

*The direction in which
education starts a man
will determine his future life...*

...Plato

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www.nchs.cc

STUDENT HANDBOOK

NORTH CENTRAL HIGH SCHOOL

EVANS BRANIGAN III, PRINCIPAL

*Cover Design by
Jacob Lough*

PREFACE

It is the privilege of the students attending North Central High School to have at their disposal some of the most excellent educational facilities and opportunities found in a high school. Many of the questions raised by a new student about North Central are answered in this handbook. Those not covered should be taken to the student's counselor or homeroom teacher.

It is anticipated that the students of North Central will take advantage of the opportunities available to the best of their ability and will do so in such a manner as to be a credit to themselves, their parents/guardians, and their school.

MOTTO

North Central High School: Achievement through scholarship, honesty and respect.

SLOGAN

Experience the World!

MSD OF WASHINGTON TOWNSHIP MISSION STATEMENT

The mission of Washington Township Schools is to develop life-long learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multi-cultural environment.

MSD OF WASHINGTON TOWNSHIP AND NORTH CENTRAL HIGH SCHOOL WEBSITE AND SOCIAL MEDIA

The Metropolitan School District of Washington Township and North Central High School maintains websites with important information about our schools. Valuable tools, such as the district's Event Calendar, are housed there as well. Additionally, each individual school within the district has a website that can be found by navigating through the district and North Central homepages.

North Central Website: www.nchs.cc

North Central Facebook: Accessible via the North Central Homepage, www.nchs.cc

North Central Twitter: Accessible via the North Central Homepage, www.nchs.cc

MSDWT District Handbook (and Parent/Student Guide): Accessible via the MSDWT homepage, www.msdt.k12.in.us

MSDWT Facebook: Accessible via the MSDWT homepage, www.msdt.k12.in.us

MSDWT Twitter: Accessible via the MSDWT homepage, www.msdt.k12.in.us

MSDWT Code of Conduct: Accessible via the MSDWT homepage, www.msdt.k12.in.us

INTERNATIONAL BACCALAUREATE (IB) PROGRAM

The aim of all International Baccalaureate (IB) Programs is to develop internationally-minded people who recognize their common humanity and shared responsibility for guardianship of the planet and as a result, help to create a better and more peaceful world. At North Central High School, all students in grades 9 and 10 participate in the Middle Years Program (IB MYP). In grades 11 and 12, students can elect to participate in the international Baccalaureate diploma program (IB DP).

THE LEARNER PROFILE

The *Learner Profile* is a set of attributes that defines the type of learner IB aims to develop through participation in its programs. The profile combines knowledge, creative thought and critical-thinking skills in order to prepare students for active and responsible citizenship. The attributes of the Learner Profile are central to the IB goal of international mindedness as they help students become responsible members of local, national and global communities.

PERSONAL PROJECT

During their sophomore year, all tenth-grade students participate in the Middle Years Program Personal Project. The Personal Project is a student-directed investigation into a topic of personal interest. Involving a cycle of inquiry, action, and reflection, the Personal Project allows students to demonstrate academic skills learned and the learner profile attributes developed over the course of their five-year experience in the MYP. This full-year project is primarily an independent learning experience; however, students will be assigned a staff member who will serve as their supervisor helping and guiding students as they research and complete their own personal projects.

THE AIMS OF THE MYP PERSONAL PROJECT

- Participation in a sustained, self-directed inquiry within a global context
- Generation of creative new insights and develop deeper understandings through in-depth investigation on a topic of personal interest
- Demonstration of the skills, attitudes and knowledge required to complete a project over an extended period of time
- Communication that is effective in a variety of situations
- Display of responsible action through, or as a result of learning
- Reflection on the process of learning and take pride in their accomplishments

OBJECTIVES OF THE PERSONAL PROJECT

- To form attitudes and habits fundamental to life-long learning
- To develop positive and effective communication skills
- To learn to think critically, analytically and logically
- To acquire the values and skills needed to make ethical decisions
- To recognize and appreciate aesthetic and multi-cultural values
- To gain an intelligent perspective on the role of technology in a post-industrial society
- To exercise the rights and obligations of responsible citizens
- To view oneself in the larger context of community, country and world
- To fulfill personal potential

ADMINISTRATION

The high school principal derives his/her authority from the Board of Education through the Superintendent. The principal is legally charged with the overall operation of the school. The principal coordinates the curriculum, articulates policy, schedules classes, makes teacher assignments, and promotes positive faculty and community relations.

The administrative team is delegated responsibilities to assist the principal in the operation of the school, and a member of the team assumes his/her duties in his/her absence. Student affairs, student scheduling, attendance, student attitudes, student activities program, transportation, calendar of school events, and general coordination of school policies are under the team's supervision. Department chairs are delegated responsibilities to assist the principal in the area of curriculum. The attendance assistants are delegated responsibilities to assist the principal in the operation of attendance.

HOMEWORK HOTLINE

Students wishing to access the North Central Homework Hotline to receive Daily Assignments should call 317-259-5355 and press #9 to listen to the faculty directory for teacher extensions.

HISTORY OF THE SCHOOL

North Central High School sits along a busy corridor on the north side of Indianapolis. It is difficult to imagine today that over a half-century ago, this area was little more than meadow and pasture.

By the 1950's, the northern part of Indianapolis exploded into subdivisions and shopping malls. Along with this explosion of growth came the need for schools. No high school had existed in Washington Township prior to the founding of North Central in 1956. North Central became part of the first metropolitan school district in the state and set the standard for the dozens of other systems that followed its establishment.

The story of the school is more than bricks and mortar. The families who raised the money and started North Central demanded excellence. They lobbied and managed to change the state law so that citizens could elect a school board. They hired J. Everett Light as the first Superintendent of Washington Township Schools. Dr. Light was given the task of hiring the best faculty that the city and state offered. The school opened its doors in August of 1956.

By the late 1950's, administrators realized that the high school was too small and began to plan for a larger structure. Once again the community rose to the occasion and raised the funds needed to build a bigger high school at 1801 East 86th Street. Constructed during the height of the Cold War in 1963, architects added tunnels underground as a potential haven should a nuclear bomb fall on Indianapolis. Students attended classes in air-conditioned rooms and performed experiments in state-of-the-art science labs. Russian, Chinese, German, French, Spanish, Hebrew, and Japanese have been offered over the years as options for a second language.

The 1960's proved to be a difficult time for Americans and students at North Central were no exception. Shocked to learn of the assassinations of several key leaders

in the U.S. and dismayed by the systemic racism that persisted in America, the Vietnam War and the Civil Rights Movement brought both protest and support in the form of student publications and seminars. And the school continued to grow. In 1972, the J. Everett Light Career Center opened. Students could now take classes in cosmetology, construction trades, and auto mechanics. The high school also began to offer Advanced Placement courses.

In the 1970's and early 1980's, the high school enrolled thousands of teens and produced graduating classes of approximately 1000 students. Performing arts, athletics, and clubs all grew during this time period. In 1977, the Federal Law called Title Nine guaranteed women the same opportunities as men in sports. Many young women joined teams after the passage of this law. In 1993 and 1994, the school suffered from two separate arson attacks causing significant damage to the building. Newer and more stringent policies were put in place after the fires. These remain in effect to this day. In 1994, the school was renovated and wings were added on three sides of the building.

The one unifying factor throughout the school's history has been the insistence on academic excellence. Currently, students take more AP, dual credit, and International Baccalaureate courses than at any time in the school's history. Thus, the school's commitment to academics set in place in 1956 remains strong if not stronger more than a half-century later.

MSDWT CODE OF CONDUCT

VISION FOR POSITIVE SCHOOL CLIMATE

MSDWT aims to develop the attributes of the learner profile as we believe these attributes best position our young citizens into serving and leading stronger communities for tomorrow. The township's goal is that students will leave our schools being knowledgeable, caring, open minded, balanced, principled, and reflective. MSDWT students will demonstrate the learner profile by being inquirers, thinkers, risk takers, and strong communicators.

MSDWT supports students' development of these attributes using research-based best practices to strengthen engagement and relationships under the principle guidance of Be Safe, Be Respectful and Be Responsible. These principles provide an important foundation to guide behavior in an effort to fulfill the vision. When students have difficulty meeting these principles MSDWT commits to providing corrective responses to support students with their development, understanding and application of these principles.

BE SAFE

- Follow all school regulations and local, state, and federal laws, including those pertaining to possession, use, transmission, and/or selling of weapons, drugs, alcohol, tobacco products, cell phones, and other portable communication devices.
- Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
- Refrain from and report fighting or any other act of violence against person or property.

BE RESPECTFUL

- Show respect and consideration for self, others, and property at all times. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, other members of the staff, and volunteers. Take responsibility for learning by being on time to class, by being prepared with assignments and materials, by participating in class activities, by actively listening, and by making their best effort.
- Refrain from language that is profane, inflammatory, degrading, or that provokes disruptive behavior.
- Demonstrate appropriate behavior, good citizenship, and sportsmanship while participating in or attending any school-sponsored event or after-school activity.

BE RESPONSIBLE

- Demonstrate academic honesty.
- Attend school daily and remain for the entire school day. Arrive on time to all classes.
- Dress in a manner that is conducive to the learning environment.
- Refrain from and report bullying and/or harassment of any kind.

The Student Code of Conduct (SCC) is important for all members of the school community to read and understand. When all partners know, understand and follow the SCC, they will help schools be safe, respectful and productive places for all to learn and thrive.

Students: The SCC is your guide for behavior at school. Your principal, teachers, and other staff members will help you learn and understand the behaviors that are expected of you at school. The SCC describes behaviors that are expected at school and explains the consequences if you behave inappropriately. If you follow the SCC, you will be helping your school be a safe, respectful, and productive place for you and your classmates to learn.

Parents/Families/Guardians: The SCC is your guide for understanding the principles that are expected of your child while at school and the steps that will be taken if your child behaves inappropriately. Please read the SCC with your child and discuss any questions with the school principal. If you have concerns about your child's safety or behavior, please talk with your school principal so that you and the school staff can cooperate to help your child succeed.

School Staff: The SCC is your guide for supporting positive student behavior at school and understanding the steps that may be taken if a student demonstrates inappropriate behavior. If you have concerns about safety or the school's climate, please talk to your school principal or district administrator in order to identify ways to support the implementation of a safe and orderly learning and work environment that meets your needs.

WHEN AND WHERE THE STUDENT CODE OF CONDUCT APPLIES

The SCC applies to students at all times while they are on school property during school hours and immediately before and after school and at any school-sponsored event, including field trips. Incidents that occur off school grounds are generally not addressed by the SCC, however if it is determined that students have engaged in cyberbullying during non-school hours and the behavior seriously affects the climate and safety of other students in the school, administrators may implement intervention or disciplinary responses included in the MSDWT Student Code of Conduct.

MSDWT recognizes that additional steps must be taken when students with disabilities are disciplined. The SCC requires principals and school staff to follow state and federal laws concerning the discipline of students with disabilities. MSDWT is also committed to providing a free and appropriate education unhindered because of race, religion, national origin, gender, gender identity, sexual orientation, disability, economic status, and other personal characteristics or any reason not related to their individual capabilities.

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY

MSDWT is committed to creating positive school climates where students, parents/ guardians, and all staff work together respectfully to maintain a safe and orderly learning environment focused on teaching and learning. Students have a right to a disciplinary process that is consistent, fair, and equitably applied. Our schools are the safest and the most successful when everyone - students, parents/guardians, and staff alike - hold a set of responsibilities that promotes successful collaboration and respect for each other's roles, and all are invested in preventative and restorative discipline practices.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights	Student Responsibilities
Students have the right to...	Students have the responsibility to...
<ul style="list-style-type: none"> ● A public education unhindered because of race, religion, national origin, gender, gender identity, sexual orientation, disability, economic status, and other personal characteristics or any reason not related to their individual capabilities. ● An orderly, safe school and classroom environment that will promote learning for all students. ● Be treated courteously, fairly and respectfully by other students and school staff. ● Be informed about the reason for a disciplinary decision. ● Have school staff or an administrator present if police are called and have a parent or guardian notified of the nature of the investigation and other details as appropriate. ● Receive staff responses that address their social/emotional needs. ● Be explicitly taught how they can best demonstrate positive behavior and follow expected routines. 	<ul style="list-style-type: none"> ● Attend school daily, be on time, be prepared for class, and complete assignments to the best of their ability. ● Be responsible for the decisions they make in the classroom and at school related activities. ● Know and follow school rules and instructions given by all school staff. ● Tell school staff about any dangerous behavior or activity that occurs on school grounds or off school grounds if it may result in disruption to the educational setting. ● Keep parents or guardians informed of school-related issues and give them any materials intended for parents or guardians sent home with students by the school. ● Respect school property, community property, and the property of others. ● Ensure that their conduct contributes to a safe environment while being transported to and from school.

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Parent/Guardian Rights	Parent/Guardian Responsibilities
Parents/Guardians have the right to...	Parents/Guardians have the responsibility to...
<ul style="list-style-type: none"> ● Be actively involved in their children's education. ● Be treated courteously, fairly and respectfully by all school staff. ● Have access to information about the policies of the Board and be provided procedural safeguards that relate to their children's education. ● Get regular reports, written, oral, electronic (via email/phone) from school staff regarding their children's academic progress or behavior, including but not limited to report cards, behavior progress reports and conferences. ● Visit their child's classroom by pre-arranging a mutually-agreed upon time with the teacher. ● Receive information and prompt notification of inappropriate or disruptive behaviors by their children and disciplinary actions taken by school staff. ● Have access to information and be provided procedural safeguards about due process for disciplinary matters concerning their children, including information on conferences and appeals. ● Receive information from school staff about ways to improve their children's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs and mental health services within MSDWT and the community. ● Receive information about services for students with disabilities and English language learners, when applicable. ● Request school communication be translated into their native language. ● Serve as collaborative decision making partners alongside school staff. 	<ul style="list-style-type: none"> ● Make sure their children attend school regularly and on time and report any absences to the school. ● Tell school officials about any concerns or complaints in a respectful and timely manner. ● Be respectful and courteous to staff, other parents, guardians and students while on school premises. ● Work with school staff to address any academic or behavioral problems their children may experience. ● Support their children's education by talking with their children about school, expected behavior, and the importance of following/meeting those expectations. ● Read and become familiar with the policies of the Board, administrative regulations and this Code of Conduct. ● Keep all student and family information updated in Skyward, including contact information, addresses, emergency contacts, and students' medical information and communicate updates to their children's individual school. ● Respect other students' and families' privacy rights. ● Regularly check Skyward for their children's grades and updates from teachers as well as read all documents sent from school.

STAFF RIGHTS AND RESPONSIBILITIES

Staff Rights	Staff Responsibilities
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Staff members have the right to...	Staff members have the responsibility to...
<ul style="list-style-type: none"> ● Work in a safe, secure, and orderly environment. ● Be treated courteously, fairly, cooperatively and respectfully by students, parents or guardians and other school staff. ● Receive supportive professional development and training. ● Receive the necessary resources to deliver quality instruction. ● Training to support the understanding of the Code of Conduct, implementation of positive behavior supports, and other interventions to maintain a positive school climate. ● Carry out disciplinary action consistent with the Code of Conduct and established administrative rules and expectations when student behavior is disruptive. 	<ul style="list-style-type: none"> ● Maintain safe and orderly schools by using proactive and culturally responsive prevention and intervention strategies. ● Explicitly teach, re-teach, and model clear behavioral expectations to all students. ● Be respectful and courteous to students, parents and guardians, other district employees, and visitors. ● Be knowledgeable about District policies, administrative expectations, and school rules, and enforce them fairly and consistently. ● Communicate policies, expectations to families in an education jargon-free manner. ● Respond in a timely manner to parent/guardian and student concerns in an education jargon-free manner. ● Identify and respond to students' social, emotional, and/or behavioral health needs, including referring students for additional support. ● Provide makeup work for students when-absent, including those students who are absent for disciplinary reasons. ● Participate in required professional development opportunities.

Complete Code Of Conduct available at www.msdt.k12.in.us

GENERAL INFORMATION

The rules and regulations of North Central High School addressed in the content provided in the student handbook are in effect from the time a student leaves home for school, during school hours, throughout after school activities--both curricular and extra-curricular--until the student returns home from school. School administrators, teachers, and staff are said to stand in loco parentis, in the place of the parent/guardian, during all school related activities. North Central student representatives have additional rules that apply to their behavior beyond the normal school regulations. See the Athletic Handbook for rules, which apply to athletes.

ABSENCES

For state reporting, absences from school are counted as periods missed:

- 1 - 3 class periods missed counts as 1/2 day absence
- 4 - 7 class periods missed counts as a full day of absence from school.

Students who are absent for any reason are expected to obtain assignments from North Central's Homework Hotline, teachers websites or Canvas. The number to call is 317-259-5355, then your teacher's extension. You may obtain your teacher's telephone extension number on the Internet by entering www.nchs.cc and clicking on Panther Directory.

ACADEMIC HONESTY

The Metropolitan School District of Washington Township's Academic Honesty Policy is founded on the belief that all students in our district possess the qualities articulated in the International Baccalaureate Learner Profile.

Students in our district are expected to act with integrity and honesty. Students in our district are expected to act responsibly as they conduct inquiry and research.

The Academic Honesty Policy establishes skills and behavior that support good practices in the classroom, on homework, and on essays and examinations. This policy will be introduced, modeled, and employed throughout the school.

THE POLICY STATEMENT

The Metropolitan School District of Washington Township defines **plagiarism** as submitting the ideas or words of another as one's own without giving credit and attribution to the source from which the ideas or words were taken.

1. **Theft of Words:** One of the most obvious forms of plagiarism is the theft of the actual words of another writer. As few as three or four words strung together in a distinctive manner may be proof enough for plagiarism in a court of law.
2. **Theft of Ideas:** A clever argument or a persuasive concept taken from someone without credit to the source constitutes plagiarism even if the ideas are present in words quite different from the original.
3. **Theft of Artistic Expression:** Plagiarism is also defined as the representation of another person's creative expression as one's own. Using all or part of a design, an image, a musical composition or arrangement without giving due credit to the appropriate artist or composer constitutes plagiarism.

The Metropolitan School District of Washington Township defines **cheating** as using dishonest means to gain advantage. This includes employing any kind of secretive methods to gather information for use on quizzes, tests or homework.

An academically honest student:

- Cites the source of direct quotations
- Cites information taken from books, Internet, or any other source (e.g. History Channel, magazine, musical composition, image, etc.)
- Cites reference materials in a bibliography
- Knows what constitutes cheating and plagiarism
- Abides by the rules

An academically honest student **DOES NOT:**

- Use notes during a test unless allowed by the teacher

- Copy from another student during a test
- Copy from the homework of another student or allow another student to copy from him/her
- Hand in work as his/her own that has been copied from another student
- Do work of any kind for another student unless approved by teacher

ANNOUNCEMENTS

At a certain period of each day (to be determined prior to each school year) approved announcements are broadcast over the public address communication system. Before a notice can be broadcast, it must be typed or written out in full and signed by a faculty member. These may be emailed to the teacher of the activity. The teacher then forwards the announcement to the "announcement" address. It must then be presented to the secretary of the assistant principal by 12:00 noon two days prior to reading the announcement. A copy of the daily announcements is posted in a designated area in the Student Center. The daily announcements may be obtained from the voice mail system for Monday through Friday.

ANTI-BULLYING

"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to his or her person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- A. participating in a religious event;
- B. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- C. participating in an activity consisting of the exercise of a student's freedom of speech rights;
- D. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- E. participating in an activity undertaken at the prior written direction of the student's parent; or
- F. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying is prohibited by the District. Students who commit any acts of bullying are subject to discipline including, but not limited to, suspension, expulsion, arrest, and/or prosecution.

ANTI-HARASSMENT

The Board of Education for the MSDWT approved policies for all employees and students of the District to maintain a learning and working environment free of sexual harassment, race/color harassment, religious (creed) harassment, national origin harassment, and disability harassment. (POLICIES 3362, 4362 AND 5517) Students or parents who feel that they have been a victim of harassment should contact the building principal.

APPOINTMENTS (DOCTOR, DENTIST, DRIVER'S LICENSE AND COURT)

On the morning of an appointment, the parent/guardian is to place a call to the attendance office, 317-259-5355, stating that an appointment is scheduled for the student. Notes will not be accepted. A green pass is issued upon receipt of the call. It then becomes the *student's responsibility to pick up* the green pass from the attendance office personnel. When the student acquires the pass, s/he may leave the building to meet the parent/guardian at the prearranged location. It is not necessary for a parent/guardian to come in and sign the student out. Due to the volume of calls, it will not be possible for the attendance personnel to telephone the parent/guardian to verify a possible appointment. If an appointment is canceled before the scheduled departure time for the student, simply place another call and the pass will be voided. The student will be sent back to his/her regularly scheduled class.

When the student returns to school after the appointment, a statement from the doctor/dentist, etc., is required to receive an excused pass for the periods missed. Without a statement, an unexcused pass will be issued.

ASSAULT, BATTERY, AND/OR ABUSIVE LANGUAGE

1. **Assault or Battery on or Abusive Language to a School Employee**--A student shall not cause or attempt to cause physical injury, threaten bodily harm, intentionally make physical contact of an insulting or provoking nature or behave in such a way as could reasonably cause physical injury to a school employee; or without provocation, use in such employee's presence opprobrious or abusive words, obscene language or obscene gestures tending to cause a breach of the peace:
 - on the school grounds at any time;
 - off the school grounds at a school activity, function, or event; or
 - en route to and from school.
2. **Assault or Battery by a Student to a Person Not Employed by the School**--A student shall not cause or attempt to cause physical injury, threaten bodily harm, intentionally make physical contact of any insulting or provoking nature, or behave in such a way as could reasonably cause physical injury to any person:
 - on the school grounds at any time;
 - off the school grounds at a school activity, function, or event; or
 - en route to and from school.

In simple language, fighting results in the following:

1. a 5-day suspension for the first offense during the school year and behavioral probation;
2. expulsion for the second and subsequent offenses during the school year.
3. based upon the severity of the infraction, a student may be recommended for expulsion on the first offense.

In both cases students may be arrested and students may be transported to juvenile or jail depending upon the age of the student.

ATTENDANCE

Regular attendance of students is essential and expected at all times. When it is necessary to be absent from school all day, the parent/guardian is to call the

school—317-259-5355--and notify the attendance secretary of the reason for the absence. These calls are to be made every day of absence, preferably between 7:00 and 10:00 a.m. Voice mail messages may be accepted prior to 7:00 a.m. Calls received after 3:00 p.m. or the following day may result in an unexcused absence.

A student is not counted as absent when the student:

1. participates in school-sponsored field trips.
2. is observing a major religious holiday.
3. has to appear in court.
4. is scheduled to take the driver's road test for the first time.
5. is incarcerated.
6. is suspended from class or school.
7. serves as a page in the state legislative body.
8. is working at any general, city, township, special, or primary election.

Excused Absences

Excused absences are granted for all reasons stated by Indiana Attendance Statutes and School Board policies--they are as follows: the student's illness, serious illness of an immediate member of the family, or death of an immediate member of the family. (Credit for work missed during an excused absence will be recorded at full credit. Students receive two days to make up work for each day of excused absences.)

Pre-arranged absences are discouraged and will not be granted during nine weeks tests or semester exams. Pre-arranged absences may not be granted to extend a holiday or vacation break.

Unexcused Absences

Absences for reasons other than those mentioned above are considered unexcused. This shall include, but not be limited to:

1. missing the school bus, ride to school, or car trouble.
2. vacations or trips with or without the student's family that have not been prearranged at least three days prior to the absence.
3. absences not called in by 10:00 a.m. the morning of the absence or explained in writing and signed by the parent or legal guardian.
4. absences not validated as described above or requested by an administrator.

Excessive unexcused absences will result in immediate and firm action by the administration as outlined under Excessive Absence in the Student Handbook. All missed work and tests due to unexcused absences shall be completed. If the make-up work and tests are completed by the date set by the teacher, 75% credit of the grade earned will be recorded. In the case of truancy, no credit will be given to make-up work or tests missed. Responsibility rests with the parents and students to obtain assignments and turn them in on time. Further, parents and students are responsible to any loss of achievement that might occur as a result of unexcused absences from school/class.

BACCALAUREATE

North Central's Baccalaureate is a reflective event which includes motivational speeches by a distinguished North Central alumnus and an outstanding senior. Senior vocal students perform and lead the audience in the school's alma mater. Also, during the program, accomplished North Central graduates are introduced and inducted into the North Central Alumni Hall of Fame. Caps and gowns are required for this formal occasion. A reception is held in the cafeteria at the conclusion of the program.

BOOK RENTAL

Students are expected to use textbooks that are the property of North Central High School under the following conditions:

- a. Students will return the books to school when notified or at the end of the semester, in condition as good as when received, allowance being made for wear caused by careful use.
- b. If a book is lost, stolen, or damaged beyond use, the student will be assessed a fee to replace the textbook.
- c. If a book is marked in, torn, defaced, or damaged in any other way, the student will be assessed a fee to repair the textbook.

BREATHALYZER

North Central students may choose to attend North Central sponsored social events. Students who choose to do so must adhere to guidelines relating to social events.

- a. Students must pass a Breathalyzer test prior to dance admittance.
- b. Students must show I.D. upon request.
- c. Students must follow all normal North Central school rules.
- d. Unless prior permission has been granted, only North Central students may attend North Central social functions.

CHANGE OF PERSONAL INFORMATION

If a student changes his/her name, address, telephone number, or emergency information, the student or parents/guardian should report the new information promptly to the Enrollment Secretary in the Guidance/Counseling Center at 317-259-5346. Documentation for name change and/or address is required.

CHRONIC HEALTH CONDITIONS

It is the parent's/guardian's responsibility to provide necessary supplies for their student with a chronic health condition such as, doctor's notes, medications, permission forms or medical equipment and/or supplies. If parent/guardian does not provide the necessary items, the school will implement procedures (Administrative Guideline 5335) up to and including: *investigation by Social Worker, report to the Department of Child Services (DCS), and the student's exclusion from school.*

CLASS STANDING

Class standing in grades 9, 10, 11 and 12 is determined by the number of semesters of high school a student has completed:

Grade 9	0
Grade 10	2
Grade 11	4
Grade 12	6

COLLEGE CAMPUS VISIT DAYS

Seniors and juniors are allowed two- (2) school days annually to make official visits to colleges and universities. The two school days do not accumulate from year to year. Students are strongly encouraged to visit a college or university prior to deciding to enroll. The optimal time for visiting campuses is when North Central is **not in session**:

- Summer break
- Fall break
- Dr. Martin Luther King, Jr. holiday (unless used as inclement weather day)
- President's Day holiday (unless used as inclement weather day)
- Spring Break
- Weekends (most admission offices offer campus tours and Saturday appointments)

Obviously, not all of the above times will fit perfectly into everyone's timeline. If students choose to use the allotted college visit days during time that North Central is **in session**, the following steps must be completed:

1. Obtain the *College Campus Visit Form* from the attendance office. Complete the student section and obtain a parent signature.
2. Upon completion of Step 1, the grade level assistant principal must sign the *College Campus Visit Form*.
3. Meet individually with all teachers prior to departure and notify them that he or she will be missing class. Request that each teacher sign off on the *College Campus Visit Form*. Discuss what is expected in order to make up missed class time and work, tests, papers, etc.
4. Request an official letter from the college admission office while on campus verifying campus visit (date visited and with whom) on the institution's letterhead. All admission offices are familiar with these requests and readily comply.
5. Submit both the official visit verification letter and completed *College Campus Visit Form* upon return to school to the attendance office. Both documents must be received for the college visit to be considered an excused absence. Failure to follow the policy may result in an unexcused absence.

All campuses appear "perfect" in recruitment publications. Consider staying overnight on a campus to gain a feel for the student life aspect. Wear comfortable shoes for walking around campus and clothing that is presentable and comfortable. Remember that you are making a first impression. Make final visits before the May 1- National Candidate Reply Date during spring break of your senior year.

CONVOCATIONS

Convocations are a component of the total educational program of the school. Although they are intended to be interesting, convocations are not to be considered as entertainment only. Students are expected to conduct themselves in a courteous and respectful manner when they are in the auditorium. The impressions made on others come from the student attitudes shown in the auditorium.

CRIMINAL GANG ACTIVITIES

The Board of Education (Policy 5840) prohibits criminal gang activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions. The Board prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal gang activity and similar destructive or illegal group behavior.

A confirmed incident of criminal gang activity is a violation of the District's code of conduct. The principal or the principal's designee shall respond to criminal gang activity, according to the parameters described in the school's code of conduct, and report such activity to law enforcement.

CYBERBULLYING

If a student's expression of thoughts or ideas asserted through social media or cyberbullying reasonably interferes with school purpose or constitutes unlawful activity, the principal or his designee has the authority to suspend or expel for such actions under IC 20-33-8-15 to restore order or to protect persons on school property.

DISCIPLINE

Disciplinary consequences are at the discretion of an administrator's judgement.

Students of Washington Township Schools are expected to:

1. Exhibit the attributes of the IB Learner Profile: Knowledgeable, Caring, Inquirers, Open-Minded, Thinkers, Balanced, Principled, Risk Takers, Communicators, and Reflective.
2. Show respect and consideration for self, others, and property at all times. Exhibit cooperative behavior toward peers, teachers, administrators, bus drivers, other members of the staff, and volunteers. Take responsibility for learning by being on time to class, by being prepared with assignments and materials, by participating in class activities, by actively listening, and by making their best effort. Exhibit safety by following all school regulations and local, state and federal laws.
3. Demonstrate academic honesty.
4. Attend school daily and remain for the entire school day. Arrive on time to all classes.
5. Obey all school regulations and local, state, and federal laws, including those pertaining to possession, use, transmission, and/or selling of weapons, drugs, alcohol, tobacco products, cellular telephones, and other portable electronic devices.
6. Refrain from language that is profane, inflammatory, degrading, or that provokes disruptive behavior.
7. Dress in a manner that does not distract from a normal school environment, or disrupt or interfere with learning.
8. Follow the rules of appropriate bus behavior as described in the transportation rules and regulations to ensure the safety and welfare of themselves and others.
9. Demonstrate appropriate behavior, good citizenship, and sportsmanship while participating in or attending any school-sponsored event or after-school activity.
10. Refrain from fighting or any other act of violence against person or property.
11. Refrain from participation in bullying, and or harassment of any kind.

DRESS CODE

Student dress is the responsibility of students and parents. However, the school shares this responsibility in areas of health, safety, cleanliness of person and apparel, and classroom deportment. Students are expected to observe standards of common decency in their dress.

The following is a list of **acceptable** dress:

1. Shoulders must be covered – i.e. no tank tops of any kind. No strapless tops.

2. There should be no visible cleavage or midriff.
3. The back of the student should be covered. No see-through apparel or fishnet garments are allowed.
4. No sagging pants. All pants and slacks must be worn at the waist. No undone belts will be allowed.
5. Hats, caps, sunglasses, and any other head coverings are not to be worn in the building during the school day and are to be removed upon entering the building. However, students may be required to wear hairnets and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
6. When standing upright and with hands to the side, shorts and skirts must be longer than the length of your fingertips. Slits in skirts and dresses must be no higher than the length of your fingertips.

The following attire **will not be tolerated**:

1. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is unacceptable.
2. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances is unacceptable.
3. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable.
4. Any personal belongings, apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attitude denoting membership in a gang, advocating drug use or violence, or clothing bearing racially or sexually offensive messages, is unacceptable.
5. Home/Sleep apparel is not appropriate; this includes but is not limited to pajamas, robes, slippers, and blankets.
6. Leggings, tights, and pantyhose are acceptable for school; however, they must be covered by shorts, skirts, dresses, and tops that are a minimum of fingertip length around the circumference of the student.
7. Sunglasses are not to be worn in the building at any time, unless a written prescription is on file, which indicates the necessity for the student to wear them.

Failure to dress appropriately will result in a student being sent to the Dean's Office. The student may be issued sweat pants or a t-shirt, for which the student will be charged. A zip-tie will be used for students whose pants are sagging. A student may call a parent for appropriate clothing. Second and subsequent offenses may result in suspension. Work completed while a student is inappropriately dressed or suspended is unexcused and will count 100% maximum credit.

DRIVER'S LICENSE

The following is a summary of the law allowing suspension of a student's driving privileges due to suspension, expulsion, withdrawal from school, or habitual truancy.

- 1) is a habitual truant under IC 20-8.1-3-17.2;
- 2) is under at least a second suspension from school for the school year;
- 3) is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10;
- 4) has withdrawn from school for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (a) before graduating.

If a person is less than eighteen (18) years of age and is a habitual truant, under a suspension or an expulsion or an exclusion, or has withdrawn from school as described in Section 1, IC 9-24-2 (paragraph 3 (4) of this memorandum, the BMV shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:

- 1) The person becomes eighteen (18) years of age.
- 2) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
- 3) The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1.

DRIVING/PARKING

Students who plan to drive and park on campus must purchase and display a parking permit on their vehicle.

To obtain a North Central High School Parking Permit:

1. Go to the Assistant Principal's Office in room D588 to pick up a Parking Permit Application.
2. Or access online at www.nchs.cc, click on For Families, then Forms, and then Parking Permit Application information.
3. The Student Parking Agreement must be completed in its entirety before a permit will be issued (include **all** vehicle information, especially the license plate number).
4. Payment for permits can be made either at Registration, online, or in D588 (before or after school, see below). Accepted forms of payment are cash, credit*, check, money order, or online via Skyward. *On the day of Registration, credit payments can only be made in the computer lab.
 - a. Checks and money orders should be made payable to NCHS. Include the word, "parking," as well as the student's name in the 'memo' section.
 - b.
 - To pay online,
 - Go to www.nchs.cc
 - Sign into Skyward
 - Select Fee Management
 - Find student - choose option "Make a payment." This will take you to the efunds website
 - Sign into efunds - may have to create a new username if you did not use this at Registration
 - Under Payment Options choose "Make a payment"
 - Select your student
 - Choose how many permits you wish to purchase and click on add
 - Follow the rest of the prompts on efunds
 - **Print and bring confirmation of payment with application**
5. Cost is **\$30.00** (additional permits cost **\$15.00**). Temporary permits may also be purchased for \$5.00 (See rules in #8 below in regulations section).
6. Permits will be sold either before or after school, between 7:00-7:14 a.m. or 2:35-3:00 p.m. Passes to first period will not be provided, so plan accordingly in order to purchase a permit, place it on vehicle, and arrive to class on time.
7. Student **must present his/her valid Driver's License (at time of purchase)** and bring the completed Student Parking Agreement to room D588. We need to see

the actual driver's license (plastic or paper version), a *copy* of a driver's license will not be accepted. By state law, students must have proof of adequate vehicle insurance and vehicle registration in their vehicle (it is not necessary to present this information at the time of permit purchase).

- Senior Honor Code (SHC) parking permits are distributed only after a student has purchased a regular student parking permit, and after student has been approved for and presented proof of Senior Honor Code status (SHC icon must appear on student ID). There is no additional cost for the SHC permit.
- Handicapped parking permits may be obtained in room D588. **A physician's statement is required.**

The following regulations must be observed:

Students may be subject to fine, towing or suspension of school driving privileges on **first offense** of failing to conform to the rules. If you have any questions about where to park or the following regulations, please see the Assistant Principal in room D588, or call 317-259-5304.

- The proper North Central permit(s) must be attached to the **rear windshield, lower passenger side**. Permits may NOT be taped onto the car window; may be subject to fine or tow if not displayed properly. Only parking permits for current school year should be displayed on vehicle. All permits from prior years should be removed from vehicle.
- Motorcycles must secure permit to the fork.
- Students are to park between two **yellow lines** only (must be yellow on **both** sides). **Note: bus zones are marked with yellow lines; no one is to park there anytime during the school day.**
- Student lots are located:**
 - North of Northview, between **yellow lines** only.
 - Senior Honor Code only: North of the tennis courts and north of Northview between the **green lines**.
 - Overflow parking is South of (or behind) J. Everett Light Career Center (**yellow lines**).
- Students are **not** allowed to park in faculty/staff parking spaces (**white lines**) or visitor parking (**red lines**). If students are found to be parked in either faculty/staff parking or at Door 1, an **automatic fine** will be issued (or could be towed if the student has received a prior offense).
- Senior Honor Code student parking will be assigned based on eligibility. Students who park in Senior Honor Code parking must park between two **green lines** (green on **both** sides); these spaces are available on a first come, first serve basis.
- All drivers park on the NCHS campus at their own risk.
- Permits are **not** to be moved from one car to another. A second or subsequent vehicle requires the purchase of an additional permit at \$15.00 each. In the case that the permitted car cannot be driven, **temporary** permits may be purchased for \$5.00. A temporary permit entitles a student to park for five (5) days. **Only two (2)** temporary permits may be purchased by a student per semester, or if a student brings the original permit to the Assistant Principal overseeing parking, it will be replaced at no cost.
- If a permit is lost or stolen, a student may obtain a replacement permit for \$15.00.
- Any permit that is purchased by parties not responsible for the vehicle will be revoked.
- According to state statutes, MSD Washington Township reserves the right to enter any car when, in our judgment, that car may contain anything which might be dangerous to the welfare of any student or employee of MSD Washington Township.
- Observe all rules and regulations listed in the Student Handbook. Failure to follow the Code of Conduct, excessive absenteeism, truancy, and/or excessive tardiness may result in loss of driving privileges.
- Please note: All drivers are subject to state and local traffic regulations and may be issued traffic tickets for any violations occurring on campus. Anyone parked in a handicapped area, fire lane, hash marked areas, or in front of North Central may be immediately towed from the premises!

DRUG AND ALCOHOL TESTING

As used in Board Policy (5532), the terms "substance use/abuse," "drug or alcohol use or abuse," "drug or alcohol problems" or similar phrases include, without limitation, the following:

- Use or under the influence of any drug, intoxicant, controlled substance, or other substance made unlawful by law or regulation.
- Use or under the influence of any alcoholic beverage or similar intoxicant.
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician.
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters mood, behaviors, motor skills or mental functions (except use of a substance strictly in accordance with the direction of a licensed physician).

The term "use" means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol. The term "under the influence" means any positive test that was administered under this policy. Any confirmed evidential breath test with a value of .020 or greater is the definition of under the influence of alcohol. The term "alcohol" means ethyl alcohol and includes all beverages, mixtures, medications, inhalants, or preparations which contain ethyl alcohol. The term "drug" means any substance that has known mind or function altering effects upon the human body or that impairs one's ability to safely perform his or her work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all "look alike" drugs, all drug paraphernalia, and nicotine.

As used in this policy, "reasonable suspicion" includes observation of the negative behaviors and actions set out above as indicators of a problem; specific observations concerning the appearance, behavior, body odors, or speech of a student; information received by the principal or his designee from teachers, parents, students, employees, or detection devices; the past record of a student in connection with any of the above listed factors; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours at school or in any other "School District location" defined as any school building and on any school premises; in any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; on or off school district property at any school sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District; or during any period of time students are under the supervision of employees who are working on behalf of the District or otherwise engaged in District business.

The District has the right to request an appropriate specimen such as urine, breath, saliva, sweat, or any other specimen deemed reasonable in conducting drug and alcohol tests. Students will be required to submit to a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances: The student violates the District policy and/or the school rules pertaining to use, possession, and/or being under the influence of drugs and/or alcohol, or if an administrator, teacher, or other staff member has reasonable suspicion that a student might be using drugs and/or alcohol.

If the results are positive, the district Drug Coordinator will proceed as follows:

- First Positive Test** - The results of the test will be provided to both the parent/ guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the same sample, the full cost of the retest shall be borne by the parent/guardian. Students testing positive will be placed on probation. Failure

to participate in any recommended program for assistance and treatment will result in a recommendation of expulsion.

2. Second Positive Test - When any student tests positive a second time (not including a prior retest that was paid by the parent/guardian), the student will be suspended, and the school will initiate a request for the student's expulsion.

EARLY DISMISSAL REQUIREMENTS

Juniors and seniors may elect to be dismissed early under the following conditions:

Students in Grade 11 who have accumulated 26 credits prior to the start of the school year or students in Grade 12, who have accumulated 38 credits, may be released from attending the full student day (seven classes) under certain conditions.

The conditions for early dismissal are as follows:

1. Juniors must have a cumulative grade point average of 2.5 or higher at the end of his/her first 3 semesters in high school. Seniors must have a cumulative grade point average of 2.5 or higher at the end of his/her first 5 semesters in high school.
2. The student must carry a minimum course load of six credits each semester and attend at least six full class periods.
3. The student must meet one of the following criteria:
 - a. The student plans to participate in volunteer or community service activities;
 - b. There are family needs that relate to child or home care;
 - c. The student is involved in continuing education programs; or
 - d. The student is employed on a part time basis.
4. The student must not be in arrears.

It is understood that the student request for early dismissal is approved and verified by a parent/guardian. It is further understood that **the student should have transportation from school and will leave the building at the end of period nine. Students who do not leave the building prior to the ringing of the tardy bell for period 10 will lose their early dismissal privilege and be assigned to a study hall during period 10.** Freshmen and sophomores are scheduled for a full school day.

ELECTRONIC DEVICES

Electronic devices are allowed during non-instructional times (before school, passing periods, lunch, and after school). Electronic devices with headsets are permitted provided that the volume is not audible. These devices will be confiscated at the discretion of the teacher and given to an administrator if used at inappropriate times. If confiscated, they may be retrieved by a parent/guardian in the Dean's Office. The school assumes no responsibility for any of the above referenced items. Students who violate this school expectation may receive disciplinary action.

ELEVATORS

The elevators are not for general student use. If it is necessary for a student to use an elevator, either on a temporary or permanent basis, s/he is to obtain permission from an assistant principal or the health center personnel.

ELIGIBILITY

In addition to the eligibility requirements established by IHSAA (applicable to athletes), to be granted initial eligibility for any athletic or extra-curricular activity, all students must have a 2.0 overall grade point average and have a passing grade in five classes on the first official day of IHSAA and/or Club Sport sanctioned practice, or extra-curricular activity. Qualifying grading periods are the first nine weeks, end of first semester, third nine weeks, end of second semester. **Mid-term grades are not criteria for eligibility.** If a student passes five classes but their GPA falls below a 2.0 during the next grading period, the following criteria must be met in order for the student to remain eligible:

1. The student must report to the Learning Center for assistance twice per week from 2:50 to 4:15 p.m. for a help session. At the session, the student must sign in and remain in the Learning Center until the faculty member releases the student to practice.
2. On a weekly basis, the student must provide to the Head Coach or Faculty Sponsor a grade check from each teacher on his/her class schedule.
3. If a student is having academic issues in a certain class, the student must seek help at help sessions which are before school on Tuesday and after school on Thursday.

If any of the above criteria is not met, the student will be deemed academically ineligible until they have earned a 2.0 (and met IHSAA credit requirements for athletes).

END OF THE DAY

At the end of the school day, all students are to leave the building and grounds unless under the direct supervision of a staff member. The school administration considers loitering in the school building a serious offense. Residency of these students will be carefully checked.

ENROLLMENT

Students who live within the boundaries of the school district, or are approved Non-Resident students may enroll. The enrollment process is handled through the Guidance Office.

EXCESSIVE ABSENCE

Frequent and prolonged absence is in violation of the compulsory school attendance statute. Excessive absence, whether excused or unexcused may result in failure and withdrawal from a course or school.

North Central High School defines excessive absence as twelve (12) absences per semester **excused** and/or unexcused from school or from an individual class. However, when a student reaches nine (9) absences, a parent/guardian-student-administrator conference will be held to discuss the student's absences.

If no valid extenuating circumstances are found, the student's grade for the course in question may convert to a "WF" (withdrawal from the course with failure). If the absences are all day absences from school, due process, expulsion from school may be initiated.

FIELD TRIPS

Educational field trips may be planned by classes or school organizations. A student going on such a trip is to complete a Field Trip Permit, signed by his/her parent/guardian, and return it to the classroom teacher or sponsor prior to the trip. Students are to inform teachers prior to missing a class for a field trip and are responsible for any school work to be made up. Students who do not have a 2.0 GPA and passing five (5) classes will not be allowed to participate in field trips. This includes Performing Arts and JROTC related field trips.

Overnight School Trips Guidelines

You represent your school, your community, your family, and yourself. The following guidelines, procedures and processes will be in effect at all times. You are expected to conduct yourself in an exemplary manner. The following list is not all inclusive.

- All school rules and school board policies are in force during the entire duration of the trip.
- Student's luggage is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- Student's room is subject to search by school personnel or school appointed chaperones at any time before, during or after the trip.
- Students are expected to report any violation of rules, policies or state/federal law to school personnel or a chaperone.
- Students are expected to obey all state and federal laws.

Violation of any of the above expectations will result in disciplinary action by the school. Such action could include (but not limited to) suspension, expulsion, community service, withdrawal from class with a W/F, loss of leadership roles, and/or loss of all extra/co-curricular privileges.

FORGERY

Students who use or attempt to use any school document without permission from a staff member will be subject to suspension or expulsion. All passes used by students must be signed by a valid staff member. Any student caught signing school passes will be subject to an appropriate disciplinary response.

GRADE/APPRaisal REPORTS

Appraisal Reports will be distributed to students at the end of the fourth and thirteenth weeks of each semester. **These are not official grade reports. Appraisals are indicators** of student progress at that point in time.

Grade Reports are distributed to the students as soon as possible at the conclusion of each grading period. Grade reports are mailed to parents/guardians as soon as possible at the end of the second semester.

Grades are assigned according to the following schedule.

- | | |
|---------------|-----------------------------|
| A - Excellent | F - Failure |
| B - Good | I - Incomplete |
| C - Average | WF - Withdrawn with Failure |
| D - Poor | |

Grades of incomplete must be removed within a time agreed upon by the teacher and approved by the principal. No incomplete can stand as a final grade. Any incomplete not removed automatically becomes an "F" grade. An "I" grade is calculated as an "F" in terms of participation eligibility.

GRADE DESCRIPTORS

A Range

Student has consistently demonstrated an exceptionally high degree of scholarship and level of achievement. The student has attained a comprehensive knowledge of the content, concepts and skills, which comprise the course. The student has consistently extended knowledge, concepts and skills to new situations. Attendance and participation are superior.

B Range

Student performance is consistently at a high level of achievement. The student demonstrates a thorough command of the course content and most concepts and skills, which comprise the course. A high level of performance is displayed with frequent extension of knowledge to new situations. Attendance and participation are superior.

C Range

Student performance is considered satisfactory. The student has attained a basic comprehension of the content of the course, demonstrated an understanding of basic concepts, developed and used appropriate skills, and extended knowledge to new situations. Performance level is considered adequate for further learning in the subject area. Attendance and participation are satisfactory.

D Range

Student performance and comprehension are below standard on most aspects of the course. In those areas where some understanding of course content has been demonstrated it is at an elementary level. Few if any of the course concepts and skills have been attained. Foundations for continued learning in the subject area are weak. There is minimal if any extension of knowledge to new situations. Attendance and participation may be below acceptable levels.

F

Student performance and knowledge attainment are wholly unacceptable and below standard. The student has demonstrated little or no comprehension of the content or concepts comprising the course. Foundations for continued learning in the subject area are weak or absent. Student has demonstrated no extension of knowledge to new situations. Attendance and participation may be below acceptable levels.

GRADING AND EVALUATION

It is the responsibility of each teacher to establish a fair and just system for evaluating students' work. Teachers will explain to each class what procedures will be used in determining performance standards and evaluating specific levels of achievement.

Teachers expect to be held accountable for issuing grades and making professional judgments as to the quality of students' work and performance.

Questions about grading procedures and standards should be referred to the teacher.

CORE 40 GRADUATION REQUIREMENTS

A student must be enrolled in a recognized high school for a minimum of seven semesters, exclusive of summer school. Each student must enroll in a minimum of six courses each semester. A student may earn a maximum of seven credits during one semester. The student must pass the state's graduation exam and have 46 credits as described below:

- | | |
|---------------------------------------|------------|
| English..... | 8 credits |
| Mathematics (Including Geometry)..... | 6 credits* |
| United States History..... | 2 credits |
| Government and Economics..... | 2 credits |
| World History/World Geography..... | 2 credits |
| Science (Including Biology)..... | 6 credits |

Speech	1 credit
Physical Education	2 credits
Health	1 credit
Electives	<u>16 credits</u>
Total	46 credits

*Students are required to take a math or quantitative reasoning course each year of high school.

REPEATING A COURSE

Students who have earned a grade of D+, D or D- may repeat a course to better master the content or to meet minimum grade requirements to qualify for an Indiana Academic Honors Diploma, an Indiana Technical Honors Diploma or a North Central Academic Honors Diploma. The course may be repeated in the following methods: in the classroom, online via Indiana Online or Indiana University High School, or after school via GradPoint. The following rules apply:

1. The student must submit a permission/request form signed by parent/guardian indicating a desire to repeat the course to the student's counselor and be approved.
2. Both grades will appear on the transcript and will be factored into the Grade Point Average.
3. The student must repeat the course within one calendar year of earning the D+, D or D-.
4. Students may not repeat the same course more than once.
5. The request to repeat a course in the classroom may be denied if placement causes the class size to be excessive (determined by Principal or designee).

QUEST, Adult Education, Credit Options

Students may earn a maximum of ten (10) credits by completing courses at other accredited institutions during summer or evening hours, under the following circumstances:

1. Prior approval is gained by submitting a "Request Form" available from your counselor.
2. The course is not available at North Central during the concurrent semester or the student has a full schedule.
3. In the case of QUEST, classes are housed at Northview Middle School; the student has previously taken and failed the course or cannot graduate on time without taking the course.

Credit for High School Courses/On-Line Courses

Students who have a cumulative grade point average of 2.0 or above may earn up to ten (10) high school credits toward graduation from North Central High School by completing courses which have been approved for high school credit by accredited institutions. Courses listed as one-half (1/2) unit are equal to one (1) North Central High School credit. See your counselor for permission letter prior to enrolling in any course.

College Courses for High School Credit

Students who have a cumulative grade point average of 3.0 or above and have been endorsed by the Principal of North Central High School may earn up to four (4) credits toward the forty-six (46) credit requirement for a North Central High School diploma by taking college courses which have been approved for high school credit and are not offered at North Central High School. See your counselor for permission letter prior to enrolling in any course.

Transfer Credits

North Central High School personnel will evaluate, assess and determine whether or not to accept credits from other institutions. An official transcript from the student's former school is required. Documentation of course content may also be required.

HOME-SCHOOLING GUIDELINES

Students who are home-schooled may choose to take classes at North Central High School to supplement their education. Home-schooled students do **NOT** receive a diploma from North Central High School and are classified by grade level according to credits earned at North Central. Parents need to call for an enrollment appointment to meet with a counselor to select classes.

The Board of Education does not permit a resident student who is being educated at a non-accredited or home school to participate in any of the Corporation's co-curricular or extra-curricular activities.

Students who participate in the curricular program of the corporation will be counted as enrolled students in the ADM to the extent allowed by Indiana Law and must participate in the required state and local standardized testing programs as determined by the Indiana Department of Education.

Students who request transfer of credit from home-schooling to North Central must submit course syllabi and evidence of completed coursework to individual department chairs. Students seeking transfer of credit will take semester criterion-referenced tests and submit portfolios for assessment.

ID CARDS

Each student will be issued a student ID card, which is to be worn by the student at all times. It is to be shown upon request of any staff member and needs to be presented to gain admission to many school functions as well as Health Center, Information Center, and/or Learning Center. Failure of a student to properly identify him/herself to any staff member when requested to do so may result in suspension or expulsion recommendation from school. If a student loses the student ID card, it must be replaced immediately. The student must report to the Guidance Office for a replacement identification card. Student pictures will be taken during the lunch periods. There will be a charge of \$5.00 for each replacement.

INSUBORDINATION

A student must comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers or other authorized school personnel when:

- On the school grounds at any time
- Off the school grounds at a school activity, function, or event
- Under the jurisdiction of school district transportation (on buses)

LATE BUSES

Every Monday through Thursday **ONLY**, two late buses leave the southwest door (Door #30) of North Central at 4:30 p.m. Students who have after-school activities may ride these buses home. Students must receive a late pass from the adult supervisor of the after-school activity to ride a late bus. In addition, students must provide their school issued ID to ride the late bus. The same type of behavior and conduct that is expected on a student's regular bus is also required on the late bus.

LEAVING THE BUILDING DURING CLASS PERIODS

Students may leave the building while their classes are in session only with the permission of an administrator, the health center nurse, or with a pass from the attendance office personnel.

MILITARY RECRUITMENT

A provision in the No Child Left Behind Act (NCLB) requires schools to provide the military with student names and contact information. If you, as a parent or guardian, do not want your child's name released, please submit your request in writing to the registrar.

OFF SITE COURSES

Courses taken through QUEST, On-line, or University programs must be pre-approved by North Central personnel before credit is given. The approval process starts with the student's counselor. A permission letter is needed before a student enrolls in any course outside of North Central for which a student wishes to earn credit. North Central department chairs determine coursework eligibility for credit.

PASSES

There are four types of school passes. Blue passes are used only by administrative personnel and may excuse students from any class at any time if the word "now" is written on the pass. Otherwise, the student should be excused at a convenient time in order to miss as little class work as possible.

White passes are used only by guidance personnel and green passes are used only by attendance office personnel.

Pink passes may be used by any teacher and may excuse students from study halls or from the class of the teacher issuing the pass. It is not used to excuse students from regularly assigned classes of other teachers.

Please see the Information Center section for more information.

POSTERS

Posters and other signs publicizing school events are to be placed within the student center, hallways and the cafeteria. Before posting, all posters must be approved by the principal or the principal's designee. Posters may not be displayed on display cases for any reason.

PREARRANGED ABSENCES

If a student needs to be out of town for a wedding, religious conference, family vacation, or absent for any reason which does not constitute an excused absence, a Prearranged Absence Form (pink) is required. The form may be picked up from attendance personnel prior to the dates absent. There will be no provision for prearranged absences during the final week of any grading period or for any class during summer school. There are also no prearranged absences during the week of, prior to, or following a school vacation period.

The form requires the signature of a parent/guardian, an assistant principal, and any teacher whose class will be missed. Homework assignments may be given prior to the absence, or upon the student's return, at the individual teacher's discretion. The homework/assignment section of the form will be returned to the student upon receipt of the signed form. Make-up work for full credit is granted in the prearranged category. A student must have the prearranged absence form completed **three (3)** days prior to his/her absence in order for make-up work to be granted for credit.

It is the decision of the school administrator to determine if a prearranged absence will be granted. This is a privilege. It is not a right. Students who have poor grades (do not meet standard of participation) or poor attendance may be refused a prearranged absence. Long term prearranged absences are generally not approved.

PRIVATE TRANSPORTATION

Students riding to school by private transportation are to be dropped off on the north side of the building. Students being picked up from school at 2:35 p.m. should be picked up from the north side of the building at Door 2. Students who do not comply have to wait outside of North Central for their ride home.

PUBLICITY

Posters publicizing non-school events may be posted in the display case at the west end of the upper Student Center. Posters should be taken to the Assistant Principal in charge of Student Activities for approval.

RANK IN CLASS

Rank in class at North Central is determined by dividing the total number of grade points earned by the total number of credits attempted. North Central's system of weighting classes is figured into the determination of class rank at the end of each semester. Students should check the section under Weighted Courses for further information about how this system works.

Points are assigned to grades as follows: (Half credit courses receive half the points, i.e., A=2.0 points.)

A = 4.0000	C = 2.0000
A- = 3.6667	C- = 1.6667
B+ = 3.3333	D+ = 1.3333
B = 3.0000	D = 1.0000
B- = 2.6667	D- = 0.6667
C+ = 2.3333	F = 0.0000

ROOM NUMBERS

All rooms with numbers below 300 are located on the first floor; those with numbers above 500 are on the second floor. All numbers are prefaced by the letter of the hall in which the rooms are located. For example, room N704 is located on the second floor in N hall. In the Career Center, all rooms are numbered in the 300 and 400 series. These rooms are also prefaced by the letter of the hall. A map of the school floor plan is included in this handbook.

SCHEDULE OF PERIODS

There are seven class periods in the school day. Students are to leave the building immediately following the completion of their school day, unless they are here for official school business: **Waiting for a ride is not considered official business.**

Lunch is served during periods four, five, six, seven and eight. Students might attend class one of these periods, eat lunch, and then return to the second half of class. Note that periods 4, 5, 6, 7 and 8 are of shorter duration.

REGULAR SCHEDULE

Period	Time	Period	Time
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1	7:20 - 8:10	6	11:16 - 11:41
2	8:16 - 9:06	7	11:47 - 12:12
3	9:12 - 10:08	8	12:18 - 12:43
4	10:14 - 10:39	9	12:49 - 1:39
5	10:45 - 11:10	10	1:45 - 2:35

HOMEROOM SCHEDULE

Period	Time	Period	Time
1	7:20 - 8:05	6	11:26 - 11:51
2	8:11 - 8:56	7	11:57 - 12:22
3	9:02 - 9:47	8	12:28 - 12:53
Homeroom	9:53 - 10:18	9	12:59 - 1:44
4	10:24 - 10:49	10	1:50 - 2:35
5	10:55 - 11:20		

TWO-HOUR DELAY SCHEDULE

Period	Time	Period	Time
1	9:20 - 9:48	6	12:02 - 12:27
2	9:54 - 10:21	7	12:33 - 12:58
3	10:27 - 10:54	8	1:04 - 1:29
4	11:00 - 11:25	9	1:35 - 2:02
5	11:31 - 11:56	10	2:08 - 2:35

EARLY RELEASE SCHEDULE

Period	Time	Period	Time
1	7:20 - 7:56	6	10:34 - 10:59
2	8:02 - 8:38	7	11:05 - 11:30
3	8:44 - 9:26	8	11:36 - 12:01
4	9:32 - 9:57	9	12:07 - 12:43
5	10:03 - 10:28	10	12:49 - 1:25

SELLING IN THE BUILDING

All selling of any kind is strictly prohibited unless it is a school fundraiser approved by the principal or designee. There is no selling of edibles in classrooms. Products approved are to be sold in the North Central High School Student Center. All questions related to fund-raising (selling) are to be referred to the principal.

STANDARDS FOR PARTICIPATION IN SCHOOL ACTIVITIES

Students who represent North Central High School should demonstrate behavior that reflects positively on themselves and their school. Therefore, the following standards of academic achievement, behavior and attendance have been established.

A. Academic Achievement

Detailed eligibility found in the Student Handbook.

B. Good Citizenship

1. **Standards of Participation** -- Any student in arrears may not be allowed to participate in student activities. All participating students are expected to display good manners and responsible behavior. Inappropriate appearance, speech and actions bring discredit to the student, the group and the school. These standards are minimum expectations for participation in all school activities and grounds to remove the student from extra-curricular activities for all or part of the school year. Athletic teams, which operate under IHSAA standards covered in the North Central Athletic Handbook, may be more specific in nature. Since these are minimum standards for all students, individual groups/organizations may establish additional, more stringent standards. Listed below is a **sample** (not a complete list) of the many activities to which these standards apply:

Academic Teams	JROTC Staff and Teams	Athletics Clubs
Student & Class Councils	Nominees for Kings and Queens	Student Assistants
Student Leadership Camp	Drama Groups	Junior Spectacular
Hoosier Boys' and Girls' State	Public Address Announcers	Speech Teams

2. **Violations and Consequences**--If the adult(s) in charge of any school activity determines that the above minimums are not being met, the students may be prohibited from participating. Though this applies to all school activities, it is especially critical for students in leadership roles and candidates for all school or class offices.
 - a. Students in leadership participant roles:
 1. Any elected or appointed student leader or participant of a North Central organization shall lose the leadership or participant position if found possessing, using, selling, or transmitting any drugs, alcohol, and/or other illegal substances.
 2. Smoking and/or possessing tobacco products on school premises shall also result in the loss of the leadership role.
 3. Violation of any school rules, which results in an out-of-school suspension, shall result in the loss of the leadership role. One tardy to class, which results in a suspension, does not apply here. Subsequent tardies/suspensions will apply here.
 4. Ineligibility for leadership roles remains in effect for one calendar year from date of occurrence of the violations.
 - b. Candidates for all-school or class offices:
 1. The above standards also pertain to such candidates.
 2. Ineligibility for leadership roles remains in effect for one calendar year from date of occurrence of the violation.
 - c. Students on school probation: Such students may not represent the school in public presentations, conferences, competitions, or similar events.

C. Attendance

1. Students must attend school all day on the day they wish to participate in a given school event. Friday's attendance will be used to determine weekend participation.
2. Referral to the E.A.R. Committee will result in suspension from participating in the following school activities:
 1. Public Performance;
 2. Team Competition; and
 3. Office Incumbency
3. Students will remain suspended until a final determination is made by the E.A.R. Committee.

SUMMER SCHOOL

Students may earn up to sixteen (16) credits during Summer school in their four years. A student in one summer may earn a maximum of two (2) credits. Students may, with the prior approval of their counselor and principal, seek admission to summer school at any accredited Indiana high school offering classes. The credits earned in an accredited summer school will be accepted toward graduation at North Central if the class has been approved prior to enrollment. See your counselor for a permission letter.

North Central's Summer School is divided into two fourteen-day sessions. Each class meets a minimum of five hours daily during each session. A student is allowed only one absence per summer school session. A student may be withdrawn from a summer school session for any of the following reasons:

1. The student is failing his/her course after the first four days of class with no chance of passing the course.
2. The student is disrespectful to an adult, a class or him/herself.
3. The student misses two days during one session, when class time is missed due to tardies, or for being sent to the office for disciplinary reasons.
4. Students are not permitted to miss the final day of any summer school session.

SUSPENSION OR EXPULSION

Students under suspension or waiting for a decision on an expulsion recommendation are expected to keep up with all assignments via the North Central Homework Hotline (317-259-5355, followed by the teacher's extension). This applies to all classes except those with a laboratory or shop experience. Students may continue with assignments until the recommendation for expulsion has been finalized. Those serving a suspension or recommendation for expulsion may submit make-up work for full credit at one make-up day per each day of school missed. If the student is expelled, then the direction of the school will be reflective of the hearing examiner's findings/actions taken.

Definitions

"Suspension" means any disciplinary action that does not constitute an expulsion under Indiana Code (IC) 20-33-8-7 whereby a student is separated from school attendance for a period of not more than ten (10) school days. The term does not include situations in which a student is:

1. Disciplined under IC 20-33-8-25, including short term removal by a teacher or assignment by the principal;
2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5

"Expulsion" means disciplinary action or other action whereby a student is:

1. Separated from school attendance for a period of more than ten (10) school days;
2. Separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or

3. Is separated from school attendance for the periods prescribed under section 16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is:

1. Disciplined under IC 20-33-8-25 including short term removal by a teacher or assignment by the principal;
2. Removed from school in accordance with IC 20-34-3-9 for illness; or
3. Removed from school for failure to comply with the immunization requirements of IC 20-34-4-5.

GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion include student misconduct or substantial disobedience, IC 20-33-8-14. The following are examples of student misconduct or substantial disobedience. (This list is not intended to be all inclusive.):

1. Interference with school purposes or procedures.
2. Damage to school property, stealing, or attempting to steal school property.
3. Damage to personal property, stealing, or attempting to steal personal property.
4. Physical injury to any person.
5. Intimidation (threatening anyone) and/or verbal attacks against another person.
6. Bullying; defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment.
7. Possession of a firearm or facsimile.
8. Possession of a deadly weapon or other device or substance designed to inflict bodily harm.
9. Possessing, using, transmitting, manufacturing, distributing, dispensing, being under the influence, or selling of drugs, alcohol, or tobacco.
10. Criminal law violation, including but not limited to theft and forgery.
11. Insubordination (willful failure to comply with directions of school personnel).
12. Violation of state law, including habitual truancy.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted and published by individual schools within the District.
14. Lack of legal settlement within the District.
15. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
16. Academic Dishonesty.

A principal may require that a student who:

1. Is at least sixteen (16) years of age; and
2. Wishes to reenroll after an expulsion; attend an alternative educational program evening classes; perform 120 hours of service with a nonprofit organization if the parent or guardian approves.

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

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

In addition to the grounds specified, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

As previously noted, possession of a firearm, destructive device, or deadly weapon serve as grounds for suspension or expulsion as defined under IC 20-33-8-16. The Superintendent or administrative designee shall notify the Marion County Prosecutor if a student is expelled under either of the two offenses below.

"Firearm" and "Destructive Device" has the meaning set forth in IC 35-47-1-5. A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or
2. In possession of a firearm or destructive device on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. The Superintendent may, on a case-by-case basis, modify the period of expulsion for a student who is expelled under this section. A student with disabilities who possesses a firearm or destructive device on school property is subject to procedural safeguards under the Individuals With Disabilities Education Act.

"Deadly Weapon" has the meaning set forth in IC 35-31.5-2-86. A student who is:

1. Identified as bringing a deadly weapon to school or on school property; or
2. In possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.

TARDINESS

Students arriving to school after 7:19 a.m. should report to the attendance office. Students late to school due to an excused reason will be sent immediately to class from the attendance office. Students late to school for an unexcused reason will be detained in the tardy room until the end of the arrival period. Tardiness due to a student's bus arriving late is excused. Tardiness due to oversleeping, car trouble, etc. is not excused. Students who drive may lose their driving privileges for tardies to school. Students with four (4) tardies to school will be suspended pending a parent/guardian conference.

Students who are tardy to class after having attended one or more classes are to report directly to the Tardy Room (B118). Students are allowed three (3) tardies to

class per semester. Students will be suspended pending a parent/guardian conference on their fourth (4) tardy.

The building is large and there are many students passing to classes. Students neither have time to socialize between class periods nor have time to return to their locker after each class. With a little planning and a conscientious effort, every student can be on time.

TERRAZZO SYMBOLIC DESIGN

The design in the terrazzo floor of the student center is representative of the various activities associated with North Central High School. **It has become the custom that no one walks on the design.**

Key:

1 - Softball	5 - Pacific Ocean	9 - Dividers	13 - Theater, Drama
2 - North America	6 - Musical Note	10 - Antarctica	14 - Book
3 - South America	7 - Basketball	11 - Paintbrush	15 - Football
4 - Atlantic Ocean	8 - Flask	12 - Africa	16 - Protractor

TRANSCRIPT REQUESTS

Transcripts are sent electronically whenever possible. Current students may request official transcripts by registering with www.parchment.com. If the transcript is being sent as part of an application for admission, students may need to submit a paper request to their counselor, as well. An unofficial transcript is given to each student each semester.

Graduates may also request transcripts to be sent through www.parchment.com. Previous students who did not graduate from North Central High School should contact the Registrar.

TRANSITION TO HIGH SCHOOL

An important part of a child's educational journey is the transition from middle school to high school. North Central has many activities designed to assist students and parents in the important transition from middle school to high school. A few are highlighted below:

- Open House: held each fall, is a Big Picture view of North Central from A to Z.
- Curriculum Night: Highlights our broad curricular offerings to 8th graders and parents.
- PantherQuest: Nationally known, day-long camp like experience during the summer to acquaint incoming 9th graders with their new school.

TRUE NORTH ACADEMY (ALTERNATIVE HIGH SCHOOL SETTING)

All students assigned to True North Academy are North Central students who are subject to all expectations, rules and policies of North Central High School and the MSD of Washington Township.

TRUTHFULNESS

It is expected for each student to be truthful when answering questions from any adult. It is the obligation of any student to be truthful to any adult. Failure to be truthful may result in a student being suspended for failure to comply with the directions of school personnel. This is grounds for suspension or expulsion from school.

VALUABLES

Students should not bring large amounts of money or valuable personal items to school. **The school is not liable for stolen or lost items.**

VISITORS

A student wishing to bring a guest to the school should make arrangements with the host student's assistant principal at least one day prior to the planned visit in order to obtain a visitor's pass. Student visitors from any Marion County school, Indianapolis City school or other nearby school corporations are not permitted. Although other student visitors are welcome, they are not to be invited to visit school during the weeks of nine-week or semester examinations or immediately preceding or following a school recess period.

Recent legislation in Indiana has made it a misdemeanor to go on or remain on any part of school property in violation of any school rule or to interfere with the lawful purpose of the school. It is also a violation of the law to refuse to leave the school premises when ordered to do so by any school official. Therefore, any visitor in the building must have written permission to remain. A visitor's pass must be returned to the general office at the conclusion of the visit. The grade level administrator reserves the right to deny any visitor access to school grounds.

Any pre-school age child coming to school for a class project shall be in the school only during the period of time of the project. Otherwise students should not bring pre-school age children to North Central.

WAIVERS

Every graduating student must demonstrate mastery of the academic standards assessed by the ISTEP assessment as a requirement to receive a diploma. Options available to students who do not pass are outlined under IC20-32-4-4 in order for them to receive a diploma.

WEIGHTED COURSES

North Central's weighting system is intended to recognize and reward academic work over a four-year period in selected courses where student work is judged to be significantly above that present in the college preparatory program. In particular, this system of weighting will be part of determining students' grade point averages and class ranks. The GPA is established by totaling all earned points and dividing by the total number of credits attempted.

North Central uses a 4-point grading scale, which incorporates plusses and minuses within each grade range. (See section on grading scale).

For students taking weighted courses, the GPA is adjusted using the following formula:

A weighting factor of .2 is multiplied by the total number of weighted courses taken and then divided by the number of high school semesters completed. The quotient is then added to the GPA established by the actual earned grades in all course work.

WITHDRAWING FROM CLASS

A student may withdraw from a class without grade penalty each semester anytime up to the date determined by the administration--usually eight to ten school days. The student should contact his/her counselor to initiate this process. Students are responsible for paying all book rental and lab fees unless they withdraw by the date announced by the administration.

WITHDRAWING FROM SCHOOL

Students who leave school because their family is moving, or for any other reason, must obtain a withdrawal form in the guidance office. It is very important to follow the

official withdrawal procedure. If all accounts are not cleared, students who transfer to another school may experience a delay in receiving a transcript of their credits from North Central.

The student's parent/guardian needs to sign a form to authorize the sending of his/her records to the new school.

WORK PERMITS

Work permits are issued by the receptionist. This is a two-step procedure. The student must first obtain the "Intent to Employ" card from the receptionist. Then the student must bring the completed "Intent to Employ" form signed by his/her parent/guardian and his/her prospective employer. A new permit is needed when the employee changes employment. Students who are not passing all classes may have a work permit denied or refused. Students must be a current NCHS student in good standing.

STUDENT SERVICES

BOOKSTORE

Students may obtain supplies such as pens, pencils, paper, gym apparel and other items normally necessary for a student's use at North Central in the school bookstore. Students may purchase equipment from the bookstore between the hours of 7:05 a.m. and the end of Period 8.

BULLETIN BOARD

The bulletin board on the second floor of the Student Center is maintained for personal announcements and comments of North Central students. Items displayed may consist of notices of articles for sale, civic events, church or temple-sponsored events or editorial commentaries. Materials may not include personal attacks or obscenities and all statements must be valid. All comments and notices must be signed by the student who submits the item for posting. Information for the bulletin board should be brought to the office of the assistant principal in charge of student activities.

BUSES TO ATHLETIC EVENTS

Township buses are provided to transport students to and from athletic events, providing there is sufficient interest in the event to warrant taking the bus. Students may be charged a nominal fee for this transportation.

Following a game, students must return to the school on the same bus in which they went to the game. It is imperative that when school officials accept the responsibility for taking a student to a ballgame, they also accept the responsibility to bring the student back to school. Any student disregarding this request will not be allowed to ride to any future athletic events on buses provided by the school.

CAFETERIA

The Metropolitan School District of Washington Township participates in the National School Breakfast, Lunch, Snack and Summer Feeding Programs. For valuable information about our program please visit the Child Nutrition web page, under Quick Links, at www.msdlw.k12.in.us. On this page you will find menus, meal prices, nutritional information, payment schedules, and applications with instructions regarding applying for meal assistance. If a student receives meal assistance, it is for both breakfast and lunch.

Breakfast is served at North Central between 6:55 and 7:14 a.m. Lunch is served in the school Cafeteria during periods 4, 5, 6, 7 and 8. Students may go directly to one of the lunch lines. Since there are ample serving lines, there is no need for running to the Cafeteria. Students are not to cut in line. They may sit at any table of their choice. Each student must use a tray to purchase anything in the Cafeteria. After eating, students must return their trays to the conveyor belt and students are expected to throw trash into available containers. Students may bring their own meals if they wish; however, a well-balanced breakfast and lunch at a minimum cost is available. Food is not to be eaten outside of the Cafeteria during the school day. After students have **finished eating**, they may stay in the Cafeteria or go to the lower Student Center. Students may wish to go to the Guidance Center at this time to make arrangements for an appointment with their counselors. Unless they have a pass students may not go into classroom areas during lunch periods. It is the responsibility of students to display positive acts of good citizenship at all times.

All school cafeterias utilize a pre-pay/debit system. The system is designed to process student purchases more efficiently, reduce the amount of cash handled and keep the lines moving so the student has time to eat. Each student has an account with an assigned ID number. North Central students **must** have their Student ID in the Cafeteria lines. Students scan their student ID card to access their account. When a cashier rings up breakfast, lunch or a la carte items, the total amount of the sale is deducted from the prepaid balance in the account. When the student owes money or does not have enough on the account, the student may pay with cash at the time of purchase. Charging of meals is not allowed at North Central High School.

All students are encouraged to pre-pay into their Child Nutrition Account or have cash in hand. Visit our online payments system. Prepayments may also be made with a check or cash, and all checks should include the student name and ID number. The Cafeteria does not accept checks for prepayments after May 1. If a check is returned for Insufficient Funds, the school district will assess a \$25.00 charge to your child's account for each occurrence. The student ID card serves as a debit card.

Students are not allowed to have food delivered.

GUIDANCE/COUNSELING

The Guidance Department staff of North Central High School is dedicated to helping students make good decisions throughout their high school years. Ten licensed guidance counselors, a Coordinator of College Counseling, two Social Workers and three secretary's work together to deliver a variety of guidance services. All students have an alphabetically assigned counselor who stays with them for their four years of high school. Guidance programs are generally divided into the areas of academic planning, career and post-secondary planning, student support services, and college admission planning. Personal concerns may be discussed confidentially one-on-one or in a small support group setting. Counselors will meet with each student periodically but students are encouraged to contact their counselor whenever they need assistance. A student may initiate a conference by stopping by the Counseling Center during passing periods, lunch periods, before or after school to complete a "Conference Request" form. Students are then called out of study hall or class with a Guidance pass. Students must have their student ID cards with them to be admitted to the Guidance Office.

HEALTH CENTER*

The Health Center is open daily from 7:00 a.m. to 3:30 p.m. for health needs or consultations for students who are in possession of their current North Central student ID cards. Students must obtain a pass from their classroom teacher to gain admittance to the Health Center.

IMMUNIZATION REQUIREMENTS

Indiana law (IC 20-34-4 et seq., POLICIES 5320, 5330, 5340 AND 5341) requires that whenever a student enrolls in school, the parent/guardian must furnish a written statement of the student's immunization unless such a statement is already on file at the school. The statement must be accompanied by a physician's certification of the immunization history. The parent/guardian must furnish this statement upon enrollment.

When a parent/guardian objects to immunization on religious grounds, the objection does not exempt a child from any testing, examination, immunization, or treatment unless the objection is: (1) made in writing; (2) signed by the child's parent/guardian; and (3) delivered to the child's teacher or to the individual who might order a test,

an exam, an immunization, or a treatment absent the objection.

Grades 9 & 10

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria (Td) vaccine. [Age 7 or older.]
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.
- 3 doses of Hepatitis B vaccine.
- 2 doses of measles vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is sufficient. Documentation by a physician is not necessary.
- 1 dose of Tdap (Tetanus & Pertussis)
- 1 dose of MCV4 (meningococcal)

Grades 11 & 12

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria (Td) vaccine. [Age 7 or older.]
- 4 doses of any combination of IPV or OPV by age 4-6, or 3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.
- 3 doses of Hepatitis B vaccine.
- 2 doses of measles vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is sufficient. Documentation by a physician is not necessary.
- 1 dose of Tdap (Tetanus & Pertussis)
- 2 doses of MCV4 (meningococcal) Students who receive their first dose of MCV4 on or after their 16th birthday will not need a booster dose of vaccine.

INFORMATION CENTER

The teacher-librarians of the Information Center serve students and faculty through instruction in inquiry-based learning, and reader's advisory. They house carefully selected print and electronic resources to support IB, MYP and DP projects in every discipline and support teen readers' needs and interests. They teach the use of databases, research methods and curate web links for specific courses through the Information Center's web page: www.nchslib.info. With their support staff, they also assist faculty and students with Google applications, infographic creation and video editing, as well as help students to checkout cameras and video equipment.

Individual student support available:

- 6:45 am – 7:19 am – Printing and book check out (Upper IC)
- During Study Hall – With a pass from the assigning teacher to work on assignments requiring a computer (Upper IC)
- During lunch – Computer use, book and magazine checkout (Lower IC)
- 2:40 pm – 4:15 pm (Monday-Thursday) – After school Learning Center
- Students must have a current North Central ID at all times to enter the Information Center.

LEARNING CENTER

The Learning Center is staffed by teachers and professional tutors. It is open to any student who:

- is in possession of the current North Central student ID card.
- would benefit from small group tutoring.
- needs assistance with academic assignments.

A student who would like to do classwork in the Learning Center during study hall must do the following:

1. ARRIVE BEFORE THE TARDY BELL RINGS WITH A PASS FROM AN ACADEMIC TEACHER.
2. Report to the Learning Center with student ID card.
3. Pick up a tutoring agreement slip at the check in desk, fill it out completely, ask a tutor to sign it and return it to the desk upon exiting.
4. Report to the tutoring area that offers the needed academic support.

The Learning Center is closed Period 4 each day. The After School Learning Center, located in the upper Information Center, is open from 2:35 to 4:30 p.m. Monday through Thursday according to the academic calendar. The After School Learning Center opens on the Monday of the second week of the semester. Students must report by 2:50 p.m. or have a pass from a coach or teacher.

LOCKERS

Students are assigned lockers in alphabetical order by grade. Lockers at North Central are coded with a letter followed by a number. The letter indicates the hall and the first number indicates the floor; e.g. 1 indicates 1st floor, 2 indicates the 2nd floor.

Students may not share lockers.

Locker combinations are confidential in order to protect the property of students. The school cannot be responsible for any damage or loss of property if a student inappropriately shares his/her private locker combination. To be sure the locker locks when closed, spin the dial and try the handle. Any questions concerning lockers should be directed to the assistant principal in charge of lockers.

The student's use of the locker does not diminish the school's ownership or control of the locker. North Central retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

1. **Locks:** North Central will retain access to student lockers by keeping a master list of combinations for all lockers with combination locks and by retaining a master key for all lockers with pad locks. Students may not use their own locks or other devices to prevent access to lockers by school officials, and any unauthorized locks or other devices to prevent access may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers shall be used only to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, tobacco, obscene material, weapons, any flammable substance, bombs or explosive devices, any pungent acid or nauseous chemical, any Information Center books not properly checked out or overdue, unreturned gym or athletic equipment, or any stolen items. Students shall keep their lockers in a clean and sanitary manner.
3. **Authority to Inspect:** North Central retains the right to inspect lockers to insure that they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. A copy of the list of those staff members designated by the principal to inspect lockers shall be available in the principal's office.
4. **Inspection of Individual Student's Lockers:**
 - A. The inspection of a student's locker will not be conducted unless the principal or the principal's designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by state law or school rules. ["Reasonable suspicion" as used in these rules may be based on a number of factors including, but not limited to, (1) information received by the principal, or the principal's designee, from teachers, students, law enforcement officers or detection devices including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and/or (4) the behavior of the student (for example, indications that the student is intoxicated).]
 - B. Before a student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, when possible, be contacted and given the opportunity to be present during the conduct of the inspection. There may be circumstances which require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. In such circumstances, it will not be possible to contact the student prior to the inspection. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or the principal's designee shall notify the student of such inspection as soon as practicable thereafter.
 - C. Except in an emergency the designated administrator will be accompanied by another staff member when searching an individual student's locker.
5. **General Inspection of Lockers:**
 - A. An inspection of all lockers in the school or all lockers in a particular area of the school, may be conducted if the principal, the principal's designee, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any other person, (3) damage to personal or school property, or (4) a violation of state laws or school rules, including, but not limited to, the following circumstances justifying a general inspection of a number of lockers:
 - (a) the school corporation's having received a bomb threat;
 - (b) evidence of student drug or alcohol use, which creates a reasonable belief of an unusually high level of student use;
 - (c) checking for missing Information Center books, lab chemicals or other school equipment or school supplies at mid-term, end of grading periods and/or before school;
 - (d) student violence, or threats of violence, which creates a reasonable belief that weapons are stored in the lockers.
 - B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. **Student Material:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. **Disposal of Confiscated Contraband:** All contraband confiscated from lockers may be disposed of by the principal or the principal's designee as he or she deems appropriate, including, but not limited to, (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.
8. **Involvement of Law Enforcement Officials:**
 - A. The principal, or his designee, may request law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - (1) to identify substances which may be found in the lockers; or
 - (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.
 - B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect.
 - C. School administrators shall not make an inspection of a locker or its contents on behalf or in the place of law enforcement officials. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.
9. **Locker Cleaning/Repair:** Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean and/or repair (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of a student no longer enrolled in the school. Further, a member of the custodial staff may open a student's locker during any vacation period if he or she has reason to believe this locker contains rotting, spoiling or mildewing items such as food, wet clothes, etc.

Publication of Rules: Code of Conduct available at: www.msdtw.k12.in.us

LOCKER COMBINATION FEE

To receive additional copies of a student's locker combination, the student must present his/her student I.D. and pay a \$1.00 fee in the Dean's Office.

LOST AND FOUND

The lost and found department is located in the school bookstore. Students may claim belongings between 7:05 a.m. and the end of Period 8.

MEDICATION AT SCHOOL

In order to protect the health and welfare of students, Indiana law (IC 34-30-14-1 et. seq.) and 511 IAC 7-21-8 requires that schools observe certain safeguards in the administration of medication. As a general matter, the school is not responsible for the diagnosis and treatment of student illness. If medication is to be administered to a student at school, the following procedures must be observed.

Prescription Medication

1. A prescribing physician or practitioner must provide a written order stating the name of the student, the amount of medication to be administered, identification of the medicine, directions for proper administration of the medication, and the signature of the physician or practitioner.
2. Written consent of the parent/guardian for the school to administer a prescribed medication must be on file with the physician's or practitioner's written order.
3. Students are not permitted to keep medication in their possession; therefore, the necessary forms and the medication must be turned in to the school office as soon as it is brought to the school building. The medication must be brought to school by the parent/guardian and kept in the original container provided by the parent for preschool special education and grades k-8 students. North Central students may transfer medication to and from school if Form (5330 F/C or F/D) is on file and signed by parents.
4. Both the physician's or practitioner's order and the written parent consent will be maintained on file at the school, and will be valid for ONE academic year.
5. Any withdrawal of consent to administer medication must be made in writing by the parent/guardian to the building principal.
6. Self-administration of medication for acute and chronic diseases requires authorization on file. The authorization must include a physician's statement that the student has an acute and/or chronic disease or medical condition for which the physician has prescribed medication; and the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. The statement must be filed annually with the school. If it is necessary to remove medication once sent to the School Health Center, the parent/guardian of preschool special education and grades K-8 students must make arrangements to go to the school and pick it up personally.
7. All medication must be given by school employees or persons designated by the school administrator.
8. It is the responsibility of the parent/guardian to see that the student's prescription is filled and sent to the office on a regular schedule so that his/her medical and educational needs are not disrupted.
9. For preschool special education and grades K-8 students, all medications held by the school must be picked up by the last day of school or they will be destroyed. North Central students may transfer home medicines if Form 5330 F/C or F/D has been signed by the parent/guardian and is on file.

Non-Prescription Medication

1. Written consent of the parent/guardian must be on file and shall contain the name of the student, identification of the medication to be administered, directions for administration of the medication, and the signature of the parent/guardian. Medicines must be sent in the original container.
2. Parental consent must be kept on file at the school and is valid for ONE academic year.
3. Any withdrawal of consent to administer medication must be made in writing by the parent/guardian to the building principal.
4. All procedures pertaining to the administration of prescription medication shall apply to non-prescription medication.
5. For special education preschool and grades K-8, all medication held by the school must be picked up by the last day of school or it will be destroyed. North Central students may transfer home medicines if Form 5330 F/C or 5330 F/D has been signed by the parent/guardian and is on file.

An accurate log of all medications administered to students must be maintained by school employees or designated persons responsible for administering medications.

PARENT TEACHER ORGANIZATION

The North Central Parent Teacher Organization is the parent/guardian, student, and teacher organization of the school. All parents/guardians, teachers and students are invited to join. The dues are \$10.00 per family per year. Parents/guardians receive notification of all meetings through *The North Central Message* which is published nine times per year and electronically sent or mailed to every family. It is also available to view on the North Central web site.

In addition to helping with *The North Central Message*, the P.T.O's over 300 active volunteers primarily assist in staff support and event hospitality. Volunteers are recruited through the Count-On-Me sheets included in *The North Central Message* in the spring and fall. As one of its many contributions to the school, the Parent Teacher Organization has purchased paintings for the art collection located throughout the building.

SEARCH AND SEIZURE

The Board of Education recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, staff, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment (Policy 5771). The Board directs administrators, when there is reasonable suspicion that a violation of the District policy, school rules, the student Code of Conduct, or the laws of the State of Indiana has occurred, to conduct a search of a student and the student's belongings, including the student's vehicle.

Anything found in the course of a search pursuant to Policy 5771 which constitutes evidence of a violation of a law, District policy, or school rule or which endangers the safety or health of any person shall be seized and used as evidence if appropriate. Seized items of value shall be returned to the owner if the owner may lawfully possess the items.

A parent/guardian seeking return of confiscated property involved in the discipline of a student will be required to:

- Provide picture identification such as a current Indiana driver's license, Indiana identification card, or the equivalent credential from another state, or passport;
- Provide proof of ownership of the confiscated property.

Student Lockers, Desks, Storage Areas

A student who uses a locker, desk, and/or storage area that is the property of the Metropolitan School District of Washington Township is presumed to have no expectation of privacy in that locker or the locker's contents.

A principal or principal's designee may, in accordance with the rules of the Board of Education, search a student's locker and the locker's contents at any time. In addition, any teacher or member of the administrative staff may search student desks and storage areas at any time.

A law enforcement agency having jurisdiction over the geographic area in which the school is **located** may:

- (1) at the request of the school principal; and
- (2) in accordance with rules of the Board of Education of the Metropolitan School District of Washington Township, assist a school administrator in searching a stu-

dent's locker and the locker's contents.

The Metropolitan School District of Washington Township will provide each student and each student's parent a copy of the rules of the governing body on searches of students' lockers and locker contents upon request.

STUDENT DELIVERIES

Balloons, flowers, etc. will **NOT** be delivered during the school day. Lunch money, projects, etc. may be left with the receptionist for students to retrieve during passing periods, items will not be delivered to students. Cell phones may not be left at the front desk or Dean's Office. Fast food deliveries are prohibited to students. No refunds of monies spent on delivered food will be given.

STUDENT MESSAGES

Messages will be delivered to students only in cases of emergency.

TEXTBOOK RENTAL FEES

The MSDWT purchases textbooks adopted by our District for each subject. A Textbook Rental fee and a supplemental materials fee are assessed for books and materials. These fees are due on the first day of school. For questions about payments, please contact your child's school. (IC 20-26-12-1)

TRANSCRIPT REQUESTS

Transcripts are sent electronically whenever possible. Current students may request official transcripts by registering with www.parchment.com. If the transcript is being sent as part of an application for admission, students may need to submit a paper request to their counselor as well. An unofficial transcript is given to each student each semester.

Graduates also may request transcripts to be sent through www.parchment.com. Previous students who did not graduate from North Central High School should contact the registrar.

VENDING MACHINES

Vending machines located throughout the building are in operation for the convenience of the students and faculty. They are normally available after 2:35 p.m.

In order to keep the building neat and clean, numerous waste containers have been placed throughout the building.

STUDENT CONDUCT

The MSDWT is governed by laws (IC 20-8.1-5.1 et.seq.) which permit school administrators to suspend and expel students for violating school regulations on school grounds; immediately before, during, and immediately after school hours, and at any other time when the school is being used by a school group, off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event.

In an attempt to emphasize the importance of proper conduct by students, the MSDWT implemented a Code of Conduct available at www.msdt.k12.in.us effective June, 2018. Parents will be provided information about or pertaining to these on an annual basis.

The administration and faculty of the MSDWT consider suspension and expulsion severe forms of discipline. They are used when the student's behavior is such that harsh punishment is warranted or when necessary to maintain a positive educational atmosphere in the school.

NORTH CENTRAL HIGH SCHOOL STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

The philosophy of education of the Metropolitan School District of Washington Township places emphasis on the dignity of the individual and the need for students to develop a sense of responsibility. This statement of students' rights and responsibilities, written to aid students in achieving the overall educational goals of North Central High School has been based on the following idea: The provisions of the United States Constitution and Bill of Rights apply to all citizens, including students. Students, the faculty, and the community should have a written document stating these rights and responsibilities.

ARTICLE I FREEDOM OF EXPRESSION

- A. Students shall have the right to freedom of speech as set forth in the first amendment of the Constitution of the United States as long as it does not interfere with school purposes or educational functions.
- B. Guidelines for the distribution of extracurricular publications, petitions, leaflets, handbills, or other printed materials to be circulated, displayed, or sold on school property must be obtained from the assistant principal in charge.
- C. Students may exercise their freedoms of assembly as set forth in the first amendment of the Constitution of the United States as long as these activities do not interfere with school purposes or educational functions.
- D. The Student Council shall maintain a bulletin board for general use by students. Any publications, leaflets, handbills, advertisements, or other printed material may be displayed provided there is sufficient space. The material to be displayed must be submitted to the assistant principal in charge of student activities who shall be responsible for channeling it to the students in charge of maintaining the bulletin board. Student use of bulletin boards in individual rooms shall be regulated by the teacher responsible for said room.
- E. Students shall be secure in their persons, papers, and effects against unreasonable searches and seizures as set forth in the fourth amendment of the Constitution of the United States.
- F. Student dress is the responsibility of all students and parents/guardians for the regularly scheduled school day. The school shares this responsibility in areas of health, safety, cleanliness of person and apparel, and classroom deportment. Students are expected to observe standards of common decency in their dress, be clean in appearance, and wear shoes or other similar footwear for reasons of health and safety. Special areas of curricular offerings such as shops or laboratories will require certain safety measures which will be prescribed by the department. Clothing or ornaments, which mar the furniture, is prohibited. Standards for conduct and grooming may be established by those responsible for supervising the extracurricular activity. Students may not wear any clothing, which depicts drugs, tobacco, alcohol, hate, gang activity, or that may interfere with school purpose.

ARTICLE II STUDENT ACTIVITIES

- A. Students shall be free to organize associations within the school for educational, social, service, intramural athletics, and other proper and lawful purposes, provided that no such group unjustly discriminates against any student because of sex, race, religion, or nationality.
 1. Students who wish to form a new school sponsored organization must present a written statement of purpose for approval to the assistant principal in charge of stu-

dent activities. Student organizations must have a faculty sponsor. Sponsors may be selected by the organization subject to the approval of the administration. School sponsored organizations may be permitted to use the school name as part of their own name. Since they have the added responsibility for preserving the esteem of the school, organizations should refrain from overtly representing or inferring that its views are sanctioned by the school. Restrictions may be placed on the use of the school name in extramural activities to prevent any unauthorized individual or group from using the influence and reputation of North Central High School to sway public opinion or to imply that the school sanctions the conduct or views being expressed. The school name is not to be used as part of the name of any group participating in extramural activities such as public demonstrations or parades unless approved by the school administration. Any restrictions or regulations shall be administered and accompanied by an explanation by the director of student activities.

2. School sponsored organizations shall have the use of classrooms, audio-visual equipment, and the announcements privileges. Other school facilities shall be made available, with permission of the principal or the principal's designee, as far as their use for instructional purposes permits.
3. Any extracurricular publication of the school or publication of any recognized student organization shall enjoy freedom of expression and opinion within the guidelines stated above under Article I. These publications also assume the above responsibilities and that of preserving the school's esteem in the community.
4. Intramural Athletics and Interscholastic Athletics:

The school maintains a separate intramural athletic program for young men/young women, which takes place after school and in the evening and participation is open to all students attending North Central. Students participating in the interscholastic athletic program may not participate in that same intramural sport. Students participating in the interscholastic athletic program are subject to the rules and regulations of the Indiana High School Athletic Association.

ARTICLE III STUDENT RECORDS

- A. Relevant records, such as academic, disciplinary, and medical, shall be maintained in separate files.
- B. A cumulative file shall be maintained in the guidance office for each student enrolled in school. Included is a current transcript of credits, standardized test data, and other general information pertinent to a student's progress and achievement.
- C. Temporary disciplinary records may be maintained separate from the permanent record and must be destroyed following the student's departure from school. Exceptional records may be maintained indefinitely by the administration when it is deemed necessary. In the event that such records are kept the parents/guardians must be informed.
- D. A temporary, confidential file may be kept by individual counselors to assist them in understanding a student's behavior. Pursuant to Burns Indiana Statutes 28-4339, counselors have the protection of privileged communication. Therefore, counselors are immune from disclosing any privileged or confidential communication made to them by students.
- E. No record, including that of conviction in a court of law, shall be noted in a student's cumulative file unless there is a demonstrable need for it, which is reasonably related to the basic purposes and necessities of the school.
- F. Students shall not be required to make any mention on a school record of race, religion, or political beliefs or associations.
- G. Access to student records shall be confined to authorized school personnel who require access in connection with the performance of their duties. Faculty members shall have ready access to student's current transcript of credits. Teachers will keep the use of these records on a professional level. The use of the cumulative file is controlled by the individual counselor. Any authorized party referring to the file must do so in the presence of the counselor or administrator. Official school records may be released to parties outside the school under legal compulsion.
- H. It is the practice of the school to answer questions related to a student's character, reliability, conduct, and academic performance. Inquiries regarding a student's personal beliefs, values, and opinions may be considered as an invasion of privacy. Therefore, great care and sound professional judgment shall be expressed by those responsible for answering such inquiries.
- I. Each student shall have access to his/her cumulative file. Students may see their guidance counselor in the guidance office for this information.
- J. The Elementary and Secondary Act of 1965 (ESEA) allows military recruiters access to secondary school student records. If you do not want "Directory Items", such as name, address, and phone number shared, you must send a letter to the school notifying the Assistant Principal in charge of student records that you wish to opt-out. The letter must be dated, contain the name of student, signature of a parent or guardian, and post-marked no later than September 1.

ARTICLE IV STUDENT PROPERTY

- A. Hall lockers are provided for the convenience of students. The student has no property interest in the locker. A student's locker may not be opened for inspection except by the school administration when there is reasonable cause to believe that illegal, dangerous or harmful articles are stored therein. Custodians will open lockers to clean them after a student has left North Central.
- B. A student's automobile may not be opened for inspection or search except by law enforcement agencies under the normal civil authority of these agencies. This inspection will not occur unless there is reasonable cause to believe that illegal, dangerous, or harmful articles are stored therein.
- C. If inspection takes place, the student shall be present. Exception to this may be made in cases of immediate and impending emergency, although the student must be notified of the search as soon as possible.

ARTICLE V ADMINISTRATIVE PROTECTION

- A. It is the duty of the school administration to prevent unjust discrimination in all aspects of school life as defined in this bill.
- B. No student shall suffer unjust discrimination or receive punishment for reasons of participation or membership in any lawful organization, which carries on its activities outside the school unless these activities interfere with the educational process.
- C. No teacher may enforce a rule in class, which is in conflict with this Statement of Rights and Responsibilities, or any other rules set by the school administration.
- D. Copies of the Statement of Rights and Responsibilities, as well as any other rules and regulations to which students are subject, are available to all students.
- E. Any student who feels he has been unjustly discriminated against, believes his/her rights have been violated, or has any other grievance concerning school affairs or administrative decisions, may report said grievance to an administrator or to the grievance committee of the Student Council.

ARTICLE VI AMENDMENT PROCEDURE

Amendments to this bill may originate from students, faculty, or administrators and must be presented to the Student Grievance Committee where they must be approved by a simple majority. Approval by a majority vote from the Student Council is also necessary along with administrative approval. If the proposed amendments are not ratified by one of the parties involved, the initiating party may re-write the said amendment in keeping with the recommendations coming from the other parties. The amendment may be appealed by this procedure no sooner than 20 school days following its rejection. It is understood that the principal retains his/her legal responsibility and is held accountable for policy decisions affecting the operation of the school. Therefore, although students and faculty may share in the decision making process, the principal does have full authority for the operation of the school as vested in him through the Board of Education.

This Statement of Students' Rights and Responsibilities shall be re-evaluated prior to the end of each school year and approved by the Student Grievance Committee and the Administration.

ATHLETICS

North Central has nine interscholastic sports for young men. They are baseball, basketball, cheerleading, cross-country, football, golf, soccer, swimming, tennis, track and field, wrestling and the club sports of rugby and lacrosse.

North Central has nine interscholastic sports for young women. They are basketball, cheerleading, cross country, golf, soccer, softball, swimming, tennis, track and field, volleyball and the club sports of rugby and lacrosse.

Any student with sufficient ability is eligible for membership on a North Central athletic team provided the student passes a physical examination and meets the M.S.D. of Washington Township/North Central High School scholastic standards. Students interested in participation in interscholastic sports, cheerleading or club sports must abide by the North Central Athletic Code. Copies of this code are available from the office of the Athletic Director.

A record of each student's participation, achievements, and awards in interscholastic athletics is kept by the Athletic Director.

ATHLETIC AWARDS

Please refer to the Athletic Student Handbook for award information.

CHEERLEADING

Cheerleaders contribute greatly to school spirit and pep sessions. Tryouts are held in the spring. Reserve and Varsity squads make up the team.

Cheerleaders must meet the scholastic standards required of students who participate in interscholastic sports. The coach of the cheerleader team is responsible for the selection of the squad members.

INTRAMURAL ATHLETICS

The intramural athletic program, which takes place after school and in the evening, is open to any student attending North Central High School in good standing. Activities are offered in basketball and soccer, and each requires a small fee on the part of the participant. Participants must meet the 2.0, passing five subjects, extra-curricular requirement. Information concerning intramural activities is included in the daily announcements.

TICKETS

Tickets to all sports contests in which North Central participates may be obtained at the athletic office, P101 which is located at the end of lower L Hallway next to the Natatorium.

A season ticket, indicated on a student ID card, which will admit a student to all non-tournament home athletic contests sponsored by North Central High School, may be purchased from the athletic director. Season tickets are also available for adults. Athletic passes are non-transferable. Passes will be confiscated if used illegally. Athletic sports passes are not good for any MIC Conference, Marion County, or IHSAA tournament event, or any special event designated by the NCHS Athletic Department. The season sport passes are good for the school year and will not be pro-rated by season.

HANDBOOK FOR NORTH CENTRAL ATHLETES

The Handbook for North Central student athletes that governs athletic participation can be found on our website at nchs.cc under the athletic tab or can be obtained in the North Central Athletic Department.

In general, the handbook contains the following information.

- A statement of philosophy and purpose regarding athletics at North Central.
- How clubs are defined within the scope of the Athletic Department.
- Basic, but not all inclusive, eligibility standards for athletic participation.
- Basic, but not all inclusive, IHSAA standards that may deny eligibility to a student athlete.
- North Central standard for participation and good sportsmanship for student athletes.
- Code of conduct for student athletes.
- General information regarding athletic participation for student athletes and families.
- Student awards.
- Team requirements for a varsity letter.

STUDENT ACTIVITIES/ STUDENT REPRESENTATIVE GROUPS

The intention of student representative groups at North Central, as stated in the Student Council Constitution, is to provide ". . . a proving ground for our thoughts, words, and actions." Thus, student representative organizations aim both for the immediate profit of organized student action and the deeper benefits of personal contact within a working democracy.

STUDENT COUNCIL

The purpose of the Student Council is to develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; and improve the general welfare of the school.

Activities last year included but were not limited to: Homecoming Activities, staff a Bus for North Central's Canned Food Drive, Winter Homecoming Dance, participation in MIC activities, decorating lockers for students, Tailgate Party, worked with Key Club to feed families at the Holiday Season, and the NC Prix.

Students who meet the qualifications for Student Council must earn points to remain on the Council. Information may be obtained from the Student Council sponsors.

Freshman and sophomore members of Student Council will also serve as Class Council members for their respective grade levels.

In the spring of each school year the student body elects the president, vice-president, secretary and treasurer of the Student Council for the forthcoming year. The candidates for office are selected by a nominating convention, which elects five nominees for each office; and then the student body, in a primary election, selects two candidates for each office. Finally, in another all-school election, the student body elects the officers for the coming year. The assistant secretary is elected by the Council in the spring.

The Student Council usually meets once a week. Special meetings are called when necessary.

CLASS COUNCIL

Seniors and juniors have a representative council elected in the fall of the year. Representatives are elected at large through a petition/election process. Officers for the next year's grades 11 & 12 are elected in the spring. Junior and Senior councils each have twenty members plus class officers. These councils are designed to plan class activities with the aid of the faculty sponsors. Seniors and juniors have a formal class organization with a president, vice-president, secretary and a treasurer elected by each class. Students wanting to be a candidate for one of these positions must file a petition.

Class Council plans activities for individual classes. Freshman Council members plan activities for the grade 9 students. Sophomore Council members help to design rings and work with Student Council upperclassmen in planning activities for the entire school. Grades nine and ten spend a great deal of time publicizing events and learning how to conduct meetings and plan activities with the upperclassmen.

Junior Class Council is responsible for publicizing Junior Spectacular and planning the Prom. Money raised from Junior Spectacular keeps down the cost of Prom. Money from the Prom keeps down the costs of senior activities.

Senior Class Council is responsible for but not limited to the Senior Bonfire, Senior Blood Drive, Parent Luncheon, and Grad Dance.

GENERAL INFORMATION

CLOSED CAMPUS

North Central has a closed campus. Students may not leave the building during the day. During their lunch period, students are to remain in the cafeteria or the lower student center.

DANCES

Students who choose to attend school dances/Blast-Off must pass a breathalyzer test.

All school dances, unless otherwise granted, are open to North Central students and their dates. Among the dances, which have been sponsored by school organizations, have been the Junior Prom and homecoming dances. The senior graduation dance is held the weekend following the Commencement Program.

Dance tickets should be purchased in advance at school during the school day. If they are available at the door the night of a dance, the price may be higher than for the advance-purchase price.

If a North Central student chooses to bring a non-North Central student as a guest to a school dance, then a guest request form must be submitted to the administrator in charge of student activities at least one day prior to the event. All guidelines established on the guest request form must be met to gain entrance. Guests are expected to abide by all North Central rules.

Students are expected to be present throughout the dance. However, if they leave early, they are not permitted to return. Most dances end at 11:30 p.m., but 12:00 midnight is the latest concluding time of dismissal for North Central dances.

At least one member of a couple attending the Junior Prom must be a North Central junior.

FIGHTING

Students who fight will be dealt with in the following manner: The first offense of the school year will result in a five-day suspension from school, placed on school probation, and may be arrested. However, based upon the severity of altercation, a student may be recommended for expulsion.

A second offense in the same school year will result in a ten-day suspension from school with a request for expulsion and may be arrested.

HOMECOMING

Homecoming is an event sponsored by Student Council with a corresponding dance scheduled the evening of the game or evening following the game.

MAKE UP WORK

Excused Absence: Students will receive 100% credit for all work made up within two days of each day of absence. A parent must have called on the day of the absence.

Unexcused Absence: Students will receive 75% credit for all work made up within two days of the absence.

Truancy: Students will receive 0% for all work missed because of truancy. Truancy is defined as being out of class without prior parental permission and knowledge.

PRODUCTIONS

The student productions each year usually include a musical, a children's theatre presentation, all-school plays, a number of one-act plays, the Junior Spectacular, the Fine Arts Festival, orchestra and band concerts, and a Holiday Music Program. Any student who meets the standards of participation may try out for the all-school plays. Shorter plays are frequently given by Theatre Arts Classes and the Repertory Theatre Company.

A musical is presented each year by the Performing Arts Department.

The Junior Spectacular is a musical variety show presented each year by the junior class. The acts, written by members of the junior class, are selected from those trying out. The chairpersons of the acts must be juniors. A student may appear on stage in connection with only one act. Each act has a faculty sponsor.

Late in the fall and spring semester, the Fine Arts Festival is presented by the Art and Performing Arts Departments. In addition to a musical program, works of art and crafts entered in the all-school show are on display in the student center.

The orchestra and band concerts are presented by the students enrolled in instrumental music.

Just prior to winter break the Holiday Program is presented by the Performing Arts Department students.

ACTIVITIES

(List subject to change.)

Clubs may be formed depending upon student interest, development of a constitution and attainment of a faculty sponsor. See the assistant principal in charge of student activities for details.

For a complete description of any of the activities please consult the NCHS web page.

To participate in any activity a student must meet the minimum North Central High School participation requirements. Additional requirements may be set for specific activities.

ACADEMIC COMPETITIONS

North Central participates in several academic competitions sponsored by the Indiana Academic Competitions for Excellence. In addition, students who become members of academic teams must meet the Standards for Participation established by North Central and by Indiana Academics Competitions for Excellence (IACE).

ACADEMIC SUPERBOWL

Students participate in a statewide competition where there is a yearly theme for the competition. Teams of three compete in one of five subject areas (math, science, social studies, English, fine arts) and an interdisciplinary competition.

ACE MENTOR PROGRAM

ACE is a national mentoring program that allows students to work with professional engineers on a common project. Upon the completion of the project students are eligible to earn scholarships, get summer internships and make contacts that will allow them to further their career interests in engineering.

ARTISTICALLY TALENTED PROGRAM

The Artistically Talented Program is an Art Enrichment program. Students work with artists, visit museums, and have hands-on studio experiences, which go beyond the classroom experience. There is limited space in this program, so students must submit both a portfolio and tryout assignment as well as fill out all applications (student and parent) and commitment forms to attend after-school sessions from mid to early October to mid-March.

BEST BUDDIES

Best Buddies is a non-profit organization dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships. Founded in 1989 by Anthony Kennedy Shriver, Best Buddies is a vibrant international organization that has grown from one original chapter to more than 1,200 middle school, high school, and college campuses across the country and internationally.

BLACK HISTORY CLUB

The Black History Club exists to educate students about the contributions of African-Americans to history as well as the present. This club provides students with cultural experiences and community service opportunities. Students will learn both academic and life skills which will prepare them for the future. Each student will be encouraged to develop positive, healthy relationships with their peers, family, and other adults.

BRAIN GAME

The Brain Game team is open to all students through a series of tryouts. Students attending the tryouts should be ready to compete in all areas including but not limited to all academic studies and current events. Speed as well as accuracy are vital.

BRIDGE

Bridge is a program offering academic guidance for students who have learned English as a new language and no longer receive ENL services or are advanced language learners (WIDA levels 4 or 5). Bridge is a 4-year program, and students meet in grade – level Bridge Homerooms. The program offers academic guidance and community service opportunities to prepare students for college. Students are selected for the program during 8th grade by counselors; 9th – 11th grade students may apply for the program. Acceptance is based on grades, behavior, attendance, determination, and desire to attend college.

CHESS CLUB

Chess Club meets twice a month on Thursdays. Friendly games of chess take place. It is open to novice as well as experienced chess players.

FRENCH CLUB

This club strives to promote and expand understanding of the Francophone world, culture and language. Activities have included movies, food, holiday celebrations, school spirit participation and community service. All students who are or have been enrolled in a French class may attend. There is no fee.

GERMAN CLUB

The German Club is open to all students enrolled in German classes at North Central. The club competes in the annual Indiana State German Contest, and attends cultural events such as concerts at the Indianapolis Symphony Orchestra.

HABITAT FOR HUMANITY

Habitat for Humanity is a student organization dedicated to improving substandard housing in Indianapolis. The three responsibilities of the group include educating others about housing needs, raising money and building. The group works closely with the Indianapolis affiliate of Habitat for Humanity. Meetings are held throughout the year to plan upcoming events. Building opportunities take place at the Habitat warehouse and building sites.

HANDBELL RINGING CLUB

Club participants play handbells and perform for the King's Court Madrigal dinner in December and for the Side by Side Concert in the spring. No audition is required for this extra-curricular club.

HOOSIER BOYS/GIRLS STATE

Hoosier Boys/Girls State is a one-week Indiana government simulation where students from all over the state learn about politics. Participants run for political office, campaign, give speeches, and learn about the duties of offices ranging from the governor to political party chairs. The American Legion and its auxiliaries run the camp. Students will receive additional information about this organization through their social studies classes. Only juniors are eligible.

HOOSIER SPELL BOWL

The Hoosier Spell Bowl is a state competition for grades 9-12 public and private high school students. Membership on the Spell Bowl team is open to all interested students. Team members who actually compete in local and state meets are determined by performance on spelling tests administered by the team's coach.

INTRAMURAL ATHLETICS

The intramural athletic program, which takes place after school and in the evening, is open to any student attending North Central High School. Activities are offered in basketball and bowling, and each requires a small fee on the part of the participant. Participants must meet the 2.0, passing five subjects extra-curricular requirement. Information concerning intramural activities is included in the daily announcements.

JAPAN CLUB

In the Japanese Club you can learn interesting information about Japanese culture, such as calligraphy, martial arts, origami, food, games, movies, etc. Students are encouraged to bring topics of interest related to the Japanese culture for detailed discussion.

JAZZ ENSEMBLE AND JAZZ LAB BAND

Jazz Ensemble and Jazz Lab Band membership is by audition. The instrumentation is basically that of the "Big Band Era." This very select group is one of the top organizations in the instrumental music area. The Jazz Ensemble and Jazz Lab Band meet as a regularly scheduled class and students earn one credit.

JROTC COLOR GUARD

The JROTC Color Guard is a four-member group of volunteer cadets that present the National and State colors at all the North Central home football/basketball games, pep sessions, and community activities. The Color Guard participates in competition throughout the state along with the JROTC Drill Team. A school monogram may be earned, as well as trophies, medals and ribbons for active participation.

JROTC DRILL TEAM

Drill units are formed for Regulation and Exhibition drill based on the number of competitive members participating. The team participates throughout the state. A School Monogram may be earned, as well as trophies, medals, and ribbons for active participation.

JROTC ADVENTURE TRAINING

The JROTC Recondos are a voluntary group of cadets interested in more physical, adventuresome activities. Training consists of fitness work, field craft, mountain training, water activities and intermediate military skills. A black beret and skills ribbons are earned by qualifying Recondos.

JROTC RIFLE TEAM

The Rifle team consists of the best five to fifteen shooters in the JROTC unit. The team participates in matches throughout the state and in postal competition throughout the country. School monograms may be earned, as well as trophies, National Rifle Association awards, and Army Marksmanship Badges for skill in shooting.

JUNIOR CLASSICAL LEAGUE (LATIN CLUB)

The Junior Classical League is for students enrolled in a year-long Latin class who wish to explore further the culture and language of ancient Greece and Rome. Members engage ancient history, mythology, customs, language, sports, drama, art, and music through local club activities, as well as through competitions and events throughout the state. JCL also offers the opportunity for students to hold positions of leadership at local and state levels, earn state and national awards in competitions, and obtain scholarships for advanced study in college.

KEY CLUB

Key Club is an international service organization, affiliated with Kiwanis International, locally chartered through the North Side Kiwanis Club, under the complete jurisdiction and direction of North Central High School. The club, open to all North Central students, is actively involved in service to both school and community.

LACROSSE (MEN'S & WOMEN'S)

The Lacrosse teams play their regular schedule in the spring, which includes a Lacrosse League and a state championship playoff. They practice daily.

LADIES FIRST

Ladies First of North Central High School is an organized group of young women dedicated to strengthening our physical, mental and moral being. We believe we are individuals who exist as an indivisible whole. Ultimately, we will go on to make positive contributions to our school, homes and communities.

MODEL UNITED NATIONS CLUB

To be a member of the Model United Nations Club, a student must have taken International Relations. The club participates in Model United Nations at the University of Chicago (MUNUC). The group is given a country to represent in a mock United Nations. Eighteen hundred students from across North and South America participate in what has been called the best Model United Nations in the USA. Delegates research various international topics and discuss and debate possible solutions.

PEP BAND

North Central High School Pep Band is an extra-curricular performing group consisting of volunteers from any of the concert bands or jazz bands. The group's musical repertoire typically consists of popular music and school songs. Required performance opportunities are: selected men's and women's home varsity games, special tournament games, and selected pep sessions. Students must maintain a 2.0 grade point average and be enrolled as a member of a concert band class to participate.

PHILOSOPHY CLUB

The North Central Philosophy Club is an organization of students who are interested in philosophical discussion and debate. Members determine the discussion topics, provide short handouts for background on the topic, if they wish, and provide leadership during the meeting. Philosophy professors from universities in Indianapolis visit occasionally as guest speakers to help us expand our knowledge of particular issues. Our purposes include sharing and challenging ideas, developing intellectual honesty and truthfulness, acknowledging the responsibility that knowledge implies, and especially enjoying the company of other thoughtful people.

QUILL AND SCROLL

Quill and Scroll, which is an international honorary organization for outstanding journalists, is necessarily a small group by reason of its requirements for membership. To be invited, a person must have served in an outstanding manner on the yearbook or newspaper staff for a minimum of three semesters.

READERS CLUB

Readers Club, formally known as Book Club, is a great way to meet people who also are addicted to reading.

RECYCLING CLUB

This club is open to students interested in promoting recycling around the school. Students meet together during homeroom and go from room to room to collect paper and other materials. The group also participates in community cleanups and social events.

RUGBY (MEN'S & WOMEN'S)

The Rugby teams play their regular schedule in the spring, which includes a Rugby League and a state championship playoff. They practice daily.

SCIENCE CLUB

This organization encourages student interest in science through activities outside of the classroom. Meetings include guest speakers and field trips to illustrate scientists in action and the effects of science on our world.

SCIENCE OLYMPIAD

Science Olympiad offers a competitive atmosphere that includes all branches of science, technology, and engineering. Participants are challenged with material that is not covered in traditional science courses. Most of the events incorporate hands-on experiences and utilize methods currently used in the practical field. This team is ideal for a student planning to major in science at the college level.

SOCIAL DEMOCRATIC CLUB

The purpose of the Social Democratic Club is to provide a forum for discussing current events and political interests.

SPANISH CLUB

"La Tertulia" is a club open to any student enrolled in Spanish. The goal of the club is to actively engage students in learning more about Hispanic culture and language through a variety of fun activities.

SPEECH TEAM

The Speech Team is open to any student who is interested in competing individually in speech and/or debate contests. Students compete in twelve different areas and gain experience in communicating. Individually the student can win ribbons, trophies and scholarships. The collective group of individuals is called a speech team.

STAGE CREW

Students are responsible for running all of the technical aspects of every event that occurs in both North Central's Auditorium and Performance Classroom. Types of work include: light board operation, sound board operation, fly rail operation, preparing properties, costumes, hair and makeup.

PUBLICATIONS

NEWSPAPER

The purpose of the school newspaper, *The Northern Lights*, is to acquaint the reader with events of importance in the school community, publish events of importance in the school community, publish editorial and feature material for enjoyment and thought, and acquaint student staff members with the rights and responsibilities of the student press.

Students interested in writing for *The Northern Lights* should contact the sponsor. Successful completion of Beginning Journalism, a one-semester course, is a prerequisite for working on *The Northern Lights* staff. Students earn academic credit for each semester enrolled. Newspaper staff members also contribute to the publications website.

WEBSITE & SOCIAL MEDIA

The companion website to *The Northern Lights*, NCHS Live! (www.nchslive.com) features breaking news, updates, sports results and features on a daily basis. Students are responsible for creating web content and maintaining the various student publication social media networks each day. Successful completion of Beginning Journalism, a one-semester course, is a prerequisite for working on the website staff. Students earn academic credit for each semester enrolled. Website staff members also contribute to the student newspaper.

YEARBOOK

North Central's yearbook, the *Northerner*, is distributed near the close of the school year to those persons who paid for a copy the preceding fall. The yearbook serves as a record of the school year, including in its contents a pictorial story of student life and of activities carried on by various organizations and departments. It also has an album section of the students, faculty, and other personnel associated with the school.

A student interested in becoming a member of the staff should contact the yearbook sponsor in the yearbook office. Successful completion of Beginning Journalism, a one-semester course, is a prerequisite for working on the yearbook staff. Students earn academic credit for each semester enrolled.

EMERGENCY PROCEDURES

Stay with your teacher. S/He must take attendance.

If an emergency occurs during a passing period, listen for directions.

ELECTRICAL POWER FAILURE

Since North Central is a structure containing several rooms without natural lighting it is necessary to take special measures in case of an electrical power failure.

All students are to remain with their teachers in their classroom locations. However, teachers in internal classrooms may wish to combine classes with teachers in external rooms.

If a failure should occur during a lunch period, students in the cafeteria are to remain in their seats.

If a power failure should occur during a passing period all students are to report directly to their next scheduled class.

An announcement will be made if it is necessary to dismiss school. Upon dismissal students are to go to their lockers in an orderly manner, leave the building immediately, and wait for their transportation. There should be no running at any time. Students should report home upon dismissal.

EVACUATION DRILLS

All schools in Indiana are required to have monthly fire drills. Posted in each classroom is a diagram showing the nearest exit and route from the room to a safe location outside the building. When the alarm sounds, designating a fire drill, all talking should cease at once. Students should leave the building as rapidly as possible without running.

There is to be no talking while students leave the building nor while they return to classes. This instruction is important; for in case of emergency, it is necessary that all may hear directions. A building the size of North Central can be cleared in less than three minutes.

TORNADO SAFETY

All schools in Indiana are required to have one tornado drill each semester. In the event of a tornado, students and faculty in the auditorium, gymnasium, Information Center, cafeteria, or student center will evacuate these areas and move to the nearest available hall free of exterior windows or doors.

Students and faculty in classrooms, offices, or other areas with exterior windows will move into the halls away from exterior windows or doors. Before evacuating a room, all blinds should be closed and fastened as securely as possible to keep out flying glass.

Those in classrooms without exterior windows will sit on the floor by their desks. Those in second-floor classrooms will be sent to the first floor.

PROTECT YOURSELF

Sit down, draw your knees up under you, and cover the back of your head with your hands.

SYSTEM-WIDE DRINKING WATER MANAGEMENT PROTOCOL

As part of its system-wide improvements to the school district's buildings, MSD of Washington Township has implemented a drinking water management protocol. In consultation with environmental professionals, we have implemented the following steps to ensure the safety of our drinking water supply for all users. In order to avoid any erroneous assumptions, the School District is providing this public notice that the use of lab, classroom or other sinks for drinking water purposes is prohibited. These sinks may come in contact with chemicals, paint or other disposable matters which may be of the nature that should not be ingested. Limiting drinking water use to fountains, which are available in all school buildings, will allow the School District to best manage and maintain the safety of its drinking water supply. Use of outdoor drinking water spigots will be limited to designated sources, which will be identified by appropriate signage.

Summary of Drinking Water Supply Sampling Program

The issue of potential lead in school drinking water supplies has become a national concern. To address this concern, Washington Township Schools voluntarily embarked on a program to sample its drinking water sources district-wide for lead, and take corrective actions as necessary.

From October 2016 through November 2017, interior and exterior drinking water sources were sampled for lead in comparison with the United States Environmental Protection Agency ("EPA") Action Level ("AL") for schools. While amounts above the AL were detected, the majority of such detections were associated with science lab and art room sinks. Corrective action measures were implemented for all drinking water sources above the AL. These measures included: the installation of filters to remove lead from water; the installation of new fixtures and/or plumbing; and, taking certain locations out of service. In addition, a new policy was established prohibiting the use of some water sources, such as science lab and art room sinks, for drinking water purposes. Finally, a new policy was established for designated exterior sources used for drinking water requiring water to run for approximately thirty seconds prior to use, and appropriate placards were placed at each location.

Confirmatory sampling conducted after the implementation of the corrective action measures confirmed that **all designated drinking water sources are in compliance with the EPA standard**. The combination of the corrective action measures and the implementation of the drinking water policies have addressed all issues identified through the sampling program. Washington Township Schools will continue to periodically monitor its designated drinking water sources, and take all actions necessary to maintain compliance with federal standards for lead in drinking water.

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SCHOLARSHIPS, HONORS, AND AWARDS

SCHOLARSHIPS

A number of North Central students earn scholarships each year. Students and parents/guardians annually are given information concerning the College Entrance Examination Board and the National Merit Scholarship competition.

Many other scholarship opportunities are offered by colleges, business and industrial firms, as well as civic, fraternal, and educational groups. Some awards require an examination; others require a written application or an interview. Each student should consult his/her counselor in an effort to discover scholarships for which s/he may be eligible.

HONORS

ARTISTICALLY TALENTED PROGRAM

FRENCH HONOR SOCIETY

French Honor Society recognizes French students, levels 3 and higher, who have maintained a high average in French (A for CP classes, B for X classes) and have shown an interest in French activities sponsored by North Central beyond the classroom. Each year the French Honor Society selects a global service project and conducts a number of fundraising activities to accomplish its goal.

GERMAN HONOR SOCIETY

Membership in the German Honor Society is determined by the student's overall grade point average, and his/her grade point average in German classes. The honor is recognized nationwide.

HONOR ROLL

Following the close of each grading period, an honor roll for achievement during the preceding grading period is posted in the General Office area.

A High Honor Roll and an Honor Roll are established on the following basis:

A student must be enrolled in at least four classes to be eligible for the Honor Roll.

Students receiving a 3.50 or higher grade point average with no grades of "D" or "F" have their names placed on the High Honor Roll.

Students with an average between 3.20 and 3.49 with no grades of "D" or "F" are on the Honor Roll.

The grade average is determined by totaling the number of points earned and dividing by the number of credits attempted.

INTERNATIONAL THESPIAN SOCIETY

This international honorary society is devoted to the advancement of dramatic arts in the secondary schools. Membership is based upon points earned for participation in productions given by North Central. Students must earn a minimum of 10 points before being eligible for consideration for membership.

Students desiring to request points must do so immediately after a production, on a form provided for this purpose by the sponsors of Thespians.

JAPANESE NATIONAL HONOR SOCIETY

The Japanese National Honor Society recognizes and honors high achievement in Japanese by high school students. It is sponsored by the National Council of Secondary Japanese Teachers. Eligible students have completed the 1st semester of second year Japanese, and have maintained a 3.5 GPA in Japanese as well as a

3.0 GPA overall.

NATIONAL ART HONOR SOCIETY

National Art Honor Society is a National organization created for Grades 10-12 art students for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. The NAHS also strives to aid members in working toward the attainment of their highest potential in art areas, and to bring art education to the attention of the school and community through community and school service and art activities. Students must have completed at least one semester in Art with a grade of "B" or better, as well as meeting all North Central extracurricular requirements.

NATIONAL FORENSIC LEAGUE

The National Forensic League is a national speech honorary for students who have earned points in contest speaking and public service speaking. Through this organization, students have an opportunity to compete in state and national contests and to win ribbons, trophies and scholarships. The NFL is often a stepping-stone to higher successes.

NATIONAL FRENCH HONOR SOCIETY

The National French Honor Society recognizes outstanding students of French in North Central's level 5-6, 7-8, and 9-10 courses.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society, bestowed upon a student by the members of the faculty, is one of the highest honors awarded at North Central High School. Students are selected for membership; they do not apply for membership. Only juniors and seniors may be selected for membership. NHS is more than just academic recognition. The student's selection for membership is based upon outstanding performance in the areas of scholarship, service, leadership, and character. All four areas are considered equally in determining membership. These four criteria for selection form the foundation upon which the organization and its activities are built. To qualify for membership, a student must have been enrolled at North Central for at least one semester. Initial qualification is based on a 3.5 cumulative grade point average. Students who qualify are invited to participate in the selection process. Invitation letters are mailed to qualifying students and their parents in September of each year.

In order to assist the Faculty Council in selecting members, students are asked to complete a Student Activity Information Form (not an application form), which must be completed and submitted by the announced deadline. In order for a candidate's form to be considered, s/he must be able to list the following: at least two leadership roles, one of which must show involvement at North Central, and at least two activities of community service, either at North Central or elsewhere in the community. The selection process follows nationally established guidelines. A faculty council, consisting of five voting faculty members, is appointed by the principal. The faculty advisor, a non-voting member, facilitates the selection process. The members of the faculty council review each candidate's activity information form and vote to select the most qualified students. The selection of each candidate to the chapter shall be by a majority vote of the faculty council. Once selected, members are required to attend the induction ceremony and must continue to demonstrate the four qualities upon which their selection was based. Members are required to attend meetings regularly, pay dues of five dollars each year, participate on a committee, design their own individual service projects, serve as a peer tutor in the Learning Center, and participate in at least one group service project each semester. Membership may be revoked if a student falls below the required grade point average or if s/he does not meet the chapter's character, service, and leadership requirements. Members who fall below these standards shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to improve. The faculty council also meets to consider warning and dismissal cases. Before dismissal from National Honor Society, a member shall have the right to a hearing before the faculty council.

A copy of the National Constitution, as well as the North Central chapter's bylaws, are available from the faculty advisor upon request. Questions about the selection process and membership requirements should be directed to the faculty advisor.

Membership transferal: A member of National Honor Society who transfers to another school automatically becomes a member of his/her new school's chapter upon verification that s/he is a member in good standing. A member of the North Central Chapter of NHS who transfers to another high school may request a membership verification letter from the adviser. Students who transfer to North Central and were inducted into NHS at another school must contact the adviser to request transfer of membership. A letter of verification from the adviser of the previous school is required.

NATIONAL LATIN HONOR SOCIETY

The National Latin Honor Society recognizes Latin Club students of high academic achievement and club service. Membership in the Junior Classical League and maintaining "A" average throughout the year of study are requirements.

SPANISH HONOR SOCIETY/SOCIEDAD HONORARIA HISPANICA

The *Sociedad Honoraria Hispanica*, sponsored by the American Association of Teachers of Spanish and Portuguese, recognizes high scholastic attainment in the study of Spanish at NCHS.

The goals of the organization are to promote and maintain interest in the study of the Spanish language, literature, culture and civilization through community service projects. To be eligible for membership, students must be juniors or seniors who are enrolled in upper level Spanish courses and must have maintained an A average in all of their Spanish courses.

AWARDS

ACADEMIC HONORS DIPLOMAS

Core 40 with Academic Honors Diploma

The Core 40 with Academic Honors Diploma requires forty-nine credits in specific courses. Please see the Course Catalogue and your counselor regarding courses and credits. A 3.0 grade point average and specific external requirements are required.

Core 40 with Technical Honors

The Core 40 with Technical Honors Diploma requires forty-six credits in specific courses. Please see the Course Catalogue and your counselor regarding courses and credits. A 3.0 grade point average and specific external requirements are required.

International Baccalaureate Diploma

This diploma is awarded to students who complete all program components successfully, in addition to the North Central High School diploma. The IB Diploma is recognized by universities throughout the world as an indication of a disciplined mind, of high achievement, and of a solid liberal arts program, which conforms to universally-accepted standards of high quality. Though each university establishes its own criteria for awarding placement and/or course credit for the diploma, most universities are generous in their rewards to students with high scores on examinations and in their course work. Please contact the IB coordinator for more detailed information.

North Central Academic Honors Diploma

To be eligible for this award, at the conclusion of eight semesters a student must have:

- A cumulative 3.0 grade point average or above
- No grade lower than a "C-" in forty-nine credits required for the North Central Academic Honors Diploma
- A minimum of twenty credits in honors courses (See the Course Catalogue and your counselor for specific courses.)

ACADEMIC LETTER

The Academic Letter is awarded to each sophomore, junior and senior who applies, meets the criteria, and returns the completed application on time. Points are earned by final grades in each course. Students should listen for daily announcements and homeroom teachers for specific information. The award criteria for each grade level is as follows:

- 95 points for sophomores
- 115 points for juniors
- 155 points for seniors

A recipient must have:

- been a North Central student for at least two semesters
- filled out an Academic Letter application, which has a faculty or staff sponsor
- earned no grade of "F" for the semester

CERTIFICATE OF MULTILINGUAL PROFICIENCY

This certificate is to recognize students who are fluent in two or more languages. Eligible students must have passed the English ECA, demonstrate proficiency in a foreign language, and have received English Language learner services at some point in Washington township. Proficiency in your native language will be demonstrated by passing the STAMP 45 World Language Assessment.

CLASSROOM LEADERSHIP AWARD

The Classroom Leadership Award is given to any student who has been nominated by a teacher for leadership in the classroom. The student has to have two other teachers validate the nomination, and the student has to pass all of his/her semester courses to be eligible for this award.

PANTHER RECOGNITION

This program recognizes those students who meet various levels of achievements. The awards are the Academic Letter, the Classroom Leadership Award, the Pride Award and the Service Award. Each award is independently described in this section under its own name.

PRIDE AWARD

The Pride Award honors any student who has been nominated by a teacher for outstanding improvement in attitude, behavior, citizenship or classroom participation. To be eligible for this award, the student must pass all of his/her semester classes.

RECOGNITION NIGHT

During the latter part of the second semester, students are recognized during an evening program. Students who have received awards during the school year and those who are to receive special awards are honored. The names of all recipients of the various awards are posted on the North Central Web site following the presentation program. Parents/guardians of students receiving awards are mailed notices inviting them to the ceremony.

SENIOR HONOR CODE

See attached application in Appendix.

SERVICE AWARD

The Service Award is given to students who have performed a service to North Central or any other Washington Township School. Any faculty or staff member may nominate students for this award. Students must be passing all classes to qualify.

TOP 100

Students who are ranked in the top twenty-five of their class, grades 9, 10, 11, 12 are recognized in a special program during March. Each of the top twenty-five seniors recognizes a current North Central staff member who contributed to their success.

VALEDICTORIAN AND SALUTATORIAN

North Central High School selects a single Valedictorian and a single Salutatorian each year. The single Valedictorian is the senior who ranks first in scholarship at the end of seven semesters (end of the first semester of the senior year). The single Salutatorian is the senior who ranks second in scholarship at the end of seven semesters.

Additional Qualifications for the Valedictorian and Salutatorian:

- Each of the students shall have been enrolled at North Central for three full semesters.
- Each shall be currently enrolled in North Central at the time the recognition is received.
- Each shall be a member of the current graduating class.

If there is a tie for Valedictorian, the single Valedictorian will be determined as follows:

- Most honors courses completed by the end of seven semesters. These honors courses are defined as those listed among the criteria for the North Central Academic Honors Diploma.
- If a tie remains, then the total number of credits earned by the end of seven semesters will be the deciding factor.
- If A and B do not identify a single valedictorian, then the principal will appoint a committee to determine which of those tied will be declared the single valedictorian. The committee will take into consideration the number of merits earned and the attendance record of each of these students as of the end of seven semesters.

If there is a tie for valedictorian, the single salutatorian will be the student who ranks second meeting the above criteria. If there is a tie for salutatorian but not for valedictorian, the above criteria will be employed to select a single salutatorian.

SONGS

School Song

Go, North Central on to victory,
We'll make a valiant stand for all the world to see.
Lift up your colors bright, and we will fight! Fight! Fight!
And we'll score again and win for the red, black, and white.
We'll give a shout for Central as we meet the foe.
With banners flying, onward we are sure to go.
Come on and march along to victory,
And we'll win the game for North Central High.
--Henry and Linda Watkins

Alma Mater Hymn

We sing to you, North Central High.
Our hearts are true, our banners high.
Thy halls are sacred, friendships long,
Our pledge to you is this, our song.
You'll keep our dreams and hopes secure,
Through all tradition you'll endure.
When we must bid a fond farewell,
Our hearts with thee will always dwell.
--Peg Snyder
--W. Otto Meissner

Fight Song

Hail our Panthers, hats off to thee,
To our colors true we will ever be,
Red, black, white united we stand,
Working ever, failing never,
Pulling for our team together.
Panthers, we think you're grand.

GRAND

NC

CONSTITUTION NORTH CENTRAL HIGH SCHOOL STUDENT COUNCIL

A copy of the North Central High School Student Council Constitution is available from the faculty sponsor or a Student Council member upon the request of any interested student or patron.

QUESTIONS AND ANSWERS

1. Where is the lost and found?
The official lost and found is located in the bookstore from 7:05 a.m. to the end of Period 8.
2. What is the procedure for reporting something missing from your locker, etc.?
Report to your grade level assistant principal and fill out a theft-report on missing articles.
3. Where are the ticket booths?
At the south side of the student center, in front of the auditorium.
4. Where is the Athletic Director's office?
At the end of lower L Hallway next to the Natatorium.

5. How many credits do you need to graduate?
You will need 46 credits to graduate. You must also meet specific course requirements and pass the state graduation exam.
6. Do I need to carry my student ID card?
Yes, you need to present it anytime it is asked for by any staff member to identify yourself. It is used to check out materials from the Information Center. You must display it to use the Internet. You also need it for the Health Center, the Learning Center, and the Guidance Department. Your student ID card is also used as a debit card to purchase lunch.
7. What should I do if I'm absent?
Have your parent/guardian call 317-259-5355 between 7:00 and 10:00 a.m. day of the absence. You may call earlier than 7:00 a.m. to leave a voice mail message.
8. Where is H188?
Remember all 100 and 200 rooms are first floor North Central; 300 and 400 are in the Career Center, and 500 and above are second floor North Central High School. Therefore, H188 is in H hall on the first floor of North Central.
9. Why is being on time and attendance important?
Over 90 percent of the calls concerning employment of a student or former student(s) deal with that person's attendance record.
10. Who can drive to school?
Students who have a valid operator's license and who have registered their car and purchased a student parking lot sticker.
11. What if I am ill or feel sick?
Get a pass from your teacher to the Health Center. Remember to bring your identification card.
12. What is Public Law 218 and where can I find a copy?
This is a law governing schools in regard to due process (relative to suspension, expulsion and/or exclusion from school). Copies are available in the North Central Information Center.
13. How many sports are available at North Central?
Interscholastic--9 for young men, 9 for young women, with many activities offered at the intramural level.
14. How can I enjoy high school more?
Be active--take part in your school activities. Find a small group activity you enjoy (whether in sports, music, journalism, public service, or whatever) and participate!
15. Can I drop a course without grade penalty?
Yes, until the date established by the administration.
16. What is a grade penalty?
You earn an "F" for the semester and must repeat the course when you get a grade penalty. Your grade point average will be calculated using this "F".
17. What happens if I'm expelled from school?
You are withdrawn from school and given WF's in each class. A "WF" is calculated as an F into your grade point average.
18. How do I contact a teacher using e-mail?
Teachers may be contacted by consulting the NCHS web page.
19. What is the North Central website address?
www.nchs.cc
20. If I pass a course with a grade of A to C- may I retake it again in order to get a better grade?
No, once a credit is earned with a C-or higher the course cannot be repeated.

**METROPOLITAN SCHOOL DISTRICT OF
WASHINGTON TOWNSHIP 5330 F1A**

8550 Woodfield Crossing Boulevard, Indianapolis, IN 46240 (317) 845-9400 YELLOW

AUTHORIZATION FOR NONPRESCRIBED MEDICATION

To the Parent/Guardian:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO RECEIVE NONPRESCRIBED MEDICATIONS/TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

Name of Student	Address
School	Grade
	Date of Birth

- A. I am requesting that an authorized representative of the Metropolitan School District of Washington Township administer the following over-the-counter medication(s):
- Non-Prescription Medication/Treatment: _____
- Dosage/Frequency: _____
- Directions For Administration/Side Effects: _____

Medication Administration Beginning Date: _____ End Date: _____

Non-Prescription Medication/Treatment: _____

Dosage/Frequency: _____

Directions For Administration/Side Effects: _____

Medication Administration Beginning Date: _____ End Date: _____

- B. For students grades K-8 and preschool, I will assume responsibility for safe delivery to the health clinic at the beginning of the school year and retrieval from school at the end of the school year. **Preschool and students K-8 may NOT transport medication(s) to and from school.** Medications left at school following the close of the school year will be destroyed.
- C. North Central students may transport medication(s) to and from school if this form (5330/D) is on file and signed by the parent/guardian. Medications left at school following the close of the school year will be destroyed.
- D. I will notify the school immediately if there is any change in the use of the medication(s)/treatment.

(Signature of Parent/Guardian)

Date

(Printed Name of Parent/Guardian)

Home Telephone

Work Telephone

PERMISSION IS VALID ONLY FOR THE CURRENT SCHOOL YEAR AND ONLY FOR THE STUDENT LISTED ON THE FORM. STUDENTS ARE NOT PERMITTED TO SHARE THEIR MEDICATIONS WITH OTHER STUDENTS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.

METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP

5330 FI

8550 Woodfield Crossing Boulevard, Indianapolis, IN 46240 (317) 845-9400

BLUE

AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

To the Parent/Guardian:

A prescribing physician must prove a written order stating the name of the student, the amount of medication to be administered, identification of the medication, directions for proper administration of medication, and the signature of the physician or practitioner. THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO RECEIVE PRESCRIBED MEDICATIONS/TREATMENT IN SCHOOL. **ALL SPACES MUST BE COMPLETED.**

Name of Student

Address

School

Grade

Date of Birth

A. I am requesting that an authorized representative of the MSD Washington Township administer the following prescribed medication(s) or treatment:

Prescription Medication/Treatment: _____

Dosage/Frequency/Prescription Number: _____

Directions for Administration/Side Effects: _____

Medication Administration Beginning Date: _____ End Date: _____

Doctor/Practitioner: _____

(Signature of Physician/Practitioner)

Doctor/Practitioner: _____

(Printed Name of Physician/Practitioner)

-OR-

The following information is contained on the prescription label and must be current:

Pharmacy Name: _____

Pharmacy Telephone Number: _____

Prescription Number: _____

Verified Medication, Dosage and Frequency: _____

Physician/Practitioner Name: _____

- B. For students grades K-8 and preschool, I will assume responsibility for safe delivery to the school health clinic at the beginning of the school year and retrieval from school at the end of the school year. **Preschool and students grades K-8 MAY NOT transport medication(s) to and from school.** Medications left at school following the close of school year will be destroyed.
- C. North Central students may transport medication(s) to and from school if this form (5330/C) is on file and signed by the parent/guardian. Medications left at school following the close of the school year will be destroyed.

D. I will notify the school immediately if there is any change in the use of the medication(s)/treatment.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Home Telephone

Work Telephone

PERMISSION IS VALID ONLY FOR THE CURRENT SCHOOL YEAR AND ONLY FOR THE STUDENT LISTED ON THE FORM. STUDENTS ARE NOT PERMITTED TO SHARE THEIR MEDICATION(S) WITH OTHER STUDENTS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.

METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP

5330 F1B

8550 Woodfield Crossing Boulevard, Indianapolis, IN 46240(317) 845-9400

GREEN

AUTHORIZATION FOR PRESCRIBED SELF-ADMINISTRATION OF MEDICATION

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO SELF-ADMINISTER PRESCRIBED MEDICATION(S) IN SCHOOL. ALL SPACES MUST BE COMPLETED.

Name of Student

Address

School

Grade

Date of Birth

A. Only a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours. The medication must be kept in the identified prescription container issued from the pharmacy. No other substance other than the prescribed medication may be carried in the prescription container. The following conditions must be met:

1. The student's parent must file authorization for the student to possess and self-administer the medication.

I hereby request for my child to self-administer the following prescribed medication(s). I understand that I may withdraw this consent at any time by submitting a written request to the building principal. Furthermore, I understand this consent is valid for only the current school year. I will notify the school immediately if there is any change in the use of the medication(s).

Signature of Parent

Date

Home Telephone

Work Telephone

2. A physician states in writing that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication. The nature of the disease or medical condition requires emergency administration of the medication:

I, _____, state that the above named student has a
(Physician Name)

chronic disease or medical condition, which requires emergency administration of the below listed medication.

Prescription Medication: _____

Dosage/Frequency/Prescription Number: _____

Directions For Administration/Side Effects: _____

Medication Administration Beginning Date: _____ End Date: _____

-OVER-

3. A physician states in writing that the student has been instructed on how to self-administer the medication.

I, _____, state that the above named student has been
(Physician Name)

instructed in how to self-administer the above listed medication.

Doctor: _____
(Signature of Physician)

Doctor: _____
(Printed Name of Physician)

PERMISSION IS VALID ONLY FOR THE CURRENT SCHOOL YEAR AND ONLY FOR THE STUDENT LISTED ON THE FORM. STUDENTS ARE NOT PERMITTED TO SHARE THEIR MEDICATIONS WITH OTHER STUDENTS. VIOLATIONS WILL RESULT IN DISCIPLINARY ACTION.

August 2001

NORTH CENTRAL HIGH SCHOOL
METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP
INDIANAPOLIS, IN 46240

SENIOR HONOR CODE

Reaching the status of a senior in high school is an educational achievement that represents perseverance, academic success, and sacrifice. Seniors have endured, have mastered the daily routine and practices of schooling, and many, through self-discipline and responsible behavior, have achieved success.

Many questions pertaining to the behavior and academic achievement of senior students have been answered by now. However, one question remains for us all to ponder. Are our seniors ready to be responsible citizens of our community? We know how they react to control and supervision, but we don't know how they conduct themselves without the constraints of daily monitoring. In order to learn the answer, senior students must be given the opportunity to be responsible young adults.

The Senior Honor Code system allows each qualifying senior parent and student to decide if the student is ready to assume responsibility for school and his/her education. Please read the following guidelines and rules of the Senior Honor Code. If you feel your senior student can handle the responsibility, please complete the last sheet and have your senior student turn it in during registration or to the assistant principal in charge of student activities, by the date indicated on the application form.

The school administration reserves the right to verify information provided by senior students when there are questions or concerns pertaining to the validity of the information. The school administration also reserves the right to deny use of the card at any time. This is a privilege. This is not a right.

A senior must have a cumulative GPA of 3.25 or higher, thirty-six (36) credits by the start of their senior year, a good discipline/attendance record, and no arrears to apply for the senior honor code.

SENIOR HONOR CODE PRIVILEGES

Seniors who have earned the right to an honor card may:

1. Call themselves in for **all-day** absences. Out of concern for safety, parent approval is necessary for a student to leave school due to illness.
2. Park in the designated area north of the tennis courts (limited spacing available).
3. Leave for appointments through the attendance office without a parent call. Proof of the appointment must be returned to the attendance office.
4. Use their **visibly worn badge** in place of a teacher's pink pass.

(Keep this page for reference)

Application attached

ONCE THE PRIVILEGES HAVE BEEN AWARDED

The senior honor code student will:

1. **Wear his/her card so it is visible at all times to staff (not under clothing etc.).**
2. Surrender his /her card upon request by any staff member.
3. Surrender his /her card if s/he is suspended for any reason.

The administration has the right to revoke privileges for an individual or the entire class at any time.

The senior honor code is a privilege. The decision of the assistant principal in charge of seniors is final.

We have read the rules and regulations of the Senior Honor Code Program. We will abide by these rules and regulations. We understand the decision of the assistant principal in charge of seniors is final.

Date _____ Homeroom _____

Parent Signature _____

Student Signature _____

Please return this completed application with your registration materials by the noted deadline. If a new student ID card must be printed to reflect Senior Honor Code, there will be a charge of \$5.00.

APPLICATIONS WILL NOT BE ACCEPTED AFTER THE NOTED DEADLINE

_____ approved

Last name (Please Print) First Name Code #

Cumulative GPA (Assistant Principal will complete) _____

SENIOR HONOR CODE APPLICATION

1. Please list your school and community activities. Indicate the number of years you have participated in each activity.

2. How many times were you absent from school over the last 3 years?

3. If there are any extenuating circumstances, which should be known, please list them here.

WF GRADES? ____ YES ____ NO Name _____

Article 7/504 ____ YES ____ NO Student ID # _____

Student STN # _____