

CENTRAL NOBLE
JUNIOR/SENIOR HIGH SCHOOL

302 Cougar Court
Albion, Indiana 46701
260-636-2117 (phone) 260-636-2791 (fax)
www.centralnoble.k12.in.us

Find us on Facebook at:
Central Noble Community School Corporation
Central Noble Jr/Sr High School

STUDENT HANDBOOK 2023-2024

Central Noble Junior/Senior High School

General Information:

Board of Education:

Jason Schoeff	Tyler Schuller	Amanda Lock
Brian Geiger	Jared Knipper	

Administration:

JR/SR High Principal:	Shawn Hoover (Twitter @SHooverCN)
JR/SR High Asst. Principal:	Ashley Vice (Twitter @AshleyViceCN)
Dean of Students:	Lydia Gard (Twitter @MrsGardCN)
Athletic Director:	David Bremer (Twitter @CentralNobleAD)
Guidance Counselor:	Patrick Leffers
Guidance Counselor:	Vickie Knepper
Guidance Counselor:	Laura Scott
School Resource Officer:	David Worman

Central Noble Community School Corporation's Core Values:

- Learning- Centered Education
- Value Stakeholders
- Social Responsibility
- Continuous Improvement
- High Expectations
- Visionary Leadership

School Song:

Hail to you our mighty Cougars – Victory is our goal – Hail to you our mighty Cougars
Strong and brave and bold – When the final gun is sounded – And victory is at hand
We'll cheer the mighty, mighty Cougars of Central Noble High

Repeat:

C-C-COU-G-G-GARS-COU-GARS-COUGARS-COUGARS-COUGARS!

Visitors:

Due to safety concerns, all visitors should use the call system located at the front entrance of Door 1 of the building and visitors must report immediately to the office and sign in. A visitor's badge will be assigned.

We require all visitors and volunteers to submit a limited criminal background check with our corporation before they are allowed access to our buildings beyond a front office visit.

Central Noble Junior/Senior High School Daily Schedules:

Daily Schedule

First Bell	8:15
Warning Bell	8:20
CU	8:25-8:50
Period 1	8:54-9:41
Period 2	9:45-10:32
Period 3	10:36-11:23
Period 4	
Lunch A (Jr High)	11:23-11:53
Class A (Jr High)	11:57-12:44
Class B (Sr High)	11:27-12:14
Lunch B (Sr High)	12:14-12:44
Period 5	12:48-1:35
Period 6	1:39-2:26
Period 7	2:30-3:17

Virtual Learning Schedule

Period 1	10:30-10:53
Period 2	10:56-11:19
Period 3	11:22-11:45
Period 4	11:48-12:11
Period 5	12:14-12:37
Period 6	12:40-1:03
Period 7	1:06-1:29

Afternoon Convo Schedule

First Bell	8:15-8:20
Warning Bell	8:20-8:25
CU	8:25-8:45
Period 1	8:49-9:28
Period 2	9:32-10:11
Period 3	10:15-10:54
Period 4	10:58-11:37
Period 5	
Lunch A (Jr High)	11:37-12:07
Class A (Jr High)	12:11-12:50
Class B (Sr High)	11:41-12:20
Lunch B (Sr High)	12:20-12:50
Period 6	12:54-1:33
Period 7	1:37-2:16
Convocation	2:20-3:17

Morning Convo Schedule

First Bell	8:15-8:20
Warning Bell	8:20-8:25
Convocation	8:25-9:22
CU	9:26-9:46
Period 1	9:50-10:29
Period 2	10:33-11:12
Period 3	11:16-11:55
Period 4	
Lunch A (Jr High)	11:55-12:25
Class A (Jr High)	12:29-1:08
Class B (Sr High)	11:59-12:38
Lunch B (Sr High)	12:38-1:08
Period 5	1:12-1:51
Period 6	1:55-2:34
Period 7	2:38-3:17

Two Hour Delay

First Bell	10:15-10:20
Warning Bell	10:20-10:25
Period 1	10:25-10:59
Period 2	11:03-11:37
Period 3	11:41-12:15
Period 4	
Lunch A (Jr High)	12:15-12:45
Class A (Jr High)	12:49-1:23
Class B (Sr High)	12:19-12:53
Lunch B (Sr High)	12:53-1:23
Period 5	1:27-2:01
Period 6	2:05-2:39
Period 7	2:43-3:17



Central Noble Junior/Senior High School

School Expectations:

At Central Noble Jr/Sr High School we believe the best way to achieve success is to instill and strengthen beliefs and attitudes that generate the development of thoughts, words, and actions that enhance the intellectual, emotional, social, moral, and physical well-being of young people. The implementation of The Six Pillars of Character at Central Noble Jr/Sr High School provides the framework for expectations and actions throughout the school community.

Our school community will demonstrate TRUSTWORTHINESS by

- doing the right thing
- being honest
- keeping our word
- following through with our actions

Our school community will demonstrate RESPECT by

- treating people, property and ourselves in an appropriate way

Our school community will demonstrate RESPONSIBILITY by

- being on time to class, prepared with materials, and willing to participate in a positive manner
- holding ourselves accountable for our choices and not making excuses

Our school community will demonstrate FAIRNESS by

- giving all students equal opportunities to succeed
- reserving judgment of others

Our school community will demonstrate CARING by

- recognizing the needs of others
- responding to those in need
- treating others with compassion

Our school community will demonstrate CITIZENSHIP by

- taking pride in our school and community
- getting involved in our community because it belongs to us
- speaking positively of our school, staff, and peers

Central Noble Junior/Senior High School

Attendance Information:

Good attendance is a high priority at Central Noble Junior/Senior High School. Students and parents are encouraged to review this policy and become familiar with its provisions. IC Code 20-33-2 was used to help shape our policy. We believe this policy reflects the importance the school corporation places on students accepting responsibility for attending regularly. Typically, student academic achievement is related to a student's attendance rate. The habits and attitudes developed through regular school attendance encourage responsible patterns for behavior in other areas as well. The intent of this policy is to encourage academic achievement.

Please note that attendance policy will reference a "12 Day Absence". This policy states that at the twelfth absence a student will not earn credit for the class period that the absences occurred in. For Junior High students, the twelfth absence will result in unearned credit for the class period that the absences occurred in.

Types of Attendance:

Documented Absence: The parent / caregiver contacts the office via phone, note, or in person within (24) twenty-four hours from the time of absence. It is preferred if the notification could come prior to 8:00 the day of the absence.

Students with documented absences are allowed to make up their work. Documented Absences DO count towards the 12 day maximum rule.

Exempted Absence: IC Code 20-33-2-14 through IC Code 20-33-2-17.5 details what is accepted as an exempted absence. **The following items are exempted absences and will not count towards the 12-day maximum rule.** 1. Service as a page for or as an honoree of the general assembly, 2. Service on precinct election board or for political candidates or parties, 3. Witness in judicial proceeding, 4. Duty with Indiana National Guard, 5. Educationally related non-classroom activity (i.e. Field trip).

Truancies: Students are truant when they are absent from school or class without documentation from the parent or school official. Truancy from school includes unauthorized absences for all or part of a school day, as well as leaving the school grounds unauthorized at any time. **Truancies DO count towards the 12 day maximum rule.**

Suspension: I.C. 20-33-8-7 defines suspension as a disciplinary period in which the student is separated from school.

Attendance Procedures:

Notification of School In Case of Absence:

If an absence occurs for any reason (except emergencies), a parent/caregiver must call the school within 24 hours from the day of the absence or the absence will be recorded as truant. Parents unable to call the school must make prior arrangements. We request that parents call every day their student is absent.

Junior/Senior High School Contact Information:

Telephone (260)636-2117

Pre-Arranged Absences: If the student/parent is aware that an absence is going to arise, the student should obtain a student leave form in the office. Assignments and arrangements for missed work should be made prior to the absence. This will minimize student academic difficulties. Days missed for this reason, will be included in the calculation of the 12 absence policy.

Medical/Dental Appointments: Parents/care givers are encouraged to schedule appointments for their students during non-school hours. If it is necessary to schedule appointments during the school day, a parent/ caregiver must document the absence. *(See Attendance Policy)*

Injury and Illness: A student who becomes ill during the school day should request permission from the teacher to go to the office. The office staff and/or nursing staff will access the student's needs. No student will be released from school without proper parental permission.

Makeup Work Due to Absences: The responsibility for obtaining any makeup work rests solely on the student. When a student is absent, he/she should contact the teacher and the teacher should decide on a reasonable timeline for makeup work to be completed. A guideline that is normally followed is one day of makeup time allowed for every day the student has missed. Accepting makeup work for unexcused absences is at the teacher's discretion.

Excessive Absenteeism: (Jr/Sr High School 12 Absence Policy):

Attendance is recorded for each class period. If a student accumulates more than 12 absences from a class in a semester, then the student is unexcused unless he/she provides an appropriate medical or legal statement. The following is a procedure that will be followed for all types of absences except exempted ones.

Five Absences:	<ul style="list-style-type: none"> • Parent Notification Mailed
Eight Absences:	<ul style="list-style-type: none"> • Parent Notification Mailed • Parent/Student meeting held
Twelve Absences:	<ul style="list-style-type: none"> • Parent Notification Mailed • Twenty-four Hour Compulsory Attendance Notice Filed • (The 24 Hour Compulsory Attendance Notice will be filed for each absence following 12) • Credit Not Earned (The student may remain in the class as long as they are not a discipline problem. Discipline problems may be subjected to the normal discipline procedures. Students in good standing may petition for credit to the Attendance Panel. This petition must be received in the last week of the semester and the student's conduct and attendance records will be considered in the granting of credit.)

***Please note that all types of absences except exempted absences will be counted towards the 12 day "No credit" policy. Medical or other extenuating circumstances will be considered by the administration and attendance panel. Some examples of extenuating circumstances include, but are not limited to the following: medical conditions that a physician has documented the need for an absence, extended hospital stays, or bereavement of immediate family members. Examples of circumstances that are not considered extenuating include, but are not limited to the following: illness not documented by a physician, family vacation, or bereavement of non-immediate family members.

Excessive Tardiness (Late to School):

Tardies are compiled on a per quarter basis.

Late to School Offenses #5	Parent Notification Emailed
Late to School Offense # 6	3 Days Restricted Lunch
Late to School Offense # 7	1 Day Before or After School Detention
Late to School Offense #8	3 Days Before or After School Detention
Late to School Offense #9	5 Days Before or After School Detention
Late to School Offense #10	1 Day ISS
Late to School Offense #11	3 Days ISS
Late to School Offense #12+	Friday School for each offense following until the end of the quarter.

Excessive Tardiness (Late to Class):

Tardies are compiled on a per quarter basis and are calculated by individual class periods.

Late to Classes Offenses #5	Parent Notified by Teacher
Late to Classes Offense # 6+	Referral to Office (Category 1)

Tardies to school (documented or not) will follow the above guidelines and result in the consequences outlined above.

Excessive Truancies (or Skipping Class):

Truancy Offense # 1	"Notification of Truancy" letter sent home to parents
Truancy Offense # 2	"Notification of Truancy" letter sent home to parents
Truancy Offense # 3	"Notification of Truancy" letter sent home to parents; 24 Hour Compulsory Attendance Notice filed
All Additional Truancies	"Notification of Truancy" letter sent home to parents; 24 Hour Compulsory Attendance Notice filed

Codes of Conduct

Codes of conduct are essential to the successful operation of any school organization. The following is a list of fundamental rules regarding school conduct. The school board and administration recognize the fact that some discipline problems are unforeseeable. Therefore school corporation personnel have the right, subject to this chapter to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. (I.C. 20.33.8)

Consequences for student misbehavior are determined in accordance with Indiana Law, policies of the Central Noble School Corporation School Board, the extent of the disruptive behavior, and the prior violations of the individual student along with any other factor that may be relevant.

Violations of the Code of Conduct may result in additional consequences imposed by the athletic department. Please see the Athletic Handbook section for additional information.

Student conduct rules apply when a student is:

1. On school grounds immediately before, during, or immediately after school hours and at any other time when a school group is using the school.
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.
4. Use of school playgrounds/sports facilities at any time.

General Guidelines for Expected Behavior:

(Failure to follow these guidelines is insubordination)

1. Be courteous and respectful to other students and staff members
2. Do not behave in a way that could cause injuries to others.
3. Follow the instructions of any staff member.
4. Treat school property and the property of others with respect.
5. Do not leave the building without permission.
6. Do not bring animals to school without prior approval of school officials.

Indiana Code 20-33-8-25 states that a principal or his/her designee may take any of the following action to ensure the safety of the educational environment.

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours:
 - a. To do additional school work; or
 - b. For counseling
6. Restricting curricular activities (field-trips, assemblies, and/or other activities related to the curriculum).
7. Removal of a student by a teacher from that teacher's class for a period not to exceed five class periods.
8. Assignment by the principal of:
 - a. A special course of study;
 - b. An alternative educational program; or
 - c. An alternative school
9. Assignment of 120 hours of service with a non-profit organization with parent approval.
10. Removal of a student from school sponsored transportation.
11. Referral to the juvenile court having jurisdiction over the student.
12. Restricted Lunch
13. Before School Detention
14. After School Detention

15. In School Suspension
16. Friday School
17. Out of School Suspension
18. Denial of Graduation exercise participation or similar activities.
19. School for Alternative Placement and Support (SAPS)

School for Alternative Placement and Support (SAPS) PROGRAM INFORMATION - School for Alternative Placement and Support is a program designed through the collaboration county agencies in Noble County - the Prosecutor's Office, the Probation Department, and Central Noble.

SAPS is a proactive program designed to serve three functions:

- 1.to serve as deterrent preventing students from "wanting" to be suspended out of school
- 2.to continue the education of students assigned to SAPS
- 3.to provide a safe, structured, supervised environment for students to eliminate the possibility of "improper" behavior.

SAPS is supported by the weight of the legal system, which will enforce its regulations through due process procedures.

Implementation will occur as follows:

1. Student is assigned to SAPS for a period of 1-5 days (a maximum of five days and only three times a year) and a "SAPS ASSIGNMENT NOTICE" and a "STUDENT BEHAVIOR REPORT" form is completed by the administrator and sent to probation
2. School official notifies parents and probation department - parents are informed that they are to appear with their child at the Noble County Probation Department at 109 West Hazel St, Albion, IN 46701 at 8:15 a.m. the next morning for assignment to the SAPS Program - parents are given a "PARENTAL ACKNOWLEDGMENT FORM" when they arrive to pick up their assigned student from school (or the next morning at the SAPS Program).
3. Parent(s) or guardian and child appear at The Probation Department at 8:15 a.m. the next day and are given a copy of the SAPS guidelines and will have the program explained to them.
4. Parent(s) or guardian takes child to the SAPS classroom located at 1005 E Main St, Albion, IN 46701.
5. Each day thereafter students will report to SAPS at 8:00 a.m. until assignment is complete.
6. Students who are assigned SAPS are ineligible to participate in any school or student activities the day(s) of the assignment. Students are not allowed on school property the day(s) of the assignment.

The SAPS program hours are from 8:00 AM to 3:00 PM each day. If school is canceled, students will make up the canceled days at SAPS. If school is delayed, students will report to SAPS/Noble County Probation at the delayed time. Student must be brought and signed in and out by their parent(s) or designee. Lunches may be provided upon the request of the parent through the school cafeteria or students may pack his or her own.

While part of the program students are to do the following things:

1. Obey all the rules of the program, a copy of the rules will be give at SAPS
2. Complete all of the work given by their teachers
3. When work is completed, they may work on packets or read the books or magazines in the classroom

Failure to cooperate by the student may result in additional days of suspension and/or recommendation for expulsion.

Failure to cooperate by parents/guardians will be reported to the Noble County Prosecutor's Office and can be prosecuted under I.C. 31-34-1-1 and/or 20-8.1-5.1-19 and/or I.C. 20-33-2-27.

Grounds for Suspension or Expulsion:

According to Indiana Code 20-33-8-14 grounds for suspension or expulsion are:

1. Student Misconduct
2. Substantial Disobedience

Indiana Code 20-33-8-15 states that unlawful activity is further grounds for suspension or expulsion.

The following types of student conduct shall be considered in violation of school rules and IC 20-33-8-14 and/or IC 20-33-8-15. Violations of the following policies will result in suspension with recommendation for expulsion.

The following Category and Grid structure will be used to assess consequences for student behavior. The appropriate consequences will be assigned to the action. The administration holds the ability to use discretion in extenuating circumstances.

Category 1 Discipline Violations

Violation	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Disrespectful Behavior	1 Day Restricted lunch	2 Days Restricted lunches	1 Week Restricted lunches	1 Day ISS	2 Days ISS
Unacceptable/Disruptive Behavior					
Public Display of Affection					
In unauthorized Area without Permission					
Academic Misconduct					
Failure to Sign In or Out of the office					
Unauthorized Driving					
Unprepared for Class					
Gambling					
Possession of Inappropriate Teaching or Learning Material/Property					
Skiping Class					
Minor Vandalism					
Misuse / Abuse of a Pass Privilege					
Violation of Dress Code (After One Warning)					
Cell Phone Violation (After One Warning)					

Note:

Offenses are cumulative within category 1. For example, the first of any of three offenses (Skipping Class, for example would be a Category 1 – first offense (restricted lunch), A subsequent public display of affection offense would be category 1 – second offense (2 days restricted lunch). The third incidence of any one of these offenses (e.g. 3rd offense of skipping class) becomes a category 2 persistent misbehavior offense.

Category 1 Definitions:

Disrespectful behavior	A student will not engage in brief or low-intensity verbal or non-verbal display of rudeness or discourtesy. Refusal to obey requests.
Unacceptable/Disruptive Behavior	A student will not harass others or misbehave in a manner that causes disruption or obstruction of the educational environment. These disruptions could include, but not be limited to, talking, making noise, throwing objects, and distracting another student. Behavior is considered unacceptable if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the distraction. Students will not participate in activities that cause a disturbance in the school.
Public Display of Affection	Students will not engage in inappropriate displays of affection, including hugging, kissing, or long embraces of a personal nature. Jr. High students cannot hold hands.
In Unauthorized Area	A student will not enter upon any area of the school that they do not have permission to be in.
Academic Misconduct	A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials, complete work that will be turned in by another student for credit, have another student complete work that the student will turn in for credit. Opportunities to makeup work will be at the teacher's discretion. Discipline under this section will result in academic sanctions in addition to school discipline.
Failure to Sign In or Out of the office	A student will not leave the school building or school property (during the academic day) without the permission of school officials.
Unauthorized Driving	Students will not drive to and from off-campus educational sites to which school transportation is provided unless specifically approved by the parent/guardian and authorized by the Principal. For more driving guidelines see section in handbook on driving.
Unprepared for class	A student will arrive for class with all required books, and supplies.
Gambling	A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner.
Possession of Inappropriate Material/Property	A student will not possess property that is prohibited by school rules or that is disruptive to teaching or learning.
Skiping Class	A student will not fail to report to the school's assigned class or activity without prior permission of school officials. Opportunities to makeup work will be at the teacher's discretion.
Minor Vandalism	A student will not willfully cause defacement or damage to, the property of the school or the property of others. This could include writing in school textbooks or library books, writing on walls, desk, or chairs as well as other non-permanent damage.
Misuse/Abuse of Pass	A student shall not request or use a class, media center, bathroom, or office pass falsely or for other purposes other than its designated purpose.

Violation of Dress Code

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process. **Dress standards are included in detail under the dress code section of this handbook.**

Violation of Cell Phone Policy

Please refer to the cell phone policy section of this handbook.

Category 2 Discipline Violations

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Persistent Misbehavior	2 Days Restricted Lunches	1 Day ISS	3 Days ISS	1 Day SAPS	3 Days SAPS
Swearing/Profanity/Vulgarity					
Insubordination					
Failure to Report to Restricted Lunch, Before School, or After School Detention					
Bullying / Ridicule / Harassment Intimidation of Another Student					
Vandalism (Minor)					
Dangerous Behavior					
Cell Phones/Electronics					
Forged Note / Phone Call					
Computer Tampering					
False Information/ False Reporting					
Inappropriate (Unacceptable) Use of Electronic Devices Including School Issued Laptops					

Note:

Offenses are cumulative within category 2. For Example, the first of any of these offenses (Failure to Report to Detention for example) would be a Category 2 – First offense (2 Days Restricted Lunch) A Subsequent (Insubordination) offense would be a Category 2 - Second Offense (1 Day ISS)

Category 2 Definitions:

Persistent Misbehavior	A student that has established a "track record" of misbehaviors or continual extending misbehaviors after corrective actions have been attempted is considered to be persistent misbehavior.
Swearing/Profanity/Vulgarity	A student will not orally, in writing, electronically, or with photographs or drawings, use profanity or insulting, obscene gestures.
Insubordination	A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or to do any other class or school-related activity, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes insubordination.
Failure to Report to Restricted Lunch, Before School, or After School Detention	A student will not fail to serve a detention of which students and/or parents/guardians have been notified.
Bullying/Ridicule/Harassment Intimidation of Another Student	A student will not use any gesture, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming or degrading another student, damaging another student's property, placing a student in reasonable fear of harm to the student or his/her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission.
Vandalism (Minor)	A student will not intentionally cause destruction of property of the school or of others. Actions that impair or deprive others of the use of something are destructive. Carving into woodwork, desks, chairs, tables, or purposely painting or otherwise defacing property are examples of this type of vandalism.
Dangerous Behavior	A student shall not participate in any act or activity that could cause harm to he/she or others.
Cell Phones/Electronics	Cell Phones and other electronic devices (MP3, iPods, etc...) should be turned off during school hours. Cell phones and other electronic devices may remain in the student's possession, but must be turned off and should not disrupt the educational environment. Please refer to the cell phone policy section of this handbook. <u>Central Noble is not responsible when such items are stolen or damaged.</u>
Forged Note / Phone Call	Any absence reported with a forged note or call will be counted as a truancy
Computer Tampering	A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network.
Inappropriate (Unacceptable) Use of Electronic Devices Including School Issued Laptops	A student will not use Computers, Cell Phones, or other electronic devices during class time unless directed to do so by a staff member.
False Information/False Reporting	Failing to completely and/or truthfully respond to questions asked by a staff member. Knowingly making a false report.

Category 3 Discipline Violations

Violation	1st Offense	2nd Offense	3rd Offense
Fighting	3 Days SAPS Referral to Law Enforcement Agency	5 Days SAPS Referral to Law Enforcement Agency	10 Days OSS and/or SAPS Recommendation for Expulsion Referral to Law Enforcement Agency
Inappropriate Use of Electronics- Major			
Communicating a Threat Verbal Abuse Directed at Any Individual (Student or Adult)			
Non Physical Disrespect or Abuse of School Personnel			
Theft (Minor)			
Sale / Delivery / Possession of Stolen Goods			
Possession / Use of Tobacco Productions / Vapor Products / eCigarettes			
Use / Possession of Fireworks			
Tampering with / Setting Off Fire Alarm or other Security System			
Indecent Exposure			
Sexual Harassment			
Swearing / Profanity / Vulgarity Directed Towards Another Individual			
Possession or Transmission of Pornography or Inappropriate Material			
Leaving School Grounds without Permission			
Hazing			
Knife			
Failure/Refusal to Report to SAPS			

Note:

Offenses are cumulative within Category 3. For example the first of any of these offenses (Fighting, for example) would be a category 3 – First Offense (3 Days OSS). A subsequent (Theft) offense be a Category 3 – Second Offense (5 Days OSS)

Category 3 Definitions:

Fighting	A student will not physically fight with another person. Self-defense (defensive and not offensive actions) or defense of others may be taken into account in determining whether this provision has been violated.
Inappropriate Use of Electronics-Major	A student will not use electronics to record inappropriate acts or record in a location where privacy is assumed.
Communicating a Threat Verbal Abuse Directed at Any Individual (Student or Adult)	A student will not threaten another student with bodily harm.
Non Physical Disrespect or Abuse of School Personnel	A student will not interfere with school personnel in the performance of their duties through disrespectful behavior or threat of force or violence. A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity, insulting, or obscene gestures toward any school district staff member or adult volunteer.
Theft (Minor)	A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less, which does not belong to the student.
Sale / Delivery / Possession of Stolen Goods	A student will not take possession of property known to be stolen, deliver that property to others, take such property from the school building or school grounds, or attempt to sell property not their own.
Possession / Use of Tobacco Productions / Vapor Products / eCigarettes	A student will not use, smoke tobacco, or possess any substance that contains tobacco or use vapor products or possess any type of vapor products/eCigarettes in any area under the control of the school district, including all activities or events supervised by the school district or school personnel. This includes paraphernalia such as cartridges, batteries, and additional vapor/tobacco related materials.
Use / Possession of Fireworks	A student will not possess, handle, transmit, conceal, or use and fireworks or firecrackers.
Tampering with / Setting Off Fire Alarm or other Security System	Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, falsely call 911, nor will the student falsely communicate or cause to be communicated that a fire exists. A student will not destroy, or otherwise tamper with a fire alarm system in a school building.
Indecent Exposure	A student will not disrobe for the purpose of exhibition or purposely expose themselves to other while in the school building and on school grounds.
Sexual Harassment	A student will not use words, pictures, objects, gestures, or other actions related to sexual activity or a person's gender that causes embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteer.
Swearing / Profanity / Vulgarity Directed Towards Another Individual	Profanity used in a direct context towards another individual is not acceptable. This type of communication is not limited to verbal, but also includes gestures, electronically, photographs, drawings, or writings.
Possession or Transmission of Pornography or Inappropriate Material	A student will not possess, handle, transmit, or conceal any form of pornographic or explicit material.
Leaving School Grounds without Permission	A student will not leave the school building or school grounds without permission of school and parent/guardian.

Hazing	A student will not haze or conspire to engage in hazing of another. As used for this violation, hazing includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization that causes, or is likely to cause bodily danger, physical harm, personal harm or personal degradation or disgrace.
Knife	Knowingly possessing, handling, or transmitting a knife. It also must be determined that this knife was not intended to cause harm or destruction of anyone or anything on school grounds or school sponsored events/trips.
Failure or Refusal to Report to SAPS	Failing to or refusing to report to SAPS during assigned suspension.

Category 4 Discipline Violations

Violation	1st Offense
Theft (Major)	<p style="text-align: center;"> 10 Days OSS Recommendation for Expulsion Referral to Law Enforcement Agency </p>
Arson	
Vandalism (Major)	
Possession of Weapons or Look Alike Weapons	
Criminal Sexual Conduct	
Possession of Explosive Device / Materials	
Bomb Threat Against School	
Battery/Physical Disrespect of School Personnel	
Possession of Drug Paraphernalia	
Possession / Use of Being Under the Influence of any mind altering substance	
Possession / Use or Being Under the Influence of Controlled Substances (Prescription Drugs, Illegal Drugs, Alcohol) or Non Controlled Substance (Diet Pills, Caffeine Pills or Look – Alike Materials)	
Sale or Delivery of Controlled, Non – Controlled or Look – Alike Substances	
Firearm	
Criminal Recklessness	
Public Indecency	
Intimidation	

Note: School Officials reserve the right to move up or down one Category depending on severity and cooperation with each situation

Category 4 Definitions

Theft (Major)	A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00, which does not belong to the student. (IC 35-43-4-2)
Arson	A student will not intentionally, by means of starting a fire or attempting to cause a fire on school property or assist another in starting or attempting to start a fire, cause harm to any property or person, or to participate in the burning of any property or person. (IC 35-43-1-1)
Vandalism (Major)	A student will not intentionally cause destruction of property of the school or of others. Ruining dry erase boards, destroying desks, tables, or chairs beyond reasonable repair, breaking lights or fixtures, or damaging school equipment to the point where repair is necessary are acts of property destruction. (Criminal Mischief IC 35-43-1-2)
Possession of Weapons or Look Alike Weapons	A student will not possess, handle, transmit, or use as a dangerous weapon, any instrument capable of harming another person. A student will not use a legitimate tool (pens, pencils, compasses, etc.) in a manner that could reasonably cause harm to another.
Criminal Sexual Conduct	A student will not sexually assault another person.
Possession of Explosive Device / Materials	A student will not possess, handle, transmit, transport, store, or use any materials that could explode or be caused to explode while on school property or Devices/Materials: at a school related event. (IC 35-47.5-2-4)
Bomb Threat Against School	A student will not falsely communicate or cause to be communicated that a bomb is located in the building or on school property, or at a school-related event. (False Reporting IC 35-44.1-2-3)
Battery/Physical Disrespect of School Personnel	Knowingly or intentionally touching another person in a rude, insolent or angry manner. (IC 35-42-2-1)
Possession of Drug Paraphernalia	A student will not possess, deliver, or receive materials that have been or could be used in the preparation, measurement, or use of controlled substances, dangerous drugs, counterfeit drugs, or intoxicating substances. (IC 35-43-4-8.3)
Possession / Use of Being Under the Influence of any mind altering substance	Use of any substance that when consumed has potential to diminish or alter ones mental or physical capacities. (Public Intoxication IC 7.1-5-1-6.6)
Possession / Use or Being Under the Influence of Controlled Substances (Prescription Drugs, Illegal Drugs, Alcohol) or Non Controlled Substance (Diet Pills, Caffeine Pills or Look – Alike Materials)	A student will not possess or use a controlled substance, CBD products/THC derivatives, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. (Possession of a controlled substance IC 35-48-4-7; Possession of cocaine or narcotics IC 35-48-4-6; Possession of methamphetamine IC 35-48-4-6.1; Possession of marijuana IC 35-48-4-11)
Sale or Delivery of Controlled, Non – Controlled or Look – Alike Substances	A student will not offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. (Dealing or possessing a look-alike substance IC 35-48-4-4.6; Dealing in a schedule I, II, or III controlled substance IC 35-48-4.2; Dealing in a schedule IV controlled substance IC 35-48-4.3; Dealing in a schedule V controlled substance IC 35-48-4.4; Dealing in cocaine or a narcotic drug IC 35-48-4-1; Dealing in marijuana IC 35-48-4-10; Dealing in methamphetamine IC 35-48-4-1.1)
Firearm	Any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. (Possession on school property or school bus IC 35-47-9-2; IC 35-47-1-5)

Criminal Recklessness	Knowingly or intentionally performing an act that creates a substantial risk or bodily injury to another, or hazing which inflicts serious bodily injury on another person. (IC 35-42-2-2)
Public Indecency	Knowingly or intentionally in a public place: engaging in sexual intercourse or deviate sexual conduct; appearing in a state of nudity; or fondling the person's genitals or those of another person. (IC 35-45-4-1)
Intimidation	Communicating a threat (IC 35-45-2-1)

At times, based on reasonable suspicion, a student or their belongings may be searched. Should any student fail to comply with a reasonable suspicion search it will be a presumption of guilt and will be treated as a Category 4 Disciplinary Violation. This includes vehicle searches, locker searches, desk searches, and the search of the student and/or their belongings.

Student Right of Expression:

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia and the like. All items must meet School guidelines.

A. A material cannot be displayed or distributed if it:

1. Is obscene to minors, libelous, indecent, or vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Intends to be insulting or harassing
4. Intends to incite fighting; or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal (24) twenty-four hours prior to display.

B. Material may be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations as long as exits are not blocked and there is proper access and egress to the building.

Academic Misconduct:

Central Noble Junior/Senior High School may discipline a student for academic misconduct for the following reasons: The following behaviors would fall under the unacceptable category in the discipline grid.

1. **CHEATING** – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
2. **FABRICATION** – Intentional and unauthorized or invention of any information or citation in an academic exercise.
3. **FACILITATING ACADEMIC DISHONESTY** – Intentionally or knowingly helping or attempting to help another in committing dishonest acts.
4. **PLAGIARISM** – Adoption or reproduction of ideas of statements of another person as one’s own without acknowledgment.

Public Display of Affection:

Expression of affection other than holding hands (**Junior High students may not hold hands**) can and often does draw undue attention to the participants when in a public setting. Such displays consequently have no place either at school or school-sponsored functions. The administration and staff believe this creates a negative image of our student body and school. Appropriate action will be taken with those students who do not use good judgment regarding such displays

Lockers:

All lockers made available for students’ use on the school premises, including but not limited to lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. **The principal or his/her designee may search the student’s locker and its contents at any time (IC 20-33-8-32).**

The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. **The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to 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.**

In order to implement the school’s policy concerning student lockers, the following rules have been adopted:

1. **All lockers** and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the student. Lockers are subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store “contraband.” These are items that cause, or can reasonably be foreseen to cause

injury, or items which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewed articles, or any stolen items. Students will be expected to keep their lockers clean and orderly. Once students are assigned a locker, they may not change without appropriate permission.

3. **Lockers and Desks:** School facilities such as lockers and desks are property of the school and are provided for student use subject to the right of the superintendent and his designee to enter the facility as needed and inspect all items in the facility search. Students shall not have an expectation of privacy in any facility provided by the school.
4. **Locker Maintenance:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

School Equipment/Property:

Damage or breakage which is the result of careless, malicious, or wrongful use of equipment/property belonging to the school shall result in adequate remuneration from the student to either repair or replace the item and likely suspension and or/expulsion.

Central Noble Junior/Senior High School

Dress and Grooming Code:

Student Appearance:

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will be provided with school issued tops and bottoms to wear. Guidelines for school-appropriate dress and personal appearance are:

- Halter-tops, tank tops, bare midriff, and see-through apparel are not to be worn.
- Dresses and tops must cover the shoulder and have backs. Spaghetti strapped shirts are not permitted.
- Cleavage must be covered.
- Dresses, skirts or shorts must cover upper thigh.
- Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
- All pants, slacks, and shorts must be worn at the waist with no visible undergarments. Holes in pants are acceptable as long as they don't expose undergarments.
- Coats and hats are only permitted when entering or exiting the school building and must be placed in lockers before the first period of the school day. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.
- Hats, caps, sunglasses, and any other head coverings are not to be worn in the building.
- Shoes must be worn at all times.
- Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
- Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are unacceptable.
- Any apparel, jewelry, cosmetic, make-up accessory, notebook, or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating alcohol or drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building.
- Students may not use blankets while at school. If a student brings a blanket to school, the item must be stored in their locker immediately upon their arrival.

The school shares in the responsibilities of student dress and appearance with the parents/legal guardians and individual students in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. We want our students to look attractive but not dress in a manner as to attract undue attention.

Central Noble Junior/Senior High School

Participation in Extra-Curricular Activities:

Athletic Events and Extra-Curricular Activities:

Students will be positive representatives of our student body and follow the policies of the Central Noble Junior/Senior High School Student Handbook.

Dance Attendance Regulations (Senior High School):

Because we are interested in providing the safest environment we can for our students when attending Central Noble Junior/Senior High dances, the following guidelines exist for attendance.

Senior High Dances:

1. **PROM** – Invitations will be given to Senior High CN students who are in good standing and are currently in their third or fourth year of high school and enrolled in at least 1 class/semester. Guest restrictions are as follows: No Junior High students will be allowed to attend. Students from other schools may attend only after they have been determined to be in good standing at their school. Only people who are under 21 years of age by the date of the Prom may attend.
2. **SEMI-FORMAL** – Guest Restrictions are the same as Prom.
3. **SCHOOL DANCES** - Homecoming, End-of-year, Start of school year. No Junior High students will be allowed to attend. Only Central Noble Senior High School students currently enrolled, may attend.

Dance Attendance Regulations (Junior High School):

1. School Dances - For example: Back to School, Snowcoming/Spring Fling, End-of-year dances. Only Central Noble Junior High students will be allowed to attend.
2. Students who have received In School or Out of School suspension may have their dance attendance privileges revoked. This will be determined prior to each dance being held.

Central Noble Junior/Senior High School

Transportation Expectations:

Bus Regulations:

REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. STUDENTS WHO DO NOT BEHAVE APPROPRIATELY WILL NOT BE ALLOWED TO RIDE.

All students in our school system who ride a bus are subject to regulations until they arrive at their school or the bus stop near their home. Any misbehavior that distracts the driver is a VERY SERIOUS HAZARD to the safe operations of the vehicle, and as such, jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a 'School Bus Incident Reporting System', which reflects the rules of student conduct.

Students will be cited for the following behavior infractions:

1. Failure to remain seated
2. Refusing to obey driver
3. Refusal to wear seat belt
4. Hanging out of window
5. Throwing objects out of bus
6. Throwing objects on bus
7. Bothering others
8. Chewing tobacco/using snuff
9. Smoking/vaping on bus
10. Fighting
11. Profanity

12. Vandalism
13. Spitting
14. Eating/Drinking
15. Lighting matches

Other instances that are disruptive, dangerous, and inappropriate are unacceptable.

REMINDER: Students who ride a bus that is not their assigned bus, must have a parental note to give permission and provide to the office at the beginning of the school day.

Driving Privileges (Senior High School Student Only):

The following rules are to be observed by all students and student drivers:

1. All students operating a motor vehicle on school property **MUST** register in the main office, and obtain a parking permit. All registration information must be kept current. Any time a new vehicle is driven, the office must be notified. **Vehicles not properly registered may be towed at the owner's expense.**
2. Lost / Destroyed permits must be replaced at the student's expense
3. All drivers must possess a valid operator's license.
4. All vehicles must be properly registered and licensed with the BMV.
5. Campus Speed limit is 15 M.P.H.
6. Follow all traffic laws.
7. Drive in a manner that is both safe and courteous.
8. Students are not to be in or near vehicles from the time of arrival to the time of dismissal without the consent of the principal or his designee.
9. Proceed immediately from the vehicle to the school upon arrival and vice versa upon dismissal. Do not loiter in the parking lot.
10. All vehicles are to be properly parked upon arrival at school. **Vehicles not properly parked may be towed at owner's expense.**
11. Students who drive to school are required to park on the east lot.
12. Students shall not return to their vehicles during the school day without permission from the office.
13. Students who need to drive during the school day will be allowed to leave after being granted a 'PERMIT TO LEAVE SCHOOL FORM' by the principal or their designee.
14. The administration shall be permitted to inspect the contents of a student's vehicle. A student who drives to school implies his or her consent, the consent of his or her parent and the owner of the vehicle to allow a search of the vehicle. Refusing to allow a search creates a presumption that the vehicle contains items for which the search was requested. That refusal and resulting presumption may be used in a suspension or expulsion proceeding.
15. Students driving to school are to exit the south drive.
16. Students should avoid the north parking lot at all times due to specialized bussing.

***** Parking privileges may be revoked at any time for any offense involving discipline or a vehicle. ****

Guidelines for Responsible Computing:

Introduction:

The computing resources at Central Noble Community School Corporation support the instructional, research, and administrative activities of the school district. Examples of these computing resources include, but are not limited to, the administrative computing facilities and operations, local- and wide-area networks, electronic mail, and access to the Internet. Users of these services and facilities have access to a vast amount of resources.

Consequently, it is appropriate for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Interested parties should contact the technology coordinator, the building principal, the school media specialist or a member of the technology support staff for more information concerning computing guidelines.

Access to the school's computing facilities are a privilege granted to school students and employees. Central Noble Community School Corporation vests the responsibility for ensuring the integrity and performance of its computing systems in various system administrators. While respecting the rights of all users, when the integrity of the system is threatened, systems administrators are authorized to take those actions necessary to maintain the system in good working order.

The guidelines apply to all users of computing resources owned or managed by Central Noble Community School Corporation, including, but not limited to faculty, staff, students, guests of the administration, and approved external individuals or organizations.

Account Security, Passwords, and Integrity:

The person to whom an account is allocated is the only person allowed to use that account. No password sharing is permitted. Additionally, it is the user's job to be sure he or she does not create a security hole in the system.

Central Noble Community School Corporation provides reasonable security against intrusion and damage to files stored on district computers. However, neither Central Noble Community School Corporation nor its computing staff can be held accountable for unauthorized access by other users, nor can they guarantee protection against power or media failure, fire, flood, or other disaster. Backup media may be provided upon approval. These media are to be used to back up the user's personal files, NOT copy school-owned data or programs. The use of personal USB keys

(aka "thumb-drives") is acceptable as long as their use doesn't violate other components of these guidelines.

Although the school makes reasonable attempts to protect file servers from intrusion, it does not provide the same level of protection or offer restoration of files stored on the local drives of computer workstations. Therefore, it is especially important that users save their files to the fileserver(s) and use all available means to protect their data. Many lab and multi-use computers are configured to delete upon logoff all local files (not stored on a network drive) that a user has created while using that computer.

Privacy:

Central Noble Community School Corporation participates in a range of computing networks, and many members of the school community regularly use these networked computers in their work. Statements in public files in this medium are protected by the same laws, policies, and guidelines, and are subject to the same limitations, as communications in other media. The same holds true for personal electronic files and communications (e.g. email). However, users should exercise caution when submitting confidential information via email because the confidentiality of such material cannot be guaranteed. Always assume that your files are readable by anyone on the network. The IT staff does its best to ensure that this is not the case, but you should always assume the worst when dealing with security.

Encountering Controversial Material:

Users may encounter material which is controversial and which users (parents, students, teachers, staff, and administration) may consider inappropriate or offensive. This is much more easily monitored and tracked on Central Noble Community School Corporation computing resources. Content filtering hardware is utilized to minimize encounters of controversial material. If it is believed a website is blocked in error, please note this to school technical support personnel. However, on a global network such as the Internet, it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.

Appropriate Computer Behavior:

Those who avail themselves of the district computing resources are required to behave in their use of the technology in a manner consistent with Central Noble Community School Corporation's discipline policies as well as the Guidelines for Responsible Computing.

The following list does not cover every situation that pertains to proper or improper use of computer resources, but it does suggest some of the responsibilities that you accept if you choose to use a computer resource or the network access that Central Noble Community School Corporation provides.

1. If you have a computer account, you are responsible for the use made of that account. If you discover that someone has made unauthorized use of your account, you should report the intrusion to a network or systems administrator.
2. You must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other media belonging to other people, whether in the Central Noble Community Schools District or elsewhere, unless specifically authorized to do so by those individuals. You must not attempt to decrypt or translate encrypted material to which you are not entitled. Nor may you seek to obtain system privileges to which you are not entitled. Attempts to do any of these things will be considered serious transgressions of policy and appropriate discipline will be enacted.
3. If you encounter or observe a gap in system or network security, you must report the gap to a system or network administrator. You must refrain from exploiting any such gaps in security.
4. You must refrain from any unauthorized action that deliberately interferes with the operating system or accounting functions of either individual workstations or of network servers. This would include the creation and distribution of destructive and interfering programs such as worms, viruses, and malware.
5. You must be sensitive to the public nature of shared facilities, and take care not to display on screens in such locations images, sounds, or messages that could create an atmosphere of discomfort or harassment for others. You must also refrain from transmitting to others in any location inappropriate images, sounds or messages which might violate the Central Noble Community School policies on harassment.
6. You must avoid the following activities: utilizing shared computing resources for excessive game playing or other trivial or unapproved applications; sending frivolous or excessive email or messages locally or over an affiliated network; or printing excessive copies of documents, files, images or data. You must refrain from using unwarranted or excessive amounts of storage (quotas are in place to help prevent this but it is ultimately the user's responsibility), printing documents or files numerous times because you have not checked thoroughly for all errors and corrections, or deliberately running grossly inefficient programs when you know the efficient ones are available. You must be sensitive to special needs for software and services available in only one location to those whose work requires the special items.
7. You must not prevent others from using shared resources by running unattended processes or placing signs on devices to reserve them without authorization. Your absence from a public workstation should be very brief (less than five minutes). A multi-use device unattended for more than five minutes may be assumed to be available for use, and any process running on that device terminated.
8. You must not lock a workstation or computer that is in a public computing facility.
9. You must not create, send or forward, electronic chain letters.
10. Non-district hardware or software is not to be installed on the district networks without authorization. This includes non-district laptops, network hubs, wireless routers, etc. Should these devices be found, they will be disabled and/or confiscated and the user notified of their transgression. The offending user should contact the technology coordinator for instructions on return of the device and/or restoration of service.
11. In general, Central Noble Community School Corporation-owned hardware, software, manuals, and supplies must remain at school computing sites. Any exception to the rule requires proper authorization.
12. Use of Central Noble Community School Corporation computing resources for personal financial gain or for political purposes is not permitted.
13. Use of impolite or abusive language will not be tolerated.
14. Student use of online resources such as the Internet will be by teacher/administrative approval. Staff supervision will accompany any online usage by students.
15. Copying of commercial software in violation of copyright laws will not be tolerated. In addition, no installation of computer programs, commercial or otherwise, will be configured on district computers without the knowledge and approval of network and/or systems administrators.
16. No vandalism. Vandalism is defined as a malicious attempt to harm, modify, and destroy data of another user as well as the physical hardware and software of the school.

Violations of the Guidelines for Responsible Computing:

Violations of the Central Noble Community School Corporation Guidelines for Responsible Computing are to be treated like any other legal or ethical violation as outlined in the Student Handbook, relevant contractual agreements,

and applicable faculty and staff handbooks. Violators may also be subject to prosecution under applicable Federal and

state statutes.

For students, the following will be the disciplinary standard followed for violations of this AUP:

1. The first violation may result in immediate termination of computer privileges for the remainder of the nine-week term; in the event the violation occurs within three weeks of the end of the current nine-week term, privileges will be suspended for following nine-week term as well. A disciplinary referral will be given to the student and appropriate consequences enacted.
2. The second violation may result in immediate suspension of computer privileges for the remainder of the semester. Should the violation occur within three weeks of the end of the current semester, privileges will be suspended for the following semester as well. A disciplinary referral will be given to the student and appropriate consequences enacted.
3. The third and subsequent violations may result in suspension of computer privileges for the remainder of the school year. A disciplinary referral will be given to the student and appropriate consequences enacted.

Any violation of the policy may result in a cancellation of network computing privileges and/or disciplinary action. The administration, faculty and staff of Central Noble Community School Corporation may request through the building administrator or their designees that the network administrators deny, revoke, or suspend specific use privileges. Anyone identified as a security risk or having a history of problems with other computer systems may be denied access to the Central Noble Community School Corporation's wide area network and Internet resources.

Parent Internet Access:

Parents/guardians can access their student's current grades and attendance through the Internet. Parents/guardians with Internet access at home or work can view information on their student at any time. Interested parents/guardians should call the school for more information.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
18 U.S.C. 2256
18 U.S.C. 1460
18 U.S.C. 2246

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY:

Blocking and Filtering Inappropriate Web Sites:

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Warning for Unauthorized Access:

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to allow for independent student access to the Internet.

Responsibilities of Staff and Students:

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are

required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Disciplinary Action for Inappropriate Use:

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them.

Liability:

Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The provisions of this policy and associated guidelines and agreements are subordinate to local, State, and Federal law.

Technology Student Policy:

The Central Noble Community School Corporation in an effort to promote 21st century learning skills is issuing each student a mobile computing device that is owned by the school corporation. CNCSC is providing this mobile device to enhance the educational experience of each student that attends Central Noble High School. It is the expressed intent of the school corporation that these devices are to be used for purposes that will promote learning. The following policies are in place to ensure the proper utilization of the devices, maintain a safe environment for the students, and to promote the integrity of the educational environment:

1. The mobile device is property of Central Noble Community Schools.
2. The mobile device is available for student use on and off campus to perform functions that are necessary for school.
3. These mobile devices will not be used in any manner that would or could cause interference to the educational process. The mobile devices may not be used for any purpose that is forbidden by state and/or federal law or school rules. **The principal or his/her designee may search the student's mobile device and its contents at any time. Examples of misuse are as follows, but not limited to:**
 - a. The device will not be used to bully, harass, or intimidate
 - b. The device shall not contain pornographic or other materials that would be deemed offensive
 - c. The device will not be used to plagiarize or knowingly cheat on school assignments or assessments
 - d. The device will not be used to tamper with this or other computing devices.
4. All mobile devices will be subject to inspection and will be accessed at any time for routine maintenance.
5. The student is responsible for ensuring that the device is charged and ready for use each school day. The school will issue one charging block and cable with the device. The student will be responsible for replacement of charging block and cable if it is lost or damaged.
6. The student will be responsible for ensuring that the device is kept in usable condition. Students will be responsible for repair or replacement if the device is damaged due to his/her negligence with the device.
7. The device must remain in a protective case especially during times of transport.
8. If breakage does occur the student will be issued a usable laptop as soon as possible, but the student will not be allowed to take the device home until any costs associated with the breakage are paid in full.
9. The school reserves the right to discipline students that have acted in direct opposition to the policies in place according to the student code of conduct.

STUDENT CELL PHONE POLICY ACCEPTABLE USE AND SAFETY:

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Central Noble Jr/Sr High School. The policy is:

- Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes they may do so before the morning bell rings, during passing period, lunch, and after school.
- Cell phones/electronic devices must be turned OFF or silenced before you enter any classroom, office, library, locker room, lab and/or theater. Students may power their phones at the request of the classroom teacher.
- If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device and store it in the office until the end of the day.
- Refusal to surrender your phone when asked is considered insubordination. This will result in a disciplinary consequence.

FIRST OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day.

SECOND OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day. Category 1 Discipline Chart will be enforced.

THIRD-SIXTH OFFENSE: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day. Category 1 AND 2 Discipline Chart will be enforced.

ADDITIONAL OFFENSES: - The device will be held in the main office until the end of the school day. Students may pick up their phone at the end of the day. Category 2 AND 3 Discipline Chart will be enforced.

Legal Compliance

Administration of Medications:

1. When necessary, students under a physician's care may receive medications at school during the school day. A school corporation nurse or a member of the office staff may administer prescription medication, consistent with Indiana Code 34-30-14, and as follows:
 - A. The medication is delivered to school in the original pharmacy container with the original label, which identifies the following:
 - a. The name of the student;
 - b. The name of the medication, dosage, and time(s) to be given;
 - c. The prescribing physician; and
 - d. The date the medication was ordered.
 - B. Written permission from the student's parent or guardian which authorizes school staff to administer the medication. Additionally, the note includes the following information:
 - a. The student's name, age and grade;
 - b. The name of the medication, dosage, and time(s) to be administered; and
 - c. Instructions for administering the medication.
2. On a limited basis, nonprescription medications may be administered by school personnel under the following conditions:
 - A. The medication is delivered to school in its original container;
 - B. Written permission from the student's parent or guardian which authorizes school staff to administer the medication accompanies the medication. The note is to include the following information:
 - a. The student's name, age, and grade;
 - b. The name of the medication, dosage, and time(s) to be administered; and
 - c. The reason for the medication.
3. A written order from the attending physician is required for the on-going administration of medication for chronic conditions such as asthma or epilepsy.
 - A. Students who possess medications for self-administration (such as asthma inhalers and diabetes medication) must have written authorization of medical necessity from the prescribing doctor.
4. Parents or guardians who request that school staff administer medications to their children are responsible for:
 - A. Providing the appropriate written permission notes and medication information;
 - B. Notifying school staff, in writing, of any changes in the student's health or medication regimen; and
 - C. Insuring delivery of the medication to the school office and retrieval of the medication which has expired or is no longer appropriate.
 - D. Indiana Code 20-34-3-18 states that the school corporation may send home medication that is possessed by a school for administration during school hours with a student if the student's parent or guardian provides written permission for the student to receive the medication.
 - E. Any medication left in the office after the last day of school will be disposed of.

Nondiscrimination on Basis of Sex:

Central Noble Community School Corporation does not discriminate on the basis of sex in the educational programs or activities, which it operates. The corporation is required by Title IX of the Education Amendments of 1972 and by the implementation of its regulations not to discriminate on the basis of sex. The requirement extends to the employment of personnel by the corporation.

Notification of Rights Under the Family Educational Rights & Privacy Act (FERPA) for Elementary and Secondary Institutions:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the

school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Section 504 of the Rehabilitation Act of 1973:

Section 504 of the Rehabilitation Acts of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill this obligation under Section 504, the Central Noble Community School Corporation has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Central Noble has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Superintendent's office, 200 East Main Street, Albion, Indiana 46701 (260) 636-2175 or the 504 Coordinator for the Central Noble Community School Corporation.

Asbestos Plan (Asbestos Hazard Emergency Response Act):

ASBESTOS INSPECTION NOTICE

In compliance with the A.H.E.R.A. regulation (EPA 40 CFR 763 Subpart E), the Central Noble Community School Corporation inspects **all** facilities of the school corporation where known or assumed asbestos-containing materials exist. Although there is a relatively small amount of asbestos-containing materials in our buildings, these materials are so contained that they cause no health hazard to the occupants.

In accordance with the requirements outlined under the A.H.E.R.A. rule, the most recent triennial asbestos re-inspection of buildings within the corporation was conducted by Micro Air, Inc. of Indianapolis, Indiana in July 2015. The next scheduled six month periodic surveillance for asbestos-containing materials **will** be conducted by the school corporation in January 2016. No response actions as defined under the A.H.E.R.A. rule, have been conducted by the school corporation within the last year. Copies of **all** triennial re-inspection and response action reports are on file with the local education agency.

A management plan is available for public inspection, upon request, at the Central Noble Community School Corporation Administrative Offices, located at 200 East Main Street, Albion, Indiana, 46701, during normal business hours. The request should be made at least one working day in advance to view materials at the Administrative Offices, and three working days in advance if viewing is to take place at the individual school. If you have questions regarding the asbestos management plan of Central Noble School Corporation, please call Mr. Tim Hollis at 260-636-2175

It has been, and continues to be, the policy of this corporation to keep the public informed of **all** matters that pertain to the safety and general health of our students, faculty, and visitors in our schools.

This statement fulfills the requirements of A.H.E.R.A. by the Central Noble Community School Corporation.

Pest Control and Use of Pesticides:

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

The Corporation will:

- A. Annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. Provide the name and phone number of the person to contact for information regarding pest control;
- C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. Provide notice of planned pesticide applications to parents and employees who have requested advance notice; and
- E. Maintain written record for (90) ninety days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the

pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact for more information.

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

The Corporation may provide for training of school employees to become certified pest control applicators. The Corporation, subject to budgetary constraints of the Corporation, may provide financial support for such training.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

Important Notice to Students and Parents Regarding Cell Phone Content and Display:

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

Policies and Notifications

Bullying Notification:

The act of bullying will not be condoned or tolerated at Central Noble Junior/Senior High School. Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student" (IC 20-33-8-0.2). In addition to the regular school day, this rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school. Students are instructed to contact school personnel immediately if they believe that they are being bullied and/or harassed by another student.

Criminal Gangs and Criminal Gang Activity in Schools:

The Board of School Trustees of the Central Noble Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

(See Central Noble Community School Board Policy for complete policy information.)

Other Policies and Notifications:

The following is a list of various policies and notifications available to our patrons. Please contact the building principal if you would like to receive additional information on these items.

- Name and telephone number of Civil Rights Compliance Officer
- Nondiscrimination in Education
- Nondiscrimination in Employment
- Directory Information on Students
- Drug Prevention Memorandum to Parents
- Student Privacy and parental access to information including surveys, analyses, and evaluations
- Notice of Nonemergency Invasive Physical Examination
- Inspection of Instructional Materials
- Parent's rights to inspect, review, and request amendments to student educational records
- Address where parents and students can file a complaint if they believe their rights under Federal law have been violated.

GENERAL JUNIOR HIGH SCHOOL INFORMATION:

Student Council Events: The Central Noble Jr High School Student Council sponsors a variety of activities during the course of the year. These activities are only available to those students who have proven their ability to behave responsibly, respectfully, and with consideration of others. Other considerations will be based on items such as attendance, tardies, and grades.

FIELD TRIPS AND GUEST SPEAKERS: Occasionally, Central Noble Jr High School invites special speakers to the school or offers opportunities for students to participate in learning activities that are off campus. Participation in these events is a privilege offered to students who have proven their ability to exhibit appropriate behavior at school. If a student has not behaved at school, there is little reason to believe he or she will behave during a field trip or with a guest speaker. Students who have not proven they are capable of behaving responsibly, respectfully, and with consideration for others may not be allowed to participate in trip or programs away from the building or to attend special events in the school.

FIELD TRIPS AND GUEST SPEAKERS: Traditionally, the Junior High students have had the opportunity to take a trip as a reward for appropriate behavior and attendance. The location of the trip will be decided by the student council each year and must be approved by the school board. Eligibility for this trip is based upon student behavior, attendance, tardies, and grades throughout the entire year.

GUEST TEACHER: Occasionally the regular classroom teacher is unable to be at school. During these times Central Noble Junior High School will do its best to provide a guest teacher for that day. Guest teachers are important visitors whose impressions of our school will be carried into the community. Students are expected to treat them respectfully, politely, considerately, and follow the directions they give.