled meet.

Reserve—must participate on team all season.

WRESTLING

Varsity Letter—must score 18 team points in varsity matches.

Varsity Participation—participation in at least two varsity matches and member of team all season.

Reserve—shall be earned by all other team members.

GOLF (BOYS’ and GIRLS’)

Varsity Letter—must score in 40% of all scheduled varsity matches.

Varsity Participation—participation in 25% of all scheduled matches and be a member of the team all season.

CROSS COUNTRY (BOYS’ and GIRLS’)

Varsity Letter—runner must place in the top seven runners half of the time during the varsity meets.

Varsity Participation—runner must be a member of the team the entire season and participate in regularly scheduled meets.

VOLLEYBALL

Varsity Letter—participation in at least 40% of all games on the varsity schedule.

Varsity Participation—participation in at least 25% of all games on varsity schedule.

Reserve—all players who play entire season.

SOFTBALL

Varsity Letter—participation in at least 40% of the innings (except pitchers) of scheduled varsity games.

Pitchers—formulas shall be one inning pitched equals three innings.

Varsity Participation—must participate in at least 25% of the innings of scheduled varsity games.

Reserve Participation—participation in at least 40% of the innings of scheduled “B” games.

SOCCER (BOYS’ and GIRLS’)

Varsity Letter—must participate in 40% of the halves of all scheduled varsity matches.

Varsity Participation—must participate in 25% of the halves of all scheduled varsity matches.

Reserve—all players who play the entire season.

CHEERLEADING

Varsity Points—awarded each season (fall and winter) to those varsity cheerleaders who have been on the squad for the entire season.

Participation—points awarded per season for reserve and freshman participation.

STUDENT MANAGERS

Manager’s Letter—awarded in each sport.

Numerals—freshman managers will receive numerals for completing work as a student manager of a freshman sport.

All awards shall be determined by the head and assistant coaches and their recommendations will be presented to the athletic director. Each coach in every

sport is charged with the responsibility of checking the master card file in the athletic office to make sure athletes' points and awards have been kept current.

The athletic council upon recommendation of the coach shall give special consideration regarding awards to any athlete who is injured during the season.

TROPHY PRESENTATIONS

Trophies shall be awarded with letters, certificates, and numerals at an awards assembly or athletic awards program.

RESTRICTIONS ON AWARDS

1. Only five (5) trophies will be awarded for any one sport. (However, a plaque may be presented to athletes who break major school records in addition to the 5 trophies.)
2. Each coach may offer one (1) additional trophy (at his own expense) to any athlete. This must be approved by the athletic director.
3. All awards and plaques must be approved by and ordered by the athletic director.
4. No athletic equipment of any kind can be presented as an award.
5. No outside organization or business can have awards given in their name. However, money may be donated from such businesses to help pay for the five (5) trophies given by the school.
6. All awards must meet the guidelines set forth by the I.H.S.A.A.
- 7.

Other Rules

Apart from the drug-testing program, the North Knox Junior Senior High School Athletic Council and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

**2022 - 2023
SCHOOL CALENDAR
NORTH KNOX SCHOOL CORPORATION**

Monday, August 8, 2022	Teacher In-Service Day
Tuesday, August 9, 2022	First Day of School
Monday, September 5, 2022	Labor Day - No School
Wednesday, September 14, 2022	Early Release Day
Thursday & Friday, October 13-14, 2022	Early Release Days
Monday through Friday, October 17-21, 2022	Fall Break - No School
Wednesday, November 2, 2022	Early Release Day
Wednesday through Friday, November 23-25, 2022	Thanksgiving Vacation No School
Wednesday, December 21, 2022 through Tuesday, January 3, 2023	Christmas Vacation No School
Wednesday, January 4, 2023	First Day of 2 nd Semester
Monday, January 16, 2023	Martin Luther King Jr. Day No School or 1 st Snow Make-Up Day
Wednesday, January 18, 2023	Early Release Day
Wednesday, February 8, 2023	Early Release Day
Monday, February 20, 2023	President's Day No School or 2 nd Snow Make-Up Day
Monday through Friday, March 20 - 24, 2023	Spring Break No School

Friday, April 7, 2023	Good Friday No School
Monday, April 10, 2023	Easter Monday No School
Thursday, May 25, 2023	Last Day of School
Friday, May 26, 2023	Teacher Record Day
Friday, May 26, 2023	NKHS Commencement
Monday, May 29, 2023	Memorial Day
Tuesday, May 30, 2023	Additional Snow Make- Up Days Begin if Needed

87 Student Days - 1 st Semester	88 Teacher Days - 1 st Semester
93 Student Days - 2 nd Semester	94 Teacher Days - 2 nd Semester