

**NEW CASTLE AREA CAREER PROGRAMS  
STUDENT ACTIONS AND DISCIPLINE GUIDELINE**

New Castle Area Career Programs desires an atmosphere that is safe, orderly, and supports learning. Rules are necessary to assure the safety and well being of all students as well as accomplish desired educational goals. Rules are common sense and good manners. You may feel the rule(s) is not in your best interest as an individual, but we support each one in order to serve the entire student body. There may be circumstances when students are disciplined differently for a similar action due to different home school policies and practices. Home school guidelines will be followed when suspension and/or expulsion is requested.

VIOLATION	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE
Disruptive conduct	Conference to detention	Suspension
Inappropriate dress	Conference	Sent home - detention
Failure to follow teacher's direction, defiant attitude, failure to follow a direct order, refusal to participate in class.	Detention to suspension	Suspension to expulsion
Possessing or the use of a tobacco product	Disciplinary action will follow home school guidelines	
Fighting (police will be called)	Suspension	Suspension/Expulsion
Harassment, threats & bullying	Suspension/Expulsion	Expulsion
Inappropriate language including profanity, obscenity, and/or comments inappropriate for a school setting.	Conference to detention	Detention to suspension
Leaving school without permission, arriving late, absent without prior notice but attends home school.	Detention equal to class time missed	Detention equal to twice the class time missed
Under the influence of illegal substance; improper use of medication; possessing or transporting drugs, alcohol, or paraphernalia.	Disciplinary action will follow home school guidelines	
Possessing, using, or transporting an item that appears to be a drug, alcohol, or intoxicant.	Disciplinary action will follow home school guidelines	
Reckless driving on school grounds.	Conference	Restricted parking
Display of inappropriate material in/on a vehicle on school grounds.	Conference	Restricted parking
Theft of school or student property. Vandalism to school or personal property. Uninvited use of another student's property.	Restitution and/or suspension	Restitution and suspension/expulsion
Possession (in sight) of a cell phone or communication device during class time. Possession of any electronic device disruptive to class	Confiscate phone for the day & 30 min detention	Confiscate device for a week & Saturday school
Use of a cell phone, communication device, or electronic devise during class time.	Confiscate device for 1 week & Saturday school	Suspension - parent conference
Endangering the safety of others or oneself. Possession of a weapon. Altering or affecting personal items including food and/or drink.	Detention, suspension, expulsion	Expulsion/ Removed from class
Improper or inappropriate use of school equipment including the internet.	Conference/Suspension No internet access	Suspension/Expulsion
Aiding, assisting, or conspiring with another person to violate student conduct rules or state/federal law.	Disciplinary action will follow home school guidelines	
Falsely accusing a person of harassment or violating a school rule and/or state or federal law	Conference/Expulsion	Expulsion
Failing to report a potentially dangerous situation to a teacher or administrator.	Conference/Expulsion	Expulsion
Violating any rules that are reasonably necessary to carry out the school function.	Disciplinary action will reflect incident and home school guidelines.	

Individuals involved in acts that are against the law will be turned over to legal authorities. This includes fighting. The 3<sup>rd</sup> report of a similar incident will result in removal from the career program, which may result in expulsion from school. Certain infractions require that expulsion be for one year. A suspension or expulsion includes New Castle Area Career Programs and home school participation.

## EXPLANATION OF TERMS AND INFRACTIONS

**ATTENDANCE:** Regular attendance and being on time are essential for success at any job. New Castle Area Career Programs does not define excused or unexcused absences the same as high schools. Rather, as in the world of work, if a person is absent, he/she is unable to complete the day's work. ALL ABSENCES WILL COUNT AGAINST A STUDENT'S GRADE AND BE RECORDED PERMANENTLY. Due to the nature of career programs it is impossible to make up missed time and earn full credit. Excessive absence is a reason for failure. Education-related field trips do not count as absence if arrangements are made through your career program instructor prior to the date of the trip. A student earning a grade below "C" or who has excessive absences may not be given permission to miss class for school sponsored activities including field trips.

**PERMISSION TO MISS CLASS:** Students may not miss NCACP class without prior approval. Students wishing to leave class early or come late must present a note signed by a parent or guardian, prior to the requested absence time. The instructor will initial the note that he/she is in agreement with the time away from class. The student will bring the note, with the instructor's recommendation, to the career center office and sign out prior to leaving. If the career center does not feel the absence is in the student's best interest, a call will be made home to inform the parent. NO STUDENT MAY LEAVE SCHOOL WITHOUT PRIOR PARENTAL APPROVAL.

**PARTIAL DAY ABSENCE:** On occasion students become sick, or sidetracked between regular school and NCACP class. A student missing part of the school day must inform the home school or NCACP Office prior to leaving or upon arrival they have or will miss part of the school day. STUDENTS ABSENT PART OF THE DAY WITHOUT PRIOR NOTICE WILL BE ASSIGNED DETENTION EQUAL TO THE CLASSTIME MISSED. A PARENT WILL BE NOTIFIED THE STUDENT IS MISSING FROM SCHOOL AND THEIR LOCATION IS UNKNOWN. PRESENTING A NOTE OR HAVING A PARENT CALL AFTER THE ABSENCE IS NOT ACCEPTABLE.

**INAPPROPRIATE ATTIRE:** Clothing that in any way disrupts the educational process, has inappropriate message or innuendo, promotes vulgarity, allows for indecent exposure, or endangers the safety of any student are not allowed. This includes pants worn below the hip-bone, sleeveless shirts, or clothing that is excessively dirty or have rips and holes. Students will be informed the item(s) are inappropriate and should not be worn. In some cases they may be asked to turn a shirt inside out or given a shirt to cover theirs. Students with ripped or torn pants may be given a shop apron or coat to wear during class time.

**CELL PHONES OR OTHER ELECTRONIC COMMUNICATION DEVICES:** Cell phones should remain in the student's vehicle or locker during class time. Phones in purses or coats must be turned off and not available to students. Parents will be contacted and given the option to come to the career programs office and pick up a student's phone in lieu of being confiscated for a week. Discuss emergency situations with the teacher prior to class.

**DETENTION:** Detention time will be served before or after school as punishment. Failure to make up all time as assigned will result in the additional time assigned or suspension until time is made up.

**SUSPENSION:** Results in a student missing school at NCACP as well as the home school. In-school suspension or Saturday school will be used whenever possible to allow an individual to attend school or make up assignments. Removal from class for more than one day will be considered a suspension on the individual's record regardless of the method of punishment. UNDER P.L. 121-1989, A PERSON UNDER 18 YEARS OF AGE WILL LOSE DRIVING PRIVILEGES IF SUSPENDED TWICE IN THE SCHOOL YEAR

**EXPULSION:** Circumstances may require that a student be removed from the school setting for disciplinary reasons. In such cases, a parent or guardian will be notified of the incident and options available to them should they be in disagreement with the punishment. Expulsion may be for the semester or school year. Expulsion will result in a loss of credit for the semester. Expulsion follows the guidelines of the home school.

**SEARCH OF PERSON, LOCKER VEHICLE, OR BELONGINGS:** Upon "reasonable suspicion or probable cause" on the part of a teacher or an administrator, a student may be subject to search and seizure by the director or other members of the administrative staff. This search may extend to the student's locker, vehicle, or belongings. Any substance and/or items found during such search may be confiscated and/or may be grounds for suspension, expulsion, and/or arrest.

**HARASSMENT/THREATS/BULLYING:** Verbal harassment/threats/bullying consists of, but not limited to, unwanted or unappreciated written or oral comments, jokes, insults, propositions, or disparaging remarks of a sexual nature or concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation. Verbal harassment can also consist of conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person. Harassment/threats/bullying of any kind will result in disciplinary action being taken appropriate to the type and degree of harassment/threats/bullying.

Non-verbal harassment/threats/bullying consists of, but not limited to, causing the placement of objects, pictures, or graphic commentaries (sexual or otherwise) in the school environment or the making of insulting gestures, sounds, leering, whistling, and the like to fellow student, staff member, or other persons.

Physical contact such as threatening or unwanted touching or attempts at same such as patting, pinching, or pushing the body of a fellow student, staff member, or other person associated with the Corporation. Physical contact also includes any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other persons.

To report harassment/threats or for information on reporting harassment, contact Mr. Robert Hobbs, Director, New Castle Area Career Programs, or Maria Sells, Assistant Superintendent for Personnel, New Castle Community School Corporation.

**GRIEVANCE PROCEDURE:** A grievance procedure is available to students/parents who believe they have reason for complaint in regards to action or lack thereof on the part of NCACP employees. The procedure is part of Public Law 29-318. To file a grievance or for information regarding grievances go to the [www.nccsc.k12.in.us](http://www.nccsc.k12.in.us) (Corporation website) or contact Maria Sells, Assistant Superintendent, New Castle Community Schools, at 765-521-7201.

**NON-DISCRIMINATION:** New Castle Area Career Programs has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping condition, and national origin, including limited English proficiency. This policy not to discriminate extends to employment by the Corporation.

For further information, clarification, or complaint regarding Title IX (sex), Section 504 (handicapped), and Americans with Disability Act (ADA) compliance access the corporation website at [www.nccsc.k12.in](http://www.nccsc.k12.in) or contact Maria Sells at 322 Elliott Avenue, New Castle, IN 47362, or phone at 765-521-7201.