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**CONSOLIDATED SCHOOL  
TOWN OF NEW HARMONY AND HARMONY TOWNSHIP**

1000 East Street  
New Harmony, Indiana 47631

**PARENT/STUDENT HANDBOOK**

**School Office**  
812-682-4401

**Fax Number**  
812-682-3659

**Web Site**  
[www.nharmony.k12.in.us](http://www.nharmony.k12.in.us)

**ADMINISTRATION**

Mr. C.G. Epple  
Superintendent

Mrs. Deborah Caudill  
Principal

*Approved July 14, 2005*

**BOARD OF EDUCATION**

*Mr. Jim Scarafia, President*  
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## ***INTRODUCTION***

This handbook has been prepared by the administrators, parents, students, and staff of New Harmony School and approved by the Board of Education. This document can be reviewed and amended as needed. It provides information for each student and parent concerning policies, procedures, and requirements of the school. There is very little information in this handbook, which will be new to the student, but this is an effort to assemble all rules and regulations of the school into one concise printed format.

The student is the most valuable resource of the school and of the community. The students of today provide the hope for the future. This handbook should not be considered a restriction of freedoms, but a means of providing an orderly atmosphere in which to learn. The quality of education received will depend greatly upon the amount of effort the student exerts. The quality of life experienced after leaving school will depend greatly upon the education received.

Students who take pride in their school can look back after graduation with fondness. There is pride in being a RAPPITE.

## ***ACCREDITATION***

New Harmony School is fully accredited by the Department of Education, Division of Performance Based Accreditation, State of Indiana.

## ***NEW HARMONY SCHOOL SONG***

Oh, when the NHS boys\* fall in line.  
You know we're going to win another time.  
For the NHS I yell, I yell, and for the  
blue and white I yell, I yell, I yell.  
And when the team comes marching on the  
floor, you know we're going to make  
another score. We're gonna roll those  
————— on the side, on the side,  
Rah, Rah, Rah.

\*(may use "girls" or "team")

## ***SCHOOL COLORS***

Royal Blue and White

## ***NICKNAME***

Rappites

## **ENVIRONMENT**

We believe all students deserve to learn in a safe and comfortable environment, where they enjoy and reciprocate respect from the faculty and their student peers.

We believe all students deserve a parent or guardian who has high expectations for student achievement, is actively involved in each student's educational and career development, and provides a home environment that promotes learning.

We believe that all students deserve appropriate, fair, and equitable discipline based on school rules and guidelines.

## **EXPECTATIONS**

We believe that all students deserve to be surrounded by caring adults who believe they are capable of high achievement; all these adults have high expectations for students and believe all students should be challenged and can learn to their potential.

We believe all students deserve appropriate recognition of outstanding behavior and academic achievements.

### **Teaching**

We believe that all students deserve knowledgeable teachers, who continue to learn, and are dedicated to the personal and intellectual growth of each student.

We believe all students deserve curriculum centered on rigorous academic challenges which actively engage the students in broad, diverse, and meaningful educational experiences that address a variety of learning styles.

## **COMMUNICATION**

We believe all students deserve a school system that promotes and supports continuous communication between parents, faculty, students, and the community.

## **GUIDANCE**

We believe all students deserve help in making positive decisions related to post-secondary options, financial aid opportunities, up-to-date labor market information, and labor market trends.

We believe all students deserve an education that allows and encourages them to strive for excellence and be prepared to successfully complete post-secondary education.

All adults in our community are living by these core convictions daily and as a result, show the following attitudes and actions.

- All teachers, parents, and community members place a high value on education. They actively communicate these expectations to all students through several one-to-one discussions each year.
- School and community members are not satisfied when **MOST OR** many students reach high expectations. Instead, they are committed to helping all students achieve lofty goals.
- To ensure that all students learn, adults provide a safe and caring environment.

- All teachers are excited about their jobs, are knowledgeable of current educational research and practices, and are prepared for every class. They greet students with smiles and call them by name.
- Teachers have omitted "watered down" content from their curriculum and instead, present content that is challenging, accompanied by extra time for students who need it, and provide a variety of support initiatives including 1)"Companion Courses" for difficult subject matter allowing students an additional explanation of the material covered, 2) tutoring by teachers during Resource Period, 3) a telephone homework help line, 4) a list of "private" tutors available for math help.
- Teachers integrate curriculum between disciplines, and provide students with challenging work tasks that require students to research and apply learned knowledge and skills to solve real-world problems.
- Teachers Understand basic labor market trends, and have created a curriculum that asks students to master rigorous content.
- Teachers "go after" students who are not succeeding and help the student and his/her parents develop a plan to help the student be successful at school. The plan may include extra time for assignments or participation in one of the school's "extra help" programs.
- Teachers no longer teach general math. Instead, they teach pre-algebra in 7th grade and algebra in 8th grade.
- Teachers use a variety of instructional and assessment methods to address many different learning styles through differentiated instruction.
- Teachers involve the students in research and problem solving activities in which they can apply newly learned content.
- Adults provide instructional consequences when students misbehave rather than or in addition to punitive consequences.
- The members of the community work as an active partner with the school on projects providing guidance and expertise. Involved students participate in meetings where a community member helps students apply content to real world problem solving using the project as a lab.
- Parents are actively involved with their child's education. They not only do volunteer work at school, but they talk with their son or daughter about school on a daily basis and monitor the Personal Educational Plan (PEP). They also talk with their son's or daughter's teachers on a regular basis, providing support as needed.

*As a result of these efforts, our school's vision for student achievement data is as follows:*

*Indicators of Educational Achievement*

<i>3<sup>rd</sup> Graders mastering ISTEP essential skills</i>	<i>100%</i>
<i>6<sup>th</sup> Graders mastering ISTEP essential skills</i>	<i>100%</i>

<i>8th Graders mastering ISTEP essential skills</i>	100%
% of students at or above grade level-reading	100%
% of students at or above grade level-math	100%
% Passing all classes	100%
% Passing Graduation Qualifying Exam in 10th Grade	100%
% Scoring 1600 on SAT	100%
% Scoring 36 on ACT	100%
% Scoring Top Score on Apprenticeship Entrance Test	100%
% Earning 30 on ASVAB	100%
% Earning a 4.0 GPA on a 4.0 scale	100%
% Passing Geometry	100%
% Passing 1st Year Algebra	100%
% Passing 2nd Year Algebra	100%
% Passing math beyond 2nd Year Algebra	100%
% Passing most rigorous English courses	100%
% Earning a 3 or better on AP exams	100%
% Earning postsecondary credit	100%
% Graduating	100%
% Earning Core 40 Diplomas	100%
% Earning Honors Diplomas	100%

In this environment where all adults are living by their core convictions, all students have high expectations of themselves and are actively involved in their learning. Students accept ownership and responsibility for their education. Each student eagerly pursues academic and CAREER EDUCATION, and participates in integrated projects (some in the classroom, some at a worksite) in which they use learned knowledge and skills to solve challenging real-world problems. All students are involved in work-based learning experiences where they apply academic knowledge and skills. Students are well motivated with strong self-esteem, and approach learning with a clear sense of purpose. Students exhibit strong personal management, citizenship, and team-building skills. Each student possesses the self-knowledge, educational and career awareness, and skills required to make sound educational and CAREER DECISIONS. All STUDENTS HAVE meaningful future plans with tentative career selections and corresponding course work selections.

## **ACADEMIC**

*A minimum of 41 credits must be earned for graduation; 25 credits are required and 16 credits are elective. A credit is earned for successful completion of 1 semester's work in any CLASS, WHICH meets daily with the exception of Physical EDUCATION, WHICH is one-half credit.*

**GRADUATION REQUIREMENTS-through the class of 2009**

***General Diploma- 41 credits to include:***

- |                                 |                  |
|---------------------------------|------------------|
| 1. <i>English Language Arts</i> | <i>8 credits</i> |
| 2. <i>Mathematics</i>           | <i>6 credits</i> |
| 3. <i>Science</i>               | <i>4 credits</i> |

4. <i>U.S. History</i>	<i>2 credits</i>
5. <i>Government/Economics</i>	<i>2 credits</i>
6. <i>Health and Safety</i>	<i>1 credit</i>
7. <i>Physical Education</i>	<i>1 credit</i>
8. <i>Keyboarding</i>	<i>1 credit</i>
9. <i>Electives to complete</i>	<i>41 credits</i>

**Core 40 Diploma - 41 credits to include:**

1. <i>English Language Arts</i>	<i>8 credits</i>
2. <i>Mathematics</i>	<i>6-8 credits</i>
3. <i>Science</i>	<i>6 credits</i>
4. <i>U.S. History</i>	<i>2 credits</i>
5. <i>Government/Enconomic</i>	<i>2 credits</i>
6. <i>World History</i>	<i>2 credits</i>
7. <i>Other subjects</i> <i>(from the above 4 subject areas)</i>	<i>8 credits</i>
8. <i>Electives</i>	<i>2-4 credits</i>
9. <i>Physical Education</i>	<i>1 credit</i>
10. <i>Health/Safety</i>	<i>1 credit</i>
11. <i>Keyboarding</i>	<i>1 credit</i>

**Academic Honors Diploma -**

***47 credits to include:***

1. <i>English Language Arts</i>	<i>8 credits</i>
2. <i>Social Studies</i>	<i>6 credits</i>
3. <i>Mathematics</i>	<i>8 credits</i>
4. <i>Science</i>	<i>6 credits</i>
5. <i>World Language</i>	<i>6 or 8 credits</i>
6. <i>Fine Arts</i>	<i>2 credits</i>
7. <i>Health and Safety</i>	<i>1 credit</i>
8. <i>Basic Physical Education</i>	<i>1 credit</i>
9. <i>Electives to complete 47 credits.</i>	

*In addition to the minimum requirements, academic honors courses must meet the following criteria:*

*Social studies credits must include 2 credits in US History, 1 credit in US Government, and 1 credit in economics. At least one credit must be in World History with an additional credit in World History, Geography, or Sociology.*

*Mathematics credits must include 2 credits in Algebra I, 2 credits in Geometry, 2 credits in Algebra II, and 2 credits in college math (Pre Calculus or AP Calculus)*

*Science credits must include 2 credits in biology and 2 credits in chemistry. An additional 2 credits must be earned in biology, chemistry, or physics.*

***Foreign language credits must include 6 credits in one foreign language or 4 credits in each of two foreign languages.***

Only courses in which the student receives a semester grade of C or better may count toward the academic honors diploma. To be eligible for the academic honors diploma, a student must have a grade point average of 3.0 or above.

***NEW REQUIREMENTS EFFECTIVE BEGINNING WITH THE CLASS OF 2010***

***Indiana Minimum High School Diploma***

English/Language Arts	8 credits (Credits must include literature, composition, and speech)
Mathematics	4 credits (2 credits: Algebra 2 or Integrated Mathematics I; 2 credits any math course)
Science	4 credits ( 2 credits: Biology I 2 credits: any science course)
Social Studies	4 credits (2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course)
Physical Education	2 credits
Health and Wellness	1 credit
Physical Education	1 credit
Career Academic Sequence	6 credits (Selecting electives in a deliberate manner to take preparation opportunities.)
Flex Credit	5 credits (To earn the 5 Flex Credits a student must complete one of the following: Additional courses to extend the career-academic sequence. Courses involving workplace learning, which may include the following courses: Career exploration internship Career planning and success skills (internship) Business cooperative experiences Cooperative family and consumer sciences Industrial cooperative education Interdisciplinary cooperative education Marketing field experience)
Electives	6 credits (Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years.)

***Indiana Core 40***

English/Language Arts	8 credits (must include literature, composition, and speech)
Mathematics	6 credits (2 credits: Algebra I*; 2 credits: Geometry*; 2 credits: Algebra II* (or complete Integrated Math series I, II, and II for 6 credits.) All students are strongly recommended to take math their

Science Physics I or any Core 40	6 credits (2 credits: Biology I; 2 credits: Chemistry I or Integrated Chemistry-Physics; 2 credits: science course)
Social Studies Government; 1 History/Civilization	6 credits (2 credits: U.S. History; 1 credit: U.S. credit: Economics; 2 credits: World or Geography/History of the World)
Directed Electives	5 credits (World Languages, Fine Arts, Career/Technical)
Physical Education	2 credits
Health and Wellness	6 credits (Career Academic Sequence Recommended. All students are strongly encouraged to complete a Career Academic Sequence (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.)
Electives state. High more electives	6 credits (Specifies the number of electives required by the school schedules provide time for many during the high school years.)
<b>40 Total State Credits Required</b> (local schools may have additional requirements)	

**with Academic Honors** minimum 47 credits

For the Core 40 with Academic Honors diploma, students must also:

- Earn 2 additional Core 40 math credits, and
- Earn 6-8 Core 40 world language credits, and
- Earn 2 Core 40 fine arts credits, and
- Earn a grade of "C" or above in courses that will count toward the diploma, and
- Have a grade point average of "B" or above, and

Complete one of the following:

- Two Advanced Placement courses and corresponding AP exams
- Academic, transferable dual high school/college course(s) resulting in 3
- Score 1200 or higher combined SAT math and verbal
- Score a 26 composite ACT
- An International Baccalaureate Diploma.

**with Technical Honors** minimum 47 credits

For the Core 40 with Technical Honors diploma, students must also:

- Earn a grade of "C" or above, and
- Have a grade point average of "B" or above, and
- Complete a career-technical program resulting in 8-10 credits, and
- The student must earn a state-recognized certification or certificate of technical achievement in the career-technical program.

## ***GRADUATION EXAM***

The State of Indiana now requires students to qualify for graduation by proving proficiencies through a Graduation Qualifying Exam. Students take the exam in the fall of their sophomore year. Students may take the exam a total of five times during high school.

## ***SCHEDULES***

Students in grades seven and eight are scheduled by group with few exceptions. Each student in these grades will be given a schedule to follow. Students are expected to report to the proper class or study area at the designated time.

Students in grades nine through twelve are scheduled according to the subjects they are studying. *Student initiated* class changes may only be made during the first five meetings of the course of each semester.

Every effort is made to construct a master schedule that will provide each student with the subjects selected or an alternative subject. If it becomes necessary to assign a subject other than those selected by the student, the counselor will contact the student *by phone or letter* to discuss the change. If the counselor cannot make contact, another subject will tentatively be selected.

## ***GRADING SCALE (GRADES 7-12)***

The evaluation of student achievement is one of the challenging opportunities facing the teacher. The accepted marking system is as follows:

A+	99-100%	C+	78-79%	Other marks that may be used are:
A	92-98%	C	72-77%	I - Incomplete
A-	90-91%	C-	70-71%	P - Pass
B+	88-89%	D+	68-69%	
B	82-87%	D	62-67%	
B-	80-81%	D-	60-61%	
F	59% or below			

An incomplete is given when the student has not been able to complete the assignments due to illness or emergency. An incomplete on the report card becomes an "F" if work is not completed. Make-up work is the responsibility of the student.

## ***PERFORMANCE REPORTS***

Commendation reports may be sent to parents of students who are doing excellent work or to students displaying marked improvement. Deficiency reports are sent at the midpoint of each grading period for students who are failing *or working below expected level* in class at that time.

## **SEMESTER GRADES**

Semester grades are figured from three six week grading periods *and final exams if applicable*. Each teacher will send a course description home with each student at the beginning of the course explaining how the academic and conduct grades will be figured in his/her class and a statement of student expectations.

## **RETENTION POLICY** **Board Policy 5410**

*New Harmony School retention policy will:*

- A. require the recommendation of the professional staff for any promotion, placement or retention;*
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;*
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;*
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.*

## **JUNIOR AND SENIOR HIGH HONOR ROLL**

There are two types of honor roll at New Harmony School. Both types of honor roll will be published every 6 weeks and at the end of each semester. High Honor Roll recognizes a students who receives an "A" in each course. Honor Roll recognizes those students receiving an "A" or "B" in each course.

## **POLICY FOR FINAL ASSESSMENTS**

1. Assessments shall be given in all high school classes. *Second semester assessments* for graduating seniors *are optional*. *Assessments* at grade levels other than high school may be given at the discretion of the teacher.
2. The final assessment grade *will be included* with the three six weeks' grades to arrive at a final grade for the course. *Final assessments shall not be counted more than 1/7 of the final grade.*
3. Students will be given a maximum of two weeks following the close of any semester to take any assessment which was missed because the student was not in school. If more than two weeks is needed by a student, a doctor's statement must be presented attesting to this fact.

4. All final assessments should be given during the time scheduled unless extenuating circumstances affect their administration. Make-up assessments for students who are absent from class at the time the assessments are given will be scheduled by the teacher, providing the absence is excused.

5. Students who miss a semester final assessment must contact the principal's office within two weeks to arrange for make-up of any assessments or receive an "F" for the assessment..

6. Should unusual circumstances arise which prevent the student from meeting time deadlines, the student should submit a written explanation to the principal. The principal may then grant an extension, if necessary.

7. Exceptions to this policy may be made by the administration with school board approval.

### ***CORRESPONDENCE, EVENING, OR SUMMER COURSES***

Students earning credits through an approved correspondence, evening, or summer course should have all such work completed by the end of the seventh semester of high school (first semester of senior year) in order for credit to be given. The administration may allow seventh semester failures to be made-up through course work during the eighth semester. The student must make sure that reports of grades and completion of the course are sent to the guidance counselor early enough for records to be completed in time for graduation.

### ***HOMEWORK POLICY***

The Consolidated School Town of New Harmony and Harmony Township Board of Trustees believes that homework should be based on specific instructional objectives so that it can contribute significantly to the educational process. Homework should provide essential practice in needed skills, encourage students in good work habits, extend and enrich the school experience, assist students in learning to budget time, provide an opportunity for increasing self-direction and growth in responsibility, and stimulate the student's use of out-of-school learning resources.

The following guidelines are intended to assist students, parents, teachers, and principal in understanding their responsibilities in regard to homework assignments:

1. Homework should be planned to be consistent with instructional goals. It should be completed by the student within the time limits so maximum benefit may be derived from the assignment.
2. Since homework should be task oriented rather than time oriented, the amount and difficulty of homework should vary with the grade, age, and needs of the class and the student.

3. The teacher has the professional responsibility to assign homework when needed. Each teacher shall establish and communicate to the student and/or parent a method for assigning, receiving, recording, and evaluating homework.
4. Homework should offer practice in the use of skills and topics which have already been introduced and clearly explained in the daily classroom work. No homework assignment should require resources which are not readily available to all students.
5. Homework shall be given for educational rather than punitive purposes.
6. Students shall be held responsible for doing the homework assignments.
7. Parents should encourage their children by showing interest, providing an environment conducive to study, and helping develop study schedules. Parents, however, are not expected to do instructional work.

### ***PARENT-TEACHER-STUDENT CONFERENCES***

New Harmony School sponsors a fall and spring opportunity for parents/guardians and teachers to schedule conferences. Although these are formal times to arrange for a conference, it is important for the teacher or parent to ask for a conference at any time during the year when a question arises about a student's progress, effort, or behavior. Conferences are best held when they are prescheduled by either the school or parents/guardian. *Students may attend and participate in parent-teacher conferences where expectations of teacher, parent, and student will be identified for all parties to be informed. All areas of student skills will be discussed. The student's level of participation may vary depending on student age, maturity, and teacher/parent discretion. We believe this strategy sets a high expectation for student accountability and increases parent involvement.*

### ***COLLECTION OF FEES***

School fees, late fees, court costs, filing fees, and attorney fees will be recovered should it become necessary to legally pursue collection of textbook, cafeteria, or other student fees. Fees delinquent at the end of the school year will be referred to the attorney for collection.

### ***TEXTBOOKS & SCHOOL SUPPLIED MATERIALS/EQUIPMENT***

Textbooks will be made available for students on a rental basis. Full price of workbooks will be charged. ***Fees are due on Enrollment Day, August 2, 2005.***

Student textbook rental fee depends on the individual student's schedule.

School supplied materials are to be returned in the same condition they were received. This plan provides that the funds for textbooks and workbooks shall be handled through the Textbook Rental Fund, and that parents are responsible for replacing damaged or lost books, workbooks, school equipment, and non-consumable materials.

### ***SCHOOL BOOKSTORE***

The school office operates a *limited* school bookstore from which students may purchase incidental items needed for class. Students should plan ahead to have the regular materials they need for class.

### ***EXTRACURRICULAR ACCOUNT***

All funds of clubs or organizations will be handled through the extracurricular account by an appointed, bonded *bookkeeper*. The sponsors must approve all transactions.

### ***SCHOOL DAY***

School doors will remain locked until 7:40 a.m. each day. The school assumes no responsibility for students who arrive before 7:40 a.m. or for students who remain after 3:10p.m. unless they are directly involved in a school activity. All students who arrive at school before 7:50 a.m. should report to the gym. The school breakfast program is available to students starting at 7:40a.m. At 7:50 a.m. students will leave the gym to report to their classrooms.

Regular student hours for elementary, junior high, and high school are 8:00 a.m. to 3:00 p.m. daily. Kindergarten hours are 8:00 a.m. to 11:00 a.m. **Students arriving late or leaving early, at any time, must sign in or out in the school office.**

#### **High School Class Periods:**

Reading in first period class	8:00A.M. to 8:20A.M.
Period 1	8:20 A.M. to 9:08 A.M.
Period 2	9:11 A.M. to 9:59 A.M.
Period 3	10:02 A.M. to 10:50 A.M.
Period 4	10:53 A.M. to 11:41 A.M.
Period 5	12:30 P.M. to 1:18 P.M.
Period 6	1:21 P.M. to 2:09 P.M.
Period 7	2:12 P.M. to 3:00 P.M.

#### **Lunch Periods:**

Grades 1-2-3	11:00 A.M. to 11:30 A.M.
Grades 4-5-6	11:20 A.M. to 11:50 A.M.
Grades 7-8-9	11:44 A.M. to 12:14 P.M.
Grades 10-11-12	12:07 P.M. to 12:27 P.M.

## **ATTENDANCE**

The primary responsibility for student attendance lies with the student and the parents of the student. Regular attendance is important for successful achievement in school; it also encourages the development of responsible behavior. Irregular attendance is one of the main reasons for poor work and failure. Irregular attendance contributes to the development of poor habits and prevents exposure to the learning experiences at school. Taking advantage of all educational opportunities should be a top priority.

### **ABSENCE PROCEDURE AND POLICIES**

A parent or guardian should notify the school office (682-4401) before 8:00 a. m. on the morning of an absence by telephone, note, or in person. Information should include the student's name, grade, reason for absence, date of absence, and if relayed by note, a proper signature. School officials will determine if the absence is excused or unexcused according to Board policy. Unexplained absence will be considered unexcused and credit for the time missed in class will not be allowed.

*All absences, excused and unexcused, will accumulate toward a seven-day total for each semester, with the exception of the following **when accompanied by acceptable documentation**: (1) observance of religious holidays, (2) personal illness or injury, documented by a doctor or other health professional's statement, (3) death in immediate family, (4) college days.*

*The following days are not counted as an absent:*

*(1) serving as a page in the Indiana Legislature, (2) exhibiting at the State Fair, (3) a student who is issued a subpoena to appear in court, (4) a high school student who is ordered to active duty with the Indiana Guard, (5) working at the polls on election day.*

#### **Denial of Credit (High School Only)**

*Each semester a student will be denied credit on the eighth absence of a class. Notes from doctors, dentists, or other health care providers must be received by the office **within three days of the date the student returns to school**. Notes not received within three school days will not be accepted. When a student is denied credit in all classes, he/she may be recommended for expulsion from school; or if legal age will have the option to withdraw.*

*When the fourth absence occurs parents will be notified of the seven (7) day limit.*

*When the seventh absence occurs parents will be notified that any further absences will result in the loss of credit for the current semester.*

*Junior High School students will serve two-hour detention for every absence after their seven-day limit. Elementary students will serve one-hour detention for every absence after their seven-day limit*

### *Attendance Policies*

- 1. Students shall attend all scheduled classes and activities to which they are assigned during the school day unless properly excused by school authority.*
- 2. Vacations during school time are unexcused. In Indiana, school attendance is mandatory and schools cannot give permission for absence beyond the law. Parents/guardians are advised to plan family activities when school is not in session.*
- 3. Student absences shall be reported to the school by parent/guardian by 8:00 a.m. on the date of absence, or where circumstances require, a note may be sent to school on the following day.*
- 4. Students who find it necessary to leave school before the completion of their school day must receive the approval of the proper school authority and sign out in the school office. Once students arrive at school they must remain on school premises unless they have prior permission from school authorities to leave.*
- 5. Students who are excused early from school must leave school property immediately.*
- 6. Students who report to school tardy shall report to the office upon arrival.*
- 7. The student is responsible for requesting make-up work including tests by using the procedures set forth by the school. Make-up work will not be given for days students have been marked truant.*
- 8. On the day of return from an out-of-school suspension a student may contact a teacher and request make-up work for the time absent. The student will then have one day for each day of suspension. The total number of days will not exceed 5 days to complete class work missed and turn it into the teacher. A student who does not request the work on the day of return or turn the work in by the end of the required day will forfeit his/her rights to make-up work. Make-up work turned in under the above requirements will be graded by the teacher and student given full credit.*
- 9. Students who attend school functions or who work after school on the same day they are absent from school will receive an unexcused absence unless special arrangements have been made.*

### **TRUANCY**

Truancy is defined as a student's refusal to attend school in willful defiance of parental or school authority. The school does not sanction or approve of an organized day of absence, such as "skip day". Such an event will be treated as a truancy.

Juvenile authorities will also be notified of continual truantries of students on probation. Penalties for truancy are:

- 1.) three day in-school suspension
- 2.) three day out-of-school suspension,
- 3.) five day out-of-school suspension and parental conference,
- 4.)expulsion from school the remainder of the current semester and the following semester, notification of juvenile authorities.

### **MAKE-UP WORK**

The student is allowed one day make-up time for each day of excused absence. The nature of the make-up work will be determined by the teacher.

*After a student has been absent for two or more days, a parent/guardian can request through the office assignments from the teachers to facilitate schoolwork.*

When a student will be or has been absent, it is the student's responsibility to get assignments from all teachers.

### ***EARLY DISMISSAL AND LATE ARRIVAL***

No student is permitted to leave school grounds during the school day unless approved through the office. All students must SIGN OUT and leave the building from the office.

Students who arrive late must SIGN IN on the appropriate sheet in the office and follow "Absence Procedure" outlined previously.

A parent or guardian should notify the school by 8:00 a.m. in advance of medical, dental, or legal appointments. A student who is able to return to school should make every effort to do so as soon as possible *with verification of the appointment.*

### ***TARDINESS***

Students are expected to report on time to school in the morning, after lunch, and for each class throughout the day. A tardy is defined as a student not being seated in the classroom prior to the ringing of the tardy bell. **Also, a student more than twenty (20) minutes tardy to any class will be considered absent for that period.** Teachers will record tardies for each class period and will notify the office. The *school nurse* will add accumulated tardies and notify the principal who will assign detentions. (High School and Junior High)

1st tardy - warning

2nd tardy - *the student will serve a one-hour after school detention with contact to parent/guardian prior to serving.*

3rd tardy - *the student will serve a two-hour after school detention with contact to parent/guardian prior to serving.*

4th tardy - one day in-school suspension

*Elementary students will be given two warnings and on the third tardy will serve a one-hour detention.*

### ***ELECTION WORKER ABSENCE***

Special forms are available in the principal's office for participation in elections. Students must verify to school authorities the performance of services by submitting a document signed by a political official. **Students are expected to submit the appropriate forms at least two days prior to the election. A one-page written report of learning experienced will be turned in to the principal upon return to school.**

## ***COLLEGE DAYS***

Students are permitted a total of two college days during their junior and senior years. College days are not counted as a day of absence and make-up work is permitted. These days should be taken prior to the last two weeks of the first semester and **before May 1st second semester. Please see the school counselor for the required form. The form must be submitted to the principal two school days prior to visitation day. Upon return to school, students must turn in to the attendance officer a signed verification document from the visited college. Failure to turn in documentation will result in unexcused absence.** Additional days may be granted by the administration upon request.

## ***ENROLLMENT***

All students enrolling in the district will present a copy of a certified birth certificate and immunization record for their permanent record. Students will not be allowed to enroll if they are currently suspended or expelled from another school. Parents or guardians *must* sign a release form to allow their student's documentation to be transferred to New Harmony School.

## ***WITHDRAWING/TRANSFERRING FROM SCHOOL***

Withdrawing or transferring from school will require an exit interview for students 16-18 years old. The school will send official student records upon request from the new school. *Prior to withdrawing or transferring all textbooks must be returned and all outstanding fees must be paid.*

## ***HEALTH***

The nurse may be contacted at 682-4401 for student health or illness related questions from 7:30 a.m. until 3:30 p.m. daily.

## ***ILLNESS***

Students who become ill or are seriously injured during the school day will be sent home or to the appropriate place designated on school registration cards. It is very important that home and emergency phone numbers be provided to the school. Students with infectious illnesses are to be excluded from school as the condition warrants. **Parents are to keep students with elevated temperatures above 100 degrees at home for at least 24 hours after the temperature has returned to normal.** Students sent home ill may not return to school later in the same day or attend after school functions. Students with infectious illnesses should not come to school for the purpose of meeting the attendance requirements, for extra-curricular activities, or for the purpose of taking an exam. Students may be excluded from school if immediate removal is necessary to protect persons or school corporation property.

**IMMUNIZATIONS**

Per Indiana state law:

When a child enrolls the parent/guardian shall furnish an adequately documented statement of the child's immunizations which shall show that the child has received at least the minimum number of doses for his age. A child will not be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

1. The school has current immunization records on file showing the requirements are met.
2. The school gives the parent/guardian of the child a waiver for no more than twenty days.
3. The parent/guardian presents a current medical objection with a physician's signature.
4. The parent/guardian presents a current religious objection.

See the following minimum requirements:

	DT&P/DTP/DT or any combination	DPV/IVP or any combination	Measles	Rubella	Mumps	Hep B
Pre K	4	3	1	1	1	
K/1st	5	4	2	1	1	3
2nd	3	4	2	1	1	3
3rd	3	4	2	1	1	
4th/5th	3	4	1	1	1	
6th-12 <sup>th</sup>	3	4	2	1	1	
9 <sup>th</sup> -12 <sup>th</sup>		4	2	1	1	3

One dose of the Varicella vaccination in Kindergarten or First Grade. This is not required if the parent sends a written verification to the school nurse stating that the student has previously had Chicken Pox.

**MEDICATION**

All medication administered at school is to be administered by the school nurse or other designated school staff person. This includes prescription as well as non-prescription medications. **All medication must be provided to the school in the properly labeled bottle or container for that student. Only FDA approved medication will be administered.** Parents should complete the proper forms in the nurse's office for any child who takes medication on a regular basis or who has special medication on an as needed basis.

**FLUORIDE MOUTHRINSE PROGRAM**

Each year students in Kindergarten through Fifth Grade are given the opportunity to participate in a fluoride mouth rinse program. This program is available through the Indiana University School of Dentistry. Students rinse their mouths with a flavored fluoride solution for one minute each week to provide additional protection from cavities.

Parents of these students are asked to indicate permission for their child to participate in the program on the back of the enrollment card. There is no charge for this program.

### ***PHYSICAL EXAM***

Parents are encouraged to have students examined by a physician upon entering school at the Kindergarten level and again before entering the ninth grade. All students who participate in junior high *or* high school sports must have a physical examination each year prior to participation.

### ***HEAD LICE***

Students with head lice will be excluded from school until proper treatment has been executed and until the hair is nit free. Readmission to school will be upon recommendation of the school nurse.

### ***EXTRACURRICULAR ACTIVITIES***

Students are to leave the building at the close of the school day unless they are attending a school event, an activity practice, or are meeting in conference with a member of the teaching staff. Students must not be in the building when school is not in session unless they are under the direct supervision of a member of the staff of the school system.

### ***ATTENDING EXTRACURRICULAR ACTIVITIES***

Students attending an extracurricular activity will not be permitted to leave and return unless permission is received from a member of the staff who is supervising the activity. Arrangements should be made in advance to leave the building promptly and for transportation home after an activity (within approximately 15 minutes after the close of the activity).

### ***ACADEMIC COMPETITIONS***

The academic teams provide an opportunity for students to be involved in inter-scholastic competition.

### ***STUDENT ACTIVITIES***

Student activities are under the direct supervision of the school staff. Activities include any academic, athletic, or other school-sponsored event whether held at school or at some other location. Parent/student handbook rules apply for all school activities.

### ***ATHLETICS***

Athletics are an integral part of the total educational process. A comprehensive program of athletic activities is available to both boys and girls. New Harmony High School is a member

of the Indiana High School Athletic Association and abides by the rules and regulations of that organization. Coed participation may be allowed under IHSAA regulations. All student athletes will be required to follow the guidelines set forth by IHSAA and New Harmony Athletics policy.

### ***CHEERLEADERS***

The cheerleaders encourage spectator participation at athletic events and organized pep assemblies.

### ***DRAMA CLUB***

The Drama Club provides an opportunity for student involvement in the performing arts. Involvement may include performance, production, and attendance of professional theater productions. Membership is open to all senior high students and to junior high school students after consultation with the sponsors.

### ***FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA***

The purpose of FCCLA is to increase the students' knowledge of family and consumer science and related activities through field trips and community service projects. Any high school student who has taken or is enrolled in a family and consumer science class may be a member of FCCLA Club.

### ***JUNIOR ACADEMY OF SCIENCE***

This club for advanced science students is a certified branch of the Indiana Academy of Science. Members enrich their science knowledge through field trips, speakers, and participation in science oriented conferences.

### ***JUNIOR BETA CLUB***

The Jr. Beta Club is an honor society for students in grade six with a 3.7 GPA and students in grades 7-9 with a cumulative GPA of 3.5 or better. Candidates are also evaluated on character, leadership, and service as part of the final selection process.

### ***NATIONAL HONOR SOCIETY***

A sophomore who has a 3.7 or a junior who has a 3.5 cumulative grade point average at the end of five semesters is eligible for consideration to National Honor Society. A senior with a 3.2 GPA at the end of seven semesters is also eligible for consideration. After meeting these requirements, candidates are evaluated on character, leadership and service as part of the final selection process.

### ***ART CLUB***

The art club is open for membership to all high school students. The purpose of this club is to give its members the opportunity to expand their total awareness by incorporating the appreciation of art into their lives.

### ***PEP CLUB***

The pep club is open for membership to all junior high and senior high school students. Its purpose is to support the athletic teams and promote school spirit.

### ***STUDENT COUNCIL***

The purpose of the student council is to provide a forum for student expression, to provide a course of direction in school activities, to enhance the general welfare of the student body, and to promote communication among the students, faculty and administration. Two representatives are elected from each class in grades seven through twelve.

### ***PARENT ACTIVITIES***

#### ***PAT (PARENT AND TEACHER ORGANIZATION)***

New Harmony School has an active Parent and Teacher organization which works with the school to promote a close and supportive environment between parents and teachers. The PAT sponsors many events each year including: Fall Festival, Spelling Bee, Student Awards, Book Fair, Art Fair, Science Fair, Muffins for Mom, Donuts for Dad, Behavior Parties, and refreshments for Young Authors' Conference.

### ***RAPPITE BOOSTER CLUB***

The Booster Club has been in existence for a number of years. Club members have been especially active buying meals, uniforms, honor jackets, and equipment for the sports programs. To join or become involved, contact the school office. *It is inferred that if your child is in athletics parents are a member of the Booster Club and will be contacted for support.*

### ***MUSIC BOOSTER CLUB***

The Music Boosters support the music department at NHS through a variety of activities. Funds are raised through the magazine sales drive and concession stands profits. The department purchases musical equipment and materials through special fund raising projects by this group. Members help publicize events. All parents and friends of the music department are encouraged to be involved. To join or be involved, contact the school office.

### ***GUIDELINES FOR DANCES***

1. Dances will be scheduled through the office, with permission from the principal.
2. Dances are open only to New Harmony students and their registered guests.
3. If a student wishes to bring a guest who is not a New Harmony student, that guest must be registered by noon the day of the dance (or on the last school day prior to the dance). The organization sponsoring the dance will provide a sign-up sheet.
4. Any student who registers a guest who is not a New Harmony student is responsible for the conduct of the guest. Any misconduct on the part of the guest will be treated as misconduct on the part of the person who registered the guest.
5. The school reserves the right to refuse admittance to any guest.
6. The code of conduct for dances is the same as the code of conduct for school or for any other activities.
7. At least *two parent chaperones* must be present for any dance. These chaperones must be approved in advance by the faculty sponsor. At least two faculty members must also be present.
8. Any student or guest who creates a disturbance at a dance *will* be asked to leave and may be excluded from future dances.
9. After entering a dance, students are expected to remain there. Those who leave will not be allowed to return. Emergency situations will be handled at the discretion of the faculty member in charge. Students will sign out for leaving early, the time will be noted, and parents will be phoned, *when requested*.
10. Any evidence of alcohol or drugs will be referred to police.
11. Circumstances that warrant special consideration will be dealt with at the time by the faculty members and/or administrators present.
12. No food or drinks will be brought to the dance by students.

### ***STUDENT BEHAVIOR***

#### **Rights, Responsibilities, Regulations, and Procedures**

Students are expected to be courteous to staff members, to fellow students, and to visitors at school or at school events.

While attending all extra-curricular activities such as athletic contests, students are expected **to be seated in the gym or bleachers during the actual progress of a contest**. During intermissions, for the safety of all concerned, students are expected to walk in the halls and classrooms, and when moving from one part of the building to another.

The school has the right to review a student's behavior at school; while attending a school activity, home or away; and while traveling to or from school or a school activity. Students are expected to discipline themselves and respect the rights of others as they seek their own just and legal privileges as members of our school and society.

The primary responsibility for the development, encouragement, and the maintenance of self-discipline rests with the student and his/her parents. The secondary responsibility is shared jointly by students, parents, teachers, administrators, the Board of Education, and in general, our community. The regulations which follow and other rules, regulations and policies approved by the School Board are to be used in situations in which self-discipline has failed. In such instances, the School Board then has to assume the responsibility for proper discipline through the administrators and teachers working with the students and their parents.

When violations of school rules, regulations or policies of the School Board occur, consequences may be reprimand, restitution or replacement of property, probation referral to special personnel, parent conferences, temporary dismissal from class, suspension, *or expulsion*. In general, corrective measures to be used may consist of one or more of these steps:

- warning from staff member
- conference and parent notification
- loss of privileges and a plan to improve
- conference with parent
- suspension
- expulsion

Students will be informed of their responsibilities and rights concerning school suspensions, expulsions, and temporary dismissals, a brief summary of portions of Indiana Code 20-8.2-5-(1-16) is given here.

(A copy of Indiana Code 20-8.1-5-(1-16) is available in the principal's office and in the media center.)

Procedural due process is also defined by Indiana Code 20-8.1-1-5-1(1-16) and will be followed in all cases involving suspension, *or expulsion*.

### ***DISCIPLINE GUIDELINES***

*The Principal is responsible for the development of good disciplinary practices within the school.* Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

- 1) Reprimand by teacher and/or administrator
- 2) Assignment of after *school* detention
- 3) Request for parent/guardian conference
- 4) Contact with probation officer
- 5) Contact with attendance officer
- 6) Contact with Indiana Bureau of Motor Vehicles
- 7) Referral to school counselor
- 8) Removal from class by teacher
- 9) In-School Suspension
- 10) Out-of-school Suspension
- 11) Due Process Procedure (Expulsion)
- 12) Restitution
- 13) Any other means that are appropriate

**Written referral**-A written referral is *given* by any staff member when there is a disciplinary incident or further disciplinary measures are taken past an oral reprimand. Each written referral has a consequence and becomes a part of the student's written disciplinary record for that school year.

Usual disciplinary steps which will be followed when students receive a written referral include:

- Detention
- One day in-school suspension
- 3 days in-school suspension
- 1 day out-of-school suspension
- 3-5 days out-of-school suspension
- 5-10 days out-of-school suspension
- Due process (Expulsion)

Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measure may be administered at any level when deemed necessary and appropriate for the violation.

**DISRUPTION** of the educational atmosphere of the **CLASSROOM** or **SCHOOL**

- 1st Offense - teacher reprimand and/or removal from class
- 2nd Offense - One - five detention periods with parent notification
- 3rd Offense - One - ten days out-of-school suspension with parent notification
- 4th Offense - One - ten days out-of-school suspension with parent notification, request for parent conference at school with possible loss of credit and/or expulsion process

**DISRESPECT** toward a teacher/adult supervisor in school and/or refusing to follow directions in the **CLASSROOM** or **SCHOOL**

- 1st Offense - teacher reprimand and/or removal from class
- 2nd Offense - One - five days of in-school suspension
- 3rd Offense - One - five days of out-of-school suspension
- 4th Offense - Five - ten days of out-of-school suspension with parent notification, request for parent conference at school with possible loss of credit and/or expulsion process

**VANDALISM/STEALING** school property or private property at **SCHOOL**

- 1st Offense - One - ten days of out-of-school suspension with parent notification, police notification, and restitution
- 2nd Offense - Ten days of out-of-school suspension with recommendation to the superintendent for expulsion for the current and/or next semester, parent notification, police notification, and restitution

**THREATENING/INTIMIDATING** another **STUDENT** or member of the **SCHOOL STAFF**

1st Offense - One day of out-of- school suspension with parent notification

2nd Offense-Three to five days of out-of-school suspension with parent notification

3rd Offense - Ten days of out-of-school suspension with parent notification and recommendation to the superintendent for expulsion from school for the current semester and/or next semester

*Intimidation or threatening of staff will result in notification to police authorities.*

**FIGHTING** at school or on **SCHOOL PROPERTY**

1st Offense - Five days of out-of-school suspension with parent notification

2nd Offense - Ten days of out-of-school suspension with parent notification and recommendation to the superintendent for expulsion for the current semester and/or next semester.

**OTHER DISCIPLINARY ACTIONS**

**1. Removal from class or activity by the teacher:**

An elementary, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of one day. This student is assigned regular or additional work to be completed in another school setting.

**2. Detention**

Detention periods before or after school, up to 2 hours, may be used by school staff and administration. Parent notification is required by note or phone call for a student to remain after school. When a parent cannot be reached, the detention may be served the next school day. The parent or student is responsible for the student's transportation. Students may be required to complete an assignment as it might relate to the disciplinary action during detention.

**Staff-initiated detention**-Any staff member may initiate a detention for a student for disciplinary reasons. Teachers or administrators will be responsible for student supervision in these cases.

**Office-initiated detention**-A student may receive detention for disciplinary reasons from a school administrator. The administrator will see that there is appropriate supervision for detention times assigned.

**3. Suspension from school by the principal:**

The school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.

**In-school suspension**-Students will be given an opportunity to make up work including tests and quizzes. In-school suspension students will sit in a suspension room monitored by video.

**Out-of-school suspensions**-No make-up work *of daily assignments* will be permitted.

**4. Expulsion**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following

semester, with the exception of a violation of rule 13 under the heading Grounds for Suspension or Expulsion in this policy.

### ***BULLYING***

*Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.*

*Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.*

### ***STUDENT HAZING***

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, or other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subjected to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

## ***GROUNDS FOR EXPULSION OR SUSPENSION***

### **A. Student Misconduct and/or Substantial Disobedience**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of a school or educational function, or of any meeting or assembly on school property.
- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property while on school properties.

4. Causing or attempting to cause physical injury or behaving in such a way as would reasonably cause physical injury to any person. Self-defense or reasonable action undertaken or the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.

5. Threatening or intimidating any person for any purpose, including money or anything of value from the student.

6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

8. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also, prohibited is the consumption of any of the stated substances immediately before school or a school function or event.

a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed

medication  
medication.

4. The student is authorized to possess and self-administer the prescribed

9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

10. Possessing, using transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants or any kind, be they available with or without a prescription.

11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.

12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

14. Engaging in any activity forbidden by the law of Indiana that constitutes an interference with school purposes or an educational function.

15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel;
  - f. possessing or using a laser pointer or similar device.
17. Using on school grounds during school hours an electronic paging device or handheld portable telephone in a situation not related to a school purpose or educational function.

#### B. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - \* Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - \* The frame or receiver of any weapon described above
  - \* Any firearm muffler or firearm silencer
  - \* Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - \* Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - \* Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled
  - \* An antique firearm
  - \* A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is
  - \* An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - \* A type of weapon that may be readily converted to expel a projectile by the action of any explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

\* A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### C. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

\* A weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

\* An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### D. Unlawful Activity

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

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:           I.C. 20-33-8-1 et seq.  
                                      I.C. 35-47.5-2-4  
                                      I.C. 35-41-1-8  
                                      I.C. 35-47-1-5

### ***RESPONSIBILITY TO REPORT***

It is the moral responsibility of each and every student to report to an adult staff member any illegal activity planned by other students which could result in a dangerous situation for students, staff, buses, or buildings.

### ***SUSPENSION PROCEDURES***

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

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

## ***EXPULSION PROCEDURES***

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

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

The student or parent has a right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE:      20 I.C. 20-33-8-18  
   20 I.C. 20-33-8-19

## *SEARCH AND SEIZURE PROCEDURES*

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

a. Evidence of a violation of the student conduct standards contained in the student handbook.

b. Anything, which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Searches may be conducted by a member of the administration or a designee, by a law enforcement officer, or by a qualified canine unit.

2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students. They are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area, except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

a. The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents when the person conducting the search

b. has reasonable cause for search of the locker. When the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search the student shall be notified prior to the search and given the option to be present.

c. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause.

3. The principal or another member of the administrative staff, designated in writing by the principal and acting under the direction of the principal, may search the person of a student during a school activity if there is reasonable cause for a search of that student. Searches of the person of a student shall be limited to:

a. Searches of the pockets of the student

b. Any object in the possession of the students such as a purse or bookbag, and/or

c. A "pat down" of the exterior of the student

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. If reasonably possible, the parent or guardian should be present during the search. The parent or guardian of any student searched shall be notified of the search as soon as possible.

4. The privilege of bringing a student-operated motor vehicle onto school premises is conditional. By driving a motor vehicle onto school property, permission is automatically given to the search of that vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises.

The principal, or a member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises.

5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained in the student handbook will be:

- a. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing;
- b. Returned to the parent or guardian of the student from whom it was seized;
- c. Destroyed if it has no significant value, or:
- d. Turned over to any law enforcement officer

6. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:

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

When law enforcement officers respond to such a request, the principal or his/her designee shall be present when any such search is conducted.

### **PLAYGROUND RULES**

1. Students are encouraged to play active, non-contact cooperative games. Tackle football, hardball, and other dangerous games shall not be played on the playground.
2. Students shall not throw objects that may cause injury, such as rocks, sticks, snowballs, etc.
3. Students are required to use equipment safely and appropriately.
4. Skateboards, roller blades, roller skates, electronic games, and laser lights are *not permitted at school*.
5. When weather conditions permit, recess will be held outdoors. When weather conditions are extreme, recess will be held in the gym, if available. Otherwise, classrooms will be used. All students are expected to go outside unless a note is sent from the parent to stay in that day for medical reasons. Notes for a student to remain inside for 3 days will be accepted. For students needing to stay in over 3 days in a row, a doctor's statement should be sent to the teacher.

### **ELEMENTARY BEHAVIOR PLAN**

*New Harmony Elementary School's plan for behavior is in the best interest of the students. The students have been informed and fully understand the way that our behavior plan works. The New Harmony Staff feel that in order to maintain an environment that allows all students to learn, we have to enforce our discipline plan to its fullest degree.*

*Students breaking rules on the playground, (as described in the handbook), in the classroom, (as set by the classroom teacher), or other places within the school, will be given a verbal warning. If this behavior does not stop, then a "write-up" will be given to that student. The New Harmony Teacher/Staff that has witnessed the behavior will write each "write-up". Behavior forms will then be filled out, sent home for the parent to sign, and placed in a file for that student with the Principal and also in the behavior folder.*

*Each detention will be served on Wednesday, in the designated room, from 3:00-4:00 p.m. Faculty/Staff members in charge of the detention room will ask each student to write about his/her behavior problem. This paper will also be added to the student's behavior folder.*

*If the student does not show for the detention and has not made arrangements with his/her teacher, then another detention could be given.*

*Each student is allowed 3 "write-ups" per grading period. When the fourth "write-up" occurs, the students will serve an in-school suspension. Any student receiving one or more "write-ups" in one grading period, will not be allowed to attend the Behavior Celebration. While his/her class is celebrating, those students not attending will be asked to sit in the library or special education classroom and work on what their teacher has assigned for them.*

*The Behavior Folder will be located in an elementary classroom, so that all teachers/staff have access to it. At the end of each six weeks, a list will be distributed to show those students who have served "write-ups" for that grading period.*

### ***BEHAVIOR PARTY***

A good behavior program has been developed for grades 1-6 in an effort to provide unified rules and consequences for school wide behavior in the hallways, classrooms, gym, cafeteria and playground. Tangible, visible recognition will reward positive behavior. Any student with *no* incidents of documented misbehavior during the six week period will be invited to a party held during school hours at the end of *each* grading period. Documented misbehavior will result in loss of recess, referral to principal, in-school suspension, parent notification, or other disciplinary measures.

### ***DRESS CODE GUIDELINES***

All students are to wear shoes or sandals. In some classes, special shoes may be required for safety. Clothing with printing and/or pictures may be allowed if they are in keeping with a wholesome atmosphere. No clothing that promotes alcohol, drugs, sexual innuendos, suicide, or tobacco will be allowed. Hats/bandanas are considered inappropriate attire in the school building, during the regular school day. *Bandanas are considered inappropriate attire at any school function.* Hats and sunglasses maybe worn during the regular day on spirit days. For grades 5-12, halter tops, spaghetti straps, or clothing that exposes the midriff of the body are not considered appropriate attire. Underclothing should not be visible. **Undergarments will not be visible under student attire.** Pants, cut-offs, or shorts that are no shorter than two inches above the knee may be worn. **This dress code for attire is also appropriate for any school-sponsored event.** The principal has the authority to make judgments on the appropriateness of attire.

### ***CONDUCT AT ATHLETIC EVENTS***

All students are welcome to attend the athletic events at New Harmony School. Please read and cooperate with these guidelines. It is important that students remember that their actions reflect not only themselves but also the entire school.

1. Everyone should stand silently and face the flag in a respectful manner during the presentation of our National Anthem.

2. NO PASS OUTS will be given to students.
3. Only those players who are participating in the game are to be on the gym floor before, during, and after the game. Any misconduct or exhibition will result in dismissal from the game.
4. Trips to the restrooms or concession stands should be at half time or between games only. Young children should be accompanied by a parent.
5. Students are prohibited from using any tobacco products or any illegal substance while on school property.
6. Loitering is prohibited in the foyer area or in the restrooms.
7. Good sportsmanship is expected from the students and adults at all times. Students should not be disrespectful to the other team, their fans, or the officials.
8. No broken-sealed drink containers are to be brought in to the building by fans.

### ***TOBACCO REGULATION***

In the interest of the health of our students, New Harmony School maintains a tobacco-free environment within school facilities. Tobacco use or possession by students on school property, on a school bus, or at school activities is also forbidden. Student violation of this regulation will face disciplinary action as follows:

1st Offense - Confiscation, three days of in-school suspension, parent notification and notification of the county prosecutor

2nd Offense - Confiscation, three days of out-of-school suspension, conference with parent, and notification of county prosecutor

3rd Offense - Confiscation, five days of out-of-school suspension, conference with parent, and notification of county prosecutor

4th Offense - Confiscation, ten days of out-of-school suspension with recommendation of suspension or expulsion and notification to county prosecutor.

### ***POLICY ON SEXUAL HARASSMENT***

#### **I. THE POLICY**

A. It is the policy of the Consolidated School Town of New Harmony and Harmony Township to maintain a learning and working environment that is free from sexual harassment.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or escalation;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or affect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or nonemployees over which the school corporation has some degree of control of behavior while on school property.

#### B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection, that it is unwelcome.
4. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.

4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades

## II. COMPLAINT PROCEDURES

A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
3. The principal who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent;
6. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

### III. SANCTIONS FOR MISCONDUCT

A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

### IV. FALSE REPORTING

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

### V. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Consolidated School Town of New Harmony and Harmony Township and incorporated in each employee and parent/student handbook.

## ***INTERNET CONDITIONS, RULES, AND ACCEPTABLE USE AGREEMENT***

### **PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING THE ENROLLMENT CARD.**

New Harmony School is excited about teaching our students with computers. The Internet allows people to interact with thousands of networks, connecting our school to a world of information for the benefit of our students. It provides the opportunity to expand our ability to communicate with other people and groups world-wide.

The New Harmony School is making advanced technology and increased access to learning opportunities available to our students and staff. We now have access to the Internet. With this learning tool students and staff must understand and practice proper and ethical use of the Internet. All students and staff must understand the conditions, rules and acceptable use of the Internet before receiving an account name and password or before being allowed to proceed with use of the Internet access through New Harmony School.

Our goal in providing these services to staff and students is to promote educational excellence in resource sharing, innovation, and communication. We believe the Internet and other computer technology will help propel students and staff into the information age by allowing them to communicate and share information with individuals, groups of students, and staff.

Beginning January 1, 1996, the State of Indiana mandated that schools develop and implement guidelines and policies for school use of the Internet. While the Internet opens many doors to access information and communicate around the globe, there is material available which may not be suitable for school use. The policies and agreements developed within are New Harmony School's attempt to prevent student exposure to inappropriate or undesirable materials and to provide a guide for the proper use of the Internet.

Access to the Internet for individuals is also available from resources outside of the school. The system administrator maintains a list of access opportunities which can be provided to families at their request.

## **Conditions and Rules for Use**

### **Acceptable Use**

The purpose of the Internet is to facilitate communication in support of research and education by providing access to unique resources and opportunities for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the school. Access to Internet is made possible through an appropriate provider to be designated by New Harmony School at its sole discretion.

Transmission of any material in violation of any local, state or federal regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

### **Privilege**

The use of the Internet is a privilege and not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. New Harmony School, under this agreement, has delegated the authority to determine appropriate use to the System Administrator, who may deny, revoke, suspend, or close any user account at any time based on the determination of inappropriate use by an account holder or user. The administration, faculty, and staff of New Harmony School may request the System Administrator to deny, revoke, or suspend specific accounts.

New Harmony School reserves the right to review any material in user accounts and to monitor file server space in order to determine whether specific uses of the network are inappropriate.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. The use of offensive or abusive language in your messages to others will not be tolerated.
- Student rights as covered in this handbook will not be violated.
- Activities which are prohibited under local, state, or federal law and uploading or downloading obscene or pornographic material will not be condoned.
- Accessing another person's material, information, files, or forwarding personal communication without the author's prior consent will not be allowed.
- Revealing your password to others is prohibited. Users are not to coerce others into revealing their passwords.
- Copying commercial software is a violation of copyright laws.
- Electronic mail (e-mail) is not private mail. It is not unlike posting a message on a public bulletin board for all to read. The System Administrator has access to all mail. Messages relating to or in support of illegal, immoral, or disgusting activities will be reported to appropriate authorities for action.
- Disrupting the educational process or causing others not to be able to use the network will not be allowed.

*Only games approved by the school may be used by students. The downloading of any materials will not be tolerated.*

### No Warranties

New Harmony School makes no warranties of any kind, whether expressed or implied, for the computer/internet services provided. The school will not be responsible for any damages or costs a user suffers. This includes the loss of data resulting from delays, no deliveries, misdelivered, or service interruptions caused by the service provider, by New Harmony School's

negligence, or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. New Harmony School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. All users need to consider the source of any information they obtain and consider how valid that information might be.

### Security

The System Administrator may provide unlimited password rights to one or more (group or class) passwords for use by primary (K-4) grade teachers and students.

Security on any computer system is a high priority, especially when the system involves any users. Users must NEVER allow others to use their passwords. Users should protect and change their passwords to ensure system security and their own privilege and ability to continue to use the system.

- If you feel you can identify a security problem on the system, you must notify the System Administrator. DO NOT demonstrate the problem to others.
- Attempts to log on the system as a System Administrator will result in cancellation of user privileges.
- Any user identified as a security risk for having a history of problems with other computer systems will be denied access to the Internet.
- The system administrator will use Novell Border Manager to protect students' privacy rights and to enforce operation of the system.

### Vandalism and Harassment

Vandalism and harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy equipment, data of another user, Internet, or other networks that are connected to the New Harmony server, or the stand-alone computers. This includes, but is not limited to, the creating, loading, or uploading of computer viruses. Harassment is defined as persistent annoyance of another user, or interfering with another user's data. Harassment includes but is not limited to, the sending of unwanted mail.

### Procedure for Use

- Student users must always get permission from their instructors and state their objectives before using the Internet, or accessing any specific file or application.

### USERS MUST FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTION.

*A staff member must be present with a student if a computer is used before school or after school.*

- Users must *log* in when using the network or the Internet.
- All users have the same right to use the computers. Users shall not play games or use computer resources for non-academic activities when other users require the system for academic purposes. In addition, users shall not waste or take supplies, such as paper, printer ribbons, and diskettes that are provided by the school.

-Users may encounter material which is controversial and which users, teachers, parents, and administrators deem inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data. It is the user's responsibility not to initiate access to such material. New Harmony School makes every effort to restrict access to inappropriate or offensive material but can not guarantee that all material is regulated or inaccessible to users who may search for such information.

#### Financial Loss and Unauthorized Obligations

Students are not allowed to purchase goods and services via the Internet. These purchases could potentially result in unwanted financial obligations by the user. Unauthorized financial obligations resulting from the use of New Harmony School resources and accounts to access or purchase items or services over the Internet are the responsibility of the user. New Harmony School will not pay for any fees, items, or services generated through the unauthorized use of the Internet.

#### Penalties for Improper Use

Any user violating these rules, applicable local, state, or federal laws, classroom or school rules lose network privileges and other school disciplinary actions.

### ***STUDENT USE OF E-MAIL***

Student use of e-mail is expected to be self-disciplined. For those instances when inappropriate use of the system takes place, the student may expect the following guidelines to be used:

- One warning will be given for inappropriate use and a penalty of a six-week removal from the system. After the warning, the student will be taken off the system if another inappropriate usage occurs.
- No e-mail is to be sent to the entire school without teacher permission.
- No put-downs to or about other students are acceptable. This will be checked by the supervisors on a regular basis.
- No profanity and/or insulting remarks will be tolerated.
- E-mail by students is supervised by the instructor.

### ***GUIDELINES FOR STUDENTS WHO DRIVE TO SCHOOL***

Students who violate the following driving rules are subject to suspension of parking privileges on school property:

1. Obey all traffic signs on the parking lot and school property.
2. Upon arrival to school, lock and vacate your vehicle IMMEDIATELY.

3. Do NOT use your car as a locker. Students are not permitted in their cars between classes or at lunch
4. Park only in designated spaces. Drive forward into the parking space. Improperly parked student cars will be subject to tow at the student's expense.
5. All State and City laws and ordinances will be in effect.
6. Students may not sit in cars before, during, or after school.
7. The parking lot is not a street. Driving through the parking lot is to be avoided.
8. Student drivers are responsible for the conduct of their passengers and the use of their cars by other students.
9. Students are not to ride in the back of pickup trucks.
10. Students are responsible for the contents of the vehicle in their possession.
11. *Students are not allowed to park any vehicle under the shelter house at any time.*

## ***LUNCH ROOM/FOOD PROGRAM***

### ***CAFETERIA***

Students shall eat food only in the cafeteria unless permission is granted by an administrator or teacher. Students shall remove all trays, dishes, and trash and shall take them to the cleaning/disposal area.

### ***OFFER VS. SERVE***

The cafeteria services provided shall be an offer vs. serve program. Students have the right to refuse an item or items of food that they do not intend to eat. Students at all grade levels participating in the breakfast program will be required to accept three of the four items offered.

Students in Grade 1 through Grade 8 will be required to accept four of the five items offered at lunch. Students in Grade 9 through Grade 12 will be required to accept three of the five items.

The refused items may be any of the five items offered to the student. The student's decision to accept or refuse an item does not affect the charge for the meal.

## ***FEES AND PROGRAMS OFFERED***

New Harmony School has a lunch and breakfast program. Lunch menus are posted and are also published weekly. ***Charges are not allowed.*** Special food allergies must be qualified by a doctor's statement in order for the school to attempt to accommodate these special dietary problems. Lunch and breakfast prices for 2005-2006 are:

Student Lunch Grades 1-6 = \$1.75 daily	Student Breakfast=\$1.25
Student Lunch Grades 7-12 = \$2.00 daily	Adult Breakfast = \$ 1.75
Adult Lunch = \$2.50 daily	Reduced Breakfast Price = \$ .30
Reduced Lunch Price= \$ .40 daily	Side Dishes and/or extra Milk=\$ .25

Participation by the federal government in the school food service program has also made it possible to provide some students with free or reduced price meals. Application forms are furnished to students at the beginning of the school year or are available in the school office. Parents who feel that their children may be eligible under federally established guidelines for free or reduced price meals should contact their school principal for information concerning eligibility requirements, application forms, etc.

### ***MEDIA CENTER SERVICES***

The media center will open one week after school starts in August. Because of inventory, it will close one week before the end of school. During the regular school year, the media center will be open at 7:50a.m. and will close at 3:10p.m. Students are encouraged to use the media center for research and recreational reading. **Students should please remember to check out ALL materials before taking them from the media center.**

In the Elementary Media Center, all books and magazines, except reference materials, may be checked out for *two weeks* and, as long as no one else needs them, may be renewed for one additional week. The materials must be brought to the media center to be renewed. Reference materials may be checked out for overnight use. They should be returned to the media center by 8:00a.m. the next morning.

In the Junior High and High School Media Center, all books, periodicals, and audio-visual materials, except reference materials, may be checked out for two weeks. If no one else needs them, they may be renewed for the same period of time. **Reference materials may not be checked out.**

When materials are overdue, students will be contacted in an effort to have the materials returned. If not returned, a letter will be sent home notifying the parent of the overdue. A collection fee of 50 cents will be charged for each letter *sent*. The cost of the replacement is charged for lost or damaged materials. A written receipt is given when the replacement price is paid. If the student does not return the overdue materials by the end of the school year, a letter will be sent then and

again before the next school year begins. In August, that student will not be allowed to check out any materials until the overdues are returned or until the replacement fee is paid. If the lost materials are found, a refund (replacement cost less the collection fee) will be given.

*Students will not be allowed to bring any food or drink of any kind into the media center.*

Students may use the computers in the media center if supervised, and they must have permission from their classroom teachers in order to use the Internet.

Students will not be allowed to use e-mail or play computer games in the media center during class time.

Students may check out laptop computers for overnight use. See the media specialist sometime during the day to reserve a computer. It may be picked up after school and returned to the media center by 8:00a.m. the next morning.

## ***GENERAL INFORMATION***

### ***“FAMILY TIME” POLICY***

The Board of School Trustees of the Consolidated School Town of New Harmony and Harmony Township believes the family unit should be the most important influence in the lives of students attending the New Harmony School. Regular time should be available for families to be together. In order to ensure students have time available for their families, it shall be the policy of the Board:

- A. That no student activities be held after 5:00 p.m. on Wednesdays during the
- B. That no student activities will be held at any time on Sundays.

Student activities include practices and/or rehearsals for events that will take place at a later time and actual performances, meets, or games.

Further, the adoption of this policy is not intended to cause the extension of practices, rehearsals, etc., on other school days or on Saturdays.

In the event of weather-related cancellation of games or meets, the athletic director and/or principal may elect to reschedule an event on a Wednesday if no other dates are possible. This will only be used as an alternative in unusual circumstances and will not be an automatic day for rescheduling.

In certain instances such as Sectional and academic competitions, dates scheduled are not under the control of the school. Those dates will be honored when necessary. Whenever possible, the school will promote the move of activities from outside sources to days other than Wednesdays (when they will be held after 5:00 p.m.)

### ***SEVERE WEATHER PROCEDURES***

In the event that weather conditions are such that it is not practical to begin school, announcements will be made on radio, and on television, if possible. The release of such information is made to the media as soon as such decision is reached. The following television and radio stations usually report school closing information.

<u>Television</u>	<u>Radio</u>
Channel 44	WPCO 1590 AM
Channel 25	WIKY 104.1 FM
Channel 14	WGBF 103.1 FM
Channel 7	WJLT 105.3 FM
Channel 9	WKDQ 99.5 FM
	WSTO 96.1 FM

In the event of unexpected early dismissals because of developing adverse weather conditions or other emergencies, students will be directed to go home or to an alternate place as indicated on their enrollment forms. Parents and students are urged not to call the stations or the schools in order to keep all telephone lines open for emergency calls.

### ***WORK PERMITS***

Indiana law requires a work permit for employment of persons under 18 years of age. Students may obtain this permit from the office of the *guidance counselor*.

### ***STUDENT LOCKERS AND LOCKS***

Student locker space is considered “on loan” to the student and remains the property of New Harmony School. Implied consent for search is given with the use of school lockers. (See Search and Seizure in the Behaviors and Expectation section.)

All athletes and physical education students in grades 7-12 are required to rent a lock for their gym locker. All locks have a different combination. The school has a master key for all school-supplied locks. A rental fee of \$4.00 per year is charged, with \$3.00 returned to the student at the end of the year, when the lock is turned in. Use of these locks will allow students to lock gym clothes and valuables in their locker during the school day and during athletic events.

## ***SAFETY PROCEDURES***

Fire, Earthquake, Lock Down, and *Severe Weather* Drills will be held regularly during the school year. *Escape routes* are posted in each room. *Silence and attention* are essential during a drill *or event*.

## ***RECYCLING***

New Harmony School supports efforts to recycle goods and materials whenever possible. Many individual classrooms assist in this effort by concentrating on collecting particular recyclable items.

## ***EDUCATIONAL FIELD TRIPS***

Educational field trips provide an opportunity to expand a student's knowledge through first-hand experiences not available in the regular classroom. All field trips require approval of the school administration in advance of their planned date. Parental permission is required when students leave the school grounds on school-sponsored trips.

## ***TELEPHONES***

Telephones are provided in the office for conducting school business. The school realizes that there are instances when a student may need to use the telephone.

Long distance calls which are not school business may not be charged to the school. These calls should be made collect, with a credit card, or *with a calling card*.

Students may use the phone with permission of their classroom teacher or with the permission of a school administrator. Arrangements for going to someone's home to visit after school or other social activities should be made outside of the regular school day.

Students and staff will not be called out of class to accept telephone calls except in cases of emergency.

*Cell phones are permitted at school but must be powered off during the school day. Any cell phones found turned on will be confiscated.*

## ***LOST AND FOUND***

The school's lost and found is located in the school office. Items found should be turned in to the office for safe-keeping. Items not claimed will be disposed of at the end of each six weeks.

### ***STUDENT INSURANCE***

The school offers limited coverage accident insurance at the beginning of each school year. If a family is not covered with regular health insurance or wishes to have some supplemental coverage, this insurance is recommended. **The school does not carry health insurance.** This is offered as a service to our school patrons. The school receives no part of your payment for coverage. If you have questions about the student insurance program, please contact the school nurse.

### ***ELECTRONIC EQUIPMENT***

**Students are not to bring *personal* video, audio, or electronic equipment on school premises during the regular school day.** Equipment will be confiscated and returned to the parent or guardian.

### ***COMMUNICATION***

The communication between home and school is very important. The school publishes and distributes a weekly school newsletter. The newsletter contains information on upcoming school events, lunch menus, and articles of information to parents and students. Newsletters are distributed to each student at the end of each week and the bulletin is now available on the school website at **[www.nharmony.k12.in.us](http://www.nharmony.k12.in.us)**.

Communication must remain a two-way process between home and school. A student's success depends a great deal on open communication and understanding between teacher and parent. Parents may be contacted by a teacher, by note, or phone call to keep them informed and enlist their help. **When questions about class work, assignments, student performance, or policies arise parents are encouraged to contact their child's teacher *before calling the administration.***

### ***STUDENT RECOGNITION***

Spouses and/or children of students shall not be included in school recognition programs.

### ***CUSTODY***

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student or information concerning the student may be released into the care of either parent.

### ***BUS REGULATIONS***

**BEING ALLOWED TO RIDE A BUS IS A PRIVILEGE.** Students should show their appreciation for this privilege by being courteous and well behaved at all times while on a bus. All

parts of the code of conduct in this handbook apply to students on buses. The bus driver is in complete charge of the conduct of students while on the bus. Misconduct may warrant a revocation of the right to ride school transportation. Students must be present in school in order to ride school transportation.

### ***BUS CONDUCT***

Rules and regulations governing the bus conduct for students include:

1. Students are not to extend any part of their body out of the windows of the bus at any time.
2. Students must remain seated while the bus is moving.
3. Throwing objects on the bus is not allowed.
4. No eating or drinking on the bus will be allowed without permission of the driver.
5. No use of tobacco products or use of inappropriate language or gestures on the bus will be allowed.
6. Loud talking and yelling on the bus is not permitted.
7. Once a student gets on the bus, the driver must deliver him/her either to the school or to his/her home. The only exceptions are those students who have a *note from parent or guardian or notification from the office*.
8. Be courteous and be safety conscious at all times. Students may be assigned seats by the driver.
9. Students will cross the highway and road only when it is safe. When crossing in front of the bus, the student must go ten steps in front of it and wait for the driver to tell him/her when it is safe to cross.

### ***ACCESS TO EDUCATIONAL OPPORTUNITY***

The Consolidated School Town of New Harmony and Harmony Township policy shall be on a nondiscriminatory basis with regard to race, color, creed, disability, religion, gender, ancestry, age, national origin, or social or economic background.

For further information, clarification, or complaint concerning Title II, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act please contact:

Mrs. Deborah Caudill, Principal  
New Harmony School  
1000 East Street  
New Harmony, IN 47631  
812-682-4401

### ***AMERICANS WITH DISABILITIES***

It is the intent of New Harmony School to make all necessary accommodations for any disability. For further information, clarification, or complaint, please contact:

Mrs. Deborah Caudill, Principal  
New Harmony School  
1000 East Street  
New Harmony, IN 47631  
812-682-4401

### ***AHERA COMPLIANCE***

In compliance with AHERA regulations, buildings controlled by the Consolidated School Town of New Harmony and Harmony Township have been inspected for asbestos. A management plan has been developed detailing the locations of materials containing asbestos and the methods for controlling these materials. This document is available in the New Harmony School office for inspection by employees and the public. The identified materials will be checked every six months and the facilities shall be re-inspected every three years, in accordance with AHERA guidelines.

The AHERA designated contact person is:

Mrs. Deborah Caudill, Principal  
New Harmony School  
1000 East Street  
New Harmony, Indiana 47631  
812-682-4401

### ***PEST CONTROL AND USE OF PESTICIDES AND HERBICIDES***

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and the overexposure and use of pesticides and herbicides. While pesticides and herbicides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest and herbicide control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide and *herbicide* effects.

The corporation will:

A. annually inform parents and staff members of the Corporation's pesticide and herbicide policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook.

B. provide the name and telephone number of the person to contact for information regarding pesticide/herbicide control. The contact person is :

Mr. C.G. Epple, Superintendent  
New Harmony School  
1000 East Street  
New Harmony, IN 47631  
812-682-4401

In addition, the Corporation will provide to those in the registry at least two (2) school days' notice prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide/herbicide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

## **NEW HARMONY HIGH SCHOOL ATHLETIC PHILOSOPHY**

The School of New Harmony recognizes that the participation in athletics, both as a player, a cheerleader, and as a student spectator is an integral part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the student's family and to him/herself. In all play and conduct, the student athlete is representing all of these groups.

*Athletics prepare students for the future in discipline, positive thinking, self-sacrifice, teamwork, and cooperation. There are few substitutes for building, not only a strong body, but also a strong desire and will. Students are motivated to be successful and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Such experiences contribute to the knowledge, skill, and emotional patterns that he/she possesses, thereby making him/her a better person and citizen.*

### **STUDENT ATHLETE CONDUCT POLICY**

*Every student athlete is expected to behave in a manner that brings credit to his/her school and squad. When an athlete's conduct in or out of school (1) reflects discredit upon the school or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, he/she will be in violation of the rules. Violation of this rule will result in an athlete being held accountable for his/her actions.*

### **PARENT/PHYSICIAN INSURANCE PERMISSION FORMS**

*Each athlete participating in high school, junior high, or elementary athletics is required to have a completed student physician's certificate and insurance form on file before practice or playing in a contest. This form, which must be signed by the athlete and parent/guardian, contains a summary of the Indiana High School Athletic Association rules.*

### **THEFT AND/OR VANDALISM**

*Athletes found guilty of stealing or committing acts of vandalism will face disciplinary consequences based on the seriousness of the offense.*

- 1. All accusations of the rule violations will be brought to the attention of the athletic director, head coach, and principal. It is their responsibility to investigate all charges and to recommend the disciplinary consequences to be taken, if necessary*
- 2. The first offense may bring a suspension for 20% of the season and restitution of damages.*
- 3. The second offense could result in suspension from all athletics for a period of one calendar year starting from the date of the second offense.*

*Any civil law infraction or conduct by a student athlete that is determined by the head coach and school administration to be detrimental to the athletic program, the school, or school district will result in counseling by the head coach and a school administrator with possible suspension of season contests or expulsion from the sport for the remainder of the season or athletic year.*

### **TRAINING RULES**

1. *The illegal possession, use, or sale of tobacco, alcoholic beverages or drugs is not permitted in or out of season. This rule is in effect twelve (12) months of the year.*  
*Possession, use, or sale is defined as one of the following:*
    - Having an alcoholic beverage, tobacco product, or illegal drug on your person;*
    - Having any substance in a vehicle the student is driving which would cause the student to be in violation of the law; and*
    - Being convicted in a court of law on the charge of illegal possession, use of sale of alcohol, tobacco, or drugs.*
  2. *Violations occurring from the possession or use of tobacco or alcoholic beverages will result in the following disciplinary action:*
- II. *Violations occurring from the possession, use, or sale of tobacco, alcoholic beverages or drugs will result in the following disciplinary action:*
- a. *First offense:* *Suspension from participating for 20% of the season. The 20% suspension from contests will be consecutive. (20 percent of a 20 game season would be 4 games) If the 20% rule is to be satisfied, the athlete must successfully complete the season in which he/she sits out 20% of the contests. The coach may or may not have the player practice during the sports season. If the offense occurs while an athlete is in season, it may be necessary for that athlete to sit out a part of two separate seasons in order to satisfy the 20% rule.*
  - b. *Second offense:* *Suspension from a team for one complete season. If the offense occurs in season, it may be necessary for the athlete to sit out part of the present season plus some of the next season in which he/she is involved in order to satisfy the requirements for sitting out some complete season. If the offense does occur in season and the athlete sits out less than 50% of the current season, the athlete will be required to sit out 20% of the next season in which he/she is involved in order to satisfy the requirements of the second offense.*
  - c. *Third offense:* *Suspension from all school athletic teams for a calendar year from the date of the third offense.*
  - d. *Note: First, second, and third offenses begin with the first day the athlete attends a team practice or team meeting and accumulates through the completion of the athlete's last high school sport in which he/she participates. If a student goes for two years incident free he/she will start back at the first offense.*
  - e. *Note: if a student on the first offense is currently participating in two activities (example, cheerleader and basketball) he/she will lose 10% of each. The second and third offenses will go against both sports.*

*f. An athlete may not choose to add an additional sport to satisfy the first or second offense. If the student had not participated in this sport previously, he/she may not add this sport to replace one he/she normally participates in.*

*Discipline may be initiated at any level, depending on the severity of the violation and previous record. Alternative measures may be administered at any level when deemed necessary and appropriate for the violation. The offense number, a. through c., does not guarantee the above suspension and an increased penalty can be given depending on circumstances but never less than the consequences stated above.*

- 2. Squad members are to be home nightly, during the season at a reasonable time determined by the head coach. Curfew should never be any later than 1:00 a.m. on Friday and Saturday nights and 11:00 p.m. on school nights. Coaches reserve the right to set team or individual curfews as determined by athletic schedules.*
- 3. All accusations of rule violations will be brought to the attention of the athletic director, principal, and head coach. It is their responsibility to investigate all charges and to recommend the disciplinary action to be taken if necessary.*
- 4. Coaches of each sport have the option of establishing additional training rules with approval by administration.*

### **GAME/SCHOOL/PRACTICE/ATTENDANCE**

- 1. Every athlete is expected to attend all practice sessions of his/her sport unless excused in advance by the coach in charge or if he/she was absent from school because of illness.*
- 2. An unexcused absence or excessive tardiness from practice or game may result in suspension or dismissal from the squad. The coach in charge of the particular sport will make the determination as to the action to be taken.*
- 3. Students who are absent from school and/or physically unable to participate and are under a doctor's restriction must have a clearance from a physician holding an unlimited license to practice medicine in order to resume participation. IHSAA rules will affect how much practice must occur before an athlete is eligible to participate in a contest again.*
  - a. Student athletes, when absent from school the entire day, are not permitted to practice or participate in a contest on that date, unless approved by the coach and principal in advance.*
  - b. A student may participate in an athletic contest if the student is "excused absent" for one-half of a school day.*

- c. Excessive absences and tardiness after athletic contests will result in a formal investigation of absences by the athletic director, coach, and principal. Students must remember that they are students first and athletes second.
4. A student who has received an in-school suspension will miss one practice and one game for each day of the suspension. Students are never to participate or practice the day of a suspension. Athletes who are serving in-school suspension may be required to attend practice but cannot participate.
  5. A student who has received an out-of-school suspension may not practice during this time and must miss 20% of that season. If there is a partial season left, rules will apply as listed in the training rules above.

***POLICY FOR AN ATHLETE QUITTING OR  
BEING DISMISSED DURING THE SEASON***

Any athlete who quits a team during the season must get a written release from the coach or he/she will be ineligible for any athletic teams until the next year when that sport begins. If the student wishes to appeal the decision of the coach, he/she may ask for a hearing with the principal and athletic director.

***TRAVEL***

The athletic department provides transportation for athletic events. Team members are expected to travel to and from away events in the transportation provided unless the student's immediate family is continuing on from the site to a destination farther from New Harmony and they desire their son/daughter to accompany them. This request should be made to the coach or athletic director in advance.

***ELIGIBILITY***

The student athlete must meet the standards established by the Indiana High School Athletic Association and the New Harmony School District. To be academically eligible the student must pass five (5) solid subjects per grading period.

### ATHLETIC STUDENTS' GRADES 5-8

Athletes are to abide by the grading scale included below:

It is the belief of the faculty and administration at New Harmony School that participants in athletics must exemplify at least "average" performance in academics to be eligible. It is also the belief of the school that good conduct is important in the classroom. The grade policy was constructed with these beliefs in mind. It is based on a twelve point scale as follows:

A+ = 12	C+ = 6	E (EXCELLENT)	= +2
A = 11	C = 5	S+ (ABOVE SATISFACTORY)	= +1
A- = 10	C- = 4	S (SATISFACTORY)	= 0
B+ = 9	D+ = 3	S- (BELOW SATISFACTORY)	= -1
B = 8	D = 2	N (NEEDS IMPROVEMENT)	= -2
B- = 7	D- = 1	U (UNSATISFACTORY)	= -3
F = 0			

*A student must have a five point average of " C " or above to participate. This is derived by taking all of the grades for a student from a six weeks and assigning them a number from the scale above. The two, grades and conducts, are added together. This total is divided by the number of classes, which gives a grade point average. If the student receives five points or above, he/she may participate for the next grading period. There are two exceptions to this rule. If a student has three F's or three U's in a grading period, he/she is placed on two-week probation/suspension even if he/she meets the five point average requirement. This means the student may not participate in games during the next two weeks. The student is still required to attend practices and games but he/she will not dress for the games. At the end of the two week period, he/she will have all of his/her teachers fill out a grade/conduct sheet. If the student meets the requirements at that time, he/she may play or cheer for the next two weeks. At the end of that two weeks, another grade/conduct sheet is completed to determine eligibility for the next two weeks. This procedure is the same for anyone who does not meet the five- point requirement. These standards reward good conduct and academic excellence and encourage those with less than acceptable marks to improve.*

**2005-2006 SCHOOL YEAR CALENDAR**  
**ADOPTED MARCH 10, 2005**

**1st Semester**

August 12, 2005 .....Staff Orientation  
August 15, 2005 ..... Students Begin. .... Student Dismissal 12:30 P.M.  
August 13, 2005.....Staff Development. .... Student Dismissal 12:30 P.M.  
September 5, 2005 ..... Labor Day - No School.  
October 6, 2005..... Two-hour delay--School begins at 10:00A.M.  
October 6, 2005 .....Parent-teacher-Student Conferences--1:00P.M.-8:00P.M.  
October 7, 2005..... Student and Faculty Dismissal. ....12:30 P.M.  
October 10, 2005.....Fall Break. ....No School  
November 24-25, 2005 .....Thanksgiving Break - No School  
November 30, 2005.....Staff Development. .... Student Dismissal 12:30 P.M.  
December 22, 2005 to January 2, 2006.....Winter Vacation - No School

**2nd Semester**

January 3, 2006 ..... Return to School from Vacation  
**January 16, 2006..... Great Leaders' Day...No school-Make-up Day #1**  
February 15, 2006.....Staff Development. .... Student Dismissal 12:30 P.M.  
**February 20, 2006..... Presidents' Day - No School-Make-up Day #2**  
March 9, 2006 ..... Staff Development. .... Student Dismissal 12:30 P.M.  
March 9, 2006 .....Parent-Teacher-Student Conferences--1:00-8:00 P.M.  
March 10, 2006..... Vacation Day - No School  
March 27-30, 2006..... Spring Break - No School  
April 14, 2006.....Good Friday-- No School  
**April 17, 2006..... Easter Break. ....No School -Make-up Day #3**  
**May 8, 2006..... Vacation Day .....No School - Make-up Day # 4**  
May 25, 2006 ..... Last Day of School - Graduation  
**May 26, 2006.....Vacation Day .....No School--Make-up Day #5**

**SCHEDULED DATES FOR MAKE-UP**

If it becomes necessary to cancel a school day, scheduled make-up days are as follows:

- Monday, January 16, 2006
- Monday, February 20, 2006
- Monday, April 17, 2006
- Monday, May 8, 2006
- Friday, May 26, 2006

**STUDENT ENROLLMENT INFORMATION**  
2005-2006

New Harmony School

\_\_\_\_\_ Class \_\_\_\_\_  
Last                      First                      Middle

Street Address \_\_\_\_\_

P.O. Box \_\_\_\_\_ Social Security Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

e-mail address \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian with whom child resides

\_\_\_\_\_  
Father's Name                      Address (If different)

\_\_\_\_\_  
Employer                      Work Phone

\_\_\_\_\_  
Mother's Name                      Address (If different)

\_\_\_\_\_  
Employer                      Work Phone

\_\_\_\_\_  
Family Physician                      Phone

\_\_\_\_\_  
Emergency Contact ***Other Than Parent***                      Phone

Brothers/Sisters \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

Locker Number \_\_\_\_\_ Bus Number \_\_\_\_\_ Date of Enrollment \_\_\_\_\_

I have received from New Harmony School a copy of the Parent/Student Handbook for the 2005-2006 school year. I understand that the handbook is to provide a guide which outlines acceptable behaviors for the classroom and for various activities throughout the school year.

Which language did your child learn when he/she first began to talk? \_\_\_English \_\_\_Other\_\_\_\_\_

What language does your child most frequently use at home? \_\_\_English \_\_\_Other\_\_\_\_\_

What language do you use most frequently to speak to your child? \_\_\_English \_\_\_Other\_\_\_\_\_

Name the language in the order a. \_\_\_\_\_  
most often spoken by the adults b. \_\_\_\_\_  
at home. c. \_\_\_\_\_

\*\*\*\*\**Please initial all that apply*\*\*\*\*\*

**For Kindergarten through 5th Grade Students:**

\_\_\_\_\_ I want my child to participate in the fluoride mouth rinse program.

**For 9th through 12th Grade Students:**

\_\_\_\_\_ I request to be called if my child leaves a school dance early.

**For All Students:**

\_\_\_\_\_ I understand that my child will serve after school detention if

\_\_\_\_\_ School personnel may seek emergency medical treatment for my child in the event that I am unavailable to give permission.

\_\_\_\_\_ I give permission for my child to participate in field trips within the city

\_\_\_\_\_ The school may release information concerning my child for scholarship

\_\_\_\_\_ The school may include photos of my child on its web site, in

\_\_\_\_\_ My child has permission to use the Internet.

\_\_\_\_\_ My child may take (1 or 2) Tylenol or its equivalent as directed by the nurse.

\_\_\_\_\_ My child has asthma. I will fill out the asthma form for the nurse.

\_\_\_\_\_ My child has allergies to \_\_\_\_\_

\_\_\_\_\_ My child is on this medication regularly \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date