

## Northridge Middle School Receipt of Handbook

My signature below verifies that I received a Northridge Middle School Student Handbook for the **2016-17** school year. I understand it is my responsibility to read this information carefully and ask the appropriate school officials questions for which I need clarification. Also, I understand that I am to abide by all the policies and procedures stated in the handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Northridge Middle School

## 2016-2017

482 West 580 North  
Crawfordsville, IN 47933  
364-1071

Mr. Benjamin Moore  
*Principal*

Mr. Steve Renzino  
*Assistant Principal*

Mrs. Carrie Woolwine  
*Director of Student Services*

Mr. Alan Bane  
*Athletic Director*

Mrs. Sally Fruits  
*Receptionist*

Mrs. Tina Bellendir  
*Administrative Asst./Treasurer*

Mrs. Jessica Fruits  
*Nurse*

Mrs. Traci Walke  
*Receptionist/Attendance Secretary*

## Mission Statement



***Take Care of Yourself***

***Take Care of Each Other***

***Take Care of this Place***

## Vision Statement

We envision Northridge as an exemplary school where students are motivated and successful through daily school/community collaboration and communication. Continuous learning is encouraged through mutual respect in a safe atmosphere.

## Foreword

Welcome to Northridge Middle School. The purpose of this handbook is to give students, faculty, parents, and visitors to our school information and guidelines that help us meet our goal of the best education possible for each student. Students are expected to read and know this material. School policies may be changed at any time upon the agreement of the school board and the administration.

## School Traditions

***Colors:*** Navy Blue and Silver Gray

***Mascot:*** Cougar

***Nickname:*** Cougars

***Song:*** Northridge Middle School Song

*Cheer! Cheer! For Northridge Cougars;*

*We've got the spirit and loyalty*

*Cougar pride is here to stay, and that is the reason you'll hear us say:*

*We are never daunted; We never stall.*

*Cougars never quit and Cougars never fall.*

*Cougar power with all their might will bring us a win tonight!*

*Words composed by eighth grade general music class of 1988-89*

*Music: Notre Dame Fight Song*

## **Sagamore Athletic Conference**

Crawfordsville Middle School  
Danville Middle School  
Frankfort Middle School  
Lebanon Middle School  
Northridge Middle School  
Southmont Jr. High School  
Tri-West Middle School  
Western Boone Jr.-Sr. High School

### **Accreditation**

State of Indiana

### **School History**

Northridge Middle School, constructed in 1987, serves approximately 450 sixth, seventh and eighth grade students residing in the northern half of Montgomery County. It is a part of the North Montgomery Community School Corporation which serves the communities of Darlington, Linden, New Richmond, Waynetown, Wingate, and the northern suburbs of Crawfordsville.

### **Roles and Responsibilities**

All school community members are responsible for assuring that the environment of the school is supportive to the educational program. The school community is defined as parents, students, faculty/staff, counselors, and administrators.

#### **Parent, Guardian, Legal Custodian Responsibilities:**

- ❖ To see that their student attends school regularly, on-time, and with lessons prepared
- ❖ To initiate contact and/or arrange a conference with teachers to communicate any concerns
- ❖ To provide an appropriate time and place for students to complete homework assignments
- ❖ To care for their student's health and well-being
- ❖ To work with school personnel and community agencies to enforce appropriate student behavior
- ❖ To understand each section of the student handbook as it relates to discipline and assure that their child understands the established standards, rules, and consequences of rule violations
- ❖ To move through the appropriate channels in terms of school personnel if a concern develops

#### **Student Responsibilities**

- ❖ To demonstrate respect for the rights and feelings of other students, school personnel, and visitors of the school
- ❖ To attend school regularly, attend class on-time, and prepare for lessons
- ❖ To demonstrate fully the expectations for students as outlined in the student handbook

- ❖ To understand the established standards, rules, and consequences of rule violations as outlined in the student handbook as they relate to discipline

#### **Faculty/Staff Responsibilities**

- ❖ To be a positive example
- ❖ To provide an invitational learning environment
- ❖ To initiate notification to parents of a student who is not fulfilling expectations
- ❖ To use class time in an appropriate manner
- ❖ To understand and consistently encourage the established standards and rules
- ❖ To confer with parents, school personnel, and students to assist in correcting unsatisfactory student behavior

#### **Counselor Responsibilities**

- ❖ To be a positive example
- ❖ To confer with parents concerning academic problems
- ❖ To counsel with staff on effective ways to help students
- ❖ To counsel with students with problems
- ❖ To establish student support groups when appropriate
- ❖ To counsel students on future academic and career related issues
- ❖ To understand and consistently encourage the established standards and rules

#### **Administrative Responsibilities**

- ❖ To be a positive example
- ❖ To plan, organize, and direct the school to assure that all standards are implemented and understood
- ❖ To monitor the standards to assure that the school has a safe learning environment
- ❖ To confer with students, parents, and staff concerning the standards and rules
- ❖ To counsel the staff on effective ways to improve student behavior within the school setting
- ❖ To establish programs and professional development opportunities for staff so that all persons understand the established standards

#### **Community/Business Member Responsibilities**

- ❖ To support the efforts of the school by providing students with a sense of accountability for being good citizens of our community.
- ❖ To assist the school when appropriate by sharing, demonstrating, or providing school-to-work experiences

### **The Pledge of Allegiance**

Each school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance.

IC 4-6 requires that each classroom will establish a daily moment of silence.

## Daily Schedule

Advisory	8:10-8:30
Block 1	8:35-9:40
Block 2	9:45-10:50
Block 3	10:50-12:35
A Lunch	10:50-11:20
A Class	11:25-12:35
B Class	10:55-11:25
B Lunch	11:25-11:55
B Class	12:00-12:35
C Class	10:55-12:05
C Lunch	12:05-12:35
Block 4	12:40-1:45
Block 5	1:50-2:55
Student Dismissal	M and F: 2:55 <b>BONUS PERIOD: T, W, Th: 3:40</b>

- ❖ If a student is failing a class or needs homework help, students may stay for Bonus.
- ❖ Teachers may make Bonus mandatory for students failing or missing several assignments.
- ❖ Bus transportation will be available upon Bonus dismissal.
- ❖ Extracurricular activities do not begin until Bonus is dismissed.
- ❖ Student clubs (student council, FACS club) may meet during Bonus.

### Two Hour Delay Schedule:

Block 1	10:10-10:55
Block 2	11:00-11:40
Block 3	11:40-1:25
A Lunch	11:40-12:10
A Class	12:15-1:25
B Class	11:45-12:15
B Lunch	12:15-12:45
B Class	12:50-1:25
C Class	11:45-12:55
C Lunch	12:55-1:25
Block 4	1:30-2:10
Block 5	2:15-2:55
Student Dismissal	M and F: 2:55 <b>BONUS PERIOD: T, W, Th: 3:40</b>

- ❖ 9:30 a.m. doors are unlocked for student entry.
- ❖ 9:50 a.m. students may go to their lockers.
- ❖ No breakfast or Advisory on two hour delay days.

# North Montgomery Community School Corporation

## Attendance Policy

Undocumented absences are defined as those absences for which there is no medical or legal documentation verifying a student's absence.

Examples of documentation include: *doctor's note, dentist's note, mental health note, court/probation note, college visit signed form, obituary or funeral notification, or prior approval form from principal.*

**Parents are required to call the school to report student absences; however a parent phoning the school is *not* considered official documentation.**

### **Action Steps for Undocumented Absences**

The following actions steps are based on a per trimester calendar.

- **Undocumented absences 1 through 4:** Monitored by building attendance secretary.
- **Undocumented absence 5:** A letter from NMCS sent home as a reminder.
- **Undocumented absences 6 through 9:** Monitored by building attendance secretary.
- **Undocumented absence 10:** A second letter from NMCS sent home as a final reminder.
- **Undocumented absence 11:** Department of Child Services and Montgomery County Prosecutors Office is notified of all undocumented absences for the trimester and a court summons may be issued.

## Northridge Middle School Attendance Policy

**Procedures to follow when your child must be absent from school:**

- ❖ A telephone call to the school should be made on the date of a student's absence before 8:30 a.m. If no phone is available, a note from the parent upon the student's return to school will be acceptable. Failure to notify the school within 48 hours will result in an undocumented absence.
- ❖ Students visiting a doctor, dentist, etc. during part or all of the school day **MUST** bring or have faxed an official visit form from the doctor, dentist, etc. upon return to school. The form must show the time and day of the office visit to be considered excused. Failure to do so will result in an undocumented absence.
- ❖ Graded work missed the day of an undocumented absence will need to be made up as soon as possible. (A minimum of one (1) day for each day of absence will be allowed to make-up missed work.)
- ❖ Students are responsible for making arrangements with each teacher to get his/her missed assignments and also to arrange a time to take a make-up exam. It is the student's responsibility to request missed assignments due to an absence.



❖ Excessive absences will be a consideration in promotion or retention. Middle School students may be retained at the same grade level. Final determination will be made by the administration. Parents are held legally responsible for their children being in attendance in school. School attendance in Indiana is compulsory between the ages of seven (7) and sixteen (16) years. All students are expected to attend school regularly and to be on time for classes to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Attendance shall be required of all corporation students, except those exempted under policy 5223 or by other provisions of State Law, during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned. Repeated infractions of the board's policy on attendance may result in the suspension or expulsion of a student. The School Corporation attendance policy is as follows:

1) The following events are not counted as absences:

- a) Page or honoree in the Indiana General Assembly.
- b) Subpoenaed witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
- c) Helper to a political candidate, a political party, or to a precinct election board on the date of an election.
- d) National Guard duty.

2) Excused Absences

The following list of absences will be excused and will count towards the five-day limit:

- ❖ Medical or dental: Parents are encouraged to schedule medical, dental, legal and other necessary appointments anytime, other than during the school day. Since this is not always possible, when a student is to be absent for part of the day, the student shall report back to school immediately after his/her appointment if school is still in session. Failure to do so may result in an unexcused absence.
- ❖ Military exam
- ❖ Religious observance
- ❖ Funerals (Obituary or visitation card may be requested)
- ❖ Court appointments
- ❖ College visitations
- ❖ Quarantine
- ❖ Exclusion from school because of exposure to a communicable disease
- ❖ Part-time religious instruction with an established church or group of churches (maximum 120 minutes per week as by law)
- ❖ Emergency or unusual situations if approved by the administration (Example: parent taken to hospital)

3) Pre-planned family absences approved by the Principal or designee (form is available in the main office).

Although the need is recognized for the family to spend time together, the position of the school is that the academic program is of such importance that vacation days should be scheduled at times other than while school is in session. The purpose of this policy is to accommodate parents who want to take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as family. Unavoidable absences of this kind must be pre-arranged with the school 7 days prior to the absence and the following conditions met:

- ❖ The parent must personally file a request with the school in person prior to the absence. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- ❖ The student must accompany the immediate family to qualify for pre-arranged family travel.
- ❖ The student must present a pre-arranged absence form to each of his/her teachers. Separate daily assignments may be given. The student can be given his/her books and the approximate material and pages to be covered. Class work missed must be made up promptly on return or in advance (teacher discretion).

### **Truancy/Class Cutting**

A student shall be considered truant if he/she is deliberately absent from school without knowledge and permission from parents, guardian, and school officials. Missing school without the school being notified by the parent or guardian will result in truancy. A student shall be considered a "habitual truant" when, in spite of warnings, and/or his/her parent's efforts to ensure attendance, he/she has accumulated multiple truanancies during a trimester school year.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Students who are truant will be referred to the assistant principal who will assign detention or suspension. Repeated truancy or failure to serve detention will result in suspension or expulsion.

In accordance with Board policy, the building principal shall keep the Bureau of Motor Vehicles (B.M.V.) informed of each habitual truant for the purposes of denial of a learner's permit or driver's license. If the student's attendance improves, the building principal shall notify the B.M.V. of such fact so that the student will be eligible for driving. The disciplining of truant students shall be in accord with Board policies and due process as defined in policy 5611 and the Student Code of Conduct.

#### **Full Day Truancy/Class Cut**

1st offense-Bonus Period detention may be assigned

2nd offense-2 Bonus Period detentions may be assigned

3rd offense-Friday school may be assigned

4th offense-1 day ISI may be assigned

5th offense-3 days ISI may be assigned

6th offense-OSS may be assigned

7th offense-Loss of credit in class/classes or expulsion

## **Tardy Policy**

**All students are expected to be in their assigned classrooms with necessary materials when the bell rings to begin class.**

Blocks 1-5: Students who are tardy to class will incur the following consequences:

- 1st Warning from teacher
- 2nd Warning from teacher
- 3rd The teacher will assign a 30-minute lunch detention and contact the parent.
- 4th The teacher will assign a second 30-minute lunch detention and contact the parent.
- 5th The teacher will submit a conduct report and the AP will assign 1 day of ISI.

**Any additional tardies may result in additional days of ISI.**

## **Students Leaving School During School Day**

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and the knowledge and approval of the student's parents. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal or designee. Any time a student leaves the building for any reason throughout the school day, a parent must sign the student out in the main office. In order to sign any student out parent/guardian must show valid ID. Please do not be offended if you are asked to show ID, as our student's safety and security are of the utmost concern for all of us. When a student arrives late to school they must report to the main office. Signing in/out will be enforced and discipline consequences will occur if attendance procedures are not followed.

## **Snow Make-Up Days**

In the event a scheduled holiday is used as a snow make-up day (Martin Luther King Day or President's Day, Etc.) per the corporation calendar, an absence from school on that holiday will be considered undocumented.

## **Make-Up Opportunities**

After the student is out three consecutive full days for illness, make-up work may be requested. Such a request must reach the school prior to 8:30 a.m. of the day it is to be picked up. Requests received after 8:30 a.m. may not be processed until the following school day. A request for make-up work does not take the place of a phone call or a note from parent or guardian when the student returns after the absence.

## **Assignment Requests**

After the student is out one full day for illness, make-up work may be requested on the second day. Such a request must reach the school prior to 8:30 a.m. of the day it is to be picked up. Requests received after 8:30 a.m. may not be processed until the following school day. A request for make-up work does not take the place of a phone call or a note from parent or guardian when the student returns after the absence.

## Attendance for Extra-Curricular Attendance/Participation

In order for a student to be eligible to attend an extracurricular activity on any given day, he/she must be in school by the beginning of Block 3. If he/she goes home sick during the day they are not eligible to attend in an extracurricular activity on that given day. An exception may be made if the student has an excuse approved by administration.

Students who are absent on Friday for the full or partial day may participate in a Saturday event. Attendance at school is required the day following an extracurricular event, unless the student is ill, injured, or absent with administration approval.

## Physical Education Excuses

Students may be excused from physical education for one day with parent's permission. A doctor's excuse is required for extended periods. These excuses should be brought to the physical education teacher at the beginning of the class period. **Any student who doesn't dress for any reason or is excused from physical education will be ineligible for athletic practices and contests on that day.** During Physical Education/Wellness classes, students are required to wear a Northridge physical education uniform, socks, and gym shoes. Students are required to remove all jewelry during P.E.

## Academics

### Grading

Grades are an evaluation of what has been learned. They become a part of the student's permanent school record. Report Cards will be issued at the end of each trimester after grades are recorded per parent request, otherwise parents and students can view report cards using the Parent Portal. The third trimester report cards will be the only report card mailed home.

If you have any concerns about your child's academic progress, please contact your child's teacher or team to set up an appointment to discuss those concerns. Student's grades can be monitored daily by parents and students through Parent Portal, a computer program that interfaces with each teacher's grade book. Teachers update grades to Parent Portal regularly. If you have not signed up for Parent Portal and would like to do so, please see the school receptionist.

At the end of each trimester, final exams may be given. The exam may count as a significant part of the trimester grade, which then becomes part of the student's permanent record. If a student receives an "I" on his report card, it indicates an "Incomplete". It is the student's responsibility to see his/her teachers for make-up work. For students enrolling or withdrawing other than at the beginning or end of a grading period, grades or marks will be assigned based on the number of days a student has been enrolled. In order to receive a letter grade, a student must be enrolled for at least twenty days of the grading period. If enrolled for fifteen to nineteen days, a student may receive pass/fail marks. Anyone under fifteen days shall not receive grading marks for the grading period. At the end of the third trimester, all students will receive a final paper report card containing all three trimesters' grades mailed to the parents/guardians.

## Student Success Team

The Student Success Team (SST) is a problem solving and coordinating structure that assists students, families, and teachers to seek positive solutions for maximizing student potential. The SST focuses in-depth on one student at a time, and invites the parent and student to participate in finding solutions. This process informs individual actions for students, including referral to the SST process, and class-wide actions to address issues such as use of class resources, behavior management, classroom modifications, and health education.

## High School Credit

Eighth grade students who take Algebra will have the option to receive high school credit for the coursework. Final trimester grades in these courses will be counted in the high school Grade Point Average (GPA) and show on the student's high school transcript. If a student earns a grade of a C+ or below after the First Trimester, the student may be reassigned to another math class. It is recommended that students who take Algebra and earn a grade of a C+ or below, retake Algebra during their 9<sup>th</sup> grade year. In order to obtain an Academic Honors Diploma, students are required to take four years of mathematics during their high school career, even if they have taken Algebra during 8<sup>th</sup> grade.

## Northridge Grading Scale

Grade	Range
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

## Academic Awards

Academic awards will be given to students in recognition of their effort and attitude, as well as academic achievement in the classroom.

## Honor Roll

Honor Rolls are determined as follows:

**All A's Honor Roll:** A's in every subject for that trimester.

**B Honor Roll:** A's and B's or all B's in every subject for that trimester.

If a student has an incomplete grade listed on the report card, he/she will not be eligible for inclusion on the honor roll for the grading period the incomplete grade was recorded. *Incomplete grades must be made up by the end of the subsequent mid-term or they will become an F. It is the student's responsibility to contact the teacher and arrange for the make-up work to be done.*

### **Rental Textbook and Classroom Materials**

Students are charged book rental and consumable fees for each class in which they enroll for credit. Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the school year, trimester or withdraw from school. Loss of books or materials due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments. If a textbook is lost, the students shall pay the cost of replacing the textbook before another one is issued. If the book is damaged, the student shall pay a damage charge depending upon the degree of damage and the condition of the book when issued. Failure to make payment or return the book within 30 days of notification will automatically subject your account to collections. Collection fees will be added to the cost of the book and will be the responsibility of the parent or guardian. Students must have textbooks and other materials and equipment in class necessary to perform the daily lesson. If students do not bring the required materials to class, disciplinary action may be taken.

### **Book Rental Refunds**

Rental fees will be returned to only those students transferring to another school or withdrawing for medical reasons. Students withdrawing for discipline or attendance reasons shall not receive a refund. Book rental is refunded by trimester.

- ❖ Refunds are adjusted according to the date of withdrawal.
- ❖ Individual adjustments will be made for schedule changes within the first two weeks of each trimester only.

### **Student Locker Use**

All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use for storing school supplies and personal items necessary for use at school. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school retains the right to inspect the locker (and its contents), and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited materials.

#### **Guidelines:**

1. Students will be assigned a locker at the beginning of the school year and will be expected to keep that locker unless permission to change is obtained from the administration.
2. Lockers should be locked at all times, leaving valuables or money in lockers. Larger sums of money should be brought to the office for safekeeping.
3. ***Do not give your locker combination to anyone else!*** The school is not responsible for lost or stolen items. However, if anyone is caught opening another's locker and taking anything without permission, immediate action will be taken.
4. Use of a locker is a privilege. The administration has the authority to examine the contents of any locker when

sufficient reason exists. The athletic director, coaches, and classroom teachers who have lockers in their areas of responsibility are authorized to make appropriate locker inspections. Sufficient reason may include, but is not limited to, the following:

- ❖ When contents may present an immediate threat to the health, safety, and welfare of the student body.
- ❖ When the contents are illegal to possess.
- ❖ When the contents would contribute to the disruption of the normal educational program.
- ❖ When the contents have been reported lost or stolen.

5. Rules concerning lockers:

- ❖ *Do not mark on either the inside or outside of any locker.*
- ❖ *Do not kick or abuse lockers.*
- ❖ Use only masking tape to attach pictures to the inside of the locker. *Do not use glue or contact paper on the inside of the lockers. No stickers are allowed.*
- ❖ Do not share a locker with anyone unless you have permission from the office.
- ❖ Keep your locker clean and dispose of garbage in the containers provided.

## **Student Services**

### **Guidance Counseling**

The Guidance Department consists of the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade counselor, Mrs. Woolwine. The responsibilities of the counselor include assisting the student in adjustment to adolescence and helping them to adjust to middle school from the elementary school or from another community. Academic counseling regarding grades and the student's achievement, career planning, social and personal counseling, and standardized test administration and interpretation are areas in which the counselors can be of assistance. We urge students to contact the guidance office if a question or problem arises. Students are encouraged to tell a teacher or counselor if they are having difficulty with a peer. Parents are also urged to contact a counselor if questions or concerns arise regarding their child. Every effort is made to help the student gain the most from his/her three years at Northridge Middle School.

### **Nurse/Clinic**

If a student should become ill during the school day, he/she should tell the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic where a nurse is on duty. Students must go to the clinic to be evaluated by the nurse. Students who are admitted to the clinic by the nurse will be allowed 20 minutes to rest before returning to class. Any student who abuses clinic time may have privileges revoked. The nurse may exclude from school a student who has a dangerous communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 99.6, vomiting, diarrhea, and/or serious injury or extreme pain. A student should be free of fever (< 99.6 degrees F) for 24 hours without the use of fever reducing medication prior to returning to school. A student should also be free of vomiting and diarrhea for 24 hours in order to return to school. If a student is too ill or is injured and cannot remain at school, a parent will be called. Students should not call or text and ask to be picked up without the nurse's permission.

**Regarding head lice:** Head lice are mainly acquired by direct head-to-head contact with an infested person's hair, but

may infrequently be transferred with shared combs, hats and other accessories. Neither able to fly or jump, lice are also unlikely to wander far from their preferred habitat, which is the human scalp.

Head lice rarely (if ever) cause direct harm, and they are not known to transmit infectious agents from person to person. Thus, they should not be considered as a medical or a public health problem. Furthermore, current research does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice.

It is the position of North Montgomery Community School Corporation that lice policies which disrupt the educational process should not be viewed as essential strategies in the management of head lice at school. Parents are encouraged to focus on the education and treatment of their child should an incident of head lice arise.

### Immunization Requirements for Grades 6-12

Grades 6 to 11	Grade 12
3 Hep B	3 Hep B
5 DTaP	5 DTaP
4 Polio	4 Polio
2 MMR	2 MMR
2 Varicella	2 Varicella
1 Tdap (Tetanus & Pertussis)	1 Tdap (Tetanus & Pertussis)
1 MCV4 (Meningococcal)	2 MCV4 (Meningococcal)
3 Hep B (Hepatitis B)	
4 DTaP (Diphtheria, Tetanus & Pertussis)	
3 Polio (Inactivated Polio)	
1 MMR (Measles, Mumps & Rubella)	
1 MMR (Measles, Mumps & Rubella)	

**\*Requirements are pending ACIP recommendations for meningococcal B vaccination**

- **Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
- **DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4<sup>th</sup> birthday.
- **Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 6th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.
- **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.
- **Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 8th grade. Parental report of disease history is acceptable for grades 9-12.
- **Tdap** There is no minimum interval from the last Td dose.
- **MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.
- **Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months.



## Hearing and Vision

Students in the seventh grade will receive hearing, screenings. Eighth grade students will receive vision screenings. If those conducting the screening feel that the results warrant further medical consultation, the parents will be advised. Speech therapy is another service available to students. Those with problems are referred to the speech clinician. If you do not wish for your child to receive screenings, please notify the school in writing.

## Use of Prescription Medications

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed. The term "medication" is not limited to prescription medication, but includes any over the counter medication (i.e. Tylenol, cough syrup).

- ❖ The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication will only be given at school when there is a written physician's order and parental consent. In the event that your physician changes the dosage, an updated physician order and parent consent will be needed. A Medication Request and Authorization Form 5330 FI may be obtained from the school nurse.
- ❖ All medication must be registered with the nurse. Please remember that medication must be in the proper containers, with correct labeling. A two to four week supply of medication is recommended.
- ❖ The parent will assume responsibility for safe delivery of all medication to school either by the parent or the child. All medication should be brought to the nurse or secretary as soon as the student arrives to school. Medication that is brought to the office will be properly secured. Medication is to be kept in the clinic at all times, not on the child. Exceptions include the delivery of medication to and from the school, and prescriptions for emergency medication for allergic reactions, or for conditions that require immediate emergency treatment (i.e. asthma inhaler).
- ❖ Parental consent and a written statement from the student's physician are required for the student to carry and self-administer emergency medication.
- ❖ Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- ❖ The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- ❖ A log will be maintained for each medication given; the personnel giving the medication, the date and time of day will be recorded.
- ❖ No staff member will be permitted to dispense prescription or over the counter medications to any student without the authorization of a physician and consent of a parent/guardian. Exceptions would be if a teacher or adult administers emergency medication to prevent death or serious injury to a student or employee (this is allowed by the state statute).

## **Over the Counter Medications**

For over-the-counter medications (OTC) such as cough drops, antacids, Ibuprofen, Tylenol, etc., a parents should list the medications to be given and sign the appropriate authorization form, so that the student may take this medication at school. The medication has to be provided by the parent and will be given according to the directions on the bottle, and the dosage needs to be appropriate for the age and size of the student. The physician must fill out a medication authorization form for the OTC meds. This form must be renewed at the start of every school year. OTC medication must be in the original, new and sealed container. All medication brought to school must be turned into the school nurse. For the summer, all medication (prescription or over-the-counter) will be discarded. Parents may pick up any unused medication prior to this time.

**Transporting Medications:** Indiana Code states: "Medications which a school has in its possession may be sent home with a student if the student's parent provides written permission."

Students will not be permitted to transport medications home during the school year or at the end of the school year. Students will not be allowed to transport controlled substances, which include narcotic pain medication, Sudafed, and some ADD/ADHD medications per NMSC policy. They must be picked up by a parent.

**At the end of the school year, medication will be disposed of the following day after the last day of student attendance unless the authorization form has been submitted, or the medication has been picked up by a parent or responsible adult as arranged with the school nurse.**

## **Pesticide Application Notice for Parents and Students**

Periodically during the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal's office. You will be given a form to fill out and you will be notified of any pesticide application with at least a 48 hour advanced notice. Pesticide applications will not be done when children, staff members or any other people are present in the area to be treated.

# **Student Conduct**

## **General Statement**

Learning cannot occur without order. Maintaining a positive learning environment is the joint responsibility of the school administration, the classroom teachers, and the students with the support of the students' parents. Please read and become familiar with the information contained in this plan. It is designed to help you and your parents/guardians understand our policies at Northridge Middle School.

## **Behavior Expectations**

Students are expected to accept responsibility for their own behavior while in school or attending a Northridge school function on or off school property. The purpose of school is to provide a well-rounded education for all students in accordance with Public School Law. This cannot be accomplished if students are uncooperative or disruptive. Each teacher has a right to teach his or her class as well as each student has a right to learn in a positive disruption-free environment. Recognizing that the behavior of some students may be so disruptive that it interferes with school

purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school.

Students have a duty to cooperate with an investigation and failure to do so can result in suspension and/or expulsion from school.

The administration of Northridge Middle School understands it is not possible to list every example of student actions that could result in disciplinary measures and therefore, holds the right to discipline anyone whose actions are contrary to the best interest of our school, its employees and students.

### **Code of Conduct**

At Northridge Middle School we believe that learning can only occur in a positive, safe and orderly environment. That is why we believe that all student conduct falls under three general concepts that we expect all students to follow:

- Take care of yourself
- Take care of others
- Take care of this place

### **Right to Appeal**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **Conduct Referral Report**

When a violation occurs, a conduct report will be filled out, in detail, explaining the infraction. The conduct referral report will then be sent to the office. If marked principal and/or guidance, the student will be seen as soon as possible. The school will make every attempt to reach the parents/guardians the day of the occurrence. The conduct referral report will reflect the consequences, if any. The conduct referral report will be mailed to parents in a timely fashion.

### **After School Detention**

Students referred to the office for classroom infractions, excessive tardies, or other inappropriate school behaviors may be assigned to an after-school detention. This allows a student to continue his/her education without interruption and affords the student extra time to improve school related classroom studies and behavior. Students are expected to study classroom materials from 2:55-3:40 and are will be provided transportation home on Tuesday, Wednesday, and Thursdays. ISI will be used if after-school detention does not modify student behavior. Failure to attend an after-school detention may result in a suspension.

## **In-School Intervention (ISI)**

An administrator (or designee) may deny a student the right to attend classes or take part in any school function. During that time, a student will reside, during the school day, in a room designed for quiet work on schoolwork. All work accomplished and turned into the appropriate teacher will be given full credit. It will be manned by a school employee.

## **Out of School Suspension (OSS)**

An administrator (or designee) may deny a student the right to attend school or take part in any school function for up to ten school days. Students will receive no academic credit for any work completed.

## **Expulsion**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the remainder of the school year and the first trimester of the following year if the expulsion occurs in the last trimester of the school year.

## **Student Discipline Rules**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
  - a) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day [*not to exceed 5 days*] if the student is assigned regular or additional work to be completed in another school setting.
  - b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
  - c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days [*not to exceed 10 days*].

3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current trimester plus the remainder of the school year, and the first trimester of the following year. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### **Grounds for Suspension or Expulsion**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- c. Setting fire to or damaging any school building or school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products (including e-cigarettes) of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## **B. Bullying**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school;



2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
4. Parents or students who suspect that acts of bullying are taking place need to report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
8. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

### **C. Possessing A Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - the frame or receiver of any weapon described above;
  - any firearm muffler or firearm silencer;
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;

- an antique firearm; or

- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

3. For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or

- a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*) (*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **E. Unlawful Activity**

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

#### **F. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

*Legal References:*

I.C. 20-33-8-1 et seq.	I.C. 35-31.5-2-86
I.C. 35-47.5-2-4	I.C. 35-47-1-5

### **Suspension and Expulsion Procedures**

#### **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## **Expulsion Procedure**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

## **No Right to Appeal**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

*Legal References:* I.C. 20-33-8-18

I.C. 20-33-8-19

## Guidelines for Potential Consequences

Behavior	Possible Consequence	Possible Expulsion
Fighting	1-10 days OSS	Yes
Weapon	1-10 days OSS	Yes
Drugs (ex: illegal, prescription, alcohol)	1-10 days OSS	Yes
Classroom Disruption	1-5 days ISI	
Harassment	1-10 days OSS	Yes
Verbal Threats	1-10 days OSS	Yes
Damaging School Property	1-10 days ISI/ OSS	Yes
Arson	1-10 days OSS	Yes
Theft	1-10 days ISI/ OSS	Yes
Persistent disobedience	1-10 days ISI/ OSS	Yes

**\*\*School administrators handle discipline concerns individually. Guidelines do not mandate consequences for any given situation.**

### **Seclusion and Restraint**

The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restraint Plan from the school office.

### **Sex Offenders**

Recognizing that the safety and welfare of students is of paramount importance, The North Montgomery School Corporation School Board hereby declares that, except in limited circumstances as defined in Board Policy, the North Montgomery School Corporation (NMCSC) will not permit sex offenders to be present on NMCSC property. Please refer to the Central Administrative Office for more information or the website at [www.nm.k12.in.us](http://www.nm.k12.in.us) and click on the Community tab.

## **Student Harassment Policy**

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school corporation while on Corporation property or at any school-related event on or off Corporation property.

### **1. Sexual Harassment**

- a. Verbal: Written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- b. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- c. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including pinching, pushing the body, or coerced sexual intercourse.

### **2. Gender/Ethnic/Religious/Disability/Height/Weight Harassment**

- a. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. 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.
- b. Nonverbal: Placing in the school environment objects, pictures, or graphic commentaries that could be interpreted as being harassing in nature or making insulting or threatening gestures.
- c. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should take promptly the following steps:

- a. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
- b. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Associate Superintendent.

### **3. Bullying** is legally defined as overt, repeated acts or gestures including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment or bullying and the

nature of the harassing/bullying incident(s). Northridge Middle School has an online bullying report that can be found on the Northridge homepage.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment/bullying or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Some forms of sexual harassment or bullying of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities.

### **Gang Policy**

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

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:

(A) Promotes, sponsors, or assists in; or

(B) Participates in; or

(2) Requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidations, or criminal gang recruitment to the principal and the school resource officer. The principal and the school resource officer may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

### **Smoking or Other Use of Tobacco**

In conforming to state law that prohibits sale of cigarettes to children and with the recommendation of physicians that smoking or other use of tobacco is injurious to health, any use or possession of tobacco by students will be prohibited during school hours and during extracurricular activities. Penalties are defined as

follows:

1. A student using or possessing tobacco on school grounds or at a school activity will be suspended from school 3 days the first time caught.
2. Second offense will result in a parent conference and a 5-day suspension.
3. Third offense will result in a recommendation for expulsion.

### **Drug Policy for North Montgomery Schools**

The penalty for students possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any substance represented to be a narcotic or drug of any kind:

1. on school grounds
2. on school grounds immediately before or after school hours
3. on school grounds at any other time when the school is being used by any school group
4. off the school grounds but at a school activity or function, will be expulsion from school for no less than the current trimester.

### **NMCSC Corporation Drug, Alcohol, and Tobacco Testing Policy**

#### **Purpose**

The Board of Trustees of the North Montgomery Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol, which is a threat to the safety, and health of students, faculty, staff and the community at large. It jeopardizes the efficiency and quality of our educational programs and substantially inhibits a person from achieving his/her maximum potential.

The extra-curricular activity programs of North Montgomery Community Schools are an integral part of the school system and community. The recognized value of participation in these programs to a student's personal development and education has given these activities a high priority. The Board of Trustees encourages all students to participate in extracurricular programs of the school, but believes the opportunity for such participation is not an absolute right, but is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs and alcohol if selected in accordance with the testing program. The program will apply to all middle and senior high school students in grades 6 through 12, male and female, who participate in athletics, any extracurricular activity, and/or are identified as a driver on school property or in driver education classes. Additionally, any student who volunteers to participate in the program, or if under the age of 18, is volunteered by their parents, may participate. Such students and their parents must provide the school with their consent in writing. Once consent is given for testing on a voluntary basis, it may be revoked in writing by the parent and the student, providing that the student is not eligible for the program by other criteria. Extra-curricular activities shall be defined as those clubs and activities, which have a sponsor



receiving a stipend.

The primary purpose of this program is not intended to be disciplinary or punitive in nature, but rather is intended as a medical diagnostic aid in disclosing possible substance abuse problems, and as an extension of our educational drug programs. The goal of this program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent or guardian, and to educate, intervene, and direct students away from drugs and alcohol abuse and toward a healthy, safe, and drug-free participation in school activities and in adult life.

For the purposes of this policy, a drug shall mean:

- A. all dangerous controlled substances designated and prohibited by Indiana statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug used on school grounds without permission, or at any time if used for any purpose other than legitimate medical therapy;
- E. anabolic steroids or other performance enhancing substances;
- F. any look-alike substances;
- G. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug at any time on Corporation property or at any school sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

### **Program**

It is mandatory that each student who participates in extracurricular programs, athletics, and/or who drives on school property at any time sign and return a consent form prior to participation in any activity. Failure to comply will result in non-participation in such programs or athletics and/or in not being allowed to drive on school property. These forms will be maintained by the building administrator in a secure location.

All students participating in driver education will be tested prior to beginning such education, and will be subject to random screening during their driver education program, or they may not be enrolled in the program. This is to ensure the safety of the teacher, the student, and other students who will be in the vehicle during driver education. The Board feels that such testing helps promote education in regard to impaired driving, and also helps safeguard the community at large.

The implementation of this program will not affect the policies, practices, or rights of North Montgomery Community Schools in dealing with drug and alcohol or use where reasonable or probable cause is obtained by means other than the random sampling provided for this program.

### **Procedures**

1. Each Sponsor/coach will require the attendance of all prospective members at 1 (one) or more drug education sessions. Each student shall receive a copy of this policy. The program shall be explained to all

participating students and an educational presentation shall be made as to harmful consequences of drug and alcohol usage.

2. Each student shall be provided with a consent form which must be signed by the student and a custodial parent or guardian before each student shall be eligible to practice or participate in any extracurricular activity, or to drive a vehicle on school grounds. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs and alcohol and/or to perform a breathalyzer test for alcohol. The custodial parent(s) or guardian(s) also gives consent to the providing of a urine sample and/or breathalyzer test by signing the form.
3. The selection of students to be tested will be done randomly by computer generation. Each student in the program will be assigned a number and 1 (one) cross reference list of names and numbers will be maintained by the building administrator, and will be accessible only to the building administrators, school nurse, or athletic director. A verified system of random selection will be employed to determine which students will be selected at a particular time.

On being selected for testing, the student will be escorted to the area reserved for testing, and will be required to provide a sample of his or her urine in a verifiable manner. The collection of the sample will not be physically observed. Purses, handbags, knapsacks, coats, sweaters, boxes, etc. will not be allowed in the collection area. The temperature of the specimen will be checked and if subnormal a repeat specimen must be obtained. If a student cannot provide a specimen, he/she will be given 8 (eight) ounces of water and be allowed 2 (two) hours to give a specimen. He/She will be observed and isolated from other students until a specimen is obtained. Medical studies have shown that persons given this amount of fluid and time should be able to supply a sufficient specimen. If the urine is determined to be diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before that student will be allowed to participate in any extracurricular activity, athletics, or to drive on school property.

The student's number and the date shall be written on the sample bottle and the student and the school nurse or their designee shall date and initial the cross-reference list, establishing that the container has the proper identification number written on it. The nurse and/or designee shall then be responsible for turning the sample over to the testing laboratory, using proper chain of custody procedure. Each sample will be tested for alcohol and street drugs (which may include any and all drugs listed as controlled substances under the laws of the state of Indiana). The Board reserves the right to test for performance enhancing drugs such as steroids. If the student is taking any prescription or over the counter medication which may contribute to a positive drug test result, the student shall inform the collector of this fact at the time that the specimen is taken. Testing shall be done at a competent laboratory through urinalysis. The North Montgomery Community School Corporation will pay for testing done in this random program, but is not liable for the costs of treatment, evaluation, or follow-up testing. Refusal of a student to provide a specimen will be considered the same as a positive test, and will be treated in the same manner as outlined below. The North Montgomery Community Schools reserve the right to test for alcohol with a breath test rather than urine testing or in addition to it.

4. The laboratory shall report the results of all testing, identified by number, to the school nurse or building

administrator. Using the cross-reference list, the students with positive tests shall be identified.

This information is confidential and shall be made available only to the building administrator(s), school nurse, and corporation medical advisor. In the case of athletes, the athletic director and head coach may be notified at the discretion of the building administrator. Similarly, sponsors of extracurricular activities may be notified when appropriate at the discretion of the building administrator. The fact of testing and the results shall not be made known to any other school official. Statistics on testing and results which do not include specific student identification shall be compiled and made available to the Board and may be released as they deem appropriate.

5. If the results of a test are positive, that is, if it shows that drug metabolites or residues and/or alcohol in any student are present, the building administrator or designee will so advise the student and their custodial parent(s) or guardian(s), explaining the substance which was found and the health hazards involved. If they desire it, the student or parents/guardians may have any remaining portion of the urine sample re-analyzed by a laboratory of their choice at their expense. The corporation medical advisor must approve such laboratory. The student and/or the custodial parent or guardian will be financially responsible for any retest under the provisions of this item. A form for requesting the retest is included with the copy of the policy which students receive when beginning participation in any extracurricular activity. The student may also submit any prescription or other information, which will be considered in determining whether a positive test can be satisfactorily explained. Such determination shall be the role of the corporation medical advisor, and his decision shall be considered final.
6. If a positive test is not satisfactorily explained, the building administrator or designee will consult with the student and their custodial parent(s) or guardian(s) concerning the nature and extent of the problem and the consequences of the violation as outlined below.

### **Interventions**

1. A student with a first positive test shall be required to meet with an addiction counselor approved by the corporation medical nurse. A report shall be made available to the North Montgomery Community Schools from said counselor. If further treatment for substance abuse is recommended, either inpatient or outpatient, the student will comply with these recommendations or be excluded from all extracurricular activities, athletic competitions, and driving on school grounds until such time as they do comply. Such exclusion shall apply from the time the school is notified of a positive test result until such positive test is adequately explained to the satisfaction of the building administrator and medical advisor or until the student has met with an addiction counselor and the report has been made available to the school. There will be a minimum 30-calendar day suspension from all extracurricular events and/or from the privilege of driving on school grounds with the first positive test.
2. As a condition of returning to participation in extracurricular activities, athletics or driving on school grounds, the student will agree to routine drug testing at their expense at a facility approved by the school. Such testing will be done randomly at least twice in the first 30 calendar days, once monthly for 4 (four) months, and at the school's discretion for the remainder of that student's school career. If the student has a persistently positive drug screen within the first 30 days, the student will be given an additional 30-

calendar day suspension from that testing date with two further random tests. If a positive test occurs within that second 30 calendar day period, it will be treated as a second infraction as outlined below. Collection will be performed in the same manner as with random collections at a time designated by the school. In addition, the student will agree to treatment as recommended by the addiction counselor or program. Such recommendations are subject to the review of the school and its medical advisor, and a second evaluation may be requested by a counselor of the school's choice if the recommendations for treatment are not felt to be medically appropriate. All treatment and evaluations are the financial responsibility of the student and their custodial parent(s) or guardian(s), as is all follow-up testing for the first calendar year following a positive test. Students must comply with treatment recommendations and all subsequent testing must be negative (or in the case of THC show a decreasing level consistent with discontinued usage) in order to return to any activities.

3. A second positive test will require mandatory referral and evaluation as outlined above and mandatory treatment as recommended in the evaluation and as approved by the school and its medical advisor. Future participation will be dependent on such evaluation and treatment, and on negative testing on four random drug screens in 2 (two) months and random monthly collections for 1 (one) year. A mandatory suspension period of 90 calendar days for all extra-curricular activities, athletics, and driving on school grounds will be enforced on the second positive test within the school career of the student.
4. A third positive test for any student during their high school career shall prohibit their participation in any extracurricular activity, athletics, or driving on school grounds for the remainder of their school career. Any student who is under the penalty for the third positive test (career ban) may request a review after 2 (two) years by a committee composed of the building administrator, corporation medical advisor, and school nurse, and in the case of athletes, the athletic director. The student will present just cause for reinstatement, and the decision of the committee must be unanimous if reinstatement is to occur. Students who are reinstated will submit to testing for drugs and alcohol at any time at the school's request, and if a positive test is obtained, they will be banned for the remainder of their school career from the above activities.
5. All students may be tested before beginning driver's education. If there is a positive test, the same procedures as those outlined above will apply. In addition, driver's education will be delayed for at least 30 calendar days to ensure that testing is negative and the student is drug-free and unimpaired prior to beginning driver education.
6. Follow up for students who test positive may be provided by a variety of programs and services. These include but are not limited to the following: Charter Hospitals, Koala, Crawfordsville Counseling, Lafayette Clinic, St. Vincent Hospital, Home Hospital, Wabash Valley Hospital and clinics, Methodist Hospital, and Fairbanks Hospital. We recognize that insurance coverage may dictate where services are received.

**NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION**  
**DRUG AND ALCOHOL TESTING CONSENT FORM**

I, \_\_\_\_\_ have read the North Montgomery Community School Corporation Drug and Alcohol Testing Policy and agree to abide by the rules set forth in said policy.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

This consent will be in effect for the duration of the student's enrollment in the North Montgomery Community School Corporation, unless withdrawn in the manner set forth in the Drug and Alcohol Policy.

**NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION**  
**DRUG AND ALCOHOL RETEST FORM**

I understand that I will be financially responsible for a urine drug screen re-test on my son/daughter.

The procedure for a retest is outlined in the North Montgomery Community School Corporation Drug and Alcohol Policy. This procedure will be strictly followed.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Transportation**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the school's office personnel prior to 1:00 PM stating the reason for the request and the duration of the change and the principal approves. A student who will need to ride on a bus other than his/her usual way home must have a note from his/her parent and may be issued a bus pass by the school office personnel if there is available space on the bus. This bus pass shall be presented to the driver before boarding the school bus. If a student doesn't have a bus pass then they will be sent home his/her usual way. Emergency changes in transportation may be arranged by a telephone call to the school office.

All students are provided with a bus handbook that outlines bus procedures and must be signed and returned to the transportation office.

## **Vehicle Idling**

Vehicle exhaust from idling vehicles can accumulate and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where signs are posted that vehicle exhaust may be drawn into the building or while on school grounds.

## **Parking/Driving to School**

Northridge Middle School does not assume responsibility for damage or theft of any vehicle on school grounds. No Northridge student may drive to school unless the school administration grants permission.

## **Walking to School/Student Drop-off**

Students walking to school or being dropped off should not arrive before 7:30 a.m. Upon arrival to school, students should stay on school grounds. To avoid traffic congestion, parents should pick up and deliver students on the east side of the building. School buses load and unload in the front of the building. This area should be avoided by all other traffic.

## **Dress Code**

It is the expectation of Northridge Middle School that students will dress in an appropriate manner that is conducive to the learning environment. We expect to be the best middle school in the state of Indiana, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to

school, but occasionally find it necessary to say what shall not be worn. Since students are here, first and foremost, for academic reasons, it is important that they be able to focus solely on instruction. Students not meeting the appearance code create an uncomfortable situation for staff and students. Clothing or other articles worn that are distracting to the educational setting or are deemed offensive because of the message stated or implied, or image presented, are not allowed.

Students dressed inappropriately will be asked to change at school, if possible, or will be sent home for appropriate apparel. Continued violations will result in suspension and/or possible expulsion from school based upon the student's refusal to comply with acceptable school rules and norms.

Following are guidelines for school-appropriate dress and personal appearance:

- ❖ All tops must have sleeves or sufficiently-wide straps and enough fabric to cover all chest, shoulders, and underarm areas and not expose undergarments.
- ❖ All shirts must be long enough to be able to have two inches of material tucked in. All shirts must have modest necklines.
- ❖ Halter tops, backless tops, bare midriffs, see-through apparel, fish net garments, excessively short skirts, dresses, or shorts SHOULD NOT be worn.
- ❖ No excessive or inappropriate holes in any clothing. No excessively frayed, ragged or torn clothing.
- ❖ All pants must be worn so that no undergarments are exposed and may not drag on the floor, as this presents concerns regarding safety.
- ❖ Shorts, dresses, and skirts (including slits) should be at fingertip length (walking shorts). Spandex shorts are unacceptable unless appropriately covered fingertip length.
- ❖ Clothing displaying writing that promotes violence, denotes membership in a gang, bears racially or sexually offensive messages, has a double meaning, innuendo, or other reference to inappropriate ideas, advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances SHOULD NOT be worn.
- ❖ Jackets and winter coats are not permitted in classrooms; these items must be placed in lockers.
- ❖ Students MAY NOT wear attire that can cause personal injury to them or others or that may damage school property; this type of attire includes chains and items with studs.
- ❖ Keep jackets, coats, book bags, CD players, iPods, sunglasses, and hats in lockers.
- ❖ Unnatural hair coloring, facial make-up, stickers or hair designs that would draw undue attention will not be permitted.
- ❖ Shoes must be worn at all times. Shoes with rolling wheels are NOT ALLOWED.
- ❖ Hats, caps, bandannas, or other head coverings SHOULD NOT be worn (exceptions may be made on spirit days).

The school shares in the responsibility of student dress and appearance with parents and individual students in areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not a student's apparel is appropriate for school, school officials will decide.

## **Student ID Cards**

All students will be issued a photo identification card and expected to wear them each and every day. The ID badges are part of our overall school safety program that will help us easily identify those individuals who belong in our school from those who don't. Also, the badges can help teachers know which students are with them during a lockdown drill or a fire drill.

- Northridge students will wear navy blue lanyards along with their student IDs.
- Students are to wear their badge around their neck for the entire school day-**EVERY DAY**.
- The ID badges will make library book check-out much easier, quicker and more accurate.
- For those students who have **PURCHASED** an all-sports pass for the high school, your pass will get you into those sporting events free. This is **ONLY** for those who have paid for that pass. If you haven't bought one, then you will have to pay the admission fee to enter an event.
- **ONLY** students who are wearing their IDs at lunch will be allowed to eat with their group the first time each group is called. For example, if 7th grade boys are called, only those boys with their IDs may line up at that time. Students without an ID will be called **AFTER** all groups are through the line for the first round of dismissals. Again, those without their IDs will eat last.
- Students are responsible for their IDs. If one is missing or lost, then it will cost you \$5.00 for the photo ID to be reprinted and \$1.00 for the lanyard to be replaced. Those may be purchased from the front office.

## **For Your Information:**

### **Convocations**

In order to enhance the educational program, convocations may be scheduled periodically. These may consist of programs in the arts, physical fitness/sports, healthy lifestyle, etc.

Student Convocation Rules:

- ❖ Students are to be seated in seats assigned by their teacher.
- ❖ Classroom behavior is expected. The type of convocation may modify this, however.
- ❖ No whistling, screaming, or other disruptive behavior will be tolerated.
- ❖ Any teacher has the authority to correct inappropriate behavior.
- ❖ Violation of the above rules will result in non-attendance at convocations.

### **Care of the Building and Grounds**

Maintaining the building and its surroundings in a clean and orderly condition is the responsibility of every student in cooperation with the custodial staff. Students are to stay off all grass areas immediately next to the building. Waste containers have been placed throughout the building for waste paper and other refuse.

Proper care of desks, woodwork, walls, lockers, (all school property) is everyone's responsibility. If something is accidentally damaged, report it as quickly as possible so we can help correct the damage. Intentional



markings, cutting, carving, or other damage will not be tolerated. Students may be charged for damaged school property in addition to other disciplinary measures that may be imposed.

At no time should students have open pop cans in the carpeted areas of the building without permission. Please dispose of cans in proper areas.

## **Cougar Café Procedures and Rules**

### **Collection Procedures**

- ❖ Students may qualify for free or reduced priced lunches. Applications for assisted meals were mailed in the student packet or may be picked up at the front office.
- ❖ Due to our increased enrollment and the need to serve the students as quickly as possible, we will be using a pre-paid collection system for all items sold in the Cougar Café. Cash will not be accepted on the serving line.
- ❖ Students will turn their money into their first block teacher where it will be sent to the café. If a parent wishes to pay for two students or more, then please include the students' names and amount of money that is to be divided among the students.
- ❖ Under special circumstances, students are allowed to charge up to \$5.00. If the charges are not paid, the student will be served a peanut butter sandwich in place of the entrée served that day.
- ❖ Buying extra food items or ala carte food items is not allowed when a student has a negative balance.
- ❖ A returned check will be assessed a \$25.00 fee. After two returned checks have been received on a student's account, cash is the only acceptable mode of payment.

### **Rules**

- ❖ Students will line up in an orderly and quiet fashion when entering the serving area.
- ❖ Students are not allowed to buy snack items, if they owe any amount of money.
- ❖ Soda pop is not allowed in the Cougar Café during the lunch period.
- ❖ No food is to be taken out of the cafeteria, unless directed by a teacher or administrator.
- ❖ Each student is responsible for taking his or her tray and silverware to the dish room window.
- ❖ If spills occur, please let the lunchroom supervisor know, and then it can be cleaned up properly.
- ❖ Please honor any request made by the lunchroom supervisors.
- ❖ No pop is allowed in the lunchroom.

## **8<sup>th</sup> Grade Honor Room**

Northridge 8<sup>th</sup> grade students have access to the 8<sup>th</sup> grade café during their lunch time. After students finish eating in the Northridge café they are allowed access to the room. This privilege can be taken away by staff for academic or behavioral reasons.

## **Disaster Policies**

For the safety and protection of all students, periodic fire and tornado drills are conducted. Instructions are posted in each room outlining directions in case of emergency. Once the student knows his/her daily schedule, he/she will be informed of the exits or areas to be used. Students are to follow instructions, move in an orderly and quiet manner, and refrain from talking or running.

## **Flowers and Balloons**

Parents, relatives, and friends often like to send students flowers, balloons, or other gifts to school, however at Northridge Middle School, items like these may **NOT** be delivered. Students are not allowed to have large items like flowers and balloons on the school bus, plus there are a number of students who have latex allergies. The best way to get items like flowers, balloons, and other gifts is to send them directly to the students' home address.

## **Media Center**

The media center has books, magazines, and pamphlets for study and recreational reading. It is open for use during the entire school day and a short time before school and after school until 3:45 p.m. Books are expected to be returned on time. If a student loses a book, he/she must pay for it. If a book is damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue material.

## **Lost and Found**

It is recommended not to carry large amounts of money or other valuables to school. If it is necessary to carry these things, leave them in the main office for safekeeping. If you lose something, report it to the main office. The lost and found department is located there. If you find a book or possession of someone else, turn it into the office so it can be returned to the owner.

## **Student Dismissal**

All students are to be out of the building by 4:00 p.m. unless properly supervised by a teacher or special adult advisor. Students are to go directly to their buses without loitering in the parking lot. All students being picked up after school should leave via the main entrance.

## **Student Fundraising**

All fundraising activities at school shall be approved by the principal. Students are not permitted to sell items for personal gains or for organizations that are not part of the school.

## **School Disruptions Due to Inclement Weather**

Decisions to delay the start of school, to dismissal early, or to cancel the entire day are made entirely on the consideration of student safety. Developing conditions during a winter storm may vary from one area of the county to another, but the appropriate response is made on a corporation-wide basis.

During periods of questionable weather, we receive first hand information from a variety of sources. We will attempt to make a decision and necessary announcements as close to 6:00 a.m. as possible. Please do not call the schools, unless you have emergency information. It is essential that all school telephone lines remain open for emergency use. School closings or delays will be announced on TV stations and radio stations. Our local radio station WCVL 1550 and 103.9 will be the first radio station to be contacted with schedule changes. In addition, you may also check the corporation web site at [www.nm.k12.in.us](http://www.nm.k12.in.us) for school schedule changes due to inclement weather. Weather information will be sent via the corporation instant alert system. Information concerning enrollment in the instant alert system is contained in the registration packet.

## **Substitute Teacher**

A substitute teacher is an important visitor who has a job to do. You, the student, can help by giving this teacher your complete cooperation. Remember: A substitute teacher has the same authority as a regular teacher.

Impressions, good or bad, are carried from the school to the community by visiting substitute teachers. Let us make certain that positive estimates of our school and its programs are extended to the community.

## **Northridge WI-FI access: Personal Computing Devices**

Students may bring personal computing devices to school for educational purposes provided the following:

1. NMCSC will not be held responsible for lost, stolen or damaged computers, hardware, peripherals or software.
2. Wireless hubs, air cards, or other internet accessible devices are not allowed.
3. Handheld computing devices are prohibited until after school. This includes iPod Touch, smartphones, and any handheld devices capable of accessing the internet. Exceptions may occur within a classroom for educational purposes with individual teacher permission.
4. Students are expected to use personal computing devices for only research, writing and other educational purposes during school hours.

5. Students may use personal computing devices in common areas before and after school.
6. Teachers and staff reserve the right to prohibit the use of personal computing devices and personal computing devices are not to be used in computer labs without teacher permission.
7. Students using personal computing devices in an inappropriate manner or in areas where staff members have prohibited their use will have the device confiscated. A device will be returned to the student's parent/guardian. The device may be returned to a student directly only after that student has scheduled a Friday School. Inappropriate use or multiple confiscations will also place the student into a progression of discipline that could lead to loss of the privilege.
8. It is a violation of school rules to photograph or video record students and staff members when not previously granted permission to do so by a school staff member.
9. Students are subject to the NMCSC Acceptable Use Policy at all times.
10. Using a cell phone or other electronic device in a situation not related to a school purpose or educational function could result in disciplinary action.

### **Cell Phone/Smartphone Use**

Use of personal cell/smartphone within the classroom is a disruption to the learning environment and will not be permitted. Students may not make personal phone calls on their cell phones during passing periods. If a student needs to make a call, he or she should go to the front office to use the school's phone.

Text messaging is allowed, however it should only be done during passing periods and lunch time. Text messaging will NOT be allowed during class time.

### **Directory Information**

Each year the Corporation will make available, upon request for legitimate reasons, certain information known as "directory information." The Board designates as student "directory information:" a student's name; address; date and place of birth; photograph; videotaping; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; grade level; awards received; listing on an honor roll; and scholarships.

The primary purpose of directory information is to allow North Montgomery Community School Corporation to include this type of information from a student's educational records in certain publications. Examples include, but are not limited, the annual yearbook, graduation programs, performing arts programs, and

athletic rosters.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Organizations might include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The school, in compliance with federal law, is required to provide military recruiters, upon request, with three directory categories-name, address, and telephone listing.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) calendar days after receipt of this public notice.

### **Visitor and Visitor Tags**

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher's and student's program, and different school calendars make this rule necessary. However, interested parents are always welcome. Parents may call the office to arrange a visit whenever desired. All visitors are expected to check in at the office to obtain a visitor's tag. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

### **Computer Technology and Networks**

Before any student may enhance his/her school career through participation in the school's computer network, his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

### **NMCSC Student Acceptable Use Policy**

Technology (as defined below) at North Montgomery Community School Corporation (NMCSC) is provided for instructional and administrative use to assist the district in more effectively fulfilling its educational mission. All students of NMCSC are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to assure that the district's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use. When applicable, law enforcement agencies may be involved. Technology includes, but is not limited to the following items: computers, tablets, laptops, software, files; electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access), television, fax, telecommunication equipment, and administrative systems.

## **Student Responsibilities**

The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students must remember that they represent the North Montgomery Community School Corporation and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Students should understand that computer accounts, data files (including, but not limited to those stored on retrievable mediums such as CD-ROMs, network drives, and cloud storage), e-mails are the exclusive property of the district and not the user's private property. NMCSC reserves the right to confiscate, remove, search or otherwise investigate any of the above mentioned items at its discretion as well as any personally owned storage device or media used on NMCSC property. Students are to utilize technology resources for school-related purposes. Students may not connect personal computer type devices to the NMCSC network. Secondary students may be permitted to access the guest wireless network with a personal device for school related work only. Any student device found to be in violation of the Student Acceptable Use Policy or determined to be detrimental will be denied access.

## **Unacceptable Uses**

Unacceptable uses include, but are not limited to the following:

- a) Violating any local, state, or federal statute or copyright law.
- b) Sharing personal information such as address or phone number online.
- c) Using profanity, vulgarities, inappropriate language, discriminatory remarks, or harassing statements in online communications.
- d) Using technology without appropriate supervision.
- e) Using technology to harass, cyberbully, or threaten another individual.
- f) Using the account or password of another user.
- g) Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature.
- h) Attempting to circumvent NMCSC computer restrictions or security systems for any purpose.
- i) Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission.
- j) Attempting to vandalize, damage, or disable the property of another individual or organization.
- k) Attempting to download, upload, reconfigure, install software or otherwise alter the property of NMCSC.
- l) Attempting to access wagering sites or using Internet access including e-mail for personal, financial, commercial or political gain.
- m) Propagating "chain letters," computer viruses, "broadcasting" inappropriate messages to lists or individuals, "spamming", sending messages to large groups of individuals for which they have little interest or causing congestion on the network.
- n) Disclosing e-mail addresses (school or personal) of others for the purpose of spam or financial gain.

- o) Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCS.
- p) Using social networks at school that are not approved for the curriculum.
- q) Any conduct deemed contrary to the best interests of the NMCS, its students, employees and property.

### **Social Media Guidelines for Students**

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: Blogs, Wikis, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites as well as Podcasting and Vodcasting.

Students should remember:

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and post others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

## **Guarantees and Privacy**

NMCSC staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. NMCSC electronic information resources, the Internet, and use of email are not inherently secure or private. Students shall have no expectation of privacy while using NMCSC electronic information resources. NMCSC reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. NMCSC reserves the right to monitor students' use of NMCSC electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. NMCSC reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCSC or by a third party against the user or pursuant to a public records disclosure request. NMCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCSC will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCSC will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCSC's electronic information resources. Use of any information obtained via the Internet is at the user's risk. NMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCSC resulting from the user's intentional misuse of the NMCSC's electronic information resources.

## **Student Activities**

Academic Teams, Athletic Teams, Art Club, F.C.A. (Fellowship of Christian Athletes,), Media Fair, Newspaper, Student Council, and Yearbook. Further details on exact functions of clubs after school begins. Additional clubs may be added after the start of school.

## **National Junior Honor Society**

The National Junior Honor Society is an organization that recognizes and encourages academic achievement, outstanding character, service to school and community, positive leadership and good citizenship

### Eligibility

1. Membership is open to qualified seventh and eighth graders
2. The student must attend one full trimester at Northridge to be considered
3. The student must have a cumulative grade point average of 3.4 to be considered

### Selection



1. The names of all seventh and eighth grade students who have a cumulative GPA of 3.4 are given to faculty members
2. Faculty members evaluate the candidates on the basis of service, leadership, character, and citizenship
3. Votes are tabulated by the NJHS sponsors
4. The voting results are given to a faculty council who make the final decision on membership
5. Letters of invitation to join NJHS are given to those selected. Students must make a choice to accept or decline the invitation
6. The induction ceremony is held in the spring

## **Anaphylaxis Policy North Montgomery School Corporation**

### **Background**

The incidence of severe allergic reactions has been rising at alarming rate, especially with regard to food. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

### **Pathophysiology and treatment**

Anaphylaxis can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

Medications:

- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

### **Creating an Allergen-Safe School Environment**

- Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis.
- Avoidance of exposure to allergens is the key to preventing a reaction.
- The risk of exposure to allergens for a student is reduced when the school personnel, medical provider and the parent/guardian work together to develop a management plan for the student.
- Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

### **Identifying the School Team**

- School District administration

- School Nurse
- School Medical Director
- Teachers
- Food Service Personnel
- Coaches, Athletic Directors, and After School Volunteers
- Transportation Personnel

### **Action Steps for Anaphylaxis Management**

- Providing necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium;
- Training by licensed medical personnel/registered professional nurses for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
- Creating Individual Healthcare Plans (IHP), Emergency Care Plans (ECP), 504 plans, or Individualized Educational Plans (IEP) as indicated;
- Having standing emergency medical protocols for nursing staff;
- Maintaining stock supplies of life saving emergency medications, as allowed by the state of Indiana, such as EpiPens, in all health offices for use in first time emergencies;
- Following specific legal documents duly executed in accordance with the laws of Indiana with medical orders regarding the care of specific students with severe life-threatening conditions;
- Allowing self-directed students as assessed by the school nurse to carry life saving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate life saving medication is also maintained in the health office in the event the self-carrying student misplaces their medicines; and
- Assuring appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

### **Resources**

- Health History
- Care Plan (IHP or ECP)
- PowerPoint training course

Used with permission from “Making the difference in Caring for Students with Life-Threatening Allergies” - retrieved from: <http://schoolhealthservices.org/uploads/Anaphylaxis%20Final%206-25-08.pdf>

### **Athletic/Activities Eligibility**

1. ***For the purpose of this handbook, the word athlete is defined as any student enrolled at Northridge Middle School involved in any organization not considered co-curricular.*** Any student enrolled in Northridge Middle School who meets the requirements may have the opportunity to participate in the athletic/activities program.

## **2. Eligibility Criteria:**

- a. Must have received passing grades in all subjects during the last grading period (Trimester as of SY 2015-2016).
- b. Must have had a physical examination after April 1<sup>st</sup> and participation in the first practice. A completed Consent and Release Certificate must be filed in the principal's office prior to the first practice.
- c. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
- d. Must, if absent 5 or more days due to illness or injury, present to the athletic director a written verification from a physician licensed to practice medicine, stating that you may participate again.
- e. It will be up to head coach's discretion as to whether or not individuals may participate in any other sport during the season. Failure to comply will result in dismissal from the team.

## **3. Athletic Suspensions:**

A student athlete may be suspended by his/her coach, athletic director, or dean of students. The following will not be tolerated and will result in suspension:

- a. Possession or use of tobacco in any form or providing to others in or out of season.
- b. Possession, use of, or being under the influence of, or providing to others alcoholic beverages in any form in or out of season.
- c. Possession or use of or being under the influence or providing to others controlled substances in or out of season.
- d. A student may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program and purposes of the school. He/she may be suspended for urging other students to engage in the above conduct.
- e. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or to school employees, intimidating any student with the intent of obtaining money or anything of value from them, possessing weapons, and failing in a substantial number of instances to comply with the directions of coaches and/or rules of the athletic program and the school are all grounds for suspension.

## **4. Examples of Behavior Leading to Possible Suspension:**

- a. Personal Behavior
  - Profanity or other vulgar, obscene behavior will not be tolerated.
  - Classroom behavior should set a good example for other students. Proper respect should be given to teachers, fellow students, and classroom activities. Horseplay and clowning around, as well as "smart mouthing" will not be tolerated in the classrooms, hallways, cafeteria, gym, and most other places.
  - Disrespect, rude behavior, and/or teacher harassment will not be tolerated. We expect our athletes to be courteous and respectful at all times.

- An athlete should realize that “exhibitionism” in public is in poor taste. It places the athletes below socially accepted standards and will not be tolerated.

b. Appearance

- Athletes should be neat and well groomed at all times. School dress guidelines apply to athletes when participating in a scheduled contest.

c. Practice and /or Contest Attendance

- Athletes are expected to advise the coach or adviser in advance if they cannot be at practice or events.
- Athletes are to be aware of policies set by their coach about missed practice/s or event/s.

**5. Procedure for Suspension:**

- a. First Infraction - The athlete will miss 50% of the contests for his/her current sport season and/or his/her next sport season beginning with the first contest after the violation is discovered and verified by school officials. If 50% of the contests are not remaining in the season, the remaining percent will be served in the next sport season.

Percentages are figured on total amount of contests for that season. Tournaments will count as one regular season contest.

- b. Second Infraction - The athlete will miss 100% of the contests (equivalent to one full season) of his/her current sport season and his/her next sport season.
- c. Third Infraction - The athlete will miss 200% of the contest (equivalent of 2 full seasons) of his/her current sport season and/or next 1 or 2 sport seasons.

**6. Suspension Conference:**

- a. Any athlete who is suspended for violation of an athletic policy may request a conference with the Athletic Council Review Committee (\*see below) to express their feelings. Parents may attend this conference and are encouraged to do so.
- b. This conference must be requested within 5 days after the athlete is notified of his/her suspension.
- c. The staff member who initiates the suspension has the responsibility to notify parents in writing concerning the reason for suspension.
- d. The Athletic Council Review Committee will decide, following the conference, to support the suspension, to modify the suspension, or to declare the suspension invalid.
- e. If questions still exist concerning a suspension following the Athletic Council Review Committee, then the athlete and his/her parents may request a conference with the dean of students.

The Athletic Council Review Committee shall consist of the athletic director, and three coaches who have been in the system for a minimum of three years. (If coaches are not available, the council will reduce in size).

Student athletes and cheerleaders are representatives of Northridge Middle School and are expected to demonstrate positive behavior at all times.

## **7. Academic Requirements:**

In order to be eligible to play in games and matches you must pass all of your classes. If you have failed two or more classes you are not eligible to participate at all for a whole trimester. If you receive only one F, you may still practice with a team for 6 weeks, but will NOT be allowed to participate in matches or games. Grades will be checked at six weeks to determine if you are passing all of your classes. The effective date will be the Wednesday following the last day of the midterm point. If, at six weeks, you are now passing all of your classes, you will be allowed to practice AND participate in games and matches for the rest of the trimester. If at the end of the six weeks you are still failing any of your classes, you will not be allowed to participate for the rest of that trimester. Coaches' discretion will be used to determine if you are allowed to go to the matches and games with the team during the time you are not eligible. You will NOT be allowed to dress in a Northridge uniform until you are passing all of your classes. If you have failing grades at the time teams are picked, it will be the coach's discretion as to whether or not a place will be saved for you on the team.

If you had no F's the previous trimester but are failing at six weeks, you are still allowed to practice and participate until the end of the trimester. You know that you must continue to work on your grades so you will not receive an F for the trimester. Grades at the end of the trimester will be determined on the Friday following the last day of the trimester.

For incoming 6<sup>th</sup> graders, we do not carry any F's from 5<sup>th</sup> grade with you. You will start with a clean slate but will be responsible for passing all of your classes the first trimester in order to play the second trimester. The third trimester (spring) trimester does carry over to the first trimester in the fall for 6<sup>th</sup> and 7<sup>th</sup> graders.

## **8. Summary:**

- a. All athletes are responsible for obeying all school and athletic department regulations as well as specific rules outlined by each coach in their various sports.
- b. Athletes, whose habits, conduct, or character in or out of school or during the summer, are such that they reflect discredit upon the individual or the school, or are in violation of school rules, may be suspended from the athletic program.
- c. Other types of misconduct may be considered for possible suspension if deemed serious enough by the coach, athletic director, dean of students, principal, and/or Athletic Council.
- d. If any athlete quits a sport or does not finish the season because of suspension or ineligibility, he/she may not start practice for the following sport season until he/she has permission of the in-season coach of the sport he/she did not finish or until the sport he/she quit has completed its season.
- e. An athlete may not choose a new sport (one in which he/she has never before competed in) to serve his/her suspension without the approval of the athletic director, dean of students, and principal.

## What to Do if You Have a Complaint or Concern

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made in regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning students. The appropriate channels for help with a concern are teacher or sponsor... dean...principal...superintendent...school board.

### **Individual Teachers**

- ❖ Classroom concerns
- ❖ Academic Progress
- ❖ Assignments
- ❖ Grade concern
- ❖ Classroom behavior
- ❖ Improvement or decline in student performance
- ❖ Grading policy
- ❖ Make-up work
- ❖ Teacher detentions
- ❖ Referrals

### **Team**

- ❖ Parent Conferences
- ❖ Team/special projects
- ❖ Field trip information
- ❖ Team rules/polices

### **Counselors**

- ❖ Scheduling concerns
- ❖ Academic placement
- ❖ Social and emotional concerns
- ❖ Non-violent peer conflicts
- ❖ After-School peer tutoring
- ❖ Tutoring
- ❖ Outside resources
- ❖ Special needs placement
- ❖ Promotion and retention
- ❖ After-School remediation
- ❖ Summer School placements
- ❖ Outside tutoring

### **Assistant Principal**

- ❖ Discipline concerns

### **Principal**

- ❖ Curriculum concerns
- ❖ Staff concerns

### **Treasurer**

- ❖ Book rental
- ❖ Book store purchases
- ❖ Lost textbooks
- ❖ Free/Reduced lunch applications
- ❖ Refunds or payments
- ❖ Textbook assistance

## **Athletic Director**

- ❖ Athletic schedules
- ❖ Coaching concerns
- ❖ Directions to opposing schools

### **Model Notification Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

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

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask North Montgomery Community School Corp. to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the School Board: a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist): or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district

in which a student seeks or intends to enroll.

- (4) Where disclosure is to a state or local juvenile justice agency and related to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW,  
Washington, DC 20202-1605