

North Harrison High School



Handbook & Course Description Book

Board Approved July 11, 2019

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Course Description Book

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NORTH HARRISON HIGH SCHOOL HANDBOOK

The North Harrison High School faculty and staff welcome you to our school. This handbook provides guidelines to encourage your success at North Harrison.

The Vision of North Harrison High School is to provide a collaborative learning environment that encourages each student to realize their fullest potential academically and socially.

NONDISCRIMINATION STATEMENT (TITLE IX)

All of the courses, programs, and activities offered at North Harrison High School are open to ALL students regardless of sex, provided that the students have met all requirements. This policy meets all requirements and directions of the U. S. Department of Education under Title IX of the Education

Amendments of 1972, as contained in Section 86 of the Federal Register, page 24128. If there are any questions regarding Section 504 or Title IX, please direct them to the Assistant Superintendent.

Office of Superintendent of Schools

1260 Hwy 64 NW

Ramsey, IN 47166

Phone 812-347-2407

Fax 812-347-2870

Superintendent: Dr. Lance Richards

Assistant Superintendent: Dr. Steve Hatton

North Harrison School Board

Mrs. Marla Adams

Mr. Steve Hanger

Mr. Kerry Ingle

Mr. Gregg Oppel

Ms. Veronica Sieg-Battista

North Harrison High School

1070 Hwy 64 NW

Ramsey IN 47166

Phone 812-347-2741

Fax 812-347-2875

Principal: Mr. Matt Kellems

Assistant Principal: Mr. Daniel Waynescott

Counselor A-L: Mr. Danny Johnson

Counselor M-Z: Ms. Kelli Stone

Athletic Director: Mr. Hal Pearson

School Website:

www.nhcs.k12.in.us

NHHS FACULTY TEACHERS

Jim Abel - Special Education

Jim Aich - Choir

Kim Allen - Business

Robert Austin - Math

Tara Beckman - FACS

Bart Bigham - English

Brian Book - Math

Kelly Book - Science

Carly Bruce - Spanish

Kyle Eckart - Social Studies

Jessica Fannin - Special Education

Krissy Gonzalez - Spanish

Rick Gunter - Health/Science

Angie Hinton - Math

Caitlyn Janes - English

Darcy Kamer - Horticulture

Traci Kerns - Business

Lou Lefevre - Science

Chris Martin - Social Studies

Joan Martin - Science

Daniel Peterson - Band

Donnetta Reed - Social Studies

Tony Rowe - English

Archie Sauerheber - Agriculture

Lori Schmidt - English

Ross Schulz - Special Education

David Shiner - Art

Ginger Shirley - Science

Josh Swarens - Math/Physics

Mark Williamson - Advanced PE

Amy Woodward - English

STAFF

Debbie Austin - Alternative Classroom Supervisor

Jackie Belles - ISS Monitor

Jill Beyerle - Library Supervisor

Beth Burson - Tech Integration Specialist

Kathy Chinn - ECA Treasurer

Heather Comer - Guidance Secretary

Kate Harmon - Principal's Secretary

Stephanie Jackson - Special Education Aide

Regina Luallen - Attendance

Joyce McCracken - Special Education Aide

Shannan Murphy - School Nurse

CUSTODIANS

Brenda Bozynski

Alexis Elliott

Sharon Crowe

Linda Stroud

Melody Lone

MAINTENANCE

Alan Fessel

Jeff Heilig

Andy Pavey

Dawn Smith

Justin Smith

Mark Scott

COOKS

Karen Allen

AJ Deddo-Martin

Rhea Higdon

Olivia Smith

Stacey Pitman

Paula Powers - Cafeteria Manager

Connie Routh

Carol Stonecipher

Janie Whittaker

SCHEDULE OF CLASSES

Breakfast	8:10	8:25	15
1	8:25	9:10	45
2	9:14	9:59	45
3	10:03	10:48	45
4	10:52	11:37	45
A Lunch	11:37	12:07	30
A Advisement	11:41	12:17	36
B Advisement	12:11	12:47	36
B Lunch	12:21	12:51	30
5	12:51	1:36	45
6	1:40	2:25	45
7	2:29	3:14	45

****Any exceptions to the Handbook may be made for extenuating circumstances at the discretion of principal & superintendent.**

STUDENT ATTENDANCE POLICY

INTRODUCTION

Regular attendance is necessary for a student to succeed in school. The North Harrison Community School Corporation firmly places the responsibility for regular school attendance on the student and his/her parent or legal guardian.

Students must be present to benefit from the concepts discussed in class and to carry out their responsibilities as students. When absenteeism noticeably affects a student's academic or personal success, or is in violation of the School Board Policy, the school shall take such action as deemed necessary to maintain good attendance.

The adopted North Harrison High School Attendance Policy states that students may have no more than five (5) unexcused absences per semester without facing repercussions.

Absences will be excused under the guidelines stated in this section. Excused absences will not count toward the five (5) day limit.

Once a student has exceeded the five (5) day limit during a semester, possible consequences could include: loss of driver's license, loss of work permit, loss of participation in extracurricular events at school including Field Trips, Dances (prom), Sports, Clubs, and Senior Activities (graduation ceremonies). A recommendation for expulsion could also be made.

It is the responsibility of the parent/guardian to notify the high school office of the reason for the absence: by phone on the day of the absence or in writing on the day the student re-returns to school. The note should state the reason the student was absent and the date of absence. If the office is not notified WITHIN TWO DAYS the absence will be unexcused. It is also the responsibility of the student and his/her parent/guardian to keep an accurate count of all days absent either excused or unexcused. The school will notify the parent at the following intervals:

- * Parents will be notified by a letter, when a student has accumulated five (5) unexcused absences and then again at eight (8) unexcused absences during each semester.**
- * When a student has accumulated five (5) unexcused absences during a semester, the parents will be notified of the student's forfeited privileges.**
- * When a student has accumulated ten (10) unexcused absences during the school year, the Harrison County Juvenile Probation Department will be notified. Truancy Court will be held at the High School or at the Courthouse.**
- * If a parent does not send their child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. IC 20-8.1-3-20**

Realizing that there are exceptions to every established policy, the student and parent/guardian may request a conference with the Principal/Designee to discuss extenuating circumstances. Examples of extenuating circumstances would be hospital stay, surgery, having a contagious disease, severe allergies, chronic illness, migraine headaches, diabetes, hospitalized parent, something documented by a Doctor, etc. emergencies or severe weather.

UPON RETURNING TO SCHOOL AFTER ANY ABSENCE (full or part days) THE STUDENT MUST PRESENT A NOTE TO THE OFFICE WITHIN TWO DAYS OR IT WILL BE UNEXCUSED.

TYPES OF ABSENCES

- * The school reserves the right to determine if an absence is excused or unexcused.**

UNEXCUSED ABSENCES:

Examples of unexcused absences include, but are not limited to:

- 1. Truancy**
- 2. Absence due to oversleeping, transportation problems**
- 3. Failure to receive verbal permission from the office when leaving during the school day.**

Truancy - A student is truant if he/she is absent from school without parent/guardian permission or knowledge; leaves school or class without getting permission from the office; comes to school, but does not attend classes; or, obtains permission to go to somewhere but does not report there. Truancy will be counted as an unexcused absence and could result in a suspension from school. Parents are asked to support the school in this matter. TRUANCY COURT WILL BE HELD AT NHHS AS NEEDED

If a student is absent from school, he/she will not be able to attend, work or participate in any athletic, extracurricular or social events the same day, except on special prior approval from the administration. Absences on Friday will not affect activities that occur on Saturday.

Early Dismissal: Students must receive permission from the office before leaving the building during the school day. The parent/guardian must contact the school personally by phone or in person for permission to be granted. Emancipated students must receive administrative permission before signing themselves out. Notes to leave school during the day must include the reason and must be presented at the office before school starts so they can be verified before the student leaves. The student must sign out in the office before leaving. Upon returning,

the student must report to the office to sign back in. Any student failing to follow these procedures will be considered truant.

Field Trips: Students who do not attend school on a regular basis will not be permitted to leave school to go on field trips. This will be a judgment of the administration. No student will be allowed to go on a field trip if they have ANY failures the previous nine weeks.

Make up Work: All students whose absences are excused will be given the opportunity to make up their work. It is the student's responsibility to request the makeup work from their teacher as soon as they return to school. The teacher will determine when assignments, tests, quizzes and long term projects are due. Make up work will be covered by each teacher's syllabi and will be posted in their room.

EXCUSED ABSENCES:

DO NOT COUNT TOWARD THE ALLOWABLE LIMIT OF FIVE (5) ABSENCES PER SEMESTER IF A NOTE IS TURNED INTO THE OFFICE WITHIN TWO DAYS OF THE ABSENCES.

Excused absences - If your absence is caused by one of the reasons listed below, it will be excused.

- 1. Funerals: a) in the immediate family; b) persons outside the immediate family when requested by parent/guardian**
- 2. Medical/dental/eye appointments covered by a written statement that cannot be scheduled outside the school day. Students will be excused for travel time and the appointment time only not for the entire day unless specified by the Doctor.**
- 3. Religious holidays with a week advanced notice to the office.**
- 4. Legal appointments for probation, attorney or court appearances/documentated by legal authorities.**
- 5. Legislative page or poll worker will be counted as a field trip.**

- 6. College visitations will be counted as excused provided that the student is passing all classes, doesn't have more than five (5) unexcused absences, and they return with their college visitation form signed by the college. Forms must be obtained and approved prior to the visitation from the guidance office.**
- 8. Other highly extenuating circumstances for absences, which will be determined by the administration prior to or the day of the absence**

An excused absence permits you to make up missed assignments and tests provided they are on time and in full agreement with the instructions of the teacher. It is the student's responsibility to find out what class work was missed. The teacher will arrange a time for make-up work with the student at the teacher's discretion.

Only five (5) parent notes will be accepted per semester. Once the five (5) note maximum has been reached, NO parental statement will be accepted in place of the doctor's written statement.

Planned absence - before a planned absence, the student must complete AND TURN IN the "Request for a Planned Absence" form five (5) instructional days prior to the date and must request homework assignments. After a planned absence, a student must turn in homework upon returning to school. Any tests that were missed must be made up at the teacher's discretion.

Request for Special Consideration:

Realizing that there are always exceptions to every established policy, extenuating circumstances concerning excessive absences will be considered by the administrator.

TARDIES AND LATE ARRIVALS

- 1. Late to School—Anytime a student arrives after 8:25 AM, he/she must report to the Office and sign in, provide a reason for being late, and obtain an admit slip to class.**
- 2. Late to Class—Teachers will record each tardy in their computer. Tardiness for class is not being seated in the classroom in your correct seat. It is the responsibility of each student to be to class on time. Tardies are accumulated per semester. Anything after half the period is counted as an absence and is no longer a tardy.**
- 3. The consequences for being tardy to class or arriving late to school are as follows:**

Third Tardy – Warning from administrator

Fourth Tardy – Lunch Detention

Fifth Tardy – 2 Lunch Detentions within 2 days of tardy

Sixth Plus Tardies – In School Suspension (ISS) *Driving privileges may be suspended*

****If a student is habitually tardy to class or late to school the principal or assistant principal may increase the above consequences for the student.**

GENERAL INFORMATION

ACCIDENTS

Injuries that occur on school grounds or school-sponsored activities that are away from the school must be reported to the school office immediately, no matter how small the injury.

It is very important that each student have their demographics up to date in Harmony. This information will assist school officials in determining the procedure to follow in case of injuries. In the event the Student Information Form is not on file, or the parents cannot be contacted, the officials will use their own judgment about the care of the student.

ALTERNATE WAYS FOR EARNING A HIGH SCHOOL CREDIT

For all required coursework, students will take courses in the regular classroom under the direct instruction of certified staff if at all possible. However, circumstances may present when it is necessary for a student to use alternative course options, including but not limited to, Online courses for original credit, credit recovery, NHMS, NHHS Summer School, Harrison County Alternative School, NHHS Alternative Classroom, or Off-Campus (TACOU/IVY TECH/IUS/etc.). Reasons for placement in these online courses may include but are not limited to the following: schedule conflicts, desire to take a class not offered at NHHS, and/or unique circumstances which prevent students from being in the regular classroom.

Online courses for original credit, credit recovery, NHMS, NHHS Summer School, Harrison County Alternative School, NHHS Alternative Classroom, or Off-Campus (TACOU/IVY TECH/IUS/etc.).

Some High School Credits will be awarded from North Harrison Middle School and included in a student's GPA. Those courses are as follows: Algebra I (2), Fund of Agriculture (2), CCR (1), Health (1), PE1 (1)

ANNOUNCEMENTS

All notices of club meetings, athletic, and social events, general information and specific instructions will be included on the morning written announcements.

ARTICLES PROHIBITED IN SCHOOL

Hazardous items such as laser pointers, water guns, knives, etc., will be taken from the student if brought to school. DO NOT BRING LARGE SUMS OF MONEY TO SCHOOL AT ANY TIME. (If necessary bring valuables to the main office for safe keeping.)

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum, and as such, are designed to be educational as well as an entertaining experience. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike movies, the performers are very conscious of their audience. Those not courteous to the performers and fellow students will be asked to leave the assembly area and could suffer further consequences.

BULLYING

Definition: Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another; an imbalance in real or perceived power must exist between bully and victim; not intentionally provoked by the victims; includes various forms of hazing (initiation rites).

- 1. This rule applies when a student is:**

- **On school grounds before or during school hours, after school hours, or at any other time when school is being used by a school group (including summer school);**
 - **Off school grounds at a school activity, function, or event;**
 - **Traveling to or from school or a school activity, function, or event; or**
 - **Using property or equipment provided by the school.**
- 2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.**
 - 3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.**
 - 4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s) restoration of a positive climate, and support for victims and others impacted by the violation.**
 - 5. Educational outreach and training will be provided to school personnel, parents and students concerning the identification, prevention, and intervention in bullying.**
 - 6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussion about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.**

I.C. 5-2-10.1-12

CAFETERIA REGULATIONS

Students must consume lunchroom food and beverages in the cafeteria. Students are to remove all material they have placed on tables before leaving the lunchroom. Trays and utensils are to be taken to the window at the end of the lunchroom and placed carefully in the space provided. All paper items are to be placed in the trashcans provided.

Lunches will be served in the school cafeteria each full day that school is in session. Lunch price for students is \$2.50 and adults \$3.10. Breakfast price for students is \$1.70, adults is \$1.80. There is a possibility that the above lunch prices may be changed due to increases in expenses incurred by the cafeteria. All meals and a-la-carte items MUST be paid for out of the prepaid account or with cash at the time of purchase. NO CHARGING WILL BE ALLOWED. Applications for free and reduced lunches may be obtained in the office. USDA is an equal opportunity provider and employer.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES

Students shall NOT use cell phones or other electronic communication devices designed to receive and send an electronic signal during the school day (8:25-3:15). This includes iPads, iPods, Kindles, MP3 players etc. NHHS is not responsible for lost, damaged or stolen electronic items. Students are not permitted to use cell phones, or ECD's to record/store/send/transmit the spoken work or visual image of any person, including other students or staff members, or educational instrument/document any time while on school property. Using such a device to record acts of violence will result in possible expulsion. Finally, students may not use cell phones or ECD's on school property to access and/or view internet web sites that are otherwise blocked to students at school. The student who brings a cell phone or ECD to school is responsible for its care. The board is not responsible for preventing theft, loss, damage, or vandalism to these devices on school property. Parents/Guardians are advised that the best way to get in

touch with their child during the school day is by contacting the school office. Students may use school phones to contact parents/guardians during the school day.

Students violating this policy will receive the following punishment:

- **1st Violation – Warning – student may pick up at the end of the school day**
- **2nd Violation – Lunch detention and parent must pick up device**
- **3rd Violation – ISS-parent must pick up the device**

Repeat violators and those refusing to give up their cellular phone may be subject to more severe consequences if the principal or assistant principal see fit.

CHEATING

Substantiated cheating will result in the following.

- **First offense - 0 on assignment/projects/test**
- **Second offense - 0 on assignment/projects/test and ISS**
- **Third offense - 0 on assignment/projects/test and one day Alternative School Placement (ASP)**

CLUBS AND ACTIVITIES

Club activities enrich the curriculum of the school by providing a wide variety of activities in which a student may participate. Each student also has the opportunity to join many clubs every year. It is possible for students to request a new club or activity to be formed if enough students are interested in it, and a sponsor is available.

COLLEGE VISITATIONS

Juniors and seniors will be allotted two college visitation days per year. The visits will count as a field trip if, prior to the visit, the student obtains and completes a college visitation form from the counseling office. Students must be passing all classes in order for a college day to be approved. These days may be refused if the student has poor attendance during the school year. Students are encouraged to make campus visits during the summer or non-school days. Students are allotted a half-day visit if the college is within a 50-mile radius. NO college visitations are allowed during the month of May.

COUNSELING

Counseling services are available to all students concerning both school and personal issues. The school counselor will be happy to try to help you with these problems. The school counselor in the high school assists pupils with:

- 1. Program planning**
- 2. Educational progress**
- 3. Self-evaluation of abilities, aptitudes, and interests**
- 4. Personal problems**
- 5. Career information**
- 6. College information**
- 7. Scholarship information and financial aid (www.nhcs.k12.in.us)**
- 8. Job placement**

PARENTS ARE URGED TO CONTACT THE COUNSELORS WITH QUESTIONS OR CONCERNS.

DANCES AND PROM

High school dances may be held until 11:00 PM. The dance, and the date, must be approved by the high school principal and scheduled with the assistant principal the first two weeks of school. No High School dances are to be held on a night before a day of school. It is the policy of North Harrison High School that only North Harrison High School students and their guest may attend a dance providing they have meet the following criteria: 1) No one 21 years old or older will be allowed to attend a high school dance or prom unless they graduated from North Harrison High School in the last two years and were in good standing and have approval by the administration; 2) Any student from another school or former student must be in good standing and have a Guest Request Form on file in the office by 1:00 P.M. two days prior to the scheduled dance date. All students and guests will abide by the North Harrison School Corporation guidelines. Students whose guests misbehave are responsible and will be excluded from the dances. The Junior Class will sponsor the Junior-Senior Prom. If a junior or senior invites an outside guest to the prom, that guest must arrive with the person who invited them, or they will not be admitted to the prom. Guests must be at least 11th grade students. The prom will be held on a Saturday.

DRESS CODE

The following dress code has been adopted for North Harrison High School by the School Corporation, to apply to all students in grades 9 through 12, for the school and school activities.

Students are allowed considerable latitude in the clothing they wear as long as the attire is not disruptive. Students are not allowed to wear sunglasses, hats, caps, or any headgear including scarves and bandanas in the building. Students may not wear chains attached to their clothing or any accessory that could be easily converted into a weapon. Students will not wear inappropriate t-shirts that may be

suggestive or obscene or promote alcohol or tobacco products or their consumption.

Clothing that inappropriately exposes undergarments or the body is prohibited. Holes or frays above the knee must have clothing underneath that does not expose skin. Tops that expose CLEAVAGE, Bare backs are not permitted. Tank tops and sleeveless tops are not allowed. If worn to school a student must wear a jacket, sweater, etc. as a cover. If yoga pants, spandex and tights are worn to school they must be appropriately covered (example: long shirt, skirt, shorts). Long jackets must be left in lockers and are not to be worn during the school day. If a student wears shorts/skirts, the shorts/skirts must be mid-thigh in length. No undergarments on male or female students will show. House slippers should not be worn to school. Only natural hair colors are permissible. NO VISIBLE PIERCINGS OTHER THAN THE EARS. Students may not cover the piercings with band aids or tape.

Students who come to class with extreme dress or hair, which is disruptive to class, will be referred to the office. Faculty members or others who are in charge of extra-curricular activities may make rules regarding grooming and dress for students who participate in the activity they sponsor, provided they do not conflict with above general rules.

Violations to the dress code policy will be as follows:

- 1st Offense – Warning and have the violation corrected.**
- 2nd Offense – Lunch Detention**
- 3rd Offense – In School Suspension (ISS) and have violation corrected.**

DRIVER'S LICENSES:

Public Law 121-1989 applies to all students who are under 18 years of age and are eligible for a driver's license, driver's permit, or who currently hold a valid driver's license.

As of July 21, 1989, the law requires school officials to report to the Bureau of Motor Vehicles the following:

ANY STUDENT OF AGE WHO:

- 1. Has been EXPELLED this year**
- 2. Has more than five (5) UNEXCUSED absences**
- 3. Has been SUSPENDED for at least two (2) times this school year**
- 4. A HABITUAL TRUANT**

DRIVING REGULATIONS

- 1. Student driving is conditioned on holding a valid Indiana License.**
- 2. Vehicles must be driven with regulated speed. The privilege of driving will be revoked upon evidence of reckless or improper driving. The posted speed limit is 15 mph.**
- 3. Vehicles are not to be driven from the time of arrival in the morning until school is dismissed. There will be no "loafing" in cars during the school day. Vehicles must be parked in the designated areas.**
- 4. Students who drive are to come into the building upon arrival.**
- 5. Students are not allowed in the parking lot during the school day without permission from an administrator.**

Driving Violations will be dealt with in this fashion:

- 1st Offense – Warning**
- 2nd Offense – Loss of driving privileges for one week.**
- 3rd Offense – Loss of driving privileges**

DRUG SNIFFING DOGS

There will be periodic, unannounced searches of the parking lots, student lockers and randomly selected classrooms by police, assisted by “drug sniffing” dogs. At the time of the search, an announcement will be made for teachers to keep students in the classroom.

EMERGENCY DRILLS

An Emergency Preparedness Plan for North Harrison High School has been prepared and distributed to all faculty members. The plan covers procedures to deal with fires, tornadoes, nuclear disaster, and winter storms, earthquakes, flash floods and bomb threats. The students will be given instructions in the proper procedure to follow should any of these emergencies arise.

EXTRA CURRICULAR ACTIVITIES

Academic Team

Archery

Art Guild

Athletics

Baseball

Basketball (boys and girls)

Cheerleading

Cross Country (boys and girls)

Football

Golf (boys and girls)

Softball (girls)

Soccer (boys and girls)

Swimming (boys and girls)

Tennis (boys and girls)

Track (boys and girls)

Volleyball (girls)

Wrestling (boys and girls)

Band

Marching Band – Pep Band – Winter Drumline – Winter Guard

Choir Concerts – Musicals – Plays

Drama Club

Fellowship of Christian Athletes (FCA)

German Club

Junior Class Prom Committee

Math Team

National Future Farmers of America (FFA)

Leo Club

National Honor Society

Pep Club (Cougar Crazyies)

Recycling Club

Renaissance

Student Council

SADD

EXTRA-CURRICULAR ELIGIBILITY CODE

We encourage students to be involved in extra-curricular activities offered by North Harrison High School. We feel they provide learning experiences not offered in classrooms. However, there is a strong feeling that students should be passing classes. A student's academic work must come first and be the most important aspect of their school experience. For a student to be scholastically eligible a student must be passing a minimum of five classes. The grading periods are nine weeks in length and eligibility to participate will be determined when report cards are issued. NOTE: Semester grades will take precedence over nine week grades. The following groups are identified as extra-curricular at North Harrison High School: Academic Super Bowl, Art Guild, Athletics, Winter Drumline, Winter Guard, Flags not enrolled in band, Musicals, Plays, Drama Club, FCS (Fellowship of Christian Students), FFA (Future Farmers of America), Leo Club, National Honor Society, Prom Committee, Pep Club, Renaissance, Student Council, Class Officers and any other school-sponsored activity that requires after school practices or events. Should a student be assigned to the Harrison County Alternative School, that student is not to practice, participate, observe, or attend any activity of North Harrison High School.

EXTRA HELP

Students may always seek extra help from teachers if they do not understand an assignment, if the work is difficult, or if they have been absent and have missed assignments and class discussion. Arrange conferences with teachers before or after school or at a time convenient to both of you during the day. A TEACHER MAY, WITH PARENT PERMISSION, RE-QUEST A STUDENT TO STAY AFTER SCHOOL IF IT IS APPARENT THAT THE STUDENT IS HAVING DIFFICULTY WITH HIS/HER WORK. This is not to be thought of as punishment but rather as support from a teacher who wishes to see a student succeed.

FIGHTING

- 1. Fighting in school will not be tolerated. The following procedure will be followed for such violations of school policy:**
- 2. Individuals involved in the fight will be brought to the office and the police may be called to school. The police officer, in consultation with the Juvenile authorities, will determine whether the student(s) will be taken into custody. A school administrator will call parents/guardians to inform them of the situation. Parents will be expected to meet the school administrator (or juvenile authorities) as soon as possible. If parents cannot be reached immediately, efforts to do so will continue by the administrator or the juvenile authorities. Individuals involved in the fight will serve an out-of-school suspension for a minimum of 3 days. The consequence may be increased at the determination of the administrator.**
- 3. Upon returning to school, if it is thought counseling is needed, both students will meet with a counselor.**
- 4. Any fight may result in a recommendation for placement at the alternative school or expulsion, depending on the severity of the incident and the culpability of the student(s). A student who is a party in more than one fight in a school year may be subject to expulsion.**

FLEX PROGRAM

Seniors who have the necessary credits to graduate may apply to attend North Harrison in the morning, participate in the Work Based Learning Class, and then leave to go to work. Approval from the principal is needed for the Flex Program.

FUND RAISING

All fund raising campaigns that involves solicitation of the general public is prohibited without the principal's approval. All school organizations must adhere to the requirements of the State Board of Accounts concerning the receiving, depositing, and disbursing of funds. All money collected for any school purpose must be deposited promptly with the bonded treasurer. A receipt will be issued for the money received. Each class organization retains the initiative for control and expenditure of its funds. However, no payments shall be made from the fund without the approval of the sponsor of the organization and the high school principal. All bills should be paid within 30 days. Accurate and up-to-date accounts must be kept at all times by groups collecting and disbursing money. Sponsors and student treasurers should see that no money is left in the building overnight.

GRADE POINT AVERAGE & GRADING SCALE

	Standard		Weighted
100	A+	4.0	5.0
93-99	A	4.0	5.0
90-92	A-	3.7	4.7
88-89	B+	3.3	4.3
83-87	B	3.0	4.0
80-82	B-	2.7	3.7
78-79	C+	2.3	3.3
73-77	C	2.0	3.0
70-72	C-	1.7	2.7
68-69	D+	1.3	2.3
63-67	D	1.0	2.0
60-62	D-	0.7	1.7
59>	F	0.0	0.0

GRADUATION CEREMONIES

Graduation Ceremonies will be held at the conclusion of the school year. It is a dignified ceremony and will be treated as such. Silly string, beach balls, and other noisemakers or party supplies are prohibited from the building. Out of respect for each graduate and their families, please abide by these requests. Only those students who have completed all requirements by the high school will be allowed to participate in Commencement. Students who fall short the number of credits required will not be allowed to participate. Latin Honors to replace Valedictorian/Salutatorian effective 2019-2020 school year.

GROUNDS FOR SUSPENSION OR EXPULSION (IC 20-33-8-14)

Sec. 14. (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection

(a) apply when a student is:

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event.

As added by P.L.1-2005, SEC.17.

Unlawful activity by student (IC 20-33-8-15)

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property;

including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

As added by P.L.1-2005, SEC.17.

HALL PASSES

Your student handbook will serve as your hall pass. Anytime a student leaves a class the teacher should write the time and destination on the calendar page for that day. Students must have their handbook anytime they leave class. Students may not tear out pages of the hand book at any time. Replacement cost of the hand book is \$8.00.

HARRISON COUNTY YOUTH ADVOCACY CENTER

North Harrison High School has elected to use the Harrison County Youth Advocacy Center as its location for out of school suspensions (OSS), students recommended for expulsion, and for students who are extremely behind on credits due for graduating on time. Suspended students will have their assignments faxed or emailed to the HCYAC (assignments or comparable alternatives not sent to the HCYAC may not count against the student's grade). Students recommended for expulsion and students making up credits will be on the HCYAC curriculum. The curriculum at the HCYAC is computer based and students work at their own pace. Students attending the HCYAC are not allowed on school grounds except for transportation purposes. Furthermore, students attending the HCYAC will not be eligible for normal NHHS functions, including, but not limited to, Graduation Ceremonies, Field Trips, Sporting Events or Dances (including prom).

HEALTH OFFICE

- 1. All students are required to have home telephone numbers and emergency numbers on file in the health room. If numbers change, it is the student and parent's responsibility to contact the school.**
- 2. North Harrison High School has a Medical Information Sheet on each student. This form is to include Emergency contacts, health information and allergy information to foods or medicines. This form must be renewed every school year.**

- 3. Specific rules regarding any other medications are as follows:**
 - a. Over-the-counter (non- prescription) medications must be in the original container, and the parent/guardian must put the student's name on the label and send a note stating the student's name, the medication, and the time the medication is to be given. The student should bring the medication and the note to the health room as soon as he/she arrives at school.**
 - b. Prescription medications must also be in the original container (the prescription bottle) with the student's name, drug name, and doctor direction for administering. Also, the parent/guardian must provide a note giving permission for the medication to be administered and the time(s) it should be given. The student should bring the medication and note to the health room as soon as he/she arrives at school.**
 - c. No medication is to be carried by a student unless the health room has a physician's and parent's permission on the chart that says, "(Student's name) may carry (medication name) at all times and administer this medication on an emergency basis, and stipulating they know how to administer this medication," This includes inhalers and epi-pens.**
 - d. Epinephrine and Narcan will be available to be given in the case of an extreme emergency as a life-saving measure. This medication will only be administered by a registered nurse. These medications are authorized by our county health officer, Dr. Andrew Morton. If you do not wish for your child to receive either of these medications, please submit a written note stating your wishes.**
- 4. State law also requires students to have certain immunizations. For high school students at this time, they are:**
 - a. DPT- 5 doses**
 - b. OPV (polio)- 4 doses**

- c. MMR (measles, mumps, rubella)- 2 doses for all students grades 6-12**
- d. Hepatitis B- 3 doses**
- e. Tdap - 1 dose**
- f. Menactra -1 dose for grades 9-11, 2 doses for grade 12**
- g. Varicella – 2 doses or documentation of Chicken Pox disease**
- h. Hepatitis A – 2 doses “highly recommended” for grades 9-11. Hepatitis A 2 doses required for grade 12 .**
- i. Gardasil- 3 doses “highly recommended” grades 9-12**

(Please note: State immunization requirements can change yearly. Please check with the health department for recent changes.)

- 5. All students entering the health room are required to have a dated, timed, and signed pass from their teacher or they will be sent back to class. Students are not allowed to “drop in” the health room between classes. Exceptions will be made in the case of an obvious emergency, such as bleeding or vomiting or taking regular medications on an approved schedule.**
- 6. All students who feel ill, or are injured, must go to the health room to be evaluated.**

There are corporation standards that determine when it is appropriate for a student to be sent home, and school personnel will contact parents when necessary. Any student leaving school without being evaluated and meeting this standard will be unexcused.

- 7. If a student has a temperature of 100 degrees or above, he/she will be sent home.**

The student must remain at home until he/she is without fever for 24 hours without the use of fever-reducing medication.

- 8. Any skin rash of unidentified origin will require the student to be excluded from school.**

The student will be permitted to return to school if the rash is gone and/or a doctor's release is obtained stating the student is non-contagious and can return to school.

- 9. Elevator keys will be issued to students, as needed, with a doctor's note. There is a fine for lost or unreturned keys.**
- 10. Students must see the school nurse if sick to determine the need to be sent home. If student calls/texts parents to go home sick, the absence may not be excused.**

HOMECOMING

The Student Council will sponsor Homecoming. It will involve six senior attendants and their escorts. We will have fall and winter events. The selections of Queen Candidates and King Candidates will be for one event only and they will not be allowed to be in both.

HONOR ROLL

An Honor Roll will be assembled in the front office at the close of each grading period and each semester. It will be published in the local papers. The Honor Roll consists of two levels of achievement:

- A. High honors will be given to students with nothing less than an A- in all classes.**
- B. Honors will be given to those with nothing less than a B- in all classes.**

LATIN HONORS

Summa Cum Laude - 4.25 and up,

Magna Cum Laude – 4.0-4.24

Cum Laude - 3.75-3.99

(rounded 2 decimal places)

Summa Cum Laude students may apply to give Senior graduation speeches. 2 speeches will be selected by a committee of student council/teachers/guidance/administration.

LIBRARY GUIDELINES

- 1. Books may be checked out for a period of thirty days. Books may be renewed if there are no reserve requests for it.**
- 2. Students may not check out any books if they have overdue books.**
- 3. Magazines and newspapers may not be checked out but must be read in the library. Back issues of magazines are stored for five years to be used for research.**
- 4. Students must have a pass signed by a teacher to come to the library. If not they will be sent back.**
- 5. Videocassettes, and DVD's are for teacher use only.**
- 6. CD's and audio cassettes may be checked out.**
- 7. Students may not bring food or drinks into the library at any time and there will be no eating or drinking in the library at any time.**
- 8. There is a copier available for student use. Copies are 10 Cents per copy, which is to be paid at the circulation desk.**
- 9. All machines in the library will be used with great care. Please ask for help when needed.**
- 10. NO GAMES ARE ALLOWED ON THE COMPUTERS!**

LOST AND FOUND

Lost and found articles are to be turned in to the office. Lost articles that are not claimed within a reasonable length of time will be donated to Community Services or Goodwill Industries. At no time should students take something without conferring with a secretary about whose the item might be. Always ask.

LOCKERS

Any and all lockers that are made available for student use on the school premises remain the property of the school corporation. These lockers are made available for school use. In order to implement the School Corporation's policy concerning student lockers, North Harrison High School adopts the following rules and regulations:

- 1. LOCKS—Students may not use their own locks. Any unauthorized locks may be re-moved without notice and destroyed. We encourage students to buy locks from the office for \$5.00**
- 2. USES OF LOCKERS—Lockers are to be used to store school supplies and personal items necessary for use at school. Personal property and property that you are responsible for MUST be stored in your locker. Students will be expected to keep their lockers in a clean and orderly manner. Students will not share lockers.**
- 3. AUTHORITY TO INSPECT— The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule # 2. All inspections of student lockers shall be conducted by the principal, or a member of the administrative staff designated by the principal.**
- 4. You MUST use only the locker that was assigned to you at the beginning of the school year.**

MEDICATION

Only medication absolutely necessary to enable a student to remain in school will be administered during the school day. A “Medication Authorization Form” must be completed and signed by both the parent and physician. No student is allowed to carry his or her own medication in school without parent and physician approval. Students are not allowed to transport their medication unless they are 18 and have written parental consent. Medications must be in original container, labeled with the student’s name and kept in the Nurse’s clinic. It is the student’s responsibility to come to the clinic at the prescribed time.

MID TERM GRADUATES

A student may graduate from North Harrison after having attended full time for seven semesters, completed all course requirements and having passed both portions of ISTEP. Students choosing this alternative will not participate in any extracurricular activities but they could attend the prom and the senior activities surrounding graduation. The students are required to declare this option in writing in the spring before they become seniors unless an emergency occurs. Parents/guardians or students over 18 years of age will have to sign off on this agreement. If the student does not meet the above requirements they will continue as a full time student.

NATIONAL HONOR SOCIETY

Sophomores, Juniors, and Seniors who have at least an 3.25 GPA will be invited to apply for membership in NHS. To continue membership, each student is encouraged to participate in all service obligations, and maintain a majority support of the faculty committee based upon the student’s character, leadership, scholarship, and service.

NON SUFFICIENT FUNDS CHECKS (NSF)

There will be a service charge of \$12.00 for checks that are returned to us by the bank. The person(s) writing the check will have 10 calendar days from notification to reimburse the Superintendent's office with cash for the amount of the check plus the \$12.00 service charge. Failure to reimburse within that ten day period will result in the NSF check being forwarded to the Harrison County Prosecutor's Office for collection.

PARKING REGULATIONS (STUDENT DRIVERS):

- 1. All students who park on school property must register all vehicle information (License plate number, vehicle make and model, etc.) in the office and must also obtain a valid parking permit distributed to them by the school. If a student uses multiple vehicles for transportation to school they should be registered in the office and the permit should be placed on the front of the rear-view-mirror where it is easily visible.**
- 2. All parking permits are \$5. To receive a permit you must bring the following items to the office prior to the start of school year:**
 - A completed Random Drug and Alcohol Consent Form (Parent must give consent.)**
 - A valid driver's license belonging to the student driver and vehicle registration information including license plate number and make/model of the vehicle(s).**

Obtaining parking permits and registering vehicle information is strictly for the protection of the student body and staff. Students who seek parking permits later in the school year can register through the office.

PHYSICAL EDUCATION UNIFORMS

North Harrison High School has adopted a standard Physical Education uniform that will be purchased through each student's book rental or through the P.E. teachers. The uniform is appropriate for activity and modest in nature.

PLAGIARISM POLICY

Plagiarism is defined by Webster's II Riverside University Dictionary as: "to steal and use (the ideas or writing of another) as one's own; to take passages or ideas from and use them as one's own." (Webster's 898) Plagiarism is using another's words, ideas, or images without acknowledging the source with proper citations. Plagiarism is not only copying word for word from another's source but also paraphrasing and changing the words to make the information appear to be one's own ideas. This includes taking information from written sources, Internet sources, all audio-visual sources, and other students' work. To prevent plagiarism, a student must acknowledge his or her sources. Students at North Harrison High School should use either MLA or APA format when using researched information. Other formats would need prior approval from the instructor. These formats include both internal citations and a Works Cited page. When a question about plagiarism arises, the burden of proof is on the student. The teacher may request a student produce the sources to verify proper citations have been used and that plagiarism has not occurred.

If plagiarism has occurred, the following steps will be taken:

First offense: Contact will be made between the student, his or her parents, the teacher, and an administrator to discuss the violation of the school's policy. The offense will be documented in the student's permanent file. The assignment will be given a zero (0%).

Second offense: A meeting will be held between the student, his or her parents, the teacher, and an administrator again to discuss the violation of the school's policy. The offense will be documented in the student's

permanent file. No opportunity will be given to redo the assignment. The assignment will be given a zero (0%).

Third offense: Same procedure as the second offense; however, the student may lose credit for the semester course with the possibility of a suspension. Each offense will be documented in the student's permanent record and therefore carry over from year to year for the duration of a student's academic life at North Harrison High School.

POSTERS

All posters and announcements to be displayed anywhere in the school building must be approved by the principal or the assistant principal.

PROSSER CAREER EDUCATION CENTER

Sophomore students may apply to attend Prosser Career Education Center in New Albany for vocational training during their junior and senior years.

Students attending Prosser earn six (6) credits per year for the three- (3) hours of vocational training each day. Students interested in attending Prosser are urged to see the counselor concerning suggested freshman and sophomore courses for admission to each course of study. To be admitted to Prosser, a student must be able to graduate at the end of the two- (2) years at Prosser.

If a North Harrison Student is suspended at Prosser, he/she is automatically suspended at North Harrison. If suspended from North Harrison, he/she is automatically suspended from Prosser.

PROSSER CAREER EDUCATION CENTER TRANSPORTATION

The North Harrison Community School Corporation will provide school bus transportation to and from Prosser Career Education Center both for first and second shift students.

The bus leaves North Harrison at 7:15 a.m. daily with students enrolled in morning classes.

Student enrolled in the morning classes at Prosser must provide their own transportation to North Harrison in the morning to meet the departing bus to Prosser.

All students attending Prosser, except senior cosmetology and work release students, must ride the school-owned bus daily to and from their vocational class. The high school principal or assistant principal may grant an exception to this regulation to students serving an apprenticeship or placed in a workstation in the Greater Louisville area.

The bus is a service provided by the corporation in an effort to ease some of the transportation expenses and problems experienced by our students in the past. This bus will be considered a regular corporation routed bus. Thus, all the rules and regulations concerning student conduct will apply to this bus as they do to all corporation buses. This service can be denied any student whose conduct warrants removal from the bus. Suspension from this bus would preclude that student's attendance at Prosser during the period of his/her suspension.

PUNISHMENT FOR NOT RIDING THE PROSSER BUS:

Students who do not ride the bus to/from Prosser are subject to discipline unless they receive prior approval to drive from the Principal or Assistant Principal.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are to refrain from placing arms around each other, kissing, and other forms of physical affection.

RENAISSANCE

WHAT IS RENAISSANCE?

Renaissance is a program that promotes student academic achievement, attendance, and service to others in the community. Renaissance not only reaches out to the entire school but also strives to recognize individual students and staff members for their many contributions to our school and community. The program recognizes an attitude of success and improvement and builds self-esteem. Renaissance is a partnership between North Harrison and the community.

Every student has an opportunity to receive a Renaissance Success Card by improving grades and attendance. A success card can only be obtained through student involvement. A student must recognize his/her intent to achieve a card, meet the requirements established to secure that card, and apply for that card each semester.

INDIVIDUAL CARD CRITERIA ARE LISTED BELOW:

(GPA FOR PREVIOUS SEMESTER)

Card Gold GPA 4.0 White GPA 3.9-2.5

Criteria for all cards:

No more than 3 excused absences (Students may request an appeal hearing if there are extenuating circumstances.)

***No unexcused absences**

***No suspensions, including in-school suspensions**

***Cards will be revoked throughout the semester for all suspensions and/or corporal punishment.**

Semester Celebration Requirements

All Members

Attend at least 2 meetings per semester

Attend and/or participate in at least 1 NHHS community service event per semester

Attend and/or participate in at least 1 Harrison County Renaissance event per semester

Leadership Team (All of the above)

Attend at least 2 Leadership meetings per semester

All members may be asked to make occasional donations.

All members should sign up for Remind notices (code will be given with application).

There are numerous benefits to becoming a Renaissance Success cardholder which may include:

****Community Service Opportunities**

****Renaissance t-shirts**

****Birthday recognition each month**

****Monthly drawing**

****Renaissance Semester Celebrations in December and May**

****Teacher Sponsored Rewards-Talk to your teachers to see if they are offering classroom incentives to those with Success Cards.**

****Additional incentives may be added periodically.**

Projects/Activities:

***Sponsor Powder Puff & Power Buff games**

***Animal Shelter Drive**

***Teacher Appreciation**

***Various charity drives and service projects**

Our goal is to have every student enrolled at North Harrison High School as a Renaissance member. Can we count on YOU?

REVIEW/RECONSIDERATION OF MEDIA/INSTRUCTIONAL MATERIAL

Parents, guardians, or persons having custody of any student enrolled in NHCS Corporation may request that the use of media materials, basic textbooks, and other instructional materials be reviewed and/or reconsidered according to procedures outlined in NHCS School Board Policy 6161.1.

SCHEDULES

Scheduling for the next school year will begin in February. A scheduling form will be sent home with the student for parents to approve the classes selected for the next year. All students must schedule seven (7) classes each semester.

Every effort will be made to make the master schedule as conflict-free as possible. However, conflicts will inevitably arise for some students, especially when several single-section classes are requested. When the master schedule is built, seniors will be given preference, then juniors, etc. Required courses will be given preference over elective courses.

SCHEDULE CHANGES AND DROPS

All students' original schedule requests provide the data used to build the final master schedule. If the student and parents/guardians believe some unusual circumstance has occurred over the summer, which merits a schedule change, they should contact the counselor before the beginning of the school year. (The counselor will be available at the school two weeks before the start of the school year.) Schedule changes may be made at this time depending upon the reason for the change and how the change would affect class sizes. Any classes dropped from a student's schedule after the first week that class meets must be approved by the administration which could result in an "F" for the semester.

Anytime a class is dropped after the first three weeks of a semester, the teacher will be notified and the student could receive an “F” for that semester. Reasons for allowing a student to drop the class could include, but are not limited to:

- **Major illness**
- **Impact on graduation**
- **Impact on diploma track**
- **Other unforeseen circumstances**

Ultimately, the administrator reserves the right to make the decision on schedule changes and will notify the classroom teacher when such a change is made.

Sometimes a student’s performance in the first semester may indicate a change would be appropriate for the second semester. These changes should be made before the start of the second semester and will be made only if class sizes will not be negatively affected. Parents/guardians and teacher approvals will be needed to make such a change. Because North Harrison is very limited on the number of one-semester classes offered at the beginning of the second semester, the students’ choices for replacement classes will be very limited, especially if some of these classes are already full. Due to the amount of paperwork and time needed to issue refunds, only refunds over ten dollars on textbook rental will be processed when a change occurs.

SCHOOL BUS POLICY

The School Corporation provides bus transportation to and from school. Transportation is provided as a service, and an individual student may be denied that service should his/her behavior warrant. The students are to follow the rules of behavior as prescribed by the bus driver. Such rules include such provisions as assigned seats, remaining seated until the bus is stopped, and not eating or drinking on the bus. These are examples of the rules the bus driver may impose. General rules of

student behavior may also be enforced in order to allow the driver to drive the bus safely. The administration will discipline those students that are found to be violating the specific rules of the bus driver or the general rules of safety.

If a student needs to ride a different bus or ride home with a friend, the student needs to bring a note from the parent with permission to the office BEFORE school. The principal or assistant principal must sign the note, which is given to the bus driver. The signed notes may be picked up at lunch. Food and drinks are not allowed on the bus per school board policy.

SCHOOL HOURS

Students should be in the building only during school hours or while under the direct supervision of a teacher/sponsor or while attending school-sponsored activities. Unsupervised students are subject to consequence and coaches/sponsors will be notified. COACHES AND SPONSORS MUST STAY AT SCHOOL UNTIL THE LAST STUDENT LEAVES.

SEARCH AND SEIZURE:

- A. Student personal property may be seized by school authorities if the items are illegal, stolen, or are reasonably determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.**
- B. General searches of school property may be conducted at any time.**
- C. School authorities may also search a student's person, in exercise of the duty to enforce school rules, if such authorities have a reasonable suspicion that illegal or stolen items are likely to be found on the student's person.**

SECTION 504

No otherwise qualified student with a handicap as defined in section 706(6) of the federal statute for Section 504 of the Rehabilitation Act of 1973 shall, solely on the basis of his or her handicap, be denied participation in, be denied the benefits of, or be subjected to discrimination under any program or activity offered or sponsored by North Harrison High School.

STANDARDIZED TESTING PROGRAMS

PSAT (sophomore and junior year), National Merit (junior year only), the SAT and ACT exams are given at various times and locations and need to be taken during the junior and senior years of high school as part of the college admissions process. It should be remembered that test results are only an indicator and should be used with this in mind. It is never proper to take the results of one (1) test and assume that those results are a valid measurement of the student's ability.

STUDENT ATHLETICS

North Harrison High School is home of the Cougars, our colors are Royal Blue and White. We are proud members of the Mid Southern Conference. Our athletic program is rich in tradition and pride and we want to maintain and build upon what we have.

North Harrison High School is a member of the IHSAA and follows established rules. To be eligible to represent your school in interscholastic athletics, YOU...

- 1. Must be a regular bona fide student in good standing in the school your represent.**
- 2. Must have enrolled not later than the 15th day of the current semester.**

- 3. Must have received passing grades in at least five (5) solid subjects during the last grading period, and must be currently passing at least five (5) solid subjects. Semester grades take precedence over six weeks grades.**
- 4. Must not have reached your 20th birthday prior to the scheduled date of the IHSAA State Finals in that sport.**
- 5. Must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students...**
 - a. Unless you are entering the 9th grade for the first time.**
 - b. Unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents into the district or territory served by your pre-sent school.**
 - c. Unless your former school was discontinued or consolidated and you were required to transfer to your present school.**
 - d. Unless you are legally adopted, are a foreign exchange student, are under the direction of an orphanage or State Department of Welfare, are required to change residence by court order, or are a ward of a guardian who resides in your new school district or territory.**

NOTE: You must have been eligible in the school from which you transferred.

- 6. Must not have been enrolled more than eight (8) semesters beginning with the grade 9 and not have represented a high school in a sport more than four (4) years.**
- 7. Must be an amateur (...have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract.)**

- 8. Must have filed with your principal, between May 1 and your first practice each school year, your completed Student-Parent-Physician Certificate.**
- 9. Must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.**
- 10. Must not have received, in recognition of your athletic ability, any award not approved by your principal or IHSAA.**
- 11. Must not accept commercial awards that advertise business firm any or individuals, or awards designating “All State” or “All American” status.**
- 12. Must not participate as a member of any similar teams, during the same season, not under the direct supervision and management of your school.**
- 13. Must represent your school in a becoming manner and must not display improper conduct or bad habits in or out of school.**
- 14. Must not participate out of season in an organized basketball or football practice, game, demonstration, exhibition, or scrimmage. Limited participation is permitted in summer basketball and/or football camps approved by IHSAA. See your principal for details.**
- 15. Must not participate in a tryout or demonstration as a prospective college athlete.**
- 16. Must not participate with or against a student enrolled below grade 9.**
- 17. Must not, while on a grade 9 junior team, participate with or against a student enrolled in grade 11 or 12.**
- 18. Must, if absent five (5) days or more due to illness or injury, present to your principal written verification from a licensed physician stating that you may participate again.**

- 19. Must not participate in specialized summer camps, clinics or schools.**
- 20. If North Harrison has a game and you are a team member or cheerleader and it conflicts with AAU, all-star or competition squad game or events, then you are to attend the NHHS game/event. There will not be conflicts with school games/events.**

This is only a summary of the rules. Contact your school officials at North Harrison High School for further information and before participating outside of your school.

NOTICE TO NORTH HARRISON STUDENT ATHLETES AND CHEERLEADERS

Students who are absent from school will not participate, work or attend any school events on that day. You are to be in attendance at school the morning after evening athletic events/extracurricular activities or risk loss of participation privileges. Student/athletes/cheerleaders must also be in attendance periods 4, 5, 6 and 7 to participate that evening unless prior approval has been granted by the administration. Friday's attendance does not influence Saturday events.

LIABILITY FOR ATHLETIC INJURY

The North Harrison Community School Corporation shall assume NO LIABILITY FOR INJURIES SUSTAINED DURING PARTICIPATION IN THE ATHLETIC PROGRAMS OF THE SCHOOLS. The school has no means of paying medical bills resulting from injuries incurred while participating in athletics. Normally, the insurance students purchase through the school will not cover bills resulting from injuries incurred while participating in any form of high school athletics. Parents are reminded that their signature on the STUDENT-PARENT-PHYSICIAN'S CERTIFICATE OF THE IHSAA is a waiver of liability.

TRANSPORTATION TO ATHLETIC AND EXTRACURRICULAR EVENTS

It shall be the policy of North Harrison High School that whenever the school provides transportation to an extracurricular event, all

participants shall ride the bus or whatever vehicle the school provides for such transportation.

Any special request must be cleared prior to the event with the sponsor of the activity or the Athletic Director. Sponsors are directed not to make exceptions unless special conditions occur which would warrant such an exception being made. Then the student would be riding with his or her parents or adult designee. This policy shall cover all extracurricular events. Band members, cheerleaders, athletes, and any other group involved in school-sponsored activities shall use school-provided transportation whenever possible.

CONDUCT AT ATHLETIC EVENTS

We wish to encourage our student and adult fans to attend games and thus give our teams their support. To give the teams the support they deserve, the fans need to be in the area where the game is being played. Therefore, we are asking all our fans to clear the halls and return to their seats as soon as possible after each quarter or half time break in the game.

Pass-outs will not be given at any home games. The students come to the games to support our teams. Such support does not call for students to be in the parking lot among the patron's cars.

Sportsmanship will be promoted and required by everyone in attendance at games.

STUDENT VISITORS

Due to the crowded conditions in the classrooms, hallways and the disruptive effect of visitors upon normal classroom activities, NO STUDENT visitors will be allowed at North Harrison High School without the approval of an administrator.

STUDENT WORKERS

The purpose of student workers is to assist teachers in some areas of work. Workers should remain with the teachers they are working for throughout the assigned period. Only those students maintaining grades of C or better in all their classes at the end of a grading period can be student workers. Students are to be on time and stay out of the hall unless on an assignment for the teacher. Students are not to leave their assignment early and are not allowed to eat or drink during the assigned period.

TEXTBOOK RENTAL

All basic textbooks are rented to the students for their use during the school year. Workbooks and other supplies are paid for by the student. The student's name should be written on the inside cover of the book. Lost books must be replaced by the student, and damaged books will result in a fine to the student. As stated, the books are rented, and it is the student's responsibility to keep them in good condition. Any student who transfers from North Harrison during the school year is responsible for turning in all rented books.

TOBACCO

The use or possession of TOBACCO products, lighters/matches, E-Cigarette, vaping instruments, or any other tobacco look alike by students on school property or at school functions is strictly prohibited at any time.

1st Offense – 3 days OSS, ticket

2nd Offense – 5 days OSS, ticket

3rd Offense – 10 days OSS, ticket

***The suspension will be referred to Juvenile Probation in which monetary fines will be given through tickets. Smoking Cessation classes will also be offered after school at the Harrison County Youth Advocacy Center.**

TUTORING

The National Honor Society offers tutoring Mondays and Wednesdays from 3:30-4:00 in Room A127. If changes are made, students will be notified. There is no charge.

WORK PERMITS

Any minor, ages 14 through 17, who is employed in Indiana and who has not graduated from high school must obtain a work permit. A student can hold only one work permit at a time. Work permits are issued in the high school office during normal school hours (7:30 a.m. – 3:30). In order to receive a work permit, the student must present proof of age and an Intent to Employ card completely filled out by the employer and signed by the student's parent/guardian. Date and place of birth are required to obtain a work permit. Upon receiving these documents, the school will issue the work permit. The school may refuse or revoke to issue a work permit if the minor's grades and/or attendance do not meet school standards.

WRITTEN CONSENT OF STUDENT WITHDRAWAL

An exit interview involving student, parent/guardian, and principal is required by law for a student who withdraws from high school prior to graduation or age eighteen (18). All three parties must agree to the withdrawal or it will be denied.

DRUG PREVENTION

POLICY ON THE USE OF DRUGS AND/OR ALCOHOL

It is a violation of the discipline policy of North Harrison High School to:

- 1. Possess, use, transmit, be under the influence of, or provide by sale or otherwise any substance which the student represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; whether it is a prescription drug, a drug sold over the counter without a prescription, or any “look-alike” substance, including paraphernalia, if it is represented by the provider to be any of the above listed substances:**
 - a. On school property at any time, or**
 - b. At any school activity on or off school grounds, or**
 - c. On a school bus or other school-sanctioned vehicle.**

A violation of this policy will result in a ten-day out-of-school suspension and initiation of procedures intended to expel the student from school for an extended period of time, up to one year in length.

Use of medication by a student, when that medication is prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, and used in accordance with the School’s medication policy (listed in these rules) does not violate this policy. However, it is a violation of this policy to give such medication to anyone not named on the prescription, or to be in possession of such medication if the school medications policy has not been followed. Any student who must take any medication at school must have a parent contact the school nurse before bringing this medicine or substance to school.

DRUG TESTING PROGRAM

VISION STATEMENT

The Drug, Alcohol, and Tobacco Procedures at North Harrison High School are focused upon the welfare of students. The policy and procedures support students and parents as they make healthy choices. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. The policy is written and administered in accordance with all applicable legal requirements, policies and statutes. The policy seeks to keep students involved in the programs and school and to provide learning experiences that lead students to responsible, healthy choices.

INTRODUCTION

The effective date of this program is March 30, 2010. During the implementation year, enrollment dates will be as follows:

- Students expecting to drive, park on school grounds, or participate in any extracurricular or co-curricular activities throughout the school year must enroll by August 15, 2019**

Any student not meeting these deadlines may be subject to an initial drug screening or refusal to participate based at the discretion of the administration. This program does not affect the current policies, practices, or rights of North Harrison Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. North Harrison Community School Corporation reserves the right to test any student who at times exhibit cause for reasonable suspicion of drug and/or alcohol usage.

RATIONALE FOR THE PROGRAM

North Harrison Community 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 Harrison County, Indiana and among our students specifically, indicate that education alone as a preventive measure is not effective in combating substance abuse. Statistics show that the mission of North Harrison Community School Corporation has not been realized. Our commitment to maintain North Harrison High School as a safe and secure educational environment as it relates to extracurricular, co-curricular, as well as to permit driving to school and parking on school grounds requires a clear policy and supportive programs relating to detection, treatment and prevention of substance abuse by students involved in these activities.

PURPOSE

The purpose of this program is two-fold:

- 1. To deter the use of illegal substances at North Harrison High School and,**
- 2. To enhance the health and safety of all students participating in extracurricular and co-curricular activities as well as those who enjoy the privilege of driving to school and parking on school grounds.**

It is also the aim of this program to educate, help, and direct students away from drug and alcohol use and toward a healthy and drug free participation. Students involved in extracurricular and co-curricular activities need to be exemplary in the eyes of the community and other students. No student will be expelled or suspended by a school official as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

SCOPE

Participation in extracurricular activities, as well as in driving to school and parking on school grounds is a privilege. This policy applies to all North Harrison Community School Corporation students in grades 9-12 who wish to participate in extracurricular and co-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 and from school, to and from Prosser Vocational School or park on school grounds. Any student not driving or participating in an extra-curricular or co-curricular activity who would like to enroll in the program, or any custodial parent/guardian wishing to enroll their student for the random testing program is welcome to do so by completing the consent form.

LEGAL OBLIGATION

- **The extensive congressional findings in the Safe and Drug-Free School and Communities Act of 1994 [20 United States Code ss7101 et seq. and specifically ss7102.]**
- **Indiana Code 20-10.1-4-9.2 that directs this School District to plan and maintain drug free schools.**
- **Indiana Code 20-10-4-9.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.**

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular or co-curricular activities, as well as those who drive to or from school activities or park on school grounds, sign and return the “Consent Form” prior to participation in any extracurricular or co-curricular activity, or driving to or from school. Failure to comply will result in non-participation. Each extracurricular and co-curricular participant as well as drivers shall be provided with a “Consent Form,” a copy of which is attached hereto, which shall be dated and signed by the participant and the parent/guardian. In so doing, the student agrees to participate in the random drug-testing program at North Harrison High School. This

form will be kept on file for the length of the student's high School career. To withdraw from the program, the parent/guardian must sign a withdrawal form and have a personal interview with an administrator or designee.

STUDENTS AGE EIGHTEEN AND OVER

Rights and notices to parent/guardian described in the policy will be provided only to the student after age eighteen (18) if the student does not live with and is not supported by a parent/guardian.

TESTING PROCEDURES

- 1. A table of random numbers will be used to assign numbers to the participants. The selection of numbers chosen to be tested will be done using a random mathematical formula determined by the testing company, and selections will be made from time to time throughout the school year. Numbers will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the school year. Each student will be assigned a number that will be placed in the drawing.**
- 2. A custodial parent/guardian may request testing of his/her student at the school's cost one time per year. Any other requests must be paid for by the parent/guardian.**
- 3. No student will be given advanced notice or early warning of the testing. If a student is absent and their name is drawn on the initial testing day, they will be tested on the next available day. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.**
- 4. Upon being selected for a urine collection test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the testing.**

- 5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within one hour, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular or co-curricular activity, or be allowed to drive to or from school. The failure or refusal to provide a sample will be treated as a "positive" test result. In addition, the parent/guardian will be telephoned and informed 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 as specified in the ECA guidelines.**
- 6. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities, co-curricular activities, or to drive to and from school for the remainder of the school year. This will be reported to the parent/guardian.**
- 7. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal or designee must time and sign the pass.**
- 8. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol 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.**
- 9. The nicotine 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, and guarantee specimens and supervise the chain of custody. Only certified test administrators will handle the testing process. To maintain anonymity, the student's number, not name, will be used.**
- 2. The principal or 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 student's urine is tested by the laboratory, the student 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 in a sealed package will be given to each student. The urine collection kit will remain in the student's possession until sealed. The student will initial that the specimen has been sealed. Only the lab testing the specimen may break the seal.**
- 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 all activities subsequent to a retest.**
- 6. 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 or designee.**
- 7. In order to maintain confidentiality, the container that contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the result sheet for the collection will be mailed back to the principal and designee with**

no name attached; only the student's random identification number will appear on the result sheet.

TEST RESULTS

- 1. The program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular and co-curricular activities.**
- 2. The principal or designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using a least two different types of analyses). The principal or designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit a documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian. Refusal by any student enrolled in the program to submit to a drug screen when directed will be considered a violation under the terms of this program.**
- 3. If the test is verified "positive", the principal or designee will meet with the student and his/her parent/guardian at a school corporation facility. 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 must enroll in an approved counseling program and actively participate until successfully completing the program.**
- 4. A "follow up" test will be requested by the principal or designee after such an interval of time that the substance previously found would normally have been eliminated from the body as determined by the Medical Review Officers of the laboratory. If this "follow-up" test is negative, and the student is in compliance with the counseling requirement the student will be allowed to resume co-**

curricular activities or driving to or from school. If a second “positive” result is obtained from the “follow up” test, or any later test of the participant, the same previous procedure shall be followed. In addition, the North Harrison Community School Corporation reserves the right to test for the next 365 days while enrolled in North Harrison High School any participating student who tested “positive” and did not make satisfactory explanation.

- 5. Information on a verified “positive” test 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 or designee identifying students by number and not name. 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 to which only the principal or designee will have access.**
- 7. A positive result for nicotine will not be considered a violation in the case of a student who operates a motor vehicle on school property and does not participate in any extra-curricular activities. This shall not be interpreted to allow students to use or possess tobacco products on school property.**

CONSEQUENCES

Student athletes who test positive for tobacco and/or drugs; have been arrested or convicted of committing a crime; or violate athletic or school rules will be suspended for all athletic activities, including practice for 10 days. They will also be subjected to the policies outlined as follows:

1: Tobacco – involves the use or possession of any type of tobacco product

1st violation: Suspension from 10% of the contest season

2nd violation: Suspension from 25% of the contest season

3rd violation: Expulsion from participating in athletic events for the remainder of the athlete's high school career.

Suspension shall be whole games with all fractions rounded to the next whole number. Penalties will be enforced on consecutive games played from the date of the suspension. Contest season includes all contest original schedules and one (1) sectional game.

2: Controlled Substances – Possession or illegal use of a controlled substance, narcotic drug or alcohol.

1st violation: Suspended 50% of contest season(s)

Option: The suspension may be reduced to 25% of the contest season, contingent upon a professional drug assessment and recommendation for rehabilitation, which must be followed by the student. All concerned parties understand that any costs incurred will be at the expense of the parent/guardian. The student's re-admission to athletics is dependent on the student following the recommendations of the assessment agency.

2nd violation: Expulsion from participating in athletic events for 365 days

Option: The suspension may be reduced to 50% of the contest season, contingent upon a professional drug assessment and

recommendations for rehabilitation, which must be followed by the student. All concerned parties understand that any costs incurred will be at the expense of the parent/guardian. The student's re-admission to athletics is dependent on the student following the recommendations of the assessment agency.

3rd violation: Expulsion from participating in athletic events for the remainder of the athlete's high school career.

If percentage of suspension is not able to be met during current contest season, it will then carry over into the next athletic contest season in order to fulfill the suspension.

All training violations and subsequent consequences hinge on information obtained from law enforcement officials, observation by administrator, faculty members or athletic staff, admission by the athlete, or discovery through the drug testing program.

Before regaining eligibility a student athlete will be required to take a follow-up test. That test will be conducted after such an interval of time that the substance previously detected would normally have been eliminated from the body if no intervening drug use has occurred. If a second "positive" result is obtained from the follow-up test or any later test, the student will be subject to the second offense level.

Coaches may be involved in the testing pool if they agree to volunteer. A coach participating in the program that tests positive for a substance other than tobacco or alcohol or a coach under the age of 21 who tests positive for alcohol or any other illegal substances shall be referred to the building principal. The principal, athletic director and coach will meet to discuss the test results and to establish a plan of action. A second drug screen will be required after such an interval of time that the substance previously detected would have been eliminated from the body if no intervening drug use has occurred. Any follow-up tests required by the school or athletic department for

student-drivers, student-athletes, or coaches will be at the expense of the school corporation.

FINANCIAL RESPONSIBILITY

- 1. Under the Policy, North Harrison Community School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial “follow up” drug tests.**
- 2. A request on appeal for another test of a “positive” urine 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 this drug testing program, any staff, coach, or sponsor of North Harrison Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or 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 Harrison Community School Corporation’s commitment to confidentiality with regards to the program.