

NORTHVIEW HIGH SCHOOL

STUDENT HANDBOOK

2024-2025

NORTHVIEW HIGH SCHOOL MISSION STATEMENT

NORTHVIEW HIGH SCHOOL STRIVES TO PRODUCE STUDENTS WHO VALUE AND ENGAGE IN LEARNING.

NORTHVIEW HIGH SCHOOL VISION STATEMENT

NORTHVIEW HIGH SCHOOL EQUIPS GRADUATES FOR COLLEGE, CAREER, AND COMMUNITY.

Dear Knight Students and Families,

Welcome back to Northview for the **2024-2025** School Year. On behalf of the faculty, staff, and administration, it is a pleasure to welcome you to Northview High School. We have many exciting activities planned for the school year, and your participation is needed to make the school year a success. Every teacher, coach, administrator, and staff person is here solely for the benefit of students. Please get to know each of them and take advantage of their expertise.

Also included in this handbook is a copy of our school corporation rules on topics ranging from graduation requirements to discipline procedures. Please familiarize yourself with the handbook, and do not hesitate to ask an adult in the building to clarify anything that you do not understand. As a student of Northview High School, you have certain responsibilities that are required of you to remain in good standing. Please follow the rules of Northview High School and set a good example for others.

Again, welcome to Northview.

NORTHVIEW HIGH SCHOOL

3150 W. State Rd 340

Brazil, IN 47834

(812) 448-2661 FAX (812) 446-2647

Mr. Christopher Mauk - Principal

Mr. Bryan Strain - Assistant Principal

Mrs. Debbie Zimmerman - Assistant Principal

Mr. Scott Buell – Athletic Director

Mrs. Amy Boor – Sophomores and Freshmen (G-N) Counselor

Mr. Scott Mc Donald –Seniors and Freshmen (O-Z) Director of Guidance

Mrs. Christiana Gunderson –Juniors and Freshmen (A-F) Counselor

2024-2025 Northview High School Bell Schedule

SRT/Club Knight Schedule (M/W/F)

8:15 a.m.	1st bell
8:20 - 9:05 a.m.	1st period
9:05 - 9:10 a.m. (1-2 Passing Period)	
9:10 - 9:55 a.m.	2nd period
9:55-10:00 a.m. (2-3 Passing Period)	
10:00 - 10:45 a.m.	3rd period
10:45 - 11:15 a.m.	SRT
11:15 - 11:20 a.m. (3-4 Passing Period)	
11:20 - 12:45 p.m.	4th period
A Lunch 11:15-11:45	Class 11:50-12:45
B Lunch 11:50 - 12:20	Class 11:20-11:50
C Lunch 12:15-12:45	Class 12:25-12:45
12:45 - 12:50 p.m. (4-5 Passing Period)	
12:50 - 1:35 p.m.	5th period
1:35 - 1:40 p.m. (5-6 Passing Period)	
1:40 - 2:25 p.m.	6th period
2:25 - 2:30 p.m. (6-7 Passing Period)	
2:30 - 3:15 p.m.	7th period

Regular Schedule (Tu/Th)

8:15 a.m.	1st bell
8:20 - 9:10 a.m.	1st period
9:10 - 9:15 a.m. (1-2 Passing Period)	
9:15 - 10:05 a.m.	2nd period
10:05 - 10:10 a.m. (2-3 Passing Period)	
10:10 - 11:00 a.m.	3rd period
11:00 - 11:05 a.m. (3-4 Passing Period)	
11:00 - 12:30 p.m.	4th period
A Lunch 11:00 - 11:30	Class 11:35-12:30
B Lunch 11:30-12:00	Class 11:05-11:30
C Lunch 12:00-12:30	Class 12:05-12:30
12:30 - 12:35 p.m. (4-5 Passing Period)	
12:35 - 1:25 p.m.	5th period
1:25 - 1:30 p.m. (5-6 Passing Period)	
1:30 - 2:20 p.m.	6th period
2:20 - 2:25 p.m. (6-7 Passing Period)	
2:25 - 3:15 p.m.	7th period

1-hour Delay Schedule

9:15 a.m.	1st bell
9:20 - 9:59 a.m.	1st period
9:59 - 10:04 a.m. (1-2 Passing Period)	
10:04 - 10:43 a.m.	2nd period
10:43 - 10:48 a.m. (2-3 Passing Period)	
10:48 - 11:27 a.m.	3rd period
11:27 - 11:32 a.m. (3-4 Passing Period)	
11:32 - 1:02 p.m.	4th period
A Lunch 11:32 - 12:02	Class 12:07-1:02
B Lunch 12:02 - 12:32	Class 11:32-12:02
C Lunch 12:32 - 1:02	Class 12:37-1:02
1:02 - 1:07 p.m. (4-5 Passing Period)	
1:07 - 1:46 p.m.	5th period
1:46 - 1:51 p.m. (5-6 Passing Period)	
1:51 - 2:30 p.m.	6th period
2:30 - 2:35 p.m. (6-7 Passing Period)	
2:35 - 3:15 p.m.	7th period

2-hour Delay Schedule

10:15 a.m.	1st bell
10:20 - 10:49 a.m.	1st period
10:49 - 10:54 a.m. (1-2 Passing Period)	
10:54 - 11:23 a.m.	2nd period
11:23 - 11:28 a.m. (2-3 Passing Period)	
11:28 - 11:57 a.m.	3rd period
11:57 - 12:02 p.m. (3-4 Passing Period)	
12:02 - 1:32 p.m.	4th period
A Lunch 12:02 - 12:32	Class 12:37-1:32
B Lunch 12:32 - 1:02	Class 12:02-12:32
C Lunch 1:02 - 1:32	Class 1:07-1:32
1:32 - 1:37 p.m. (4-5 Passing Period)	
1:37 - 2:06 p.m.	5th period
2:06 - 2:11 p.m. (5-6 Passing Period)	
2:11 - 2:40 p.m.	6th period
2:40 - 2:45 p.m. (6-7 Passing Period)	
2:45 - 3:15 p.m.	7th period

DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. Pupils are expected to come to school looking clean and neat, in a manner which is accepted as being in good taste; (example: face painting is not in good taste).

Types of school dress which are **prohibited** during the regular school day:

1. All coats are to be placed in the locker upon arrival to school and should remain there throughout the school day unless approval has been given by the teacher to alter this policy.
2. No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, and/or sexual content. Clothing that intimidates, threatens, or disgraces a fellow student or staff member by means of a symbol or sign is not allowed. T-shirts that display the Confederate Flag would be an example of inappropriate attire.
3. Revealing fashions; i.e., extreme slit skirts, cut outs, bare midriffs, tube tops all see-thru clothing, mini-skirts, and tight-fitting clothes, undergarments worn as outer-wear, skirts, dresses and shorts must be finger-tip in length, shoulders should not be exposed, headwear (including but not limited to hats, bandanas, worn inside the building during the school day are prohibited unless approval has been given by an administrator).
4. Pajamas, bedroom slippers, or footwear not intended for out of home wear.
5. Jewelry, buttons, or other forms of ornamentation which are distracting, espouse violence, express obscenity, or call for an illegal act.
6. Tinted eye glasses (except for medical reasons).
7. Any clothing which creates a disturbance or expresses and/or implies obscenities or vulgarity. Oversized apparel (including saggy pants worn low on the waist, overalls with unfastened straps) is not allowed.
8. **No backpacks, purse backpacks, large purses, drawstring bags, or large totes are to be worn / carried in the building from the time the student enters the building upon arrival at school until school is dismissed for the day. The administration reserves the right to determine size.**
9. **No students are allowed to have backpacks on wheels in the building.**

Behavior Expectations

The students of Northview High School are expected to be Accountable, Respectful, Motivated, Organized, and Responsible. At the beginning of the year, the following procedures will be reviewed with the students. Throughout the school year, these procedures may be reviewed and reinforced so that the students are continually encouraged to “wear their ARMOR.”

	 ACCOUNTABLE	 RESPECTFUL	 MOTIVATED	 ORGANIZED	 RESPONSIBLE
AUDITORIUM	Understand and follow auditorium rules.	- Keep feet on ground. - Keep hands/feet to self. - Remain quiet during speaker or performance.	- Pay attention to speakers and/or performers. - Get seated quickly and stay seated during presentation.	- Place books and personal items under seat. - Stay with class.	Take all personal items with you when you leave.
BUS	Follow bus driver's rules.	- Keep hands/feet to self. - Use appropriate language and volume. - Listen to driver.	- Move directly to seat. - Stay in your seat for the entire ride.	Keep materials to yourself.	- Be prepared to enter/exit the bus. - Be on time for the bus. - Throw away trash.

CAFETERIA Before School	Remain in designated area.	- Remove hats when entering the building. - Say “please” and “thank you.”	Prepare to leave promptly for locker or class when bell rings.	- Deposit money into lunch accts. - Gather together all personal items and books.	- Display good table manners. - Throw away trash.
CAFETERIA Lunch	- Go to end of line. - Use only your own account.	- Use proper and polite manners. - Keep hands/feet to self. - Wait in line patiently.	- Be aware of others. - Move through line cautiously, quickly, and efficiently.	- Get all items while going through the lunch line. - Keep food/tray in your space.	- Clean area when finished. - Throw away trash.
CLASSROOM	- Come prepared to learn. - Be prepared to interact. - Be alert & awake. - Be in correct place when you need to be there. - Sit in chair with all legs on floor.	- Treat everyone with respect. - Be open-minded. - Listen attentively to instruction. - Use positive verbal and non-verbal communication.	- Actively participate. - Sit up straight in chairs. - Ask questions or for help if you need it.	- Have all materials each day. - Properly prepare homework before class.	- Be proactive with make-up work. - Turn in assignments on time. - Help others if warranted. - Come prepared with materials. - Throw away trash. - Be on time!
EXTRA-CURRICULAR ACTIVITIES	Bring sports pass/ticket.	- Follow directions of sponsor/coach. - Keep hands/feet to self. - Display good sportsmanship.	- Wear school colors. - Support team.	- Keep personal items together. - Be on time for meetings/games. - Have ride arrive at the appropriate time.	Throw away trash.
HALLWAY	- Use appropriate language. - Have a pass if in hallway during class time.	- Keep hands/feet to self. - Assist others. - Use appropriate language. - Stop for Pledge & Moment of Silence.	- Bring a positive attitude. - Walk to destination with purpose.	- Keep materials in locker. - Walk to the right. - Keep lockers free Of clutter.	- Keep hallways clean. - Throw away trash. - Use only your own locker.
LOCKER ROOM	- Understand and follow locker room rules and procedures. - Keep all personal items locked in locker. - Keep a set of gym clothes available.	- Keep hands/feet to self. - Help others when you can. - Use appropriate language. - Keep towels and clothes to self. - Respect others’ space & privacy.	- Get dressed and into gym quickly. - Be prepared to participate.	- Have all necessary toiletries & clothes in locker. - Pick up after yourself. - Remember shoes and clothes.	- Wash gym clothes periodically. - Lock all valuables and items. - Throw away trash. - Use only your own locker.
PARKING LOT	Use only one parking space.	- Yield for pedestrians. - Follow good traffic rules. - Open school doors for others.	- Enter building promptly upon arrival. - Leave politely and promptly.	- Follow the flow of traffic. - Bring school materials to and from vehicle.	- Drive 10 mph or slower. - Drive defensively - Throw away trash. - Parking in handicap spots requires a handicap sticker.
RESTROOM	- Report any problems. - Report writing on walls or stalls.	- Stay only long enough to use the facilities. - Respect others’ privacy. - Wait your turn.	- Check clock when entering. - Use facilities, then leave.	- Be clean. - Stack books on provided shelves.	- Clean up after yourself - Wash hands. - Throw away trash. - Report problems to the nearest adult or office.

Knight's Code

Students who misbehave or violate school guidelines, rules, procedures, and policies may be subject to a disciplinary consequence. Consequences may include Lunch Detention (LD), After School Detention (ASD), In School Suspension (ISS), Tuesday School (TS), Out of School Suspension (OSS), Court Ordered Placement for Education (COPE), and Expulsion (EXP).

LD is served during the student's lunch period as needed. The student should report directly to LD for their lunch period. When assigned a lunch detention, the student will be given a choice between several different meal options.

ASD is scheduled on selected evenings from 3:25 p.m. to 4:15 p.m. Students are to bring enough study materials to keep them busy for the entire 50-minute session.

TS is held each Tuesday from 3:25 to 6:15. Students should bring enough study materials to keep them busy for the entire 3-hour session. Students that report late to TS will not be permitted to serve and will be assigned the consequence for "failure to serve."

ISS is served at Cumberland Academy. Students assigned ISS are to report directly to Cumberland Academy and are not to be at Northview High School at any time during school hours. A student MAY return to Northview for after-school activities. ISS students are expected to study and complete various assignments that are sent to ISS from the student's various classroom teachers.

OSS is a period of time in which the suspended student is not allowed to participate in any school activities or even be present in the school building or on school grounds. Students receiving an Out-Of-School Suspension for a rule violation may receive a penalty called COURT ORDERED PLACEMENT FOR EDUCATION (C.O.P.E.). Indiana Code 20-33-8.5 states that Clay Community Schools and Clay County Juvenile Court can enter into an agreement for court assisted resolution of school suspension and expulsion cases, therefore students violating the infractions mentioned below will appear before a Judge in Clay Circuit Court. The Judge will order the student to attend supervised educational activities at Cumberland Academy and community service work crew projects. This program will serve all Clay County suspended youth who are in middle or high school and have been suspended out-of-school for a period of (1) to (10) days. Students will receive credit for their missed work. Two assignments of a COPE penalty or a total of 10 days is all that is allowed. A third COPE penalty may result in a recommendation for expulsion from school.

EXP is a disciplinary action whereby a student is separated from school attendance for a period in excess of 10 days. The length of the EXP can be as long as the remainder of the semester in which the expulsion was issued, the remainder of the school year in which the expulsion was issued, or even as much as one entire calendar year. The length of the EXP will be determined by the principal or his designee based upon the severity of the offense and in accordance with Indiana Code. The Principal or designee reserves the right to change the assignment of COPE to OSS if expulsion is filed with the Superintendent. For more information about EXP, refer to the "Clay Community Schools Secondary Corporation Handbook" portion of this document.

Discipline violations and penalties are based upon the entire school year. The chart below does not encompass all potential violations of the Disciplinary Code. Some example infractions and normal penalties are shown, but the known facts of a violation may alter the final penalty assessment. **The school administration reserves the right to change/alter any discipline violations and penalties in a situation not involving state or federal statutes.** Law Enforcement Officials will be contacted on any instances deemed necessary.

KC	VIOLATION	1 st REPORT	2 nd REPORT	3 rd REPORT
Minor Offenses				
1	False reporting or providing misinformation to administrative staff.	1-3 TS	3 days ISS	3-10 days COPE
2	Improper attire	Warning/change. Use of class time unexcused	1-2 days ASD	2 days TS
3	Inappropriate display of affection	1-day ASD	1-2 days ISS	2 days TS
4	Cell phone/smart watch/ear bud	Cell phone/device confiscated	Cell phone/device confiscated 1-day TS	Device confiscated 2 TS

5	Unauthorized electronic device	Device confiscated	Device confiscated 1-day TS	Device confiscated 2 days TS
6	Inappropriate use of an electronic device	Device Confiscated and 2 TS to rec. for expulsion		
7	Inappropriate language	1-day ASD	1-day TS	2 days TS
8	Uncooperative with school personnel	1-day ASD	1-day TS	2 days TS
9	Sleeping in class	Warning Parents Contacted	1-day ASD	1-day TS
Disruptive Behavior Offenses				
10	Classroom talking or misbehavior	1-3 days ASD	1 to 3 days TS	2 days TS and May remove from class
11	Disruptive in hallways, office, or on school grounds	1-3 days TS	1-day ISS	3-10 days COPE May rec. expulsion
12	Improper conduct in the cafeteria	1-3 days TS	1-3 days ISS	3-10 days COPE
Attendance Offenses				
13	Excessive tardies (based on a semester)	Tardy 1: Warning to student by teacher	Tardy 2: Warning by Administration and parents notified	Tardy 3: 1 ASD and parents notified
		Tardy 4: 1-day TS and parents notified by mail	Tardy 5: 2 days TS and parent conference	Tardy 6: 1 day of I/S/S parents notified
14	Leaving class or building without permission	1-3 ASD to 2-10 days of COPE and may recommend expulsion, depending on severity		
15	Failure to Sign in/out at attendance office	1-day ISS or 1-day TS	1-day TS & 1-day ISS	2 days TS
16	Cutting Class & or Out of Assigned Area	1-day TS	2 days TS	1-3 days ISS to 5 days COPE
17	Truancy (based on school year)	2 days TS & may rec. attendance probation	1-3 days I/S/S Attendance probation, juvenile truancy charge	5-10 days COPE May rec. expulsion
18	Writing fictitious notes or phone calls	2 days ISS	3 days ISS	3-10 days COPE May rec. expulsion
19	Legal settlement IC 20-8.1-8.5	Violation may lead to recommendation for expulsion		
Failure to Attend or Complete Consequence Offenses				
20	Failure to attend or complete ASD	1-day TS	1-day TS	1-day TS
21	Failure to attend or complete TS	Makeup TS plus 2 days TS	Makeup TS plus 3 days TS	10 days COPE May rec. expulsion
22	Failure to attend or complete ISS	2 days ISS to 2 days of COPE	1-3 days of COPE	1-3 days of COPE
Miscellaneous Offenses				
23	Cheating, Plagiarism, Violation of Academic Integrity Policy	Grade of “0” for the assignment or exam	Grade of “0” for the assign. or exam and 2 days TS	Grade of “F” for the 9-week grading period
24	Driving/Parking violation	Warning/penalty to driving privilege suspension/revoked	1-3 days TS to driving privilege suspension /revoked	Driving privilege suspended or revoked
25	Tampering and/or Violation of Computer Policy	1-3 ASD to 2-10 days of COPE and may recommend expulsion, depending on severity of the violation		
26	Bus infraction	Discipline will be determined by severity of act		
Language & Violent Behavior Offenses				
27	Conduct or Language directed at a student	1-day ASD to 3 days ISS		
28	Conduct or Language directed at a staff member	1-3 ISS to 2-10 days of COPE and recommend expulsion		
29	Rude/Insubordinate to school personnel	2 days TS to 2 days COPE	3 days TS to 3 days COPE	3-10 days of COPE May rec. for expulsion

30	Bullying any student, teacher, other school employee, or visitor	1-3 TS to 2-10 days COPE May rec. expulsion	2-10 days of COPE May rec. expulsion	5-10 days of COPE May rec. for expulsion	
		Parent notification will be attempted within 1 business day of substantiation of allegations.			
		Offender will serve penalties above, and in addition, will complete bullying education counseling with school Guidance Department. Following completion of school-offered counseling, a follow-up appointment will be made with Guidance Department to gauge progress and monitor any further developments.			
31	Threatening, intimidating or harassment of any student, or visitor	1-3 TS to 2-10 days COPE May rec. expulsion	2-10 days of COPE May rec. expulsion	5-10 days of COPE May rec. for expulsion	
32	Threats/harassment to school personnel	3-10 days of COPE May rec. expulsion	10 days OSS and rec. for expulsion		
33	Physical attack on a student	10 days OSS and recommend expulsion			
34	Physical attack on Staff member	10 days OSS and recommend expulsion			
35	Fighting	5 days COPE	10 days OSS and rec. expulsion		
Prohibited Substance Offenses					
36	Possession of any part or use of any device used for vaping	INDEPTH Program or Law Enforcement contacted & 3 days TS	5 days COPE & law enforcement will be contacted.	10 days COPE, Referral to Substance Abuse Program, Form 16, law enforcement contacted and May rec. for expulsion	
37	Possession/Use/Sale of Tobacco or look-alike subs.	INDEPTH Program or Law Enforcement contacted & 3 days TS	5 days COPE & law enforcement will be contacted.	10 days COPE, Referral to Substance Abuse Program, Form 16, law enforcement contacted and May rec. for expulsion	
38	Drug or Alcohol Use or Under the Influence	5-10 days of COPE, Referral to Substance Abuse Program and Form 16: May Recommend Expulsion	10 days of COPE, Referral to Substance Abuse Program and May recommend Expulsion		
39	Drug or Alcohol Possession	10 days COPE, Referral to Substance Abuse Program, Form 16, and law enforcement contacted may recommend Expulsion			
40	Drug or Alcohol Sale or Distribution	10 days of COPE/OSS, law enforcement contacted and May Recommend Expulsion			
41	Possession or Sale of Drug Paraphernalia	5-10 days of COPE, law enforcement contacted and May Recommend Expulsion			
Weapon Offenses					
42	Possession/sale of weapons other than firearms/deadly weapons	3-10 days of COPE May rec. expulsion	5-10 days COPE May rec. expulsion	10 days COPE May rec. expulsion	
43	Poss/Use/Sale/Threat with deadly weapon other than a firearm.	10 days OSS and recommend expulsion			
44	Poss/Use/Sale/Threat with a handgun or destructive devices	Required expulsion			
45	Poss/Use/Sale/Threat with rifles or shotguns loaded or destructive devices	Required expulsion			
46	Poss/Use/Sale/Threat with other firearms or destructive devices	Required expulsion			
47	Poss/Use/Sale/Threat with Firecrackers & other Explosives	5-10 days COPE May rec. expulsion			

Other Major Offenses				
48	Vandalism (neglect)	Restitution and 1-2 days TS	Restitution and 1-3 Days ISS	Restitution and 3-10 days COPE
49	Vandalism (minor)	Restitution and 1-day ASD	Restitution and 2 days TS	Restitution and 3-5 days COPE
50	Vandalism (major)	Restitution and 3-10 days of COPE	Restitution and 10 days of COPE May rec. expulsion	
51	Theft	Restitution and/or 3-10 of COPE	Restitution and/or 10 days of COPE May rec. expulsion	
52	Failure or refusal to identify yourself to school personnel	2 days of TS to 5 days COPE	10 days COPE May rec. expulsion	
53	Gang activity	5-10 days COPE May recommend. expulsion	10 days COPE May recommend expulsion	
54	Offensive/Hate Speech	5-10 days COPE May recommend expulsion	10 days COPE May recommend expulsion	
Habitual Offender Protocol				
55	Excessive TS	3 days COPE instead of the 7 th incident of TS	5 days COPE instead of the 8 th incident of TS	10 days of COPE May rec. for expulsion
56	Excessive COPE	Two incidents of COPE or an accumulation of more than 10 days of COPE may result in a recommendation for expulsion		
57	Excessive OSS	Two incidents of OSS will result in recommendation for expulsion. Also, by State Law, the 2 nd OSS will result in the school filing to have the student's license invalidated		
58	Habitual/Repeat Offender	An accumulation of 8 disciplinary referrals constitutes a continual disruption to the school and will be grounds for expulsion at the discretion of the principal or his designee		

CELL PHONE POLICY

Possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, smart watches, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or education function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene is prohibited. Unauthorized wireless devices are to be turned off and in your locker before the beginning of the instructional day through dismissal.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device to manage the student's health care plan; c) to use a wireless device as part of the students Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school personnel. Such a device will be returned in accordance with school policy.

Legal Reference: IC 20-26-5-40.7

DIGITAL CITIZENSHIP

Northview students are expected to exhibit good digital citizenship during school hours, during school activities, and during non-school time when a student's use of the internet and social media could interfere with the educational environment of Northview High School. Northview students cultivate and manage their digital identity and reputation and are aware of the permanence of their actions in the digital world. Students are to engage in positive, safe, legal, and ethical behavior when using technology, including social interactions online or when using networking devices.

ATTENDANCE

The complete attendance policy is found in the Clay Community School's Student-Parent Handbook.

If a student has been removed from two classes, he/she may be recommended for expulsion.

Attendance and tardies will accumulate on both semester and yearly basis. Once a student arrives at Northview High School, he/she cannot leave school property without contacting a school administrator or designee, and then permission must be given by a parent/guardian in order for the student to leave school.

No one should leave the building without permission of school administrators or designee. **(see violation #15 concerning sign in/out of building)**

If a student arrives at school after the 8:20 bell, the student **MUST** sign into the attendance office.

Students who are absent from school should not attend school activities during the day of the absence, including co-curricular and extra-curricular activities or school sponsored events.

STUDENT/PRE-ARRANGED ABSENCES (SPA)

In the event that it becomes necessary to take a student out of school, a parent/guardian can apply for a SPA. Applications are available in the Attendance Office. Certain qualifications must be met. SPA's will count toward days missed in accordance with our Attendance Policy. Students are expected to get all work prior to the SPA, and all work is due when the student returns to school, unless special arrangements are made with teachers. Students on an attendance contract are highly discouraged from applying for SPA, except in the most unique of circumstances.

FIELD TRIPS

Student participation on a field trip may be denied due to attendance concerns. Students who qualify for an Attendance Contract, may be denied participation in field trips. No field trips will be allowed the last month of each semester. It is the student's responsibility to have the field trip form signed by their teachers **PRIOR** to taking the field trip. **Any work assigned during the field trip is due when the student returns.** Students returning from field trips are to report to class when they return to school.

FINAL EXAMS

Students are required to take final exams following the final exam schedule at the end of each semester. If a student is absent during final exams, he/she will need to make up finals on the scheduled final make-up day. If students are unable to take finals during the final make-up times, they will need to schedule a time with their individual teachers as soon as possible. Failure to take a final exam will result in an F, and credit will not be awarded for the class.

SEMESTER GRADES

Teachers have the right to determine all semester grades. Teachers are responsible for figuring student grades **AT THE END OF THE GRADING PERIODS**. The **STUDENT** is responsible for keeping track of his/her grades or may use Powerschool to keep track of his/her grades.

POWERSCHOOL

Students and parents may monitor student grades through the Powerschool program. If parents need assistance signing-up or checking Powerschool, please contact your student's Guidance Counselor.

Communication with Teachers

Northview High School believes that a cooperative effort must exist between teachers and parents in providing the best possible education for children. Communication is a key component in making this an effective working relationship. Therefore, when questions arise concerning school issues, parents are encouraged to call or email your student's teacher.

Teacher emails can be found at the Clay Community School Corporation website.

GRADES (GRADING SCALE, POINT EQUIVALENTS AND RANGES FOR FIGURING SEMESTER GRADES)

Please refer to the corporation policy concerning grades, located in the Secondary Handbook.

ACADEMIC INTEGRITY

Academic Integrity is defined as providing or accepting assistance on forms of student assessment. Students are expected to conduct themselves honestly and with integrity in their work. Behavior that is unacceptable includes, but is not limited to:

- 1) Copying another student's work or giving work to another student to be copied.
- 2) Working with others on projects or homework assignments that are intended to be done individually.
- 3) Looking of copying another student's homework, project, quiz or test answers.
- 4) Allowing another student to copy your homework, project, quiz or test answers.
- 5) Using any unauthorized method of obtaining answers to school work, tests or quizzes.
- 6) Copying information from a source without proper attribution
- 7) Taking papers from other students, publications or the internet that is not authorized by the teacher.

Penalties for violations of the Academic Integrity policy are outlined in the Knights Code.

MAKE-UP WORK

It is the student's responsibility to make up work that has been missed due to an excused absence. Students and/or parents should call, email, or contact the teacher to determine the missed assignments.

Students who get assignments upon returning to school will have one day for each day's excused absence in which to submit the required make-up work. Missed work caused by an extended illness will be reviewed, and specific dates will be established for the work to be completed.

CHANGE OF ADDRESS

The office should be notified immediately of any change of address or phone number. During the school year many mailings are sent to the homes and an up-to-date roster is essential for the school's computer to print mailing labels. It is also important that we have emergency phone numbers in case of an emergency involving a student.

GUIDANCE SERVICES

The Northview counseling staff offers a variety of services to students, parents, and faculty members.

These services include:

Enrollment of students	Scheduling
Grades	Personal counseling
Career planning	Applications
Post-secondary plans	College visits
College representatives	Group counseling
Orientation sessions	Achievement programs
Transcript copies	Permanent records
Referral to specialists	Initiate testing
Military information	College, Univ., Tech School Information
<i>Counselors will also assist parents in arranging conferences with teachers.</i>	

COLLEGE VISIT POLICY

A junior or senior student who has made a pre-arranged college day visit through his/her school's guidance department will not be

counted absent from school for a maximum of two days per school year. The student must present to the office a note from the college verifying his/her attendance for the college day. If a student is on an attendance contract or is not in good academic standing or the day is in the last month of the semester, the student may not be approved for a college day visit.

ALICE & SAFETY-RELATED DRILLS

Safety-related drills will be conducted regularly at Northview High School in accordance with Clay Community Schools guidelines and Indiana Code. These drills include, but are not limited to, Fire Drills, Tornado Drills, Earthquake Drills, and Active Shooter Drills.

ANNOUNCEMENTS

School announcements will be e-mailed to all teachers and students by the school secretary at the end of each school day. If a parent wishes to receive an email containing the daily announcements, please contact the Main Office.

HALL PASS PROCEDURE

Students who leave class for any reason must have teacher permission and have a pass issued by the staff member. Verbal permission is not acceptable.

MEDIA CENTER

The school media center offers a wide range of materials for study, research, and pleasure reading. Students may use the center before school, after school, or when special arrangements are made by a teacher. Students are financially responsible for lost or damaged library books.

SCHOOL FEES

Students enrolling should plan to pay for fees upon receipt, prior to the beginning of classes. Students are financially responsible for their school-issued Chromebook.

Students who withdraw from school, leave the school in good standing, and **return their Chromebook in acceptable condition**, will receive the amount of refund due. The refund calculation is figured per 9-weeks basis.

Students are required to pay for outstanding school financial obligations. Parents will be notified of such obligations. School policy requires that overdue obligations will be submitted to a collection agency. Therefore, please keep all bills paid, thus enabling you to avoid the required legal process.

CAFETERIA

The school lunch and breakfast programs at Northview are provided in accordance with the Federal School Lunch Program. The menu is posted monthly. A prepaid accounting program utilizing the students' ID card is used. Each student will have his/her own account in which to deposit money for lunch, breakfast, extra milk and ala carte items. Students who receive free lunch will need to have money in their account to purchase ala carte or "extra" items.

Deposits to the student's cafeteria account should be made before school in the cafeteria. Parents may send any amount (daily, weekly, or monthly) for deposit prepaying the student's **food account only**. Be sure the student's name and ID number are listed on the check. Checks should be made payable to Northview High School and should be for the **exact amount to be deposited**.

It is everyone's responsibility to help keep our cafeteria clean, neat, and orderly. Each student should be sure his/her tray is returned. *Students observed throwing or intentional littering the cafeteria will receive a disciplinary consequence listed in the Knight's Code. Students are not allowed to have food delivered from commercial establishments. Food and drink are not allowed outside of the cafeteria during the school day.*

Students are not allowed in the academic hallways during lunches and should use the restrooms located next to the auditorium.

GOOD STANDING

Students who wish to run for Student Council, a class or school officer position, or be elected to the Prom or Homecoming court must be in good standing, as they serve as representatives of Northview High School Students in good standing must meet the following conditions:

A cumulative GPA of 2.0, pass five classes in the current semester or the previous semester of the election, have no more than 10 unexcused absences in the current semester or the previous semester of the election, have not received any violation of the Knights Code that would assign (2) TS or (1) ISS/OSS/ or COPE in the current semester or the previous semester of the election. Violations of the Academic Integrity Policy within the semester of the election or the previous semester. NHS administration will give the final approval on all students who wish to participate on the homecoming court or hold a class office.

CLUBS AND ORGANIZATIONS

All students are encouraged to participate in the club program that meets during SRT. NHS offers memberships and many activities during the club program. For complete information about individual clubs, contact the club sponsor or the Guidance Office. A student must sign-up prior to the first club meeting. An official list will be published and distributed to all homeroom teachers. This list will determine who reports to club meetings.

LOCKERS

Each student will be issued a hall locker. **Each student is to use only the locker assigned to him/her, and no one is to put anything in someone else's locker.** To assure the safety of the locker contents, the combination should be revealed to no one. Notify the office with any locker problem. Students are also assigned a lock for PE. Students should lock their personal belongings in the locker room during PE class. NHS is not responsible for items lost or stolen during PE class.

LOST AND FOUND

Articles that are found should be turned into the Media Center. Anyone losing articles should inquire about them there. The school cannot be responsible for lost items.

SIGNS AND POSTERS

Students are not permitted to hang signs or posters in the building without the permission of the office. Students who wish to post any signage will need to obtain permission from school administration, and only post in the designated area. Failure to follow the guidelines regarding the posting of signs and posters, may result in a disciplinary referral.

SCHOOL DANCES

Northview may have several dances throughout the course of the school year. The start and end times for dances vary by dance. **Parents are to pick-up students promptly at the end of the dance.** These dances are for Northview students only, and no one may bring a guest unless prior approval from the principal or designee has been given. Students who are on an attendance contract may be denied entry to school dances including stargazers, prom, and homecoming dances.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the guidance office. On the day of withdrawal, the student will be given a form to be presented to the student's teachers, the media specialist, and the bookkeeper. At the end of the day, the completed withdrawal form must be returned to the Guidance Office. All financial obligations must be met prior to withdrawal. Students under the age of 18 are required to have an exit interview with his/her guardian, and the building principal or his designee.

SURVEILLANCE SYSTEM

Northview High School is equipped with surveillance cameras. These cameras have been placed inside and outside the school for the protection of school and student property. The cameras also help to make Northview a safer environment for our students.

NORTHVIEW HIGH SCHOOL SPORTS

Northview High School offers the following sports: Football, Cross Country, Tennis, Soccer, Volleyball, Basketball, Wrestling, Baseball, Softball, Track and Golf.

ACADEMIC LETTER AND JACKET

Students invited to the Northview Academic Banquet for the first time will receive an Academic pin. When invited the second time, the student qualifies for a letter in Academics and then may purchase a jacket (the jacket will be the same one used for athletics at Northview). At this time, two bars and the "Academic Lamp of Learning" for Academics may be placed on the "N" on the letter jacket (one for each year the student qualifies for the invitation to the banquet).

To summarize:

- First banquet - Academic pin
- Second banquet - Issuance of a blue card which will allow a student to purchase a letter jacket -the "N" may be placed on the jacket –the "Lamp of Learning" insignia with two bars indicating the number of years as an honor student.
- Third banquet - Addition of another bar
- Fourth banquet - Addition of another bar

*Athletic letters and honors may be placed on this jacket according to athletic rules governing the issuance of these honors.

*The year of graduation may be placed on the sleeve of the jacket.

*The Northview Marching Band, Northview FFA and other groups will continue to have their jackets.

Questions or concerns can be directed to the Athletic Director or Principal.

NORTHVIEW HIGH SCHOOL ALMA MATER

*HAIL THE MIGHTY KNIGHTS OF NORTHVIEW,
BRAVE AND TRUE AND STRONG.
SING WE NOW OUR PRAISE AND GLORY.
RAISE YOUR VOICE IN SONG.
LIFT THE CHORUS; CHEER IT ONWARD; LOUD OUR HONOR CRY.
HAIL TO THEE, OUR KNIGHTS OF NORTHVIEW,
HAIL TO NORTHVIEW HIGH!*

NORTHVIEW SCHOOL SONG

*HAIL THE FIGHTING KNIGHTS OF NORTHVIEW
SILVER, MAROON AND BLACK.
CHEER THE NOBLE KNIGHTS OF NORTHVIEW
SPIRIT, WE DON'T LACK.
ONWARD, VALIANT KNIGHTS OF NORTHVIEW
A VICTORY WE CLAIM,
HAIL THE FIGHTING KNIGHTS OF NORTHVIEW,
WE WILL WIN THIS GAME.*

SCHOOL COLORS: MAROON, SILVER AND BLACK

SCHOOL NICKNAME: KNIGHTS