

**NORTHRIDGE HIGH SCHOOL
56779 NORTHRIDGE DRIVE
MIDDLEBURY, IN 46540**

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Pool/Fieldhouse	Joe Keller
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Transportation Info	825-9410
Work Permits	Maribeth Rhodes

MCS MISSION STATEMENT

The mission of Middlebury Community Schools is to prepare our students to be lifelong learners and contributing citizens.

NHS MISSION STATEMENT

The mission of Northridge High School is to provide meaningful and challenging educational experiences to develop persons of character and responsibility who will confidently adapt to change in a global society.

BLOCK FOUR SCHEDULE

Each student is enrolled in four ninety-minute classes each semester. Each class (there are a few exceptions) will earn two credits per semester. Periodically homeroom periods will be used to accomplish administrative tasks such as class meetings, guidance activities, etc.

Wednesday late arrival days are used by the faculty for school improvement and collaboration time. Students arrive to school 20 minutes later than normal on those days. Students arriving at the normal time will be supervised in the media center and/or the cafeteria until school begins.

DAILY TIME SCHEDULE

Monday, Tuesday, Thursday, Friday

Block 1 8:45 – 10:15

Block 2 10:20 - 11:55

Block 3 12:00-2:10

Lunch a: Lunch 12:00-12:35; Class 12:40-2:10

Lunch b: Class 12:00-12:45; Lunch 12:50-1:25, Class 1:25-2:10

Lunch c: Class 12:00-1:30; Lunch 1:35-2:10

Block 4 2:15-3:45

Wednesday Late Arrival

Block 1 9:10-10:37

Block 2 10:42-12:11

Block 3 12:16-2:13

Lunch a: Lunch 12:16-12:46; Class 12:46-2:13

Lunch b: Class 12:16-1:00; Lunch 1:00-1:30; Class 1:30-2:13

Lunch c: Class 12:16-1:43; Lunch 1:43-2:13

Block 4 2:18-3:45

Homeroom Day

Block 1 8:45 – 10:10

Block 2 10:15 – 11:40

Block 3 11:45 – 1:45

Lunch a: Lunch 11:45–12:15; Class 12:20–1:45

Lunch b: Class 11:45–12:27, Lunch 12:27–12:57, Class 1:02–1:45

Lunch c: Class 11:45–1:10; Lunch 1:15–1:45

Homeroom 1:50 – 2:20

Block 4 2:20 – 3:45

Two Hour Delay

Block 1 10:45–11:50

Block 2 11:55–1:00

Block 3 1:05–2:35

Lunch a: Lunch 1:05–1:35; Class 1:35–2:35

Lunch b: Class 1:05–1:35, Lunch 1:35–2:05, Class 2:05–2:35

Lunch c: Class 1:05–2:05; Lunch 2:05–2:35

Block 4 2:40–3:45

Half day schedule

Block 1 8:45–9:35

Block 2 9:40–10:30

Block 3 10:35–11:25

Block 4 11:30–12:20

EMERGENCY SCHOOL CLOSING

In the event of severe weather or mechanical breakdowns that delay or cancel school, the School Messenger service will make an automated phone call notifying all students and staff. Information about closings and delays can also be found at www.mcsin-k12.org. Information will also be found on the following radio and television stations:

Radio: WCMR-AM, WTRC-AM
WFRM-FM, WRBR-FM, WZOW-FM
Television: WNDU-16, WSBT-22, And WSJV-28

TEXTBOOK RENTAL

Book rental and education fees are charged to the student at the beginning of each semester. The amount of book rental is based on the courses selected by individual students. Adjustments to book rental charges will be made if a student's schedule is changed within the first four weeks of the semester, if a student loses a book, or if he/she transfers to another school. A refund will include the cost of unused books, not consumable supplies. Credit balances for overpayment will be refunded from the Administration Office in June.

WORK PERMITS

Work permits are issued through the Front Office. Before a student can be issued a work permit, he/she must first obtain an "Intent to Employ" card from the employer and complete the required information. Once the completed form is returned to the office, a work permit can be issued. The school has the right to deny or revoke a work permit to a student whose attendance is not in good standing or whose academic performance does not meet school standards. Work permits may be revoked if a student loses a credit due to absences, or if a student does not earn passing grades in three courses in a term.

GRADUATION REQUIREMENTS

At least forty (40) credits are required for a Core 40 or Regular Diploma. Forty-seven (47) credits are required for the Core 40 with Academic Honors and Core 40 with Technical Honors. All graduation requirements must be met for the student's intended diploma by the end of the student's 7th semester for early graduation to be considered. The completion of the Core 40 diploma is the minimum Indiana graduation requirement. Students must pass the appropriate state exam as required for their graduation year.

Core 40 Credit Requirements

English-8 credits
Math-6 credits
Science-6 credits
Social Studies-6 credits
Directed Electives-5 credits
Physical Education-2 credits
Health-1 credit
Elective-6 credits

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Participation in commencement is contingent upon successful completion of all requirements, academic and financial, prior to the ceremony dates. Students must be in good standing with the school to participate.

See a guidance counselor for more details regarding diploma types, state exams, and other graduation requirements.

GRADING SCALE/GPA

A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.6667
B+	87-89%	3.3333
B	83-86%	3.0
B-	80-82%	2.6667
C+	77-79%	2.3333
C	73-76%	2.0
C-	70-72%	1.6667
D+	67-69%	1.3333
D	63-66%	1.0
D-	60-62%	.6667
F	59% and lower	0
NC	0.00	0
WF	0.00	0

Marks earned in half unit subjects are averaged at half (1/2) the value of one (1)-unit subjects.

GRADE REPORTS

Report cards are issued to students approximately one week following the end of each nine-week term. The quality of a student's work in each course is indicated by letter symbols using the above scale. F and NC (no credit) are used to indicate failure or the loss of credit. NC does not impact a student's grade point average.

STUDENT PROGRESS

Students' grades can be accessed on line. A parent must pick up their student's Power School password in the Front Office or at Parent/Teacher conferences. Parent/Teacher conferences will be held in the middle of each term. No appointment is necessary for Parent/Teacher conferences. Look for dates and times in the "On Slate" or at www.mcsin-k12.org. A paper copy of the mid term report will be available at the conference.

INCOMPLETE GRADES

At times, a teacher may give a student an incomplete grade (I) in place of a letter grade in order to indicate that all work is not completed and that a grade cannot be computed. Whenever a student receives an incomplete grade, he or she is expected to consult with the teacher to determine the nature of the assignments to be completed and the deadline for meeting them.

SCHEDULE CHANGES

A student wishing to withdraw from a class or add a new class to his/her schedule should consult his/her guidance counselor. When a student drops a class, they must turn in the textbook to their counselor.

INDEPENDENT STUDY

Occasionally, the principal may approve independent study for students who are seeking opportunities for enrichment in specific academic areas. In these cases a consenting teacher will develop a syllabus based on an approved Indiana course title and description. The students may not use independent study as an alternative to taking any courses required for their chosen diploma program.

DROPPING A CLASS

If a student drops a class prior to Parent/Teacher conferences or as a result of contact with Administration or Guidance Counselors at Parent/Teacher Conferences, their GPA will not be affected.

HONOR ROLL POLICY

Students must be enrolled in three (3) classes to be eligible for the honor roll. A 3.75 Grade Point Average is required for the high honor roll, and a 3.00 GPA for the regular honor roll. No grade may be lower than a "C" nor may a student have a NC (No Credit), I (Incomplete), or WF (Withdrawn Failing).

HONORS STUDY HALL

To be eligible for honors study hall a student must earn all A's and B's the previous term. Students in Honors Study Hall will be supervised by an adult in a classroom. Freshmen are not eligible for honors study hall. Honors study hall students must report to the study hall prior to the bell to begin a period. After attendance is taken they may move to a classroom supervised by a teacher, or the library with a pass. Honors study hall students must stay in the classroom or library the entire period. Any honors study hall student who violates these rules will lose the privilege. Eligibility is reviewed each term.

REGULAR STUDY HALL

Students not qualifying for honors study hall that are enrolled in a study hall will be assigned to a classroom supervised by an adult. Students should not expect passes from the regular study hall. Basic expectations for regular study hall are first to study, second to read. Non-academic activity is prohibited and may result in disciplinary action.

NATIONAL HONOR SOCIETY MEMBERSHIP

Students at Northridge High School have the opportunity to become members of the J. Lloyd Trump chapter of the National Honor Society. Junior and senior students eligible for membership must have achieved a cumulative grade point average of 3.6 out of 4.0. This grade point average is taken from the cumulative GPA at the end of each school year. This GPA only makes students eligible for membership: it does not guarantee it.

In addition to demonstrating outstanding scholarship, candidates must meet high standards of leadership, character, service, and citizenship. These must be demonstrated through extra curricular activities, community associations, community service, and leadership positions.

The process of becoming a member of National Honor Society will be as follows:

- The application for membership is by invitation only. When a student has become eligible through his/her GPA, she/he will receive an invitation and application for membership.
- This application must show responses in each of the areas listed above. In addition two (2) short essays must be completed.
- The application must then be submitted to the sponsor by the deadline date.
- A five-member faculty council representing all disciplines will review each student's application and candidates receiving a majority vote from the faculty council will be notified of acceptance.
- Students who are denied membership will also be notified.
- By the National Constitution, as well as the Northridge Constitution, the decision of the faculty council is final. There can be no challenges.

The induction ceremony for new candidates is held early in the fall, shortly after the beginning of school.

In order to maintain membership in National Honor Society, students are required to maintain a 3.6 GPA, participate in the activities of the Honor Society-both required and non-required-complete the required service hours, and regularly attend the meetings, which are held the third Friday of each month.

Students may be dismissed from membership because of lack of participation, infraction of the rules (see constitution), or by administrative decision of the officers, sponsor, and/or school officials for valid reasons.

COLLEGE ENTRANCE TEST DATES

Scholastic Aptitude Test (SAT)

Registration

September 9, 2008
September 26, 2008
November 5, 2008
December 26, 2008
February 10, 2009
March 31, 2009
May 5, 2009

Test Dates

October 4, 2008
November 1, 2008
December 6, 2008
January 24, 2009
March 14, 2009
May 2, 2009
June 6, 2009

American College Test (ACT)

Registration

August 12, 2008
September 19, 2008
November 7, 2008
January 6, 2009
February 27, 2009
May 8, 2009

Test Dates

September 13, 2008
October 25, 2008
December 13, 2008
February 7, 2009
April 4, 2009
June 13, 2009

GUIDELINES FOR DISCIPLINE

STUDENT SELF DISCIPLINE

Acceptable student behavior includes:

1. Being a steward of the environment.
2. Determining what is right and doing it.
3. Carrying out responsibilities that are assumed.
4. Being punctual and meeting obligations promptly.
5. Honoring and respecting your parents, the school staff and your fellow students.
6. Be honest.

DISCIPLINE POLICY

In the absence of self-discipline the staff of Northridge High School is authorized to take reasonable measures to help any student, to further school purposes, or to prevent an interference with the educational process.

In dealing with pupils involved in school behavior problems, any or all of the following techniques, among others, may be used: verbal reprimand, noon detention, time out of class, suspension from class, after school detention, in school suspension, out of school suspension, and expulsion. Assignment of school service hours or loss of privileges may be assigned as an alternative at the discretion of the administration.

All students are required to daily wear their picture ID attached to the Northridge lanyard. The lanyard is to be worn around the student's neck at all times during the school day. Student ID's are used for the purchase of lunch, checking material out of the library, and entrance to school and school related activities. Students who repeatedly fail to wear their identification badges as expected will be subject to disciplinary action. Students may also face disciplinary action for altering or falsifying identification badges.

CODE OF BEHAVIOR FOR ALL STUDENTS

1. School attendance is compulsory in Indiana. Therefore, students are to attend all classes, on time, everyday.
2. Students are not to interfere with classroom instruction. No one should behave in any manner that would interrupt the teaching/learning process.
3. During school or school related activities, students are to follow the directions of the adults responsible for the operation of the school including (but not limited to) custodians, secretaries, building aides, bus drivers, cooks, teachers, and administrators.
4. Students are to show respect for the school environment and personnel by refraining from the use of obscene or profane language.

5. Students should be considerate to other people at school by not participating in a public display of affection or physically aggressive horseplay.

6. Students are not to carry weapons to school or on school buses. Students are not to present any item as if it were a weapon. School is not the place for any type of weapon.

7. Students are not to engage in gambling or extortion at school. Students are not to violate regulations concerning fire alarms or similar false threats.

8. Students are to respect the property of the school, other students, and the community by not damaging, vandalizing or stealing. Computer trespass or tampering are violations of state law and may be reported to the police.

9. Students are not to be in possession or use of any type of tobacco products on school property or during school related activities. This includes lighters or matches.

10. Students are to dress appropriately for good school decorum. (See student dress section) Students should select clothing that will not offend others. Students are not to display gang symbols or paraphernalia at school.

11. School is a place where all persons should feel safe and secure. Students are not to use fear or intimidation to verbally or physically (bullying) abuse or threaten others on school grounds or buses.

12. Students should not engage in fighting or commit any act, which jeopardizes the health, safety or welfare of other students, staff members or visitors.

13. Students should not engage in conflict behavior. Examples of conflict behavior include: threatening to fight others, encouraging others to fight, or other acts that intentionally escalate conflict situations between students.

14. Students are not to possess, or be under the influence of alcohol, marijuana, inhalants, or other drugs or controlled substances on school grounds or school related activities. Students are not to be in possession of drug paraphernalia nor be involved in unlawful selling of drugs at school.

15. Students are to follow school rules concerning safety drills and assemblies.

16. Students should follow traffic safety rules driving to and from school and are not to leave school without following school procedures.

17. Students are to obey all laws of the state of Indiana while at any school activity.

18. Skateboards, rollerblades, and other wheeled footwear are not allowed on school property due to safety reasons.

19. Students are not to participate in the production, reproduction, buying/selling, or distributing of any materials inappropriate for the school setting. Also, school equipment should not be used for the viewing or downloading of such materials. Inappropriate materials include but are not limited to violent materials, weapon production, sexual materials, or hate materials.

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

Any unlawful activity that occurs on school grounds or during related school activities would be reported to local law authorities.

The student code of behavior applies to all after school activities and events for spectators and participants. All students in attendance at extra curricular events are expected to model good citizenship. Students who fail to adhere to these expectations may be barred from attending further events.

PUBLIC SHOW OF AFFECTION

Students are expected to use moderation concerning their affectionate expressions toward other students while in school. Holding hands in the hallways is not considered objectionable or immoderate.

CHEATING POLICY

In the following instances the teacher will make a parental contact, either by telephone or by letter.

1. The first incident of cheating: "O" for the test, quiz, or major assignment.
2. Second incident: "F" grade for the term.

The teacher has a responsibility to take appropriate measures to prevent cheating. This policy applies to cheating on a test, quiz, or major assignment.

If a student is truant in order to intentionally delay a test or project, a teacher may assign a grade of "F" for the test or project.

HARRASSMENT (Sexual or other)

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment (bullying) on the basis of gender, religion, race, color, ethnicity, age and/or disability.

When harassment occurs the student should write down what happened and what was said. The student should report the incident to a guidance counselor, an assistant principal, or the principal.

USE OF CONTROLLED SUBSTANCES

It is a violation of the rules of Northridge High School to possess, provide to another person, or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, whether prescription or sold over the counter (without a prescription), or any substance represented by the provider to be alcohol, marijuana, steroids, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen, (1) on the school grounds at any time, or (2) at any school sponsored activity at any location including the school bus.

The use of medication, which is prescribed by a person who is authorized to prescribe medication, does not violate this rule. If you are unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule, you should contact an administrator for clarification.

Students found to be under the influence of, in the possession of, or to have provided to another student any illegal, controlled, or prohibited substance shall be immediately suspended from attending school. Student may request a Due Process Hearing.

DRUG PARAPHERNALIA

It is a violation of the rules of Northridge High School to possess or provide to any other person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, steroids, stimulants, intoxicants, inhalants, depressants, or hallucinogens (1) on school grounds at any time or (2) at any school sponsored activity at any location including the school bus.

POSSESSION AND/OR USE OF TOBACCO

Students may not possess, provide to another person, or use any cigarette, other tobacco containing substance, or related materials including lighters (1) on the school grounds any day that school is in session, (2) on the school grounds at any other time when the school is being used by any school group, or (3) at any school related event.

Students found to be in violation of these rules will be disciplined as follows:

Possession of Tobacco Products: A student found in possession of tobacco products in the school building is subject to up to 2 days of ISS. Repeat offenders will be subject to progressive discipline.

Using Tobacco Products: A student found using tobacco products is subject to out of school suspension. Repeat offenders will be subject to progressive discipline.

***Students under the age of 18 who violate tobacco rules will be reported to the County Sheriff's office.**

USE OF ELECTRONIC DEVICES

Students are encouraged to leave personal multimedia devices (electronic or communication device) at home. The school is not responsible for the theft or loss of these items. Students who choose to bring music playing devices or other media items to school must follow the directive of the supervising staff member regarding their use.

Any type of cell phone use is prohibited from 8:30 A.M. to 3:45 P.M. This prohibition assists the school in preventing classroom disruptions, cheating, harassment, bullying, unauthorized photos or videos, etc. Violation may result in confiscation of device.

STUDENT DRESS

Student dress is considered to be a personal and family responsibility. However, if a student's clothing is considered inappropriate for the school setting, or to jeopardize the student's personal safety, the student will be requested to wear something appropriate. The school reserves the right to send the student home if counseling does not solve the problem. A student sent home to change any clothing deemed inappropriate by the administration will incur an unexcused absence for the time missed. Appropriate clothing is available for students to borrow to avoid the need to go home.

The following kinds of clothing are prohibited:

1. T-shirts and other items of clothing that promote or advertise beer or other alcoholic beverages, cigarettes, and other tobacco containing products, and drugs or other controlled substances. This includes pictures or drawings of marijuana leaves.
2. T-shirts and other items of clothing that have symbols or pictures that are in poor taste and inappropriate for the school setting. This would include lewd, suggestive or violent language.
3. Clothing that by virtue of color, arrangement, trademark or other attribute, denotes membership in gangs, which advocate drug use, violence or disruptive behavior.

4. Shirts or blouses that leave the midriff bare; tank-tops or cutout T-shirts, pants with holes in them above the knee; skirts/shorts that are higher than mid thigh; other suggestive or revealing clothing.
5. Students may not wear hats, hoods or bandanas in the building.
6. No low-cut shirts revealing cleavage.

There are two (2) kinds of activities in which there may be specific rules regarding student dress:

1. If it is necessary for the student's health and safety or that of his or her classmates. For example, in the shop, certain rules regarding clothing and hair covering must be enforced.

2. If it enhances the presentation of the individuals or school groups in public performances, for example, during choir concerts.

STUDENT RESPONSIBILITIES CONCERNING BUILDING SAFETY

Students are expected to honor and respect the safety of all persons in the building. To this end, students should not prop open doors or windows, falsify identification, or assist in allowing unauthorized individuals into the building. Students who have knowledge of safety violations, or potential safety violations, with our school should report the instance to the administration immediately.

HALLWAY PASSES

Hallway Passports must be issued in the student's handbook by a teacher, administrator, or adult staff. The pass must be filled out completely.

Any student, who forges a pass, uses another student's passbook, or goes to an area not designated by the pass may lose his/her privilege of passes.

DRIVING AND PARKING RULES

1. Students having a valid driver's license may drive to school and park in areas designated for students.
2. Student vehicles are to be parked in areas designated by school administration as student parking.
3. Cars are to be locked at all times.
4. Students may not take cars, motorcycles, or other vehicles off school grounds during school hours without permission of a school official.
5. Students may not go to their car during school hours without permission of a faculty member. Students must sign in and sign out at this time.
6. Students are expected to drive with caution in the parking lot, observing the 15 M.P.H. speed limit.
7. Students must register their vehicles and purchase a parking tag within one week after the beginning of school. After the beginning of the school year, students must register their vehicles and purchase a parking tag prior to driving to school.
8. All students and teachers must have a permit and tag to park on school grounds.
9. When leaving the parking lot, student vehicles must yield to buses.
10. Student drivers are subject to random drug testing. The student and his parent or guardian must sign and turn in the random drug testing agreement to receive a parking tag.

Students found in violation of the above regulation may have their driving privileges suspended for 60 school days, in addition to other disciplinary measures.

STUDENT LOCKERS

Every student is issued a locker for his or her personal use at the beginning of the school year. Each locker is equipped with a combination lock. A student retains his locker and combination four (4) years. The locker is intended for the storage of school supplies and coats. Other items of value should not be stored in the locker. The school cannot assume responsibility for materials taken from lockers.

Students are expected to keep lockers neat and locked at all times. If there is damage, the nature of the problem is to be reported to an assistant principal. Intentional damage to lockers will result in disciplinary measure, as well as payment for repair and/or replacement.

Students should keep their locker combination secret. Locker sharing is prohibited. Any locks not issued by the school will be removed by school officials.

SEARCH AND SEIZURE

School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a corporation administrator by the use of a lock or other device.

Student Property

Prior to a search of a student's personal items in the student's immediate possession consent of the student shall be sought by an administrator. If the student does not consent, search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of

a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no exception of privacy in any vehicle or in the contents of the vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Use of Dogs

The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to the policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The principal may promptly record in writing the following information for each search pursuant to this policy:

- A. The information upon which the search was based.
- B. Time, date, location, students or places searched, and persons present.
- C. A description of any item seized and its disposition.
- D. The item and date of notice to the parent or guardian in the case of the search of the person of a student.

SCHOOL BUS RULES

The rules listed below are to be observed at all times in the school buses that provide service to the Middlebury Community Schools. We ask for parent cooperation in supporting them and in helping the child to be more aware of his/her responsibility while riding the bus. It is essential that each parent assume the responsibility when the student does not. The driver is not responsible for

the behavior of the child, just the consequences of their behavior. Safe, pleasant and efficient transportation is the goal.

The Indiana School Transportation Code, Sec. 905 is quoted as follows: Sec 905. Public School children, while being transported on a school bus, shall be under the supervision, direction and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the School Corporation.

In addition, the Indiana State Police and Middlebury Community Schools have certain safety rules that govern student discipline on school buses.

Boarding Bus

1. Be at bus stop on time.
2. Do not destroy surrounding property.
3. Line up in orderly fashion.
4. Allow bus to come to full stop before boarding.
5. Always walk in front of the bus to load.

Riding the Bus

1. Be seated promptly and remain seated in forward position.
2. Keep all parts of body inside the windows.
3. Talk quietly and do not use profanity or sexually explicit language.
4. Listen respectfully and obey all instructions given by the bus driver for safety of all passengers.
5. No eating, drinking, smoking allowed along with drugs, alcoholic beverages, firearms or objectionable articles that could cause injury to another person allowed on the bus.
6. Any damage to bus property is the financial responsibility of that student.
7. Students are not to use cell phones on the bus.

Unloading:

1. Remain seated until bus comes to a full stop.
2. Unload from front to back, alternating sides without crowding.
3. Stay six feet away from the side of the bus.
4. Always go around in front of the bus (never behind) when crossing a roadway.

The child shall be waiting at his/her boarding station when the school bus arrives. The bus driver need not wait beyond his/her regular scheduled pick up time, unless there are visible signs of the child proceeding toward the bus. Students should wait at the bus stop, and not in the house.

The driver is to have assigned seats for all students.

When homes are in close proximity, or there are other valid reasons, students may be expected to walk a reasonable distance, not to exceed .2 of a mile, to board the bus or to reach their homes when unloading.

Students who vandalize seats will be charged labor and material to replace the seat covers (Minimum cost is \$20).

Students who violate these rules are in jeopardy of losing bus transportation privileges for a period of time to be determined by the building principal in charge of the route involved. Transportation services will only resume after the student and his/her parents can give assurance of improved conduct.

The communication between drivers and parents is necessary in order to make MCS Transportation Department run as smoothly as possible.

DETENTION

The goal of detention is to assist students in developing responsibility by adhering to classroom rules and building regulations. Detentions may be assigned in the following instances:

Area Violation - Students may not leave the building without permission. Students must sign out in the attendance office. They may not be in the student parking lot, loiter in the halls or restrooms during class periods, or enter designated areas during lunch periods.

Misconduct- A student is to obey classroom rules, follow directions of staff members, and not interfere with the learning of other students.

Excessive detentions usually result in more serious disciplinary actions. The students are expected to serve detentions beginning the following day, consecutively until completed. A detention is one hour and to be served either before school, in discipline school or during two consecutive lunch periods.

The number of detentions a student receives is an indicator of his or her willingness to cooperate with teachers and school rules. An excessive number of detentions, or failure to serve detention will result in more serious disciplinary action. Further disciplinary action may involve suspension.

Students serving detention are to come with study materials. They are to remain in their seats and study quietly the entire time they are in the room. No one is to be admitted after the bell rings, or to be dismissed early. If student behavior is questionable, no credit will be given for the time.

DISCIPLINE SCHOOL

Students are assigned to Discipline School for attendance or discipline problems. Examples would include truancy from one or more classes or insubordination to a teacher. Discipline school sessions are held after school on Tuesday (DST) and Thursday (DSR) from 3:50-5:50 p.m. Students who fail to serve Discipline School hours as assigned are subject to a more severe penalty.

CLASS SUSPENSION

The classroom teacher may suspend a student for one (1) period if the teacher believes that the suspension is necessary to help a student to understand the seriousness of his/her misbehavior, or to prevent an interference with the classroom climate. The administration may extend the class suspension to multiple days. Students suspended from class are sent to the ISS room or to the assistant principal. Students may be required to write a behavior contract before returning to class.

IN-SCHOOL SUSPENSION

A student may be suspended from attending regular classes and activities and reassigned to a para-classroom setting on the school

premises for some of the following behaviors: tobacco violation, conflict behavior, repeated truancy, foul/threatening language to staff, bullying behavior, and failure to serve detentions or discipline schools. While in this setting, the student is isolated from contact with other students, but is given the opportunity to continue working on class assignments. The primary purpose of this form of suspension is to discipline the student, yet maintain the opportunity for continuing studies. Normally, in-school suspensions will be for two (2) days.

OUT OF SCHOOL SUSPENSION

The principal or his designee may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days for some of the following behaviors: chronic misbehavior, tobacco violation, fighting, repeated truancy, foul/threatening language to staff, and bullying behavior. Such short-term suspension will be made only after the principal or his designee has made an investigation and determined that such suspension is necessary to help the student, to further school purposes, or to prevent interference with the educational process. Normally out of school suspensions are three days. More severe violations, or repeated violations, may result in suspensions up to 10 days.

Suspension from school will be made only after the student is given an opportunity for verbal due process. Normally, if a student is suspended during the school day, he/she will not be permitted to leave the school building until parents have been notified. If the parent cannot be contacted, the student will be detained until the normal dismissal time if at all possible. Students may not make up work missed due to suspension from school.

EXPULSION OR EXCLUSION FROM SCHOOL

Expulsion refers to any disciplinary action in which a student is suspended from school for a period in excess of ten (10) days or is suspended for the balance of the current term, current year or a maximum of one calendar year. Some reasons for expulsion: repeated or severe violence, repeated attendance problems, repeated tobacco violations, use/possession of alcohol/drugs, or weapon possession.

Exclusion may occur if a student has a dangerous communicable disease, or if his/her removal is necessary to restore order, or to protect other persons or property; or if he/she is not a legal resident of the school corporation.

The law provides that before a student may be expelled or excluded, the superintendent must first review the circumstances surrounding each case and provide the student's parents or guardians with the opportunity for a formal hearing on the matter.

INFORMING PARENTS OF SUSPENSIONS

If a student is assigned to in-school suspension, every effort will be made to contact the parent before the beginning of the following school day. Parents will be informed by school officials before out-of-school suspension takes place. In the interest of helping the students, the Board of Trustees expects that parents/guardians will cooperate fully when conferences are requested by school officials.

Guidelines for Attendance

ATTENDANCE POLICIES

Students are expected to be present each day that school is in session. Attendance is taken at the beginning of each class period throughout the day and the names of students who are absent are reported to the office. Student truancies, unexcused absences, and suspension days may be addressed through disciplinary policies and the attendance policy.

Attendance Procedures:

- For any absence from any period of the day a phone call is automatically generated to notify the parent/guardian. The call is automatically made to the phone number designated by the parent/guardian.
- 4th absence for a full day or from individual classes in a semester may result in a letter from the attendance office.

- 6th absence for a full day or from individual classes in a semester will result in a letter from the attendance office. A parent/guardian meeting may be required. This meeting may include: Northridge administration, student's counselor, student's teacher(s), student's parent(s)/guardians, and the student.
- 8th absence for a full day or from individual classes in a semester will result in Automatic Denial of Credit (*See Loss of Classroom Credit Because of Absences*)

EXCUSED ABSENCES

Absences will be classified as excused when they are the result of:

- Personal illness requiring a physician's care
- Absences due to an emergency illness in the family (example: mother taken to hospital)
- Deaths and funerals of members of the household and immediate family
- Illness in cases where the student is sent home by the school nurse or an administrator
- Absences due to approved field trips, rehearsals, contests, etc.
- Medical and dental appointments, which must be scheduled during the school day. (Reminder: The school encourages parents to make appointments outside of the school day.)
- Required religious observances (arrangements made in advance)
- Court appointments (arrangements made in advance)
- College orientation visits are limited to two (2) a year. Arrangements must be made in advance. The visits should not be used to extend a vacation.
- Driver's examinations (arrangements made in advance and requires parent's permission)
- Approved family trips (limit five days a school year, within the five (5) day maximum). The parents must notify the attendance office in advance to explain the trip. The student must be accompanying the parent on the trip for the absence to be excused. (See policy for make-up work)

ELKHART COUNTY ATTENDANCE PROGRAM

In addition to the NHS Attendance Policy, the Elkhart County Attendance Program (ECAP) also applies to Northridge students under the age of 18. ECAP is concerned with the number of “Absences of Concern” a student accumulates. An Absence of Concern is defined as truancy, non-verified absence or absence verified with question. Northridge assists the county in notifying and warning students and parents as absences of concern accumulate. Parents will be contacted when a student reaches four absences of concern, and Legal Notice is mailed home when a student reaches seven. Further absences of concern result in an Attendance Hearing, followed by a mandatory meeting with an Elkhart County probation officer. Results of this meeting may include: community service for student and/or parent, parenting classes, drug assessment/testing, counseling, case worker assigned to family, juvenile court, etc. If absences continue, a formal referral to Curfew, Alcohol & Battery (CAB) Court will be filed. At this point the juvenile magistrate may use any of the above interventions, or additional consequences such as: parent/guardian required to attend school with student, drug treatment, assignment to the Elkhart County Juvenile Detention Center, or other.

LOSS OF CLASSROOM CREDIT BECAUSE OF ABSENCES

Students, who accumulate eight (8) absences, excused or unexcused, for full days or from individual classes in a semester WILL automatically be placed in denial of credit status. These students must then go before an attendance review committee to appeal whether or not the student will be allowed to continue their class progress towards credits.

Attendance Review Committee

- Students will remain in class after 8th absence until the attendance review committee meets to review the situation.
- The committee will be made up of teachers, a guidance counselor, and at least one administrator.
- Attendance Review Committee will meet on the 1st and 3rd Monday of every month.
- The school will provide information concerning the student's attendance situation (grades, reasons for absences, missing assignments, comments from teachers, etc...) on an Absence Review Form.
- The student/parent/guardian may provide any evidence (statements, physicians notes, etc...) in writing or in person that they feel is appropriate and relevant. The student/parent/guardian need not be present at this review, but are welcome to be there if they so choose.
- Possible outcomes from the attendance review committee:
 - The student is allowed to continue progress towards credits with no restrictions.
 - The student is allowed to continue progress towards credits with restrictions (attendance contract).
 - The student is allowed to stay in the class to receive information and knowledge, but no credit will be awarded (audit).
 - The student is recommended/referred to an alternative school.
 - The student is expelled from school for the remainder of the semester.

PERFECT ATTENDANCE POLICY

A student at Northridge High School will be determined to have achieved Perfect Attendance recognition for the school year if they accumulate a total of 3 or less individual class absences throughout the entire year. A full day absence or a cumulative number of absences of 4 or more individual classes will disqualify the student for Perfect Attendance recognition for that school year.

TARDY RULES

Class periods begin and end with ringing of a bell. Students are expected to be in their seat before the beginning bell. To be considered tardy, a student may not be more than five (5) minutes late. When a student is tardy he/she must stand at the rear of the class for twenty-five (25) minutes. Excessive tardies within a semester may result in assigned discipline school time.

PROCEDURES IN THE EVENT OF AN ABSENCE

A parent or guardian must confirm an absence before it can be classified as excused. There are two (2) ways that this can be done.

Parent Telephones the School: It is preferred that parents call the school and inform the attendance secretary of the reason for their child's absence. This contact should be made the day of or the day after the student's absence. Telephone confirmation can be made at any time between the hours of 8:00 a.m. and 4:30 p.m.

Written Note From Parent: If confirmation of an absence is not made by telephone, then a written note should be turned in to the attendance office the day the student returns to school. **IF A PARENT OR GUARDIAN HAS NOT CONFIRMED THE ABSENCE WITHIN TWO (2) SCHOOL DAYS,** the attendance office will attempt to contact the student's parent or guardian. The absence will remain unexcused until such time that contact is made.

*Students on attendance contracts, or in the Elkhart County Attendance Program, may have additional requirements for documentation.

ARRIVING LATE TO SCHOOL

Whenever a student arrives after the normal starting time, he/she is required to sign-in at the attendance office. The reason for the late arrival needs to be confirmed by a parent.

LEAVING SCHOOL EARLY

Students are not permitted to leave the school during the day without the permission of an administrator. When it is necessary for students to leave early because of appointments or any other reason, a parent should call the attendance office in advance to inform the secretary of the reason for leaving, or a note or appointment card should be provided to the student. **BEFORE LEAVING THE BUILDING STUDENTS ARE EXPECTED TO SIGN-OUT IN THE ATTENDANCE OFFICE. ABSENCES THAT OCCUR WHEN A STUDENT LEAVES WITHOUT PERMISSION WILL BE CLASSIFIED AS TRUANT.**

PERMITTING STUDENTS TO LEAVE SCHOOL BECAUSE OF INJURY OR ILLNESS

As a general rule, the school will not permit students to leave the school grounds without first contacting a parent. If a parent cannot be reached the student will be kept at school if at all possible. In cases of emergency, the school will take whatever action deemed necessary, including contacting emergency medical personnel. Please remember to keep student's emergency contact information updated.

When students become ill or injured at school, they are expected to report to the nurse's office. They will be examined and a decision will be made as to whether they should return to class, remain in the sick room, or go home after contacting a parent. **When a student leaves school without first reporting to the nurse's office and receiving permission to leave, the absence will be considered truant.**

STUDENT PICK-UP AND DROP-OFF

Students who do not drive to school or ride the bus must be dropped off and picked up at the northwest entrance to the school.

TRANSFER TO ANOTHER SCHOOL

To transfer to another school the student and parent or guardian must come to the guidance office and complete the withdrawal paperwork, return books, etc. Student records will be mailed or faxed to the new school upon written request from that school.

QUITTING SCHOOL

To quit attending school, a student who is at least eighteen (18) years of age who wishes to withdraw from school must have an exit interview with the principal. The student will receive a copy of the exit interview, which is necessary, if the student chooses to enroll in a GED program. Families who wish to withdraw and begin a homeschool program must register with the superintendent's office after the exit interview.

POLICY FOR MAKE-UP WORK

For a regular excused absence, illness, or funeral the student will have one day to make up the assignments for each day missed. Deadlines for papers or projects when due dates have been given well in advance will be enforced despite absence.

Students should get their assignments in advance if they have an approved college visit or field trip. The form for a college visit must be signed by a guidance counselor and assistant principal in charge of attendance. Students must advise the attendance office five (5) days in advance that they are going to miss school for a family vacation. The student must pick up a family vacation form from the attendance office, have it signed by all of his/her teachers, and return it to the attendance office for approval. The student must get assignments in advance if they are available. All assignments must be turned in within five (5) days of the student's return to school. Assignments handed in after this time will not receive credit.

ARRANGEMENTS FOR WORK TO BE SENT HOME

If a student is absent more than two (2) days, arrangements can be made to have assignments sent home by calling the school office before 8:30 a.m. on the day you wish assignments to be collected. Assignments requested after 8:30 a.m. will be available on the following school day. Arrangements will not be made for out-of-school suspended students. Requested homework is to be completed and returned before additional homework can be collected.

SENIOR WAIVER OF FINAL EXAMS

Seniors who earn at least four points based upon attendance and grades in a course during the student's last term are exempt from the final exam. Only death of an immediate family member or a college visit will be counted as an excused absence for the waiver.

Grade Points

A – 3

B – 2

C – 1

Attendance Points

0 absences – 3

1 absence – 2

2 absences – 1

NOON HOUR

Northridge High School operates on a closed campus. This means that students are expected to remain at school until their normal dismissal time. Students may not leave the school during the noon hour without the specific permission of a school official. The parking lot is off limits during lunch.

Lunches are served in the cafeteria during third block. Therefore, classes are in session during each of the lunch periods. Students are restricted to the cafeteria and south commons.

ATTENDANCE AND STUDENT DRIVER'S LICENSE

A student's license may be invalidated as a result of either of the following situations:

1. **Attendance:** If a student is truant from school two (2) or more times during the school year, the school will notify the Bureau of Motor Vehicles and the student's license (or permit) will be invalidated for one hundred twenty (120) days or the end of the semester, whichever is longer. At Northridge, the attendance of a student whose license has been invalidated will be reviewed sixty (60) days after the filing for the invalidation. If the attendance record is clear (no additional truancies or uncleared absences), the school will request revalidation of the license (permit) at that time. If the attendance has not improved, the invalidation will continue the full term.

2. **Discipline:** If a student is suspended twice in a school year, the driver's license can be invalidated for one hundred twenty (120) days or the end of the semester, whichever is longer. If the student is expelled or quits school to avoid a suspension or expulsion, the license may be invalidated until the next semester the student enrolls in school or until the student becomes eighteen (18) years of age.

This law applies to all students who are under the age of eighteen (18). Also, if a student transfers to another school, the invalidation continues full term or until Northridge requests the revalidation.

MISCELLANEOUS

STUDENT I.D.'S

All students are required to daily wear their picture ID attached to the Northridge lanyard. The lanyard is to be worn around the student's neck at all times during the school day. Pictures for student I.D.'s are taken along with underclass pictures. Student I.D.'s are used for purchase of lunch, checking material out of the library, and entrance to school activities.

Students who enter the building without ID's will be required to report to the main office. Students without ID's will be issued a temporary sticker once each semester, which must be worn above the waist. Students without ID's who have already been issued a temporary sticker will be required to purchase a new ID and lanyard. Students who frequently fail to wear their ID may be subject to disciplinary action.

STUDENT BOOKBAGS

Students can carry bookbags or backpacks from class to class so long as they are used to carry classroom materials and textbooks. Student's bookbags and backpacks are subject to search and seizure policies.

NON-DISCRIMINATION POLICY

Middlebury Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

STUDENT ACCIDENT INSURANCE

The school does not have insurance coverage for student accidents. The student's family must pay all medical costs. However, each year the school offers a student insurance program for those families wishing limited coverage for minor accidents. The policy is a supplement to regular family insurance. American Youth Inc. is the name of the company providing insurance this year. Insurance plan descriptions and enrollment forms are available at the reception desk in the principal's office. Middlebury Community Schools does not serve as an agent for the company.

MEDICATION

Students requiring medication during the school hours need to observe the following guidelines.

1. All medications are to be kept in the nurse's office.
2. A medication consent note must be on file. This note should include the name of the medication, dosage, and time when the medication should be given. This statement, signed by a parent or guardian, is required for nonprescription medications such as aspirin as well as prescription medication.
3. Medication given to school personnel for dispensing must be in the original container with the practitioner's dosage instructions.
4. Student possession of any kind of over the counter or prescription drug is prohibited by the controlled substance policy.

FIELD TRIPS

Students may not participate in any field trips without the written permission of the parent/guardian. The student's teacher will distribute official school permission slips when a field trip is scheduled.

CHANGE OF DEMOGRAPHICAL INFORMATION

Anytime a student moves or changes his/her address or telephone number, the change must be reported to the Attendance Office. Current emergency medical contact information is critical to the student well being.

PARTICIPATION IN PHYSICAL EDUCATION POLICY

Students will dress for class each day unless the teacher determines otherwise. If a student is injured or ill, a note from home will excuse him/her from **ACTIVE** participation for one day. He/She, however, is **REQUIRED** to dress and participate in class in an **INACTIVE** capacity. A student who fails to dress 2 days during any given term will fail that term. Any student who fails to dress 5 total days during the course will fail and be removed from the class. A doctor's certificate is required to excuse a student for more than one day from dressing out, at which time, appropriate class-related written material will be assigned to determine the students participation grade. In case of more than five consecutive days on non-participation per semester due to injury or illness, the student must reschedule the class.

School Uniform Proposal

- Students are required to wear school issued shorts and t-shirt.
- Students may buy optional cut-off (boys) or tank top shirt (girls), but would still need to buy the original t-shirt.
- Students are **NOT** allowed to cut shirt or shorts **IN ANY WAY**. If they do, the uniform will not be allowed in class and students will be responsible for a new one.
- In cases of cold weather non-issued sweats will be allowed.
- Uniforms purchased in Freshman PE would be expected to be used by the student for his/her entire high school PE career. If student grows out of uniform or loses it, student would be responsible for replacing it.

- The same uniforms would be worn for every active PE class (Freshman, Fitness, Healthy Choices, Sport & Rec, and any courses that may be added in the future).
- Student's name must be written on uniform shirt when received (Freshman PE only), and student's initials must be put on tag in uniform shorts.
- Those students in upper level PE classes who buy new uniforms are not required to put name on front of shirt but are required to initial tags of shirt and shorts.
- Extra uniforms would be available for students who forget their clothing. If a student borrows a uniform for two days in a row, they will be issued a warning, if a student borrows for a third day in a row they will either need to purchase a new uniform or be issued a detention for that day and for each day following that they borrow. If a student has a problem buying a new uniform that would need to be discussed with the teacher, student and parent to avoid the no-dress consequences.

ATHLETICS

Northridge High School is a member of the Indiana High School Athletic Association. (IHSAA) and follows the established rules and regulations of the Association. The purpose of IHSAA is to regulate competition between the schools that are members of the Association. Through the Association, rules and regulations are established governing the eligibility of athletes and the conduct of contests. Students must be passing three classes each quarter to participate in athletics.

SUSPENSION FROM PARTICIPATION IN EXTRA-CURRICULAR AND OTHER ACTIVITIES

Participation in extra-curricular activities is a privilege carrying with it the responsibility for proper behavior both in and out of school. Failure on the part of the student to meet this responsibility renders him/her liable to the suspension of the privilege of representing the school in such activities or of holding class or organizational offices. Decisions relative to the eligibility and

ineligibility of students are delegated to the principal and his designated representative. Student due process policies of the Middlebury Community Schools will be followed. Any student who participates in the marching band, show choir, academic team or athletic teams is subject to random drug testing.

EXTRA-CURRICULAR CONFLICTS

A policy exists to allow students participation in both sports and extra-curricular events (music/choir). This is to allow students to combine their talents and interests in both areas. The following steps resolve schedule conflicts that may arise when students are participating in two areas during the same season.

- 1. Performance in either area takes precedence over a scheduled practice.**
- 2. If two performances are scheduled on the same date, the following steps will be taken to resolve the conflict**
 - A. Heads of the music and athletic departments will make the effort to resolve time conflicts so the student may participate in both events.**
 - B. Conference tournaments take priority over a local event.**
 - C. State sponsored events in either area take priority over practices, local and conference events.**
 - D. Scheduled events take priority over rescheduled events.**
 - E. Should both areas be scheduled for a state sponsored event on the same day at times that make it difficult for a student to be involved in both the following procedure will be used:**

- i. The department heads will inform coaches and athletes of the conflict at the beginning of the season.**
- ii. Students and parents will be asked to indicate their decision in writing no less than 15 days prior to the event date.**
- iii. Extenuating circumstances dictate the need for department heads and the principal to make the decision.**

SCHOOL PUBLICATIONS

All articles and advertisements published in the school newspaper or yearbook may be censored by the principal's designee. Articles or advertisements that are inappropriate for the school setting will not be approved.

YEARBOOK PICTURE

If a student wishes to have his/her picture in the yearbook, he/she must have his/her picture taken by the company the school provides.

FOOD AND BEVERAGES

Students may consume food and beverages only in the cafeteria. Students may bring water in a clear bottle to school.

Emergency Phone Calls

Students may have a cell phone in their possession but it should not be used during the day. Students needing to make an emergency phone call should come to the office where an adult staff member will assist them in making that call.

DIRECTORY INFORMATION

Names and addresses of students are occasionally released to organizations requesting them such as military recruiters, school picture companies and others with legitimate reasons. If you do not want this information released, please contact the school.

VISITORS TO THE BUILDING

Visitors coming to the school to conduct legitimate school business or those invited by staff members are welcome. During school hours all visitors must report to the school office and receive a visitor's pass. During school hours social visits with staff and students is not prohibited.

SCHOOL DANCES

School sponsored dances are held periodically throughout the school year. Northridge Students must present their school identification cards to enter a dance. Guests must be pre-registered and show proof of age. Unless otherwise announced, all dances end at 11:30 p.m. School dances are intended for high school age students. Students attending the dance should be freshmen in high school through age 20. Students are expected to arrive no later than one half-hour after the announced starting time unless prior approval is received from a school official. Students leaving the dance will not be permitted to return. Regular school rules regarding student conduct are in effect.

PHILOSOPHY

Education is the total of all experiences through which persons develop attitudes, abilities, and behaviors that are beneficial to themselves as well as to the changing societies to which they belong. Education is the fundamental method of social progress and reform and the foundation of a nation's security, stability, and prosperity. However, education should not be thought of only in the context of the school. Rather, the important task of teaching youth is a responsibility that must be shared among the school and other institutions in our society – especially the family, the church and the government. Furthermore, the high school must be seen as

a component on a continuum that includes early childhood through post-high school learning experiences. Therefore, in planning and evaluating secondary school programs, it is important to recognize the fact that the high school does not carry on its work in isolation, and that the quality of the education of an individual is shaped by the quality of all the institutions that teach the developing person and by the interactions among them.

The educational program of the high school must address the broad needs and goals of the community and the world, as well as provide for the individual needs of its students. Required programs and courses are designed to insure competency in language, mathematics, science and technology; knowledge about the world and an awareness of the rights and responsibilities in a democratic society; and an understanding of physical, social and emotional needs. These must be balanced with experiences designed to encourage individuals to realize themselves through development of their intellectual, artistic, creative, and physical abilities. Thus, effort needs to be continually directed to maintain balanced programs, curricular, co-curricular and extra-curricular, as well as an educational program which provides a variety of teaching styles, methods and materials in order to enhance the opportunities for all to succeed.

Learning and teaching occur best in an environment, which is orderly, fair, consistent, and encourages individual responsibility. Such an environment will be characterized by clearly stated rules and expectations that are understood by the students and faculty, and personal interactions that are based upon the mutual respect of the rights and dignity of the individual. Furthermore, student achievement and teacher competency is promoted by establishing an organizational climate where a strong sense of academic mission, high student expectations, and meaningful recognition of personal and academic excellence exist. This, in order to respond to the developmental needs of adolescents as well as encourage personal and academic achievement, effort will continually be directed toward the development and maintenance of a learning atmosphere that recognizes the uniqueness of the individual and provides nurture and humane treatment. Northridge High School will provide challenging educational experiences for all individuals regardless of their abilities, race, color, gender, national origin, or creed.

EXIT SKILLS, KNOWLEDGE AND ATTITUDES

A graduate of Northridge High School will:

1. Have the skills, attitudes and awareness of resources, which will enable him/her to be a lifetime learner.
2. Be able to interact responsibly with the political, social and ecological environment.
3. Be able to communicate effectively through speech and writing.
4. Be able to think critically, creatively and logically to solve problems.
5. Respect others and appreciate diversity.
6. Be able to evaluate various occupational opportunities in light of his/her aptitudes and interest.
7. Have the skills and understanding necessary to pursue physical and emotional health as central elements of a satisfying life.
8. Be able to utilize changing technologies.
9. Have awareness of his/her aptitudes for creative expression and of the discipline necessary to develop and enjoy them.
10. Possess the interpersonal skills to work cooperatively.

NHS Student Computer Access Rules

School computers are designated for educational use only. Labs are not intended for student entertainment purposes. **Be advised:** Corporation technicians monitor the network continuously. Every keystroke and mouse click is recorded. All computers and accounts can be accessed and viewed at any time. Infractions of these computer rules may result in suspension of that student's computer privileges. Northridge students are required to utilize computers frequently. Students should not do anything that may jeopardize their access and ability to complete school projects. Accordingly, the following rules and restrictions apply:

1. Students will login only under their own account and not share their account with other students.
2. Students are required to log out when they are finished. A student who walks away from his or her computer should press "ctl-alt-del" and then select "lock computer" to lock the computer.

3. Students will not manipulate any of the default settings on the computer.
4. Students will not deliberately or willfully cause damage to computer equipment or assist others in doing the same.
5. Students will not try to enter files or systems that are restricted. Students will only access those programs and files approved by MCS and accessed through the start program menu or icons on the desktop.
6. Students will not attempt to access pornography or other inappropriate websites. If the student should unintentionally bring up an inappropriate site they must immediately notify the teacher or the librarian and fill out a form.
7. Students may not buy, sell or trade through the school's Internet.
8. Students may only use email for educational purposes with direct teacher approval and supervision.
9. Students will not access MySpace, Facebook, or other social networking sites. There will be no exceptions. Teachers may direct students to access forums for educational purposes only.
10. Students will not give out personal information such as their addresses, phone numbers, locations of the school or parent's work address/home numbers unless it is for a class project or college application and then it must be with the direct approval and supervision of a teacher.
11. Students will not use the computer as a way to intimidate or harass other users and students are encouraged to report any inappropriate actions by others.
12. Students will not install anything on to school computers. No executable files should be downloaded, either in a student's directory or on a thumb drive.
13. Students will not download any material without direct approval of a teacher. Program downloads are prohibited.
14. All games, unless part of a teacher-led learning activity, are prohibited. This includes online games and Microsoft Accessories games such as Solitaire.
15. Student's home directories should only be used for storing documents, projects or presentations related to school. Students may not store personal picture files, music, video clips, etc. These files will be removed and deleted without warning.

16. Students need to report any computer problems to the staff member in charge of the lab. Problems cannot be fixed if the technicians are not aware of the situation.
17. Printing documents should be for school purposes only. Students should not print personal items. Be aware of document length and limit the number of printouts that are run in order to conserve paper resources.
18. Students may not connect to change any hardware on the computers. This includes: mice, keyboards, monitors, etc. Notify a teacher if there is a problem.
19. USB storage devices are allowed as long as they are not U3 "smart drive" technology. Flash drives can only be used for storage. Be aware that they are used at the student's own risk and any possible damage caused to the device is at the student's expense.
20. Transferring of music files between MP3 players connected through the school computers is prohibited. Charging iPods and MP3 players through a school computer is not allowed.

MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

Computer Network/Internet access is now available for students and teachers.

We are very pleased to bring computer network/Internet system access to the Middlebury Community Schools and believe that it offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools through innovation, communication, and resource sharing. This agreement is consistent with the mission statement of our school system.

The primary purpose of providing access to its computer network/Internet system is to allow Middlebury Community Schools' students, faculty, and administration the privilege of using a unique educational resource. However, this access brings the availability of material not suitable for school purposes. The Middlebury Community Schools and its employees have taken precautions to avoid direct links to unsuitable materials. It is impossible to control

all materials on a global network, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction on this worldwide network far outweigh the possibility that users may obtain material not consistent with the educational goals of the school district.

The purpose of this Agreement is to ensure that all who access Middlebury Community Schools' computer network/Internet system will use this unique resource appropriately. This Agreement establishes an acceptable use philosophy and standard of conduct to which all Internet and network users must subscribe and follow any time they access the computer network/Internet system regardless of the location from which the user is operating. This Agreement applies to each user of an account provided by the Middlebury Community Schools. It is the user's own responsibility to comply with these "rules of the road." Use of the school corporation's computer network/Internet system demands that users adhere to the following requirements.

At school, responsible users shall not:

- use the school corporation computer network/Internet system to perform any act that may be construed as immoral, illegal, or unethical, including unauthorized access to other systems or sites.
- deliberately cause damage to computer equipment or to software or help others to do the same.
- cause or attempt to harm, modify or destroy another user's data, information or materials.
- exchange or use other user's account password or other access codes.
- intentionally upload, download or create a computer virus.
- harass other users. Harassment includes, but is not limited to, sending unwanted e-mail, participating in conversations or chat rooms in which the theme or essence includes sexual, racial or ethnic slurs and innuendoes. **(This will be considered a 3rd level violation)**
- **Under no circumstances should a user send or cause to be sent via internet e-mail or any other media, information of a personal identifying nature - his or her own or that of any other**

person (eg. Names, addresses, phone numbers, etc.). Remember, e-mail is not a private file!

- deliberately access inappropriate materials or show others how to do the same. If any user should find or learn that another user has found materials that may be deemed inappropriate or illegal, the user shall refrain from downloading or otherwise transferring the material, and the user shall not identify or share the location of the material with any user other than the appropriate adult in charge.
buy or sell products or services on the Internet.

At school, responsible users shall:

- respect the privacy rights of other users' files and not access or view those files without the owner's clearly stated permission.
- respect and uphold copyright laws
- follow the direction of the appropriate adult in charge and follow the established procedures to access the computer system.
- seek the advice of the appropriate adult in charge if questions arise.
- be polite and use no abusive or offensive language.

RESPONSIBILITIES

The user assumes full responsibility for the consequences of his or her own actions and activities while connecting or being connected to the computer network/Internet system. All student users of adequate age and their parents and guardians must sign the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. There are to be no exceptions, and a student who fails to provide the school with an appropriately signed agreement will forfeit their access privileges. To ensure user compliance with these guidelines, the corporation reserves the right to examine and to access student held computer disks and floppies, files, and accounts, as well as all data stored in the machines involved in the Internet or network.

CONSEQUENCES

Users of the Middlebury Community School Corporation computer network/Internet system should be aware that they are embarking into an electronic global community and their actions reflect upon the reputation of their school.

- All users have the responsibility of complying to a strict ethical and legal standard of conduct.

The Building Principal or his/her designee will review all instances of abuse.

- Anyone abusing the connection will be suspended from computer network/Internet system access and may be subjected to further disciplinary action and/or, if appropriate, a fine, jail sentence, or any combination of the preceding consequences.
- Violations, except where noted elsewhere, will be as follows:
 - **first level violation** of these guidelines shall result in the offender's loss of user privileges for not less than nine (9) weeks.
 - **second level violation** shall result in the offender's loss of user privileges for not less than one full semester.
 - **third level violation** shall result in the offender's loss of user privileges for not less than twelve (12) months.
 - **subsequent violation** shall result in permanent loss of user privileges.
- Other disciplinary actions may include, but are not necessarily limited to, removal from the activity for the balance of the exercise, removal from class, after school detention, in-school or out-of-school suspension, or expulsion.

The Middlebury Community Schools prohibits the illegal distribution, copying, pirating, or possession of software in violation of the copyright laws. Anyone transferring such files through the computer network/Internet system or anyone whose accounts are found to contain such files shall lose the privilege of using the service in accord with the above-described consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In

some instances, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both.

VANDALISM

Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism is defined as intentionally defacing, disassembling, or destroying any part of the computer hardware. Students are not to move any cables, switches, and plugs associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the MCS network, the Internet, or any other connected agency or network. This includes, but is not limited to, intentional uploading, downloading or creation of computer viruses. Payment for repair or replacement of damaged hardware, or for services needed to undo software changes, may be required of the offender.

WARRANTY

Middlebury Community Schools makes no warranties of any kind, express or implied, for the services it is providing or for the reliability of the data connection. The Middlebury Community Schools will neither be responsible for any damages incurred to any equipment, software, or to any other materials not owned and housed at one of its educational facilities nor will it be liable for the actions of any user whether while accessing or while connected to the computer system, including the Internet or network, including but not limited to, any loss or corruption of data, service interruptions, user errors or omissions, or for the consequences whether resulting directly or indirectly from a user's access to any Internet site or service, or for any other service failures or access problems. The corporation takes no responsibility for any information, materials, programs, or files transferred through the computer system, including the Internet and network. Each user shall assume full responsibility for their

actions associated with the user's computer system use. Middlebury Community Schools is not responsible for any financial obligations resulting from use of school corporation resources and accounts to access the Internet.

The Middlebury Community Schools reserves the right to change this Agreement. Notice of any revisions of those rules will be made available in the same manner as are the policies of the corporation, the rules and regulations of the individual school buildings, and the student handbooks.