



New Haven High School

2017/2018

1300 Green Road
New Haven, IN 46774
Phone: 260-446-0220
Fax: 260-446-0228

School Website: <http://nhh.eacs.k12.in.us>

Parent/Student Access: <http://rds03.eacs.k12.in.us/RDSParentAccess>

Important Phone Extensions

Attendance

Ext. 7212

Reception Desk

Ext. 7207

Guidance Office

Ext. 7211

Athletic Secretary

Ext. 7204

Bookkeeper

Ext. 7205

School Nurse/Clinic

Ext. 7217

Principal

Ext. 7201

Assistant Principals

Ext. 7202

Ext. 7213

Dean of Students

Ext. 7244

Athletic Director

Ext. 7203

Internship/I.C.E. Office

Ext. 7218

Library/iPads

Ext. 7221

Note: All information contained in this handbook is deemed to be correct at the time of publication. Administration reserves the right to change policies and make the final determination regarding all discipline based on changing circumstances. Updates to the student handbook will be posted to the school website.

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!
 When you're finished with your handbook updates,
 we'll make sure your Table of Contents matches.

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PRINCIPAL'S MESSAGE

Welcome Fellow Bulldogs:

On behalf of the faculty and staff of New Haven High School, welcome to the 2017-18 school year. This student handbook is intended to assist students and parents of New Haven High School be better informed about the operation of our school. The NHHS Student Handbook contains information regarding school policies, procedures, extracurricular activities and calendar of events (subject to change due to unexpected circumstances). Students are advised to keep this book with them at all times during the school day. It not only is a place to write your assignments, but it also contains hall passes. This handbook may answer many questions regarding policies, rules, activities, staff and awards/recognition here at NHHS.

Students, we remind you that good behavior (making good decisions), good attendance (being present and participating in classroom work and activities), and good achievement (striving to do the very best you can do) all go hand-in-hand in the preparation of an individual for a successful future!

Best wishes for a great year!

Mrs. Anna Murphy
Principal New Haven High School

MISSION STATEMENT

The mission of New Haven High School is to provide a dynamic learning environment that enables students to be knowledgeable, contributing citizens.

VISION

Promote Respect. Foster Pride. Inspire Excellence.

SCHOOL COLORS

Purple and Gold

SCHOOL SONG

*Old New Haven, My Old New Haven
Old New Haven, We're All For You
We Will Fight For The Gold And Purple
For The Colors We Know Are True,
Never Daunted We Will Not Falter
For The Colors So Bright And True
Old New Haven, Old New Haven
Old New Haven We're All For You!!*

BE A BULLDOG

Promote Respect.

Foster Pride.

Inspire Excellence.

	Promote Respect	Foster Pride	Inspire Excellence
H a l l w a y	<p>Close locker door Allow people to pass easily Use appropriate language and volume</p>	<p>Be friendly Pick up litter</p>	<p>Get all materials needed Display your hall pass Use your passing time wisely Keep a clean locker</p>
C l a s s r o o m	<p>Be polite Be cooperative Listen when others speak Pay attention Follow directives Handle disagreements peacefully</p>	<p>Follow the dress code Turn in all work Be honest</p>	<p>Do your best Be on time Be prepared Positively participate Go the extra mile in all you do</p>
C a f e t e r i a	<p>Walk Know your lunch number Wait your turn Stop talking when adult is making announcement Use appropriate language and volume</p>	<p>Say "please" and "thank you" Push in chairs Keep your area and table clean Use good table manners Keep food in the cafeteria</p>	<p>Deposit money before 9:30 am Arrive on time Be a good example</p>
R e s t r o o m	<p>Flush the toilet Wash your hands Put trash in trash can</p>	<p>Clean up after yourself Use appropriate language Report conditions if they need attention</p>	<p>Use time wisely Keep your eye on your iPad at all times</p>

EACS BACK-TO-SCHOOL GUIDE

The Back-to-School Guide is published and distributed annually to all families in the EACS school system. This guide explains in-depth many of the policies and regulations of the East Allen County School Corporation. Students and parents should carefully examine this publication. The policies and regulations are amended as needed and will supersede any information printed in this student handbook. Limited portions of this guide are re-produced in this handbook. It should be noted that the EACS Guide and the NHHS Handbook are not all-inclusive and may not address a specific question a student or parent may have concerning our schools. The EACS Guide will take precedent over policies outlined in the NHHS Handbook. If you have a particular question, please contact a building administrator.

VISITORS

Students are prohibited from bringing student visitors to school. This practice can easily interfere with the educational environment. All other visitors (parents) must enter the building through the main entrance (door 1) and register with the main office. Students are not allowed to open outside doors to allow visitors to enter the building. Parents are permitted and encouraged to visit the school for educational reasons. Parents will be allowed to meet with teachers during a teacher's preparatory period (if the teacher is available) but will not be allowed to interrupt and instructional class period. Parents are discouraged from bringing items that are not required as a part of the instructional process. Parents are discouraged from bringing restaurant food (fast food, pizza, etc) to students for lunch, as this food is not allowed in the cafeteria due to contractual restraints with food service providers. Items such as balloons or flowers will be kept in the administrative offices until the end of the instructional day. Items for parties (birthdays, holidays) will not be permitted unless those items have been requested by the teacher as part of an educational celebration. Former students/graduates are discouraged from visiting staff during the school day unless their visit has been pre-arranged with a specified staff member, as these visits often interfere with the educational environment.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a pass from an authorized staff member. Students are expected to use their NHHS Student Planner when they leave the classroom. This handbook includes 12 passes per (9 week) quarter. Students are expected to bring their handbook to every class, every day. Passes are to be used for "student-initiated" requests to leave the classroom, such as trips to the restroom, locker, clinic, water machines, or drinking fountains. **Passes used for trips to the restroom, lockers, or to get drinks excuse the student from class for a maximum of 5 minutes.** Student handbook passes are also to be used for trips to the administrative offices if those trips are for "personal business" such as field trip sign-ups, dance forms, checking lost and found, purchasing parking passes, etc. Those issues are best handled before/after school, during passing periods, or during lunch. *Passes are a PRIVILEGE, not a right. Teachers reserve the right to approve the use of passes at their own discretion.* Students who leave the classroom without permission will generally receive the same consequences as they would for skipping or insubordination. Student handbooks are not replaceable or transferable; therefore, students who have lost their handbook, had it stolen, or have it invalidated due to alterations will not receive another until the next grading quarter. (Note: students are encouraged to put their names inside the front cover of the handbook).

BELL SCHEDULES 2017-2018

REGULAR SCHEDULE			
1st	7:40-8:28	48	
Success	8:33 – 9:03	30	
2nd	9:08 – 9:54	46	
3rd	9:59 – 10:45	46	
4th	10:50 – 12:20	55 ea	
	10:50-11:20 (A lunch students in class by 11:25)	30	A
	11:20-11:50 (B lunch students in class by 11:55)	30	B
	11:50-12:20	30	C
5th	12:25-1:11	46	
6th	1:16-2:03	46	
7th	2:08-2:55	47	

COLLABORATION WEDNESDAYS			
1st	7:40-8:29	49	
2nd	8:34-9:21	47	
3rd	9:26-10:13	47	
4th	10:18 – 11:48	55 ea	
	10:18-10:48	30	A
	10:48-11:18 (A lunch students in class by 10:53)	30	B
	11:18-11:48 (B lunch students in class by 11:23)	30	C
5th	11:53-12:40	47	
6th	12:45-1:32	47	
7th	1:37-2:25	48	

2-HOUR DELAYS			
1st	9:40-10:14	34	
2nd	10:19-10:51	32	
3rd	10:56-11:28	32	
4th	11:33 – 1:03	55 ea	
	11:33-12:03	30	A
	12:03-12:33 (A lunch students in class by 12:08)	30	B
	12:33-1:03 (B lunch students in class by 12:38)	30	C
5th	1:08-1:40	32	
6th	1:45-2:17	32	
7th	2:22-2:55	33	

1-HOUR DELAYS			
1st	8:40 – 9:25	45	
2nd	9:30 – 10:10	40	
3rd	10:15 – 10:55	40	
4th	11:00 – 12:40	55 ea	
	11:00 – 11:30	30	A
	11:35 – 12:05 (A lunch students in class by 11:40)	30	B
	12:10 – 12:40 (B lunch students in class by 12:15)	30	C
5th	12:45 – 1:25	40	
6th	1:30 – 2:10	40	
7th	2:15 – 2:55	40	

ACADEMICS

GRADING SCALE

Teachers are required to use the approved EACS grading scale:

Letter Grade/Percentage/Point Value

A+/98-100%	C+/77 – 79%
A/93-97%	C/73 – 76%
A-/90-92%	C-/70 – 72%
B+/87-89%	D+/67 – 69%
B/83-86%	D/63 – 66%
B-/80-82%	D- 60 – 62%
	F/Below 59%

AP COURSES AND DUAL CREDIT COURSES – All Advanced Placement and Dual Credit courses will be weighted to receive more points than other courses. Students receiving grades of C or higher in an AP course will receive one (1) additional quality point.

FINAL EXAMS – All final exams will be given at the end of each semester. All students must take final exams. Exams will equal 10% of a student's course grade, except for dual-credit and Advanced Placement (AP) classes, where they will count for 20% of the course grade. Students are not permitted to take final exams early for any reason, unless specific permission is granted by the building principal. **Families should remember the school year is often extended due to inclement weather and should never plan vacations or events prior to the school's scheduled graduation ceremony.**

ATHLETIC ELIGIBILITY

Per IHSSA regulations, students must pass 70% of the full credit subjects in the previous grading period. (Students must have passed 5 of 7 subjects in the previous grading period.) Semester grades take precedence. Students must also be "currently passing" 5 of their 7 subjects to be eligible to participate in athletics. (Coaches determine how often "current grades" are checked. At a minimum, 9-week quarter grades are used to determine eligibility.)

COURSE OFFERINGS

Course description guides are available in the Guidance Office and on the EACS website. They provide information regarding course offerings and brief descriptions of the content of the courses.

SEMESTER SCHEDULING

Semester scheduling is a system in which students attend seven classes per day and can receive credit for each class if completed successfully over an eighteen week period. Under this system, each student is able to take 14 classes over two eighteen week semesters, and, in a four-year period, each student can earn a maximum of 56 credits. The normal class load is seven classes each day.

CLASS CHANGE POLICY

Scheduling is a long, serious process that ends with students choosing classes that will help them achieve life goals. The final schedule is a commitment by the school to provide the educational opportunity, a commitment by the student to actively seek to learn, and a commitment by the parents to support that endeavor. When students sign-up for a class, they make a commitment that should be completed. In the case of a one-semester class, the commitment is for the semester. It is understood that sometimes it is in the best interest of students to change their schedules, but only under the following circumstances:

1. If a student, because of an illness or accident, is unable to continue a class, a change may be approved. A doctor's note will be required. (Example: A broken bone in P.E. class.)
2. If a teacher, after working with the student, parents, and counselor, determines that the student has been academically misplaced, a change may be approved by an administrator.
3. If a student has failed a class with a teacher, the student may request to be placed in another teacher's class when possible.
4. Students wishing to drop a class must do so within the first 2 days of the semester. The teacher, parent, and guidance counselor must agree to the drop.

INTERNSHIP PROGRAM

In-school internship (ISI) students earn up to one (1) credit per semester. Out-of-school internship (OSI)

students may earn more than one credit per semester. Students in grades 10 – 12 may be in ISI. Students in grades 11 – 12 may be in OSI. Students interested in an internship must sign up during scheduling. The Internship Coordinator will assign students to ISI internship responsibilities. Out-of-school internships with local businesses and/or organizations may be secured with the approval of the Internship Coordinator. Students violating the rules of the internship program may be removed from the program with a failing grade and placed in in-school suspension for the remainder of the semester.

CHEATING/PLAGIARISM/HONOR CODE

The faculty is concerned with honesty and integrity on the part of each student regarding testing, writing original compositions, and abiding by traditional standards of fair play. Cheating of any type on tests or original work (including “cutting and pasting” from websites and including that information in written essays without quoting the author) compromises not only the testing process of a teacher, but also negatively affects the integrity of the student.

First violation by a student concerning cheating on a test or original paper, distributing test information, or in any way compromising the testing program of a teacher will result in a zero grade for the work to be averaged into the semester grade. The teacher will write a discipline referral to the office for this violation and notify parents regarding the academic consequence.

Second violation by a student in the same class will result a zero on the assignment and an after school detention and parent notification of the academic consequences.

Third violation by a student in the same class will result in a zero on the assignment and ISS/OSS with parent notification.

Future offenses will receive a punishment determined by administration.

HONOR ROLL AND HONORABLE MENTION

The criteria for earning honors are the following:

- Honor Roll: GPA of 3.7—4.0 and no grade lower than a B-.
- Honorable Mention: GPA of 3.3—3.6 and no grade lower than a C-.

Honor roll and honorable mention lists are published at the end of each eighteen-week semester.

NATIONAL HONOR SOCIETY

Juniors and Seniors who have a 3.5 GPA at the end of the first semester are eligible to apply for membership. Each application will be evaluated by a committee of faculty members and should reflect the four criteria areas for membership: Scholarship, Leadership, Character, and Service. Students who are inducted as sophomores and juniors must earn 20 hours of service by May 1st of their senior year, and the criteria must be maintained during their senior year.

VALEDICTORIAN/SALUTATORIAN & CLASS RANKING

The valedictorian and salutatorian will be selected based upon cumulative grade point averages after the second semester of their senior year. The valedictorian and salutatorian are titles that must be earned not only based on academic standing but also good citizenship. To be considered for valedictorian, salutatorian, and/or class ranking recognition, a student must be enrolled in an EACS high school by the beginning of the tenth grade year.

PARTICIPATION IN GRADUATION CEREMONIES

Participation in the graduation commencement ceremony is a privilege, not a right. Graduating seniors wishing to participate in the commencement ceremony MUST be present for graduation practice. To participate in the ceremony, all requirements for the certificate/diploma must be met. All debts and obligations should be fulfilled prior to commencement practice (including book rental, class dues, or iPad charges). The student must be in good disciplinary standing with the school. Students who attend the Alternative School for disciplinary reasons (16A forms) will NOT be permitted to participate in the graduation ceremony. Certificates/diplomas for those who do not participate in graduation will be available in the Main Office on the Monday following commencement.

EARLY GRADUATION

A senior may elect to terminate his/her attendance and graduate early if the following requirements are met:

1. The request for early graduation must be submitted in writing (form AD-23) to the building principal stating reasons for such a request no later than February 15 of the junior year.
2. All state and corporation graduation requirements must be completed and verified by the principal.
3. The principal must submit the student's request to the superintendent along with the recommendation for approval or denial.

4. In case of an emergency, the deadline for requesting an early graduation may be waived by the building principal.

MAKE-UP WORK

Assignments and tests missed due to excused absences (including those “counted as present” or “resulting from school discipline” may be completed for credit. Students in grades 6-12 are responsible to request assignments upon returning to school. Make-up work is to be completed in a length of time equal to the number of days absent, plus one. Assignments made prior to the student’s absences are due as scheduled.

Assignments and tests missed due to unexcused absences cannot be completed for credit without administrator approval. No EACS school may adopt a rule providing for an automatic grade reduction due to a student’s absence without the consent of the Superintendent.



Category/ Diploma	Core 40 Diploma	Academic Honors Diploma
English	8 credits, course must indicate Core 40. Credits must include a balance of literature, composition, and speech.	<p>For the Core 40 with Academic Honors diploma, students must:</p> <ul style="list-style-type: none"> • Complete all requirements for Core 40. • Earn <u>2 additional Core 40 math credits</u>. • Earn <u>6-8 Core 40 world language credits</u> (6 credits in one language or 4 credits each in two languages). • Earn <u>2 Core 40 fine arts credits</u>. • Earn a grade of a "C" or better in courses that will count toward the diploma. • Have a <u>grade point average of a "B" or better</u> • Complete <u>one</u> of the following: <ol style="list-style-type: none"> A. Earn 4 credits in 2 or more <u>AP courses</u> and take corresponding AP exams B. Earn 6 verifiable transcribed college credits in <u>dual credit courses</u> from the approved dual credit list. C. Earn two of the following: <ol style="list-style-type: none"> 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list, 2. 2 credits in AP courses and corresponding AP exams, D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each E. Earn an ACT composite score of 26 or higher and complete written section
Math	6 credits 2 credits - Algebra I 2 credits - Geometry 2 credits - Algebra II All students are required to take a quantitative reasoning course each year in high school.	
Science	6 credits 2 credits – Biology 1 2 credits – Chemistry, Physics, or Integrated Chemistry/Physics 2 credits – Any Core 40 science course	
Social Studies	6 credits 2 credits – World History 2 credits – U.S. History 1 credit – U.S. Government 1 credit – Economics	
Health & Wellness	1 credit	
Physical Education	2 credits	
World Language	Optional	
Fine Arts	Optional	
Career Exploration (EACS requirement)	1 credit- Preparing for College & Careers	
Directed Electives	5 credits in World Languages, Fine Arts, and/or Career/Technical	
Electives	Additional credits to meet the number listed below	
Total Credits	40 credits <i>(A student must graduate with a GPA of 2.0 or higher to possibly qualify for financial aid.)</i>	

Further information can be viewed at:

<http://www.doe.in.gov/achievement/curriculum/indianas-diploma-requirements>

ATTENDANCE

NOTE: Missing any class by 20 minutes or more is considered a class period absence.

EXCUSED ABSENCES (*still count towards the 10-day yearly limit*):

1. Personal illness with parent notification
2. Medical appointments
3. Serious illness in the immediate family
4. Death in the family
5. Family vacations with parent(s), with prior approval of the principal (limit five days per year)
6. Other absences as approved by the school principal

UNEXCUSED ABSENCES

1. Absence due to truancy (absence without parental consent)
2. Absence due to head lice or improper immunizations after the first day
3. Absence due to missing the bus or loss of bus privilege
4. Absence after a total of 10 absences for the school year (even if those absences were excused), without acceptable verification (ex: doctor's note)
5. Other reasons not defined as excused in East Allen's attendance policy

Note: Any three unexcused absences will be considered a "truancy event." (See truancy below)

EXEMPT ABSENCES (*counted as present; do not count toward the 10-day yearly limit*)

These are days not recorded as official "absences".

These days must be arranged with the office prior to the date of absence:

- a. Field trips, with approval of the school principal
- b. Post-secondary (college) visits for juniors and seniors with approval of a school administrator and institution verification (2 per year).
- c. Job Shadowing visits with proper documentation and approval of a school administrator (1 per year for freshmen and sophomores, 2 for juniors, and 2 for seniors)
- d. Religious observation or instruction
- e. Hazardous road conditions verified by the Director of Transportation and approved by the EACS Office of Student Services.
- f. Homebound instruction
- g. Placement in a hospital or other juvenile facility that provides instruction and/or allows schoolwork to be completed.
- h. Court appearances requested and documented by subpoena, probation officer, or officer of the court
- i. Service in the Indiana National Guard for not more than ten (10) days in a school year.
- j. Service at the polls on Election Day (with documentation and prior approval of the school principal)
- k. Serving as a page in the Indiana General Assembly

Absences resulting from school discipline (*same as exempt absences*)

Suspensions (in or out) will not be counted toward the 10-day limit of absences. Makeup work will be permitted for all suspensions.

OTHER UNEXCUSED ABSENCES

All other tardies or absences not listed above will be unexcused, unless specifically approved by a building administrator.

Examples:

- A. Car trouble
- B. Personal business
- C. Missing the bus
- D. Oversleeping
- E. Needed at home (unless an emergency as determined by the administration).

- F. Employment
- G. Hair/tanning/senior picture appointments
- H. Delays caused by trains/traffic
- I. Obtaining a driver's license
- J. Loss of electricity/power at home
- K. Caring for younger siblings
- L. Driving family members to appointments

EXCESSIVE ABSENTEEISM (*more than 10 days absent in a school year*)

When a student reaches a total of ten (10) days of absence for ANY reason during the school year, all subsequent absences must be documented by one of the following:

1. Verification by an Indiana licensed medical professional who has examined the student and excused him/her for the period of absence
2. An EACS Chronic Illness Form (approved and signed by a medical professional)
3. Pre-approval or verification by the school principal for extreme emergencies

Note: Indiana Code 20-33-2-11 states that students under the age of 18 with 10 or more unexcused absences in a school year may not be issued a driver's license or a driving permit.

CHRONIC ILLNESS

Students with severe chronic illness will need to obtain a form from the Attendance Office. This form must be filled in by a doctor and returned. A chronic illness will not be approved until the doctor and the school nurse have discussed and understood the limitations that the illness places on school attendance. A medical leave or a reduced schedule may be an option. **New chronic illness forms are required each year and may be requested every semester when appropriate.**

APPOINTMENTS DURING THE SCHOOL DAY

Every attempt should be made to schedule appointments outside of school hours. When appointments must be scheduled during the school day, the parent or guardian must call with appropriate contact information or provide a note to the school before the student will be permitted to leave the building. For medical appointments, a student will be excused for one half of a day. Depending upon the time of the appointment, a student should not miss more than four hours of the school day. Students should make every effort to attend as much school as possible before and after their appointment. *Families are encouraged to use extreme caution when scheduling appointments that will cause a student to miss a Math or Language Arts class, will cause a student to miss a class he/she is performing poorly in, or will cause a student to miss the same class repeatedly.* Students must return with verification of the appointment for the absence to be excused. *The student must SIGN IN and SIGN OUT at the attendance window when leaving or returning from an appointment.* Information needed for an appointment:

1. Student's first and last name
2. Time the student is to leave
3. Approximate time of return
4. Who will be picking up the student
5. Signature of parent (if a note) or return phone number (if calling in)

LEAVING SCHOOL EARLY DUE TO EMERGENCY

Students must check with the Attendance Office before leaving school at a time other than the regular dismissal time. Failure to do so will result in disciplinary action. Before a student who has become ill or injured is sent home, the office will notify his parents or guardian to arrange for his transportation. In case of an injury which needs medical attention, an attempt will be made to contact the parent for advice. If a parent cannot be reached, the student may be transported via EMS to a hospital. **The school does not assume responsibility for the payment of emergency transportation.**

LEAVING SCHOOL WITHOUT PERMISSION

Students are to remain on school grounds unless permission to leave is granted by a school administrator. Once students come on to school property in the morning they are considered to be in the custody of school and they may not leave to cross the street and go to the gas station or conduct other business. NHHS has a closed campus and students may not leave school grounds for lunch. Consequences for leaving school property without permission may result in the following:

1st violation- ISS rest of day and/or next full day and parent contact

2nd violation – 1 day OSS and parent conference requested and 1 week loss of parking privileges

3rd violation- 2 days OSS and parent contact and 9 week loss of parking privilege

4th violation – 3-5 days OSS, possible revocation of driver's license, loss of parking privilege for rest of year

PARENT RESPONSIBILITY

It is the parent's responsibility to:

- Ensure their child regularly attends school (Indiana Code 20-33-2)
- Call the school (260-446-0225) to report an absence by 8:30 am the day of the absence. Parents do not need to call when the absence has been pre-arranged and approved by school officials.

STUDENT'S RESPONSIBILITY

It is the student's responsibility to:

- Be in school and in their assigned classroom at all times.
- Follow up with their parent/guardian to ensure that a call has been placed to the school to excuse their absence.
- Bring written documentation of all medical appointments within two (2) school days following the date of absence.
- Complete applicable leave request forms (job shadow, college visit, family vacation, etc.) when appropriate and **submit to the attendance office by the required deadlines.**

SCHOOL'S RESPONSIBILITY:

It is the school's responsibility to:

- Make a "reasonable attempt" to contact the parent if no notification has been received by 8:30 am. This may be done by an automated system of calling, using the primary phone number on file. (Notification is not always possible due to time constraints and non-working numbers that may prevent contact.)
- Send written notification to the family address on file when the student's attendance total has reached 5, 8, and/or 10 days of absence (regardless of reason or excused/unexcused status).

FIELD TRIPS

Field trips can be an important aspect of the educational process; however, they are a privilege. All field trips must be pre-approved by building administration. The following guidelines have been established to allow for field trips while not allowing field trips to negatively impact a student's academic progress:

1. Students are expected to be **passing their Math and Language Arts classes** to be eligible to attend a field trip, if the field trip will cause them to miss those classes. Any student not passing must appeal and receive administrative approval. Administration reserves the right to deny any student the privilege of going on a field trip if the student's academic or disciplinary standing is in question.
2. Students with poor attendance records may be denied permission to go on field trips.
3. Teachers will be allowed to take a maximum of one field trip per semester (18 weeks).
4. Field trips for diploma-track students will NOT be allowed during the first two or last two weeks of a semester.

The organizing teacher will distribute a list of students wishing to attend a field trip to the faculty at least seven days prior to the trip. All teachers are encouraged to plan field trips around their own class time as much as possible. These absences are considered "exempt absences" and therefore do NOT count towards a student's 10 day yearly limit.

COLLEGE VISITS, WORK VISITATIONS, AND MILITARY PHYSICALS/TESTS

Juniors and seniors are allowed to use four (4) days during the school year for college visits or career job shadowing experiences. Sophomores are allowed two (2) job shadow days per year and freshmen are allowed to have one (1) job shadow day per year. College visit and job shadow permission forms are available in the attendance office. College visit and job shadow days may be taken as half days or full days.

Visitations to local colleges may be approved for only a half-day. Forms must be completed and returned to the attendance office at least **five (5) school days prior** to the scheduled visit. Students must meet the **same eligibility requirements as listed above for field trips.** Visitations will not be permitted during the first or last week of any semester. Students are encouraged to do college and work visitations when school is not in session. Military physicals and/or tests will be recorded as a college visit or job shadow day. These absences are considered "exempt absences" and therefore do NOT count towards a stu-

dent's 10 day yearly limit.

FAMILY VACATIONS/TRIPS

Families are strongly encouraged to limit vacations/trips to times school is not in session and/or after graduation. **Families should remember the school year is often extended due to inclement weather and should never plan vacations or events prior to the school's scheduled graduation ceremony.** If a family feels it necessary to request permission for a student to miss school for a family trip, the student must request a family vacation form from the attendance office and submit the form five (5) days in advance of the absence to be considered for approval. **Days missed due to a family vacation WILL count towards the student's ten (10) day maximum yearly limit.** Requests for family vacations/trips will only be considered if the student is accompanied by a parent/guardian. Students may not be approved for more than five (5) days of family vacation per school year. If the student does NOT receive advance approval for the trip and leaves for vacation anyway, the student will be counted as unexcused and the policy for unexcused absences will be imposed. To be considered for approval, the following criteria must be met:

1. 95% or above attendance rate for the school year
2. Passing grades in all current classes
3. Will not result in the student missing more than 10 days in the school year (regardless of reason)
4. Will not cause the student to miss final exams or a standardized test (such as ECA)

BUILDING ACCESS

For security and supervision purposes, general building access is not open to students until 15 minutes prior to the start of the school day. Students who arrive at school BEFORE the specified entry time must wait in the cafeteria area until they are released to go to their lockers/classrooms. Students requesting to meet with teachers prior to this time (to make up tests, get help with work, or attend club meetings) must have a pass from their teacher/sponsor. Students participating in extra-curricular morning practices or "open gym" time must be with their supervising coach at all times.

Students involved in extra-curricular events AFTER school must be with their designated coach/sponsor within 15 minutes of the dismissal bell. Students who are unsupervised or not in the designated area for their activity will be asked to leave the building.

Students may not go to their cars or to the school parking lot during the school day without first getting permission from the main office staff/administration.

TARDINESS

If a student is tardy by more than 20 minutes to a class (or leaves more than 20 minutes early), he/she will be counted as absent for that class. A student is counted tardy to school if he/she is not present at the beginning of the school day. (A student arriving to school 10 minutes into third period will be marked tardy to school, the same as the student who arrived to first period 1 minute late.) **All "tardy to school" events (regardless of arrival time) will be treated as a first period tardy, in terms of accumulation.** Students arriving to school late by 15 or more minutes must check in at the attendance window and receive a pink pass before going to class. Depending on the circumstances for late arrival, the tardy will be marked as excused or unexcused. **A student is considered tardy if he/she is not in the classroom when the appropriate bell rings to start class. Students will be charged with a truancy event for every six (6) tardies.**

Consequences for violations of Tardiness to School or Class may include but are not necessarily limited to:

Violation 1-3: Warnings/Teacher Interventions

Violation 4: Conference with Administration and/or Guidance Counselor

Violations 5-7: 1 hour after-school detention for each occurrence and letter sent home

Violation 8: Loss of extra-curricular privilege (may not attend any extra-curricular activity; i.e. no sporting events, dances, concerts, etc for the remainder of the 9 week grading period)

Violation 9: ISS ½ day a.m. (periods 1-3)

Violation 10: ISS ½ day p.m. (periods 4-7; including lunch, regardless of assigned lunch)

Violation 11: Full day ISS

Violation 12 and subsequent violations will result in additional consequences as approved by building principal; up to and including Out of School Suspension.

UNEXCUSED ABSENCES/CUTTING CLASS/SKIPPING

Students are expected to be in their assigned area unless excused by a school official. Failure to report to or remain in class without a valid excuse may result in the following consequences (per 9 week quarter):

An unexcused absence is an absence from school without school and parental consent. UNEXCUSED ABSENCES accumulate throughout the school year.

The consequences for offenses of truancy per school year are the following:

A parent conference will take place to ensure district policies are explained and to ensure regular attendance by the student. If the student is under the age of 18, a referral will be submitted to the Status Offender Court Alternative Program (SOCAP) if the student is not legally withdrawn.

The Bureau of Motor Vehicles can be notified not to issue a driver's license to the student or to invalidate the student's present license. If the student possesses an Indiana work permit, the work permit can be revoked until the student re-establishes regular attendance at New Haven High School.

If the student possesses an Indiana work permit, the work permit may be revoked until the student re-establishes regular attendance at New Haven High School.

*Any student who is considered to be a habitual truant under the guidelines of IC20-33-8- 12 may be ineligible to hold or obtain a valid Indiana operator's license or learners permit and subject to referral to the Status Offender's Court Appointed Program (SOCAP).



BEHAVIOR EXPECTATIONS AND CONSEQUENCES

(For a more comprehensive overview of Behavior Interventions and Consequences, please reference the EACS Back to School Guide, Student Conduct Code Section).

The types of student conduct outlined below shall be considered in violation of school rules and shall be subject to the consequences listed when occurring on school grounds during and immediately after school hours, any time the school is being used by a school group, off school grounds at a school activity, or traveling to/from a school activity. Misconduct during routine bus travel to/from school may also result in suspension of riding privileges.

The following list is NOT comprehensive and therefore does not address all types of violations as outlined in the EACS Back to School Guide. However, this list will serve as a general guide to common behavior expectations and consequences at New Haven High School. **New Haven High School administration reserves the right to make the final determination regarding appropriate consequences for each situation based on the exact circumstances present, provided those decisions do not violate EACS School Board Policy.**

1. Dress Code. Throughout life, many responsibilities dictate appropriate attire and appearance. Clothing that may be appropriate in one environment may not be appropriate in another. Clothing at school must be considered clean, not disruptive to the educational process, and should promote a positive school culture. Clothing that is considered to be indecent, suggestive, or inappropriate for school activities will not be permitted. Administration reserves the right to make the final judgment about the appropriateness of a student's attire and may pre-approve exceptions for spirit days. Guidelines for appropriate dress include:

- a. Shorts, skirts, and dresses should be appropriate in length. When standing straight with arms flat to the side, the student's longest finger should still be touching fabric. Slits in skirts and dresses must also not extend higher than this measure.
- b. Clothing that is torn excessively or torn in inappropriate locations (above fingertip length) is not permitted.
- c. Shirts should not be low-cut. To see if your top is too low-cut: Lay the palm of your hand on the center of your upper chest with fingers together so that the index finger is at the base of the collar bone. If the shirt falls below your pinky finger, it is considered too low-cut to wear to school. Shirts that repeatedly slide back into the "too low" position are also not allowed.
- d. Exposed shoulders, backs, sides, or midriffs (stomachs) are not allowed at any time. Tops should be long enough to tuck in and still permit normal movement. Spaghetti strap tops, tube tops, and tank tops are not permitted. Shirts must not be see-through. Bra straps and other undergarments should not be visible.
- e. Head coverings of any kind (hats, hoods, berets, scarves, etc.) are not permitted. Exception: headgear for religious purposes or approved health reasons. Hats may not be carried or clipped to pants and are to be left in lockers.
- f. Pants have waistlines that must be worn at waist level. Sagging pants are inappropriate.
- g. Clothing that has pictures and/or writing that alludes to or has double meanings that relates to drugs, alcohol, sex, or tobacco OR is vulgar, crude, suggestive, indecent, or otherwise offensive as determined by administration is not permitted. Tattoos that fall into this category shall be covered. Displaying the rebel flag is not permitted.
- h. Sunglasses are not to be worn inside the building.
- i. Bulky coats are to be stored in lockers. Blankets are not appropriate in school.
- j. Large purses and book bags (large enough to fit a full-size textbook) are not permitted in classrooms or the cafeteria unless they are mesh or clear (able to see inside).
- k. Shoes or sandals must be worn at all times.
- l. Pajamas or items clearly related to sleepwear are not permitted.
- m. Accessories that are a potential safety issue (including spikes or heavy chains) are not permitted.
- n. Book Bag Policy

Students wearing inappropriate clothing will be required to change. Refusal or inability to change will result in ISS or OSS. Any sports uniforms or activity outfits worn during the school day must be in compliance with the dress code. Administration may announce exceptions during spirit weeks and special events. Repeated violations of the dress code may result in detentions, additional time in ISS and/or OSS.

2. Cell Phones

In support of our mission, EACS is committed to helping students prepare to succeed outside the classroom. In order to accomplish this mission, it will be necessary to ready students and teachers for the world of today and not the classrooms of yesterday. Thus, the importance of using technology tools to enhance learning will be even more important as advances are made during the 21st century and beyond.

Current cell phones have the computing power of a personal computer and can provide an important link into increasing student learning and achievement. EACS will be encouraging and supporting teachers in the continual use of technology, such as cell phones, to increase 21st century skills that will enable success in the local and global society.

Cell phones can create negative issues for schools and interfere with student learning and achievement. Use of cell phones is permissible within the school in designated areas. Otherwise, cell phones should only be turned on in classrooms for a specific educational purpose as instructed by the classroom teacher. (This includes using a cell phone to check the time or access other functions not related to communication.)

PARENTS: NHHS asks parents to recognize that prohibiting cell phone use during school hours is necessary to operate our school in an orderly manner and to maintain the academic integrity of the school. Please do not jeopardize this by attempting to call or text your student during the school day. Responding to calls or text messages from parents will not be viewed as an acceptable reason for violating the cell phone policy. If you have any concerns about your ability or your student's ability to follow this policy, we recommend that your student's cell phone be left at home. However, if you choose to allow your student this privilege, please stress that the device must be used in school approved areas. Parents may contact the school office (260-446-0220) if their child must be reached for an emergency during the school day. Students may request to go to the office to contact parents if absolutely necessary. A student hall pass must be presented when requesting to use the office phone.

Students will receive the following consequences for unauthorized use of a cell phone (per year):

1st violation: Warning. (Note: student may be required to surrender the phone to the staff member long enough for the staff member to contact the main office and verify it was a first-time violation. This should not take longer than one period.)

2nd violation: Student surrenders phone to requesting staff member and phone is held in the front office. STUDENT may pick up phone at the end of the school day.

3rd violation: Student surrenders phone to requesting staff member and phone is held in the front office. PARENT may pick up phone at the end of the school day.

4th violation: One full day of ISS. Student surrenders phone to requesting staff member and phone is held in the front office. PARENT may pick up phone at the end of the school day.

5th violation: ISS the rest of the school day plus one full additional day. Student surrenders phone to requesting staff member and phone is held in the front office. PARENT may pick up phone after 15 days.

6th violation: OSS and the parent may pick up the phone after 30 days. Student surrenders phone to requesting staff member and phone is held in the front office.

Note: Student will not be permitted to remove the battery or the memory card from the phone before surrendering. Refusing to surrender the phone promptly and appropriately will be viewed as insubordination and further disciplinary consequences will apply.

EACS or NHHS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES/ELECTRONIC COMMUNICATION DEVICES AND WILL NOT PAY FOR PHONES/DEVICES THAT ARE LOST, STOLEN OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.

Due to the enormous time spent on stolen cell phones/electronic communication devices, the school will NOT investigate stolen cell phones/electronic communication devices. Their security is the sole responsibility of the student.

3. Music/Listening Devices/Ear Phones

Music/listening/recording devices and ear phones are not to be used in hallways during passing periods. The "one-in-one out" rule will be allowed in the auditoria during lunch.

4. Obscenities/Profanity/Cursing

Students are not permitted to use profane language while at school. Consequences for using inappropriate language may vary, depending on the exact language used and the context in which it was used. However, profane language directed AT a staff member is considered to be a major violation and will result in the following consequences:

1st offense: 1-3 days OSS and parent conference requested

2nd offense: 3-5 days OSS

3rd offense: Possible expulsion request

5. Insubordination/Defiance

Students are expected to follow any reasonable direction given by a staff member or adult in authority. Students are generally advised to follow the directive if it is ethical (does not require the student to lie, cheat, steal, etc.) and the directive does not cause harm to the student or others. If the student simply does not agree with the directive (is annoyed by it, does not feel it is "fair", etc.), he/she should follow the directive, but may attempt to resolve the disagreement peaceably and without disrupting the learning environment. A student may always request to meet with an administrator at a later time if he/she feels there is a pattern of conflict with a particular staff member. Outright defiance or blatant refusal to follow a clear and reasonable directive from a staff member (often accompanied by a strong attitude of disrespect and/or defiance) is considered a major violation.

Gross insubordination/defiance will result in the following consequences:

1st offense: 1-3 days ISS or OSS and parent conference scheduled

2nd offense: 3-5 days OSS

3rd offense: 5 days OSS and possible expulsion request

6. Provocation

Conduct that is likely to provoke a reasonable student to fight or commit battery may include (but is not limited to) minor pushing, shoving, poking, or slapping. A direct invitation to fight and/or a student saying he/she wants to fight another student may also be considered provocation. Provocation may result in a minimum of two days OSS.

7. Physical fight and/or battery

Conflict that involves punching, pulling hair, or other actions aimed at causing harm to another student. Actions may result in the need for the offending student to be physically restrained. This behavior is likely to involve law enforcement, possible arrest, police transport, and criminal charges. A first offense will result in 3-5 days OSS and a request for a parent conference. Expulsion may be requested. A second offense will result in a request for expulsion. (This includes fighting that may occur at bus stops.)

8. Tobacco products

The use, possession, or distribution of tobacco in any form is not permitted in the school building, on the school grounds, or at school-sponsored events, regardless of a student's age. The administration may involve the police on each tobacco violation. A first offense results in 1 day ISS and possible tobacco ticket. A second offense results in 1 day OSS and possible tobacco ticket. A third offense results in OSS for multiple days and tobacco ticket. Students under the age of 18 who are in possession of tobacco products are also subject to Indiana Code 35-46-1-10.5 which is a class C infraction (citation and fines).

9. Alcohol

Possessing, using, transmitting, or being affected by any alcoholic beverages or any substance which is represented to be an alcoholic beverage. First offense will result in 5-10 day OSS suspension. A second offense will result in 10 days OSS pending request for expulsion.

10. Drugs, drug paraphernalia, knives, fireworks, weapons.

Students shall not possess, use, transmit, distribute, sell or be affected by these items on school grounds or at any school-sponsored event. These offenses will likely involve law enforcement, possible arrest, police transport, and criminal charges. A first offense will result in a request for expulsion.



DETENTIONS

Detentions are served as an additional hour after school on the assigned date. Only students who have "afternoon release" (due to shortened schedules, Anthis classes, internships, ICE, etc.) may request to serve two half-hour morning detentions in lieu of an after-school detention. Requests for morning detentions must be made prior to the date of the assigned detention. Notice of detention will be given in the calendar week prior to the date of assigned detention. SchoolMessenger will be used to notify parents via phone number on record with the school in advance of the detention. Detentions may be rescheduled if the student has a doctor's appointment and is able to provide verification of that appointment. Detentions are not excused for work, lack of transportation, athletic participation, babysitting responsibilities, or any other reason unless explicitly approved by a building administrator (for extenuating circumstances). Students who fail to serve detention will be assigned ISS the following day. Failure to serve a morning detention may result in a full day of ISS. The first time a student fails to serve a detention, a full day of suspension will be assigned. Subsequent events of failing to serve will result in an increased number of assigned suspension days. If a student has multiple infractions that result in an accumulation of detentions, administration may select an alternate consequence, such as ISS, detentions on alternate days/times, etc.

IN-SCHOOL SUSPENSION (ISS)

ISS is located in room A119. Students who misbehave in ISS may be suspended out-of-school. Upon return to school the student may be reassigned to ISS. Other behavioral expectations for students in ISS include:

- a. Students in ISS will be taken to restrooms once in the morning and once in the afternoon.
- b. Students will be expected to complete all academic work while in ISS and are eligible to receive credit for that work.
- c. Use of headphones is not permitted in ISS unless required for academic purposes.
- d. Use of computers and iPads will only be permitted for academic purposes.
- e. Students in ISS will eat lunch when determined by the ISS supervisor and will travel to/from lunch as a group.
- f. Students in ISS will not be permitted to go to their locker without an approved escort.
- g. Students are to follow the directives of the ISS supervisor at all times.
- h. Regular classroom rules are still in effect while in ISS (These things are not allowed: phones, drinks other than water, snacks, sleeping, and book bags)
- i. The environment of ISS should be similar to that of a quiet, educational classroom.

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is reserved for those students who have been unable to change their behavior through previous consequences or immediate removal from school is necessary to maintain a safe and orderly learning environment. Students who are placed on OSS are not allowed to attend (or participate in) any all extra-curricular activities (dances, athletics, ceremonies, etc.) and are not allowed on the school campus or any EACS property until the OSS time has elapsed. Multiple incidents of OSS may be grounds for expulsion based on habitual misconduct. Students are expected to make up their school work at home while on OSS. Parents may call the attendance office to make arrangements to pick up daily work or have work brought home by siblings or friends with permission of the parent of the suspended student. Students may also contact teachers through e-mail and may check on assignments through Canvas website for each class. OSS days are not counted toward the student's annual ten-day limit of absences.

BULLYING

The State of Indiana defines "bullying" as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically, such as text messages, Facebook, Twitter, e-mail, etc.), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; OR
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Unacceptable language or behavior of a racist, sexist, disability and or religious nature will not be tolerated and will be considered harassment. Bullying or harassment is not acceptable conduct and is prohibited. Any student who engages in bullying shall be subject to disciplinary consequences up to and including suspension and expulsion. If the conduct **occurs off school grounds** and causes or threatens to cause a substantial disruption at school OR interferes with the rights of students to be secure, school administration may still impose disciplinary consequences.

CONFLICT RESOLUTION

Conflicts between students often arise due to misunderstandings, such as one student talking about another, rumors being spread, he said/she said, or information being posted on social media. Frequently students will take matters into their own hands and confront a student with whom they have an issue. This action often results in a verbal and sometimes even a physical interaction that rarely has a positive outcome. **Students should never confront a student with whom they have an issue.** Even if the initial problem occurs outside of the school environment or after school hours, the problem may carry over into school and can create a disruption in the learning environment. Disruptions to the learning environment are not acceptable and must be avoided. New Haven High School expects all students to take a proactive, preventative approach to dealing with conflicts, potential conflicts, issues, or problems with other students. Any student who has an issue or a conflict or feels there may be a conflict brewing must report the issue to a teacher, a guidance counselor, a school administrator, or the school's resource officer. (Teachers are to report potential conflicts to administration.) If leaving a message for an office staff member, the student should report the problem to the secretary and leave a note for the staff member that includes details of the concern. In cases where there is a potential conflict or if an actual conflict has occurred between students, it is a common practice for the counselor or the administration to conduct a conflict resolution or mediation session between the parties involved in the situation. During the conflict resolution/mediation session, expectations for future behavior or conduct are clearly communicated to all parties. In cases where students need to be kept away from each other or kept from contacting one another in any way, a building level probation agreement (such as a No Contact Order) can be put in place. This restriction is a serious measure and is connected to severe consequences if violated.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure. **Items such as (but not limited to) lighters, matches, games, radios, laser lights, trading cards, noisemakers, etc. are presumed to have no educational purpose and may distract from instructing and learning. These items, if brought to school, may be confiscated. In addition, coats and book bags will need to remain in lockers throughout the school day.** Confiscated property that is not illegal contraband will be returned to the student or parent at the discretion of an administrator.

EACS Book bag Policy: Students are allowed to carry book bags to and from school **ONLY**. During the school day, book bags must be kept in the student's locker. Book bags, bags, or purses large enough to hold a text book are not permitted during the school day.

CORPORAL PUNISHMENT AND USE OF PHYSICAL FORCE

EACS employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, EACS employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, for self-defense, or for the protection of persons or property.

EACS SEARCH AND SEIZURE POLICY

1. Lockers:

Under Indiana school law (I.C. 20-8.1-5.1-25) and EACS board policy, a student who uses a locker that is EACS property is presumed to have no expectation of privacy in that locker or the locker's contents. A principal, or his designee, may search a student's locker and the locker's contents at any time there is reasonable suspicion to believe such a search will lead to the discovery of:

- a. Evidence of a violation of an EACS Behavioral Expectation, or of state or federal law;
- b. Anything which represents a danger of physical harm or illness to students, EACS personnel, or others; or
- c. Unsanitary conditions.

2. Automobiles:

A student who utilizes school parking privileges gives implied consent for a search of the student's vehicle under the same standards of reasonable suspicion that govern the search of a student's locker.

3. Student's Person/Book Bag/Possessions or Belongings:

A student's person, book bag, possessions or belongings may be searched under the same standards of reasonable suspicion that govern the search of a student's locker.

4. Disposition of Seized Items:

Any item seized from a student's locker, vehicle, person, book bag, other possessions and/or belongings may be confiscated and:

- a. Admitted into evidence at any suspension or expulsion meeting;
- b. Destroyed if the item has no significant value;
- c. Returned to the student's parent; or
- d. Turned over to juvenile or law enforcement authorities.

5. Searches By Law Enforcement Authorities and Use of Certified Canines:

Under Indiana school law and EACS board policy, a law enforcement agency having jurisdiction over the geographic area where a school is located may assist in a search at the request of a school principal. Such assistance may include but may not be limited to the use of a certified dog and handler to initiate a search.

RELEASE OF INFORMATION

Federal law does permit EACS/NHHS to release certain "directory information" which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. "Directory information" will not be provided to any organization to be used for profit-making purposes. Parents or adult students may refuse to allow EACS to disclose any or all "directory information" upon written notification to EACS. Directory information includes, but is not limited to, the student's name, address and telephone number, parent's names and their home and work telephone numbers, major field of study, student work for display (no grade displayed), participation in officially recognized activities and sports, height and weight, dates of attendance, degrees and awards received, motor vehicle description (including license plate number), hair and eye color, gender, date and place of birth, grade level, photograph, video tape images not used in a disciplinary manner, quotations, and other similar information.

TRANSPORTATION

AUTOMOBILES - STUDENTS

Parking on school property is a privilege. **Students must register all vehicles they may drive to school and purchase a school parking tag.** A tag must be displayed on each registered vehicle. Students who do not conform to the rules of parking on the school lot may be denied the privilege and/or receive other disciplinary action including detention, suspension, or expulsion. **The northwest lot (large lot bordered by the baseball field and US 930) is the only lot authorized for student parking.** The northeast lot (bordered by the administration building and Green Road) is reserved for staff and visitors only. **Students who park in undesignated areas will receive a warning on the first offense and will be required to move their vehicle. The second parking violation may result in disciplinary action and/or the student's vehicle being towed at the owner's expense.** The speed limit on school property is **10 miles per hour.** Reckless driving and "cruising" are not permitted. All cars are to yield the right of way to school buses. Students are not to sit in their cars while parking on the lot, nor are they to congregate on the parking lots. There is no smoking allowed in the parking lots. Under no circumstances are students permitted the use of more than one parking space per car. Tardies and absences due to car/transportation problems are unexcused. A student who utilizes school parking privileges gives implied consent for a search of the student's vehicle under the same standards of reasonable suspicion that govern the search of a student's locker.

DRIVER'S LICENSE INVALIDATION

Indiana law requires school principals to notify the Bureau of Motor Vehicles to invalidate the driver's license of a person less than eighteen years of age who (1) is under an expulsion, exclusion, or second suspension from school, (2) has withdrawn from school (unless due to financial hardship); or (3) has been determined to be a habitual truant. (Note: students who have more than 10 days of unexcused absences are considered to be habitual truants.) The license shall remain invalid for expulsions, exclusions and suspension for at least 120 days, or, in the event of a habitual truancy or withdrawal from school, until the individual turns 18 unless the student has re-enrolled in school and is in good standing.

BUS TRANSPORTATION POLICIES

Under Indiana school law, bus transportation may be provided by a school corporation. However, riding a bus is a privilege, not a right. Expectations applying to conduct at the student's school also apply on the bus. The bus driver is in charge of the school bus at all times. EACS busses are equipped with video and audio enhanced cameras. Due to the Family Education Right to Privacy Act (FERPA), only school officials are allowed to view bus videos. Expectations, consequences, and policies regarding bus transportation procedures, bus stops, crossing streets to board/leave busses, and behavior on the bus are outlined in further detail in the EACS Back-to-School Guide.



EAST ALLEN COUNTY SCHOOLS STUDENT ACTIVITY CODE OF CONDUCT

Participation in school sponsored activities governed by individual school rules, EACS discipline policy, IHSAA guidelines and Indiana Code is a privilege and is dependent upon students conducting themselves in a manner not discrediting the East Allen County School Corporation, or its schools. Participation is subject to academic eligibility and acceptable behavior both in and out of school.

The EACS Core Behavioral Expectations identified in the EACS Guide to Students and Parents apply both on and off school grounds for all student participants 365 days per year. **Each student participant and parent must sign the EACS form indicating receipt of the EACS Guide to Students and Parents-Student Conduct Code to be eligible to participate.** The school administration and/or individual coaches and sponsors may have rules relating to participation other than the rules provided herein so long as such rules are not inconsistent with the EACS Student Activity Code of Conduct. The school's administrative staff will be responsible for investigating alleged violations of the EACS Student Activity Code of Conduct and determining if a violation has occurred. An out of school suspension may not automatically warrant a Code violation; however, a student participant cannot practice or compete during the term of any out of school suspension. (Competitions missed during the term of an out of school suspension may count as part of a competition/activity penalty.)

A student participating in multiple activities will be subject to disciplinary consequences for each activity he/she is actively involved. [Suspension penalties involving activities with grade/credit requirements will necessitate the sponsor providing an alternative assignment equivalent to the suspended activity in terms of grade/credit.]

Students participating in school sponsored activities are subject to the behavioral consequences identified in the EACS Guide to Students and Parents Student Conduct Code Section. The consequences for violations of Core Behaviors have consistent penalties and therefore apply to violations committed by any student, from any school, in any school sponsored activity.

The following penalties apply to EACS Core Behavioral Expectation violations for students participating in IHSAA sponsored activities (interscholastic athletics/cheerleading):

FIRST OFFENSE: Suspension from participation for one-third (1/3) of the activity the student is participating in at the time the violation is adjudicated. If less than one-third (1/3) of the activity remains, or the violation is adjudicated between activities, the penalty will be extended into the next activity the student participates for the equivalent remaining percentage of that next activity until the total suspension equals the required one-third (1/3) activity suspension.

SECOND OFFENSE: If the violation occurs during an activity in which the student participates, the student will be suspended for the remainder of that activity and the next activity in which the student participates. If the violation occurs outside the activity in which the student participates, the student will be suspended for the next activity which the student does participate.

THIRD OFFENSE: The student will be suspended from participation for one (1) calendar year beginning with the date the violation is adjudicated.

FOURTH OFFENSE: The student will be suspended from all further participation.

The following penalties apply to EACS Core Behavioral Expectation violations for students participating in school sponsored activities.

FIRST OFFENSE: Suspension from activity participation for thirty (30) calendar days

SECOND OFFENSE: Suspension from activity participation for sixty (60) calendar days

THIRD OFFENSE: Suspension from activity participation for three hundred sixty five (365) calendar days

FOURTH OFFENSE: Career activity suspension

Suspensions will commence on the next contest/competition after the violation is adjudicated.

The specific nature of the violation or the repeated violation of Core Behaviors will be considered in setting an appropriate and consistent penalty by the administrator/coach/sponsor for activity participants. The principal will not ordinarily intercede regarding appropriate discipline for student participants, but has the authority to increase or decrease the penalty based on his/her assessment. Penalties imposed on grades nine (9) through twelve (12) participants will be progressive in nature.

Appeal Procedure:

A student may appeal a penalty to the appropriate Activity Council. Appeals must be initiated within 72 hours of the penalty being imposed. The appropriate activity council, at its discretion, may recommend modifications. The determination, as approved by the building principal, is final and binding and no further individual school or corporation appeal will be accepted.

GENERAL SCHOOL INFORMATION

CAFETERIA AND LUNCH

New Haven High School has a closed lunch period. During student lunch modules, all students should be seated in the cafeteria within five minutes of being dismissed from class. Students are to remain seated until released by administration to get in line for lunch. Students are typically released by grade level. All students are to remain in the cafeteria during their lunch period, except to use the restrooms located across from the cafeteria. Students are not permitted in other areas of the building or outside the building unless they have permission from a staff member. Students assigned to in-school suspension will travel to the lunch room as a group and will return to the ISS room as a group. They will not eat in the regular cafeteria area. Behavior issues in the cafeteria may result in a student being assigned to ISS during his/her lunch module only, for a specified amount of time.

Student lunch payment is made through a computer system, which requires students to submit cash or check in special envelopes and deposit in a designated drop boxes (outside the main office). Money must be turned in to the box by 9:30 am any day of the week to be credited to the student's lunch account for lunch served that day. A \$10 minimum deposit is required for all full-pay students. A \$2 minimum deposit is required for reduced-price students or for free students who wish to purchase a la carte items. Families may view lunch account activity and student lunch account balances through the Parent Access website. **No cash is accepted during lunch periods.** Students are permitted to carry lunches but commercial food and drink items purchased from fast food establishments may not be brought into the school during the school day.

CHANGE OF ADDRESS

Inform the school guidance office immediately if you change your address or telephone number.

CLASS DUES

Class dues are collect each school year. Class dues are \$10.00 per year and they are collected as each student registers for school.

CLINIC/SCHOOL NURSE

The purpose of the school clinic and school nurse is not to replace the doctor. Parents are cautioned not to send an ill student to school. All cases of illness or injury during school hours should be reported to the school nurse. The nurse will attempt to contact parents for injuries requiring more than minor first aid. If a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety or life and none of the student's designated contacts can be reached, EMS will transport the child to the nearest hospital. All medications (including prescription drugs, over the counter medications and herbal products) must be submitted to the nurse. Possessing over the counter (OTC) drugs or prescription drugs in school is a serious violation of the EACS disciplinary code, unless specifically authorized by a properly executed EACS medication form. There is **no stock supply of OTC drugs or ointments** in any EACS school clinic. OTC pain-relievers such as Tylenol and Advil for "as needed" use must be sent from home in the original container, recorded on an EACS medication form, and stored with the school nurse.

Students must secure a pass from their classroom teacher before going to the clinic. If the nurse is not in, students are to report to the guidance office. Leaving the school or spending excessive time in the restroom without the school's permission will result in disciplinary action. Students must sign in/out of the clinic. Excessive use of the clinic will result in a parent conference. Under normal circumstances, students should not be in the clinic for more than 30 minutes.

DANCES

- School dances are considered "extra-curricular events" and are therefore a privilege, not a right. Students may be denied the privilege of attending a dance (to include prom) if they are not in good academic or disciplinary standing.
- All guests must have the appropriate permission letter approved and on file with NHHS before the dance.
- Students are not allowed to leave and re-enter dances. (No pass-outs.)
- Students and guests are expected to dress in clothes appropriate for the occasion.
- Students may be requested to show NHHS identification cards upon entering.
- Students may not be admitted after the dance is half over.
- After-game dances are to be over at 11:00 p.m. Other dances are to last no longer than three hours.

- Dances will not be held after mid-week games.
- Dances will not be scheduled during vacations or after the second week in May. (Exception: Senior Dinner Dance)
- Adequate police protection will be secured through the Athletic Director.
- A minimum of three faculty members will serve as chaperones.

EMERGENCY DRILLS

Fire, tornado, and lockdown/crisis drills will be conducted throughout the year to acquaint students with quick, orderly methods of leaving the building or seeking protective cover. Fire drills are held monthly and tornado drills are held once per semester. Students should move quietly and orderly as directed by the classroom supervisor and according to the instructions posted in each room. If the fire alarm sounds, everyone is required to leave the building. Students should move at least 100 feet from the building and are expected to stay together as a class so attendance can be confirmed. An administrator or office staff member will give the signal to return to classes. During tornado and lockdown drills, students are to move to the designated areas, remain quiet, and wait for further instructions.

Purposely setting off a false fire alarm is a crime and a serious violation of the school discipline code.

IDENTIFICATION CARDS

All students will be issued a school identification card at no charge. Students may be required to wear their ID card while in school or while attending school functions or activities. Identification cards are used to check out all textbooks and library books. Replacements costs for identification cards: \$5.00.

LOCKERS

All school lockers are the property of the East Allen County Schools. It is the obligation of New Haven High School administrators and designated staff to supervise the use of school lockers and their contents. Locker rules are for the purpose of eliminating theft and vandalism and for maintaining the condition and appearance of the building. Neither NHHS nor EACS is liable for theft or damage to personal property. Students may not switch lockers without authorization from the office staff.

- Students do not have permission to share lockers. If unauthorized items/contraband is found in a locker, the student assigned to that locker will be held responsible for it.
- Ensure the locker door is fastened securely and fully locked when closing the door.
- Report locker problems to the main office. If the problem cannot be fixed, the student will be assigned a new locker.
- Students are expected to memorize their combination and not give it to anyone.
- Students should take care to not allow anyone to observe them using their combination.
- Interior locker decorations are permitted as long as the decorations are not permanently attached, can be removed easily without damage, do not interfere with the functionality of the locker, are not bulky in size, and are in good taste.
- Students must remove all decorations, boxes, shelves, etc. from their lockers at the end of the school year.
- Students may be fined for damage caused to lockers as a result of vandalism, graffiti, or decorations that cannot be successfully removed.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where the owner may claim them. Large amounts of money or expensive items are not to be brought to school. The school is not responsible for any lost or stolen items including textbooks and library books assigned to a student or personal clothing and property stored in lockers.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Indiana Code 20-30-5 requires schools to display a United States flag in each classroom and provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance. Schools are also required to observe a daily moment of silence so each student may engage in religious observation if he/she chooses to do so. The teacher responsible for the classroom shall ensure that all students remain seated or standing and silent and not be a distraction so that each student may meditate, pray, or engage in any other silent activity. A student may not interfere with, distract, or impede another student in the exercise of the student's individual choice.

PUBLICATIONS POLICY

1. Publications will not use obscenities.

2. Publications will not directly issue personal attacks on any person or organization.
3. The sponsor and editor should attempt at all times to advertise and print only that which is appropriate for high school students. All controversial topics should receive pre-approval from the building principal before going to publication.
4. School publications criticizing school board or administrative policies should be constructive. Criticism of current practices requires recommendation for fair and sensible alternatives.
5. Student publications should always adhere to the highest in journalistic ethics.

Unauthorized publications are not to be distributed in the school buildings, on the school grounds, on the school buses, or at a school-scheduled activity. School time, equipment, and supplies are not to be used to produce unauthorized publications.

WORK PERMITS

Students under the age of 18 should obtain an "Intent to Employ" card from the employer, complete it, and have it signed by the employer, the student, and the parent/guardian. The student then brings the "Intent to Employ" card AND his/her birth certificate to the guidance office to apply for the work permit. (Note: If the high school is closed for the summer, students may go to the EACS Administration Building to have a work permit issued.) The permit will generally be issued within 24 hours. NOTE: **The administration has the authority to revoke a work permit if a student's attendance or academic standing is unsatisfactory.** A student's work permit will be reviewed for continued eligibility at the end of every semester. Further information about work permits and hours students may work can be accessed at http://www.in.gov/dol/Child_Labor_Guide_Cover_Rev_Web.pdf

HEALTH SERVICES

The purpose of Health Services is not to replace the doctor. Parents are cautioned not to send an ill child to school. It is the parent/guardian's responsibility to inform the school of health concerns that may require special accommodations for their child's activities or educational program. The parent/guardian is expected to provide the school with current home, work, and emergency telephone numbers. In case of illness or emergency at school, if none of the designated contacts can be reached, and a serious medical emergency exists requiring medical treatment beyond what can be provided at school to maintain safety and/or life, EMS will transport the child to the nearest hospital.

A. IMMUNIZATIONS

Indiana School Code requires the parent/guardian to supply immunization information no later than the first day of school; by one of the following: doctor's note with vaccine and date given; record maintained by the parent with vaccine and date given; immunization records from previous school; note of scheduled appointments from a doctor or Board of Health. Failure to provide the required immunization information shall be cause for exclusion of the student from school. This exclusion, if imposed, will end upon subsequent filing of such information. Below are the number of doses and each vaccine required for school entry by grade level.

3 to 5 years old (Pre-kindergarten)	3 Hep B (Hepatitis B)
	4 DTaP (Diphtheria, Tetanus & Pertussis)
	3 Polio (Inactivated Polio)
	1 MMR (Measles, Mumps & Rubella)
	1 Varicella (Chicken Pox)
Grades K, 1, & 2	3 Hep B
	5 DTaP
	4 Polio 2 MMR
	2 Varicella
	2 Hep A (Hepatitis A)
Grades 3, 4, & 5	3 Hep B
	5 DTaP
	4 Polio
	2 MMR
	2 Varicella

Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MVC4 (Meningococcal conjugate)
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Grades 12	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 1 Tdap 2 MVC4
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Immunization objection based on religious beliefs or a medical condition will satisfy state requirements; however, the parent/guardian must sign an IMMUNIZATION OBJECTION (Hs-1a) form annually with a physician's signature also required for medical objection. If there is an outbreak of a communicable disease at school, your child may be excluded if he/she does not have the required immunizations.

B. MEDICATION

The purpose of administering medication at school is to help the student maintain an optimal state of health to enhance his/her educational plans. Medication (prescription, over-the-counter, and/or herbal-vitamin-dietary supplements), required by the student should be administered at home. The parent/guardian should use every effort to have medication times set for time periods other than school hours. Medications given during school hours should be only those necessary to provide the student access to his/her educational program.

When this is not possible, an EACS Registered Nurse (RN) or trained staff (Healthcare Aide [HA] or Unlicensed Assistive Personnel [UAP]) will assist in administration of medication during school hours, subject to guidelines 1-9 listed below. The intent of the guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medications for those students that require them. A STUDENT MEDICATION PERMIT (Hs-5) must be completed and signed by the parent/guardian. The STUDENT MEDICATION PERMIT (Hs-5) and the complete EACS Medication Policy is available from the school nurse and is on the EACS web page under the Health Services tab.

1. Only the amount of medication needed at school should be sent.
2. The parent/guardian accepts the legal responsibility for the safe arrival of medication to school.
3. STUDENTS ARE NOT TO CARRY ANY TYPE OF MEDICATION, prescription, over-the-counter, and/or herbal-vitamin-dietary supplements, without prior consent of the school nurse RN. All medication must be kept in the school clinic. Violation of this policy may result in disciplinary action.
4. To protect students, school personnel will not administer medication until it has been verified and documented by the school nurse RN.
5. Prescription medication must be in the pharmacy labeled container with the student's name. The pharmacy label serves as the written order of the physician. The nurse RN may call the prescribing physician if there are questions regarding the dispensing of medication at school.
6. Over-the-counter medication (OTC) such as Tylenol and Advil must be sent from home. OTC medication must be in the original container with small containers preferred, as storage is limited. OTC medication will be administered within the parameters and frequency recommended on the container. OTC medications will only be given by a UAP after appropriate assessment by the school nurse RN. There is NO STOCK SUPPLY OF OTC MEDICATION IN ANY EACS SCHOOL CLINIC.
7. Herbal-Vitamin-Dietary Supplements as with prescription medication, if consumed incorrectly, may be harmful. Therefore, school personnel will only administer herbal-vitamin-dietary supplements if there is an HERBAL-VITAMIN-DIETARY SUPPLEMENT PERMIT (Hs-5a), signed by the stu-

dent's physician and parent/guardian, on file in the school clinic.

8. Medication for emergency situations (asthma, bee stings, diabetes, food allergy, etc.) will be kept in the clinic. Students may possess and self-administer emergency medication in the classroom and at other school functions only with written consent from the parent/guardian and physician. The physician must state that the student has an acute or chronic disease or medical condition for which he/she has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. Parent/guardian and physician written authorization must be filed annually with the student's school nurse RN. Appropriate staff members will be alerted to the potential emergency to ensure the student's safe and prompt treatment at school.
9. Sending medication home at any time during the school year will require written notice from the parent/guardian and released only to: (1) the student's parent; (2) (a) or an individual who is at least eighteen (18) years of age; and is designated in writing by the student's parent/guardian to receive medication. (b) or with the student if the student's parent/guardian provides written permission for the student to receive the medication.
10. ALL medication not picked up by the end of the school year is destroyed.

C. ILLNESS AND INJURY AT SCHOOL

For the sake of other's health, children should not attend school if they have a morning temperature of 99° or afternoon temperature of 100° (or above); are vomiting and/or have diarrhea; a rash; a communicable disease such as chickenpox; or a bacterial or fungal infection (pine eye, impetigo, ringworm); or appear obviously ill with or without a fever.

To keep parents informed about the causes and anticipated outcome of an injury, phone calls or notes may be used to alert parents of an injury that may require more than minor first aid.

Ill students (fever, vomiting, severe diarrhea, or at the discretion of the school RN) are NOT sent home on the bus. The parent or designee will be called to pick up.

RETURN TO SCHOOL POLICY: Children should be kept home until they are symptom and/or fever free for 24 hours without the use of medication. Children absent from school due to pink eye or impetigo should be seen by a physician and may return to school after 24 hours of antibiotic therapy. Many rashes are contagious therefore a doctor visit is encouraged for proper diagnosis and treatment.

D. STATE MANDATED SCREENINGS

As per Indiana Code, visual acuity and audiometric screenings are done annually for students enrolled in EACS. Visual acuity screening is done in grades K or 1, 3, 5, and 8 and all others suspected of having a visual defect. Audiometric screening is done in grades 1, 4, 7, and 10, all transferred students and all others suspected of having hearing loss. Parents may object to any or all screenings on religious grounds. Objections must be filed annually in writing, signed and dated by the objecting individual, and delivered to the building principal or school nurse RN, by Friday of the first full week in September

E. HEAD LICE

Head lice are a nuisance, not a carrier of disease. All parents should check their children at home for head lice throughout the year. Upon finding a suspected case of head lice, EACS procedure is:

1. The child's parent/guardian will be contacted to pick-up the child from school.
2. The school nurse or designee will show the suspected lice or nits to the parent/guardian.
3. Upon request by the parent/guardian the nurse or designee may check other family members for head lice. Classmates (defined as a group of students who spend most or all of the school day together in the same classroom), and other close contacts may be checked for lice at the discretion of the school RN.
4. Infested children should be treated at home, using a lice shampoo according to package directions or as ordered by a physician.
5. The parent/guardian must accompany the child to school the next school day. The parent/guardian must remain at school until the nurse or designee has rechecked the child and found him/her to be free of live lice.

EACS will generally not inform parents/guardians of a classroom or grade level that a case of head lice has been found as it infringes on the privacy of the student involved (FERPA).

F. BED BUGS

Bed bugs are a nuisance, and are not known to transmit disease. When a bed bug is found on a student or a student's belongings, the student and all of his/her belongings are examined. The student's personal items, including book bag, will be stored in a trash bag or large Ziploc baggie and the student

will take it home at the end of the school day.

Parents will be notified, informing them a bed bug was found on their child's belongings and a home inspection by a licensed professional will be recommended.

G. PREGNANCY

Pregnant students are encouraged to remain in school and continue their education both during and after their pregnancy. Guidelines established by the Indiana State Department of Health for pregnant students in the school setting mandate that a written statement from the attending physician be presented to the school counselor or nurse RN which:

1. Verifies the pregnancy,
2. Notes her expected date of confinement,
3. Confirms that normal participation in classes does not pose a threat to her or the baby's well-being, and
4. Lists any specific restrictions that may apply.

Additional written permission from the attending physician may be required for participation in specific school activities.

H. MENINGOCOCCAL DISEASE

One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by this bacteria are serious, and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. The bacteria are spread from person to person contact through the exchange of nose and throat secretions, by activities such as kissing or sharing eating or drinking utensils. The bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There are two vaccines that can prevent this disease in teens and young adults. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination of children with the meningococcal conjugate vaccine (Menactra or Menveo) at age 11 or 12 years of age, with a booster dose of the vaccine at 16 years of age. The booster dose at age 16 provides ongoing protection from the disease after high school.

The state of Indiana requires all students in grades 6-12 to have appropriate number of meningococcal conjugate vaccine doses. One dose of meningococcal conjugate vaccine is required for all students in 6th - 11th grade. A second booster dose is required for students entering 12th grade. These vaccines are a legal requirement for school entry (Indiana Administrative Code 410 IAC 1-1-1).

All students in grades 6-12 must have acceptable documentation of required immunizations on record at the school they are currently attending. An acceptable record includes a signed record from the child's health care provider indicating the name of the vaccine given and the date it was given, a record of the immunization in the state immunization registry (CHIRP) prior to the start of the school year, or a record from another school showing the required immunizations have been given.

Many Health departments and private health care providers offer this vaccine. Please contact your health care provider for specific instructions regarding your child.

Additional information about meningococcal disease can be found at:

- The Indiana State Department of Health <http://www.in.gov/isdh/25455.htm>
- The Centers for Disease Control and Prevention <http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

I. HUMAN PAPILLOMAVIRUS (HPV)

Indiana Code 20-34-4-3 requires the Indiana State Department of Health to provide information on the link between cancer and the human papillomavirus (HPV) and the vaccination that can protect your child from HPV related cancer later in life. Each year, HPV causes more than 26,000 new cases of cancer in both men and women. HPV is the most common sexually transmitted infection and is spread by skin-to-skin sexual contact. The Centers for Disease Control and Prevention (CDC) has stated that based on recent studies, HPV is so common that nearly all sexually active people will get it during their life-time.¹ Most HPV infections cause no symptoms and go away on their own. However, infection with the virus can lead to cervical cancer in women. It can also cause other oral and genital cancers in men and women. HPV causes genital warts.

Vaccination is the best way to prevent HPV infection and associated cancers present later in life. According to the Centers for Disease Control and Prevention, American Academy of Pediatrics, American Academy of Family Physicians, and the American College of Physicians, all boys and girls ages 11 or 12 years should get vaccinated.^{2,3} By vaccinating at this age, preteens will be protected before any exposure to the

virus occurs. We also know the vaccine produces a better immune response at this age. There are two vaccines available to protect against HPV infection. The HPV vaccine is given in three doses over a six months. It is important to get all three shots. The HPV vaccine is safe to give at the same time as other recommended vaccines. Older teens and young adults can receive the vaccine through age 26.

The HPV vaccines are safe and highly effective. Both vaccines offer protection against HPV types 16 & 18. The vaccine is 93% effective in preventing precancers of the cervix caused by these types of HPV. One of the vaccines also offers protection from genital warts. The vaccines offer long-lasting protection from HPV. Current studies show that HPV protection from the vaccine lasts at least eight years. There is no evidence of waning protection after that time. These vaccines have also been studied very carefully for safety. Preteens and teens should always sit or lie down 15 minutes after receiving any vaccines to prevent fainting.

The vaccine does not protect against all types of HPV known to cause cervical cancer. It is important that women continue to receive routine cervical cancer screenings (Pap test). It is also important to follow-up on all abnormal results. The Pap test can find abnormal cells on the cervix, so that they can be removed before cancer develops. There are no tests currently available to find HPV in other parts of the body.

Please contact your health care provider if you have questions about HPV vaccine. Questions may be directed to the Indiana State Department of Health Immunization Program at (800) 701-0704.

For more information on HPV and the vaccine, please visit:

Centers of Disease Control and Prevention (CDC) HPV website: <http://www.cdc.gov/std/hpv/default.htm>

CDC HPV Vaccine website: <http://www.cdc.gov/vaccines/vpd-vac/hpv/>

Immunization Action Coalition (IAC) HPV website: <http://www.vaccineinformation.org/hpv/>

¹ <http://www.cdc.gov/hpv/whatishpv.html>

² <http://www.cdc.gov/std/HPV/STDFact-HPV.htm>

³ <https://www.2.aap.org/immunization/illness/hpv/hpv.html>



