



NORTHWESTERN MIDDLE SCHOOL
2015-2016

Student Handbook

3431 North 400 West
Kokomo, IN 46901
(765) 457-8101 ext. 3000

MISSION OF THE SCHOOL

Northwestern Middle School provides an academic environment guided by state standards and consistent evaluation, which enhances creative student learning and motivates early adolescents to develop life long learning skills in an ever-changing and diverse world.

EQUAL EDUCATION OPPORTUNITY

It is the policy of the Northwestern School Corporation not to discriminate on the basis of race, color, religion sex, national origin, age, or handicap in its educational programs or employment practices as required by the Indiana Civil Rights Act (I.C. 1971-22-9-1), Public Law 218 (I.C. 1971 Title 29), Titles VI and VII (Civil Rights 1964), the Equal Pay Act of 1973, Title IX (1971 Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance with Title IX and Section 504 may be directed to: Dan Armstrong, Corporation Compliance Officer, Northwestern School Corporation, 3075 N. Washington St., Kokomo, IN 46901, (765) 457-8101, Ext. 2033. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, defame character, advocate violation of federal, state, and local laws, or official school policies, rules, and regulations. Persons should present complaints to teachers or administrative officials in orderly fashion.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the building principal.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the administration.

SECTION I – SCHOOL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance district in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a birth certificate or similar document, court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, and proof of immunizations. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. School officials will assist in obtaining the transcript, if not presented at the time of enrollment.

IMMUNIZATIONS

Schools are required by law (IC 20-34-4-2) to ensure all students have received all immunizations required or have an authorized waiver. If a student does not have the necessary vaccines or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the Corporation Nurse.

Minimum Immunization Requirements for Students Enrolled in Grade 7-12:

3 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), Pediatric diphtheria-tetanus (DT); Tetanus-diphtheria-acellular pertussis (Tdap); or Tetanus-Diphtheria (Td) vaccine [7 years of age or older];

4 doses of any combination of IPV or OPV by age 4-6, or **3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday;**

2 doses of measles (rubeola) vaccine, on or after the first birthday;

2 doses of mumps vaccine, on or after the first birthday;

1 dose of rubella (German measles) vaccine, on or after the first birthday;

3 doses of Hepatitis B vaccine;

1 dose of Varicella (chicken pox) vaccine, on or after the first birthday, or record of disease;

Parental history of chicken pox disease is acceptable as proof of immunity (no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by physician is not necessary.

TRANSFER OUT OF THE CORPORATION

When you know that you will no longer be a student at Northwestern, you must report to the middle school office upon arriving at school on your last full day of attendance and the secretary will give you instructions on “check-out” procedure. You need to be prepared to return all books, equipment (such as physical education or FACS equipment), and pay any outstanding bills you may owe the school.

If you have pictures, yearbook, or other articles ordered, you must check with the sponsor involved and make arrangements for cancellation of the order or for the articles to be forwarded to your new address. Also, you must notify your bus driver on your last day in order that he/she will know not to stop for you any more.

STUDENT RECORDS

Northwestern schools maintain records on all students K-12. There are two (2) basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information may include:

1. Name, address, telephone, name of parent/guardian.
2. Date and place of birth.
3. Participation in school activities and athletics
4. Dates of school attendance
5. Honors and awards
6. Other similar information such as honor roll, height and weight, information generally found in yearbooks, college plans, and other institutions attended. Only directory information that is appropriate for the legitimate agency will be released.
7. An official transcript of student records will be forwarded directly to other public or private schools and post-secondary educational institutions to which the student transfers or applies for admission or in which a student enrolls.
8. Parents and students may hand carry only unofficial transcripts. **Parents or guardians wishing to deny the release of any directory information items pertaining to their youngster may obtain a “Denial to Release Directory Information” form from the Principal’s Office.**

The release of ANY student records, other than in the areas specified, require the written consent of the parent of the eligible student.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents’ written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

A parent or an eligible student (18 years of age, or older) may inspect the student's education records by making an appointment with the student's counselor. The request for an appointment must be honored within a reasonable period of time.

If a parent or eligible student believes the student's educational record contains information that is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, a request for an amendment may be made.

1. The principal of the school will act upon the request for amendment of records within a reasonable period of time.
2. If the request to amend records is denied, the parent or eligible student will be notified of the right to a hearing.
3. If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the school shall:
 - a. Amend the record accordingly, and
 - b. Inform the parent or eligible student of the amendment in writing.
4. If the hearing officer, as a result of the hearing, decides that the record is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, the parent or eligible student shall be informed of the right to place a statement in the record commenting on the contested information.
 - a. The statement of the parent or eligible student shall become a part of the student's educational record for as long as the record is maintained; and
 - b. The statement will be disclosed whenever that portion of the record to which the statement related is disclosed.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
40 Maryland Avenue, SW
Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email address:

FERPA@ED.Gov; and
PPRA@ED.Gov.

MEDICAL PROCEDURES STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored at/by the school must be reported immediately to the person in charge and the school office. If minor, the student will be treated and may return to class. If medical attention is required, the school will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/Guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form is available in the middle school office, and must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This authorization **must be filed annually**.
- C. ***All medications must come into the nurse's office in the original container.***
- D. Medication that is brought to the office will be properly secured. Medication must be conveyed to the school directly by the parent/guardian. A two-to-four week supply of medication is recommended.

- E. The school corporation may not send home with a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school in grades kindergarten through grade 8 may be released only to:
 - a. The student's parent/guardian; or
 - b. An individual who is:
 - i. At least eighteen (18) years of age; and
 - ii. Designated in writing by the student's parent/guardian to receive the medication.
- F. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- G. The parents/guardians have the sole responsibility to instruct their child to take the medication at the scheduled time.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's/guardian's written release.
- I. A student with a chronic disease or medical condition (asthma, allergy, diabetes, etc.) may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions. The student's parent/guardian must file a 5-part authorization with the student's principal/nurse for the student to possess and self-administer the medication. This authorization must be completed by the student's physician and the parent/guardian and **must be filed annually**.

Non-prescribed (over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact and communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected.

The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SECTION II- GENERAL INFORMATION

CLASS SCHEDULES

Regular Schedule		Activities Schedule		Two Hour Delay	
Period	Class Time	Period	Class Time	Period	Class Time
1	7:45-8:32	1	7:45-8:29	1	9:45-10:18
2	8:37-9:25	2	8:34-9:20	2	10:23-10:56
3	9:30-10:17	3	9:25-10:09	3	11:01-11:34
4	10:22-11:09	4	10:14-10:58	4	11:39-12:12
5	11:14-12:01	5	11:03-11:47	5	12:17-12:50
Lunch	12:01-12:35	Lunch	11:52-12:22	Lunch	12:50-1:20
HR	12:40-12:56	6	12:27-1:11	6	1:24-1:57
6	12:56-1:43	7	1:16-2:00	7	2:02-2:35
7	1:48-2:35	Act	2:05-2:35		

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

CHANGE OF ADDRESS OR PHONE NUMBER

Any change in address or telephone number should be reported to the office immediately. This is essential in case the school must contact the parents for any reason. It is the student's responsibility to see that his/her address and phone number is correct.

DAILY ANNOUNCEMENTS

Each day the announcements will be read over the P.A. Students are responsible for hearing these announcements. They are to remain quiet and not be out on passes while announcements are read. No announcements will be read without a teacher's signature. All approved announcements should be legibly written and turned in to the middle school office prior to the beginning of the school day. Only emergency announcements will be given at other times of the day. Personal announcements and non-school announcements will not be made. The announcements are posted on the school website.

DANCES

From time to time, the school will sponsor dances at school. Only students who attend Northwestern Middle School may attend. Proper dress and behavior will be expected at all dances. All school rules also apply to school dances.

EMERGENCY CLOSINGS AND DELAYS

In the event school must be closed due to bad weather or mechanical failure of the heating, lighting, or sanitation facilities, all student absences will not be recorded. **If conditions are such that school will not be in session, listen to the following local radio and television stations:**

**WIOU (1350 AM)
WSHW (99.7 FM)
WTWC (91.7 FM)
WZWZ (92.5 FM), or
WWKI (100.5 FM), and
WTHR (Channel 13).**

Skyward Family Access "Skylert" will send an automated message to parents that have registered. Closings and delays can also be found on the middle school webpage.

FACULTY/VISITOR PARKING LOT

It is necessary from time to time for students to pass by parked cars owned by school staff members, visitors and high school students. Students should not be in the parking area, except when supervised by a faculty member. During fire drills, it may be necessary for students to pass by faculty/visitor automobiles. Students are NOT to touch or disturb parked cars for any reason.

FIRE/SEVERE WEATHER/LOCK-DOWN DRILLS

Fire drills are required by law and are an important safety precaution. This alert is signaled by a continuous on/off horn sounding in the hall with flashing red lights. It is essential that when the fire alarm is sounded, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible and proceeds outside and across the parking lot areas to safety. Notices of evacuation are posted in every classroom and students should take note of these before the drill. Under **no** circumstances are the students to remain in the building when the alarm has been set off. **Students are to remain quiet during such drills and are also to remain outside the building until the bell is sounded. The penalty for pulling a false alarm is expulsion from school, and possible legal prosecution. The potential for injury to others is great in any fire drill. The school cannot tolerate endangering students as a prank.**

Severe weather drills are also required by law and are especially stressed during the spring months. Unlike the fire drill, during a severe weather drill students remain in the building. The alert is signaled by the continuous on/off warble sound of the P.A. system. Severe weather drill directions are posted in each room and should be reviewed by the teacher in each class. **Once students have moved to their "severe weather" location, students should kneel on the floor with their head positioned between their knees.** It is essential that directions be closely followed and students remain silent during severe weather alert. Students are to avoid standing near glass areas and may return to their rooms when bells are sounded unless other directions are given over the public address system.

A lock-down will be given over the public address system. All students are to be secured in a locked room or secured area. During the drill, stay away from windows. Remain calm and quiet and listen to specific instructions.

LIBRARY USE

The library is a place for quiet study and reading. Students are encouraged to use the library during their study halls or before and after school. The library has a collection of reference materials, magazines, newspapers, computers as well as an excellent selection of books. General library books may be checked out for up to two weeks. Please remember that the library is not a social hall or a student lounge. Students are expected to follow the posted rules for library use.

LOST AND FOUND

Students who find lost articles are to either turn them in to their teacher or to the office where they may be claimed by their owner. Lost books may be claimed at the bookstore.

MEAL SERVICE

Northwestern has traditionally run a "Class-A" type lunch, which is a hot meal with milk. Students are given a choice usually of meat, vegetable, and dessert. Students are asked to remain in the cafeteria while they are eating. All students are given 30 minutes in which to eat their noon meal. An ala carte line is also available to students who may wish to select only a few items for their lunch. Each item is paid for separately in the ala carte line. Students may also bring their own lunch to School to be eaten in the school's auditoria. **Students are not to be in the high school or outside of the building during their lunch periods without a pass or adult supervision.** Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes she/he is eligible, contact Sheila Lamb at 457-8101 ext. 1101.

PARTICIPATION IN SURVEYS

In conjunction with Indiana Code, a school corporation shall make available for inspection by parents or guardians of a student any instructional materials including teacher's manuals, student texts, films, or other video materials, tapes, and other materials used in connection with the personal analysis, evaluation, or a survey. A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning political affiliations, religious beliefs, mental or psychological conditions that may embarrass the student or student's family, sexual behaviors or attitudes, illegal antisocial, self-incriminating or demeaning behavior, or critical appraisals of other individuals with whom the student has a close family relationship, legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation or survey. The department and governing body shall give parents and students notice of their rights under this section (I.C. 20-10.1-4)

RESTROOMS

Students are to use the restrooms before and after school, between class periods, or at the beginning or end of their lunch period. Smoking is not permitted on school grounds, and therefore, smoking in restrooms is not permitted. If you are feeling ill, report to the office or send for some assistance, but do not remain in the restroom.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this policy may lead to disciplinary action.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of each grading period or upon enrolling. The schedule is based upon the student's needs and available class space. Students are expected to follow their schedules.

During the spring of each year, Northwestern students are encouraged to give considerable thought to the subjects that they would like to take the following school year. Students are encouraged to sit down with their parents and discuss future plans and goals. Student appointments can be made with the school counselor for any questions and information about the process of selecting appropriate courses for the student.

SCHEDULING CHANGES

All required classes: Any requests for changes in a student's schedule must be made in writing to the counselor within the first 5 days of the school year. This request will be presented to the principal upon the counselor's recommendation. The principal shall make the final decision.

Band/Choir class: Any changes in band/choir class will be as follows:

1. Students can only make changes at the end of the 1st semester (request deadline: last day of 1st semester). Any and all requests must follow the same procedures as for any required class changes.
2. Students will only be allowed to make one schedule change in the school year regarding band/choir class. Multiple changes requests will not be permitted.

Pre-Algebra/Algebra/Advance Language Arts:

1. Students can only make changes at the end of Term 1 or at the end of 1st semester (request deadline: last day of term).
2. Other requests must follow the same procedures as for any required class changes.

Any and all final decisions regarding schedule changes will be made by the principal. The principal also has the discretion to make changes to student class schedules when educationally appropriate.

STUDENT FEES AND CHARGES

Northwestern Middle School charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit. Late fees can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fees or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the student's principal.
3. No student may participate in fund-raising activities off school property without the written consent of his/her parents.
4. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

SUBSTITUTE TEACHERS

At times, it may be necessary for the school to employ a substitute teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show respect for substitutes as they would for their regular teachers.

TELEPHONES

Telephones are located in each classroom and the office. Students must get permission before using the telephone.

USE OF PRIVATE AUTO

A student must complete a use-of-private-auto form signed by a parent, the sponsor, the principal, and the superintendent of school, when:

1. Students are requested by a sponsor to be at a school-sponsored event, AND,
2. The student chooses to provide his own transportation, or, the student chooses to ride with someone other than his parent or guardian, AND,
3. Transportation is provided by the school and the student chooses to use a private auto rather than school-provided transportation or when transportation is not provided by the school.

When school transportation is provided, there must be good rationale provided to use one's own auto. Discretion from these rules is up to the administration.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

VENDING MACHINES

The vending machines are located in the saw tooth commons area and may be used after the school day has concluded. Use of these machines should not violate school or school bus rules and will be turned off if students misuse these machines. **NO DRINKS ARE TO BE TAKEN TO HALLWAYS OR LOCKERS.** Students must get permission to use vending machines during school day for special occasions.

VISITORS

Students are **not allowed** to bring visitors to school. Visitors work a hardship on both teachers and pupils. Parents are always welcome, but they are encouraged to make an appointment to see a teacher, the principal, or visit the child's classes. All visitors must first report to the middle school office for special clearance to be here at school and receive a visitor pass.

STUDENT SERVICES

BOOKSTORE

The bookstore is operated as a service to the students of Northwestern. One service provided is the textbook rental system which enables students to rent textbooks. Workbooks are sold to students at cost. Another service of the bookstore is to provide students with school supplies such as paper, pencils, notebooks, erasers, etc. The bookstore is open each morning before school and at posted hours.

GUIDANCE AND COUNSELING

Guidance services are available for every student. These services include assistance with educational planning, scholarships, career information, personal problems, or any topic the student may feel he/she would like to discuss. The guidance counselor's office is in the middle school office area.

HEALTH SERVICES

If a student becomes ill while at school, he/she should be excused by his/her teacher and first report to the office before going to the health clinic. **Students are not to report directly to the Health Clinic without first checking with the office. Under no circumstances are students to leave the building because of illness without authorization.** The Health Clinic is not a place to get "cured". Only first aid may be administered in the Health Clinic.

New students are required to show a birth certificate and file an immunization form with the school within 30 school days of enrollment or face exclusion according to state law.

PHYSICAL SCREENINGS

Hearing and scoliosis screenings will be administered for all seventh grade students during the year as well as for students new to the eighth grade. Vision screenings will be conducted for eighth grade students.

SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school counselor.

WORK PERMITS

All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations such as farming and domestic work. The student should first obtain a job before requesting an "Intent-to-Employ" form from the high school guidance office. This "Intent-to-Employ" form must then be signed by the parent, employer, and the student. The student should then present the completed "Intent-to-Employ" form **along with his/her birth certificate** to the Northwestern High School Guidance Office for a work permit. There is no charge for the work permit.

SECTION III – ACADEMICS

GRADES

Northwestern Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. The school uses the following grading system:

90 to 100% = A = Excellent achievement

80 to 89% = B = Good achievement

70 to 79% = C = Satisfactory achievement

60 to 69% = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

P = Acceptable achievement

Grading Periods

Student grade cards are available online after the end of each term. Parents that do not have access to the internet can request a grade card mailed home.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation. Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the ISTEP+ Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery level. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on type of testing, specific information and/or parent consent may need to be obtained. Northwestern Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff.

Honor Rolls

The High Honor Roll recognizes students who have attained all A's for the grading period.

The Honor Roll recognizes students who have attained all A's and B's for the grading period.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

FIELD TRIPS

Occasionally a class may take a field trip as part of the class lesson. Careful attention should be given by the students participating as to what time to meet, what to wear, how much money to bring, what supplies need to be brought along (pencils, binoculars, etc.) and what to do in the event of inclement weather or illness at the last minute. Remember, Northwestern Middle School is judged by the impression its students leave while on such field trips. Parent permission forms are filled out at the beginning of each school year. Teachers are to notify parents when field trips are scheduled. A "one time" fee for field trips will be assessed at the beginning of each school year as well. **School policies are the same on field trips as they are at school.**

COMPUTER TECHNOLOGY AND NETWORKS

The use of computers is an integral part of preparing for the future. At Northwestern we feel it is a privilege to have the opportunity at our school and that the use of the computers should be taken very seriously and with a great deal of respect. Students who cannot accept this responsibility will lose their computer privileges and will be subject to the following disciplinary consequences. **No student will in any way make an attempt to break the security of the Computer Network or attempt to break into other's files. COMPUTER RULES AND CODE OF ETHICS MUST BE SIGNED BY STUDENT AND PARENT/GUARDIAN AND ON FILE IN THE OFFICE BEFORE COMPUTER ACCESS WILL BE GRANTED.**

Disciplinary Action: (Computer Access)

1. **First Offense:** Three to five (3-5) days suspension with loss of computer privileges for the rest of the semester at school.
2. **Second Offense:** Ten (10) days suspension and expulsion recommended with all computer privileges suspended for the year.

No student shall bring into the school any software on diskette (**including games and other programs**) unless requested to do so by a teacher or administrator at Northwestern Middle School. If a student brings into the school software at the request of a teacher or administrator, that student will be required to provide proof of purchase or a license agreement for that software if requested. Students are also not allowed in chat rooms and to be in non-educational sites on the Internet. Obscene printouts of Internet material are not allowed.

Disciplinary Action:

1. **First Offense:** Saturday School to three (3) days suspension with loss of computer privileges for the rest of the semester.
2. **Second Offense:** Five to ten (5-10) days suspension with the loss of computer privileges for the remainder of the year.

A student who violates the rules and code of ethics as stated in the Student Technology Handbook of Northwestern School Corporation faces disciplinary consequences that may range from Saturday School to suspension with possible expulsion. Computer privileges may also be suspended for violations of any kind.

SECTION IV – STUDENT ACTIVITIES

CO-CURRICULAR/EXTRA-CURRICULAR ELIGIBILITY

In order to be an active participant in Middle School athletics, dances and electives like yearbook and drama, students must be passing in all courses at mid-term and on the 9-week report card. A student failing in any class at midterm will be ineligible to participate until the grade(s) is passing. Any student failing in any class at the 9 weeks or semester will be ineligible to participate until the grade(s) is passing at midterm.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Northwestern Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but they are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

ATHLETICS

The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Mr. Dan Armstrong, Athletic Director, at 457-8101 ext. 2029.

Boys Athletics

Basketball
Cross Country
Football
Golf
Swimming
Tennis
Track and Field

Baseball
Wrestling
Soccer

Girls Athletics

Basketball
Cross Country
Golf
Swimming
Tennis
Track and Field
Volleyball

Softball
Soccer

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-corporation-sponsored organization may use the name of the school or school mascot.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are in a school activity.

SECTION V - STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A. Material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked, and there is proper access and egress to the building.

SECTION VI - TRANSPORTATION

Bus transportation to school

The school provides bus transportation for all students who live within the Corporation. The bus schedule and route is available by contacting the Director of Transportation at 457-8101 ext.1100.

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 building Principal stating the reason for the request and the duration of the change and the Principal approves.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to loading (on the road and at school)

Each student shall be on time at the designated loading zone; stay off the road at all times while walking to and waiting for the bus; line up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the bus driver signals it is safe, and go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall: remain seated while the bus is in motion; keep head, hands, arms, and legs inside the bus at all times; not litter in the bus or throw anything from the bus; keep books, packages, coats, and all other objects out of the aisle; be courteous to the driver and to other bus riders; not eat or play games, cards, etc; not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall: remain seated until the bus has stopped; cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe, and be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

Students should learn the rules of their school bus, and remember, the rules of the school are **also** the rules of the bus. Students who fail to comply with the rules of their bus will be disciplined.

Disciplinary Action:

- 1. First Offense:** A conference with the student and a warning given will take place for a bus infraction with suspension from bus privileges as a possibility.
- 2. Second Offense:** Loss of bus privileges from 1 – 10 days. Parents will be notified and asked to meet as well.
- 3. Third Offense:** Possible total loss of bus privileges.

SECTION VII – STUDENT ATTENDANCE

PROCEDURES

Northwestern Middle School considers the development of good attendance habits and punctuality as a vital and desirable undertaking for two essential reasons: First, it is difficult for people to learn if they are not in class as the teaching/learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school career. For uniformity and consistency, the following attendance policy has been established:

PARENT'S RESPONSIBILITY

Parents are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child graduates or reaches at least sixteen (16) years of age, but less than eighteen (18) years of age, and, the student, the parents/guardians, and the principal agree to the withdrawal, and at the exit interview, the *parent/guardian* provides written consent for the student to withdraw and the student's parents/guardians, and the school principal and guidance counselor provide written consent for the student to withdraw from school. The student, his parents/guardian, a school administrator, and guidance counselor may be required to attend the exit interview. Parents and guardians should monitor attendance of their children to ascertain that attendance is regular (IC 20-33-2-27).

ATTENDANCE POLICY – 10 DAY LIMIT PER SEMESTER

1. Students will make up work for any absence. These absences include “excused” and “unexcused” absences.
2. After the tenth (10) absence in a semester, the Principal will review the absence to determine further action. Action could include parent conference, probation or expulsion.

ABSENCE FROM SCHOOL

For uniformity and consistency, the following attendance policy has been established and parents and students must observe these procedures following an absence or tardy from/to school:

1. A phone call (457-8101ext 3000), web recorded absence, or a note is needed from the parent when the student returns to school explaining the reason for the absence. Families are encouraged to make appointments outside the school day or at a different time for each appointment.

ABSENCES FROM SCHOOL

1. Exempt absences that are counted as present

- a. Serving as a page in the Indiana General Assembly
- b. Serving at the polls on Election Day (with prior approval from the Principal and written verification from a poll official)
- c. Court appearance, which is documented by a probation officer or officer of the court
- d. Homebound instruction
- e. School field trips
- f. In-school suspension
- g. Out-of-school suspension

Exempt absences will be recorded for students suspended out-of-school. Students will make up work and keep up with the class while suspended from school.

2. Excused absences (phone call and note required from parent/guardian) including the following:

- a. Illness of student
- b. Funeral
 - (1) Death of immediate family
 - (2) For persons outside of immediate family with parental permission
- c. Medical or Legal appointments – such appointments should be rescheduled after school hours when possible.
- d. Family vacations: It is strongly recommended that families take their vacations during regularly scheduled student breaks. If a student misses school due to a family vacation, **the days will count toward the 10-day per semester limit.** The student is to be accompanied by a parent/legal guardian or their designee while on vacation. The parent/legal guardian is to notify in writing the middle school principal at least five (5) school days prior to the vacation. All make-up work/quizzes/tests are due before departure or the day of return as determined by the individual teacher.
- e. Emergency at home: Verified by parent note and administrative approval.
- f. Pre-arranged activity: Approved by the middle school principal
- g. Other absences: Must be approved by the principal

3. Unexcused Absences

- a. If a student's parent has not contacted the school regarding the student's absence, it will be regarded as “unexcused”.
- b. Examples of unexcused absences include truancy, skipping a class, personal business, oversleeping, undefined absence, attending extra-curricular activities when absent from school all day (without administrative approval), or other examples as determined by the principal.

OTHER ABSENTEE GUIDELINES

TARDY TO SCHOOL (BY NINE WEEKS)

Upon arriving at school after the school day has already begun, the student must sign in at the office, present a note from home indicating the nature of the tardy, obtain a pass to class, and then proceed to class. If students are twenty (20) minutes late to class, it will also be counted as an absence.

Disciplinary Action –

- 1 & 2 – Warning
- 3 - Detention
- 4- 2 Detentions
- 5 - In-School Suspension
- 6- 2 Days In-School Suspension
- 7- Out-of-School Suspension

DEPARTURE FROM SCHOOL CAMPUS

Northwestern Middle school is a “closed campus”. This means that students are not allowed to leave and return to school without school authorization. Notes or phone calls must be directed to the office indicating permission to leave school for appointments or family trips. Students must secure a pass from the office prior to leaving school. Immediately before departure, students must sign out in the office. Disciplinary action will be taken if a student does not follow the departure procedures.

Re-admit Slips: All students are to sign in the office upon returning to school after an absence of any length. If a student is absent at the end of the school day and returns to school on the following day, the student must sign in before 7:45 a.m. and bring a note from the parent/guardian explaining the absence. If no parent contact is received by the day following the absence, it will be considered “unexcused”.

Curricular/Extra-curricular Participation: The school assumes that any student who is unable to attend school for educational purposes is also unable to attend extra-curricular activities later that same day. (This includes athletic practice, games, contests, organizational functions, etc.) Students who attend such events will be marked as “unexcused” for that same day’s absence. Students under suspension shall not attend such functions. Any student who misses more than a half-day of school is not eligible to attend events and activities without administrative approval.

Make-up Work: Teachers will work with students to complete make-up assignments/quizzes/tests. . When a student misses only the day of a previously scheduled test or long assignment such as reports or projects; he/she may be required to make up that test or long term assignments on the first day back to school. Upon return they must see the teacher of each class with an absence slip. Parents can make requests for assignments. The assignments may be sent home with another student, but the parent of the absent student must make these arrangements. Homework assignments can be found on the Middle School Webpage.

Tardies: A tardy is defined as not being in an assigned room/ seat when the final bell rings. A tardy that is more than 20 minutes of a class will be counted as an absence. All tardies are recorded as lines and students should make every effort to avoid it. Excused tardies will be given when a student has a pass from a teacher.

STUDENT DUE PROCESS WITHDRAWAL

All students are subject to due process and possible expulsion and may be withdrawn from attendance at Northwestern Middle School for one of the following reasons:

- 1. Failure to enroll properly:** When a student fails to properly enroll, he/she may be withdrawn by the administration; or if a student fails to pick up his semester schedule within eight (8) days from the start of the semester, he/she may be withdrawn.
- 2. Violation of the Attendance Policy due to Absences:** When a student has violated the attendance policy, a grade of ‘F’ due to lack of attendance may be given for that class.
- 3. Disciplinary Reasons:** When a student is suspended, pending an expulsion request, he/she will be withdrawn for attendance upon formal expulsion, and after all due process procedures have been instituted.
- 4. Expulsion Grading Policy:** A student who is expelled from Northwestern Middle School shall be withdrawn from all classes with a grade of ‘F’, unless the principal and/or hearing examiner determines otherwise.

SECTION VIII - STUDENT STANDARDS

A major component of the educational program at Northwestern Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

1. HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Middle School students should not be in the senior high wing unless on specific business and with a pass from a teacher. All library passes for middle school students are to the middle school library unless specifically stated.

2. LUNCH RULES AND REGULATIONS

Students are assigned a 30-minute lunch period. Improper behavior will not be tolerated. Students are to leave tables and floors clean and push their chairs up to the tables before being dismissed. Disciplinary action will be brought against those students who cut in line, throw food, leave trays on tables, or act in a manner to disrupt the normal school environment. Northwestern has a closed campus policy at lunch.

The following rules will be followed during lunch:

1. Students should walk, not run, to the lunchroom. Students are encouraged to go to their lockers, use the rest room, etc. before going to the cafeteria, as they will not be permitted to return to their lockers during the lunch period.
2. Students should leave salt shakers, catsup containers, etc. where they are in the serving line and not take these items to their tables.
3. Students will not be assigned tables, yet if problems arise at lunch throughout the year, table assignments may be implemented. Students are NOT to move chairs from one table to another in the lunchroom.
4. Students are to return their trays and clean up their eating areas when finished eating, then, return to their chairs until being dismissed.
5. Students will be dismissed from the lunchroom table-by-table by the lunchroom supervisors after the supervisor has inspected the table, chairs, and surrounding area for debris.
6. Students who must be excused from the cafeteria need to get permission from the lunchroom supervisor.

Other areas of the building (i.e. gyms, pools, the senior high school, and locker rooms) are off limits to students without the direct supervision of a teacher. Areas outside the building such as the parking lot are off limits without administrative approval. Students may eat in the cafeteria only. Exceptions will be cleared by the administration.

3. STUDENT RELATIONSHIPS

While at school or school-sponsored activities, students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that offend or embarrass others. Physical contact such as hand-holding, kissing, hugging, and embracing is not allowed. The school will notify parents and enlist their support in curbing the behavior. The severity of the situation may result in further disciplinary action.

4. STUDENT VEHICLES

- A. Middle School students are not allowed to drive motorized vehicles to school, even if they may happen to have a driver's license. Students are not to have bicycles, roller blades, scooters, or skateboards at school.
- B. Middle school students, in accordance with Indiana Senate Enrolled Act 319, require notification to the Bureau of Motor Vehicles results of student discipline resulting in the suspension of driver's license. This notification is required in cases of habitual truancy, suspension and/or expulsion.

5. STUDY HALL

General Rules for Study Hall

1. Study Hall periods are to be used by students as a "quiet study time" to complete homework and class assignments.
2. Students are to bring suited materials to study hall and be in their assigned seat prepared to begin work when the bell sounds.
3. **Students may only leave study hall with a pass.** The study hall supervisor will inform the study hall members as to procedures for honoring passes and issuing library passes.
Passes may be issued by a teacher as a room or library pass or by the study hall supervisor as an office, bookstore, or library pass.

Students must return the last five minutes of study hall.

4. Students wishing to be an assistant must have the teacher fill out a form, have it approved by the principal, and have it recorded by the office **before** being excused from the study hall by the study hall supervisor. (Student assistants are expected to live up to the responsibilities of their honor.)
5. The study hall supervisor will inform the class of his/her specific expectations for behavior during the period. Failure to follow the directions of any instructor is insubordination and will be dealt with accordingly.
 - a. There is no talking.
 - b. Students must raise their hand to ask a question.
 - c. No wandering around the room without permission.
 - d. Tardy to study hall will be recorded as a line.
 - e. Students may not return to their lockers after the bell.
 - f. Book bags or coats are not allowed in the study hall.
 - g. Respect others and their property. Ask before you borrow.
 - h. Students must be prepared to have something to do all period.
6. Use of the computer is with the study hall or library supervisor's permission.

6. LOCKER DECORATIONS

All locker decorations must be approved by the principal. Only magnets can be used on lockers. No masking tape, duct tape, scotch tape, two-sided tape, spray adhesives, or contact paper.

7. DRINKS & SNACKS

Drinks, snacks, and candy are not to be brought from home or outside the school into the school during the school day by students. Snacks and a drink can be part of a sack lunch.

8. LASER POINTER LIGHTS

Students are not permitted to have these on school grounds.

9. ELECTRONIC DEVICES

Electronic devices such as, but not limited to, CD players, MP3 players, radios, video game players, and cellular phones are allowed in the hallways before first period class, during passing periods, during lunch and after school. The use of electronic devices during class is at the discretion of each teacher or staff member. Students who bring electronic devices to school do so at their own risk. The school will take no responsibility for any lost, stolen, or damaged items. Sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device may be considered grounds for suspension or expulsion.

10. DRESS CODE

Students will be expected to wear clothing and manage their appearance in a manner which does not disrupt teaching, promote vulgarity, advertise illegal substances (drugs, alcohol, tobacco), or express double entendres (meanings). In addition to what was previously stated, the following will be dress guidelines for all students:

1. Footwear must be worn in the school at all times.
2. Hats, sunglasses, visors, bandanas, scarves, etc. are not to be worn during school hours of 7:45 a.m.-2:35 p.m.
3. Tops must be long enough to be tucked in or long enough that when worn out, the midriff is not exposed during sitting or standing.
4. See-through/sheer tops, tank tops (four finger width), spaghetti strap tops, open back dresses, halter tops, form fitting tops and bare midriff tops are prohibited.
5. Blouses or dresses with low, revealing necklines, low "v" cut necklines, or other shirts that reveal cleavage are unacceptable. No off-the-shoulder tops.
6. Shorts are to be of knee length unless worn with leggings or yoga pants.
7. Clothing with holes or shredded holes above the knee are not permitted unless worn with leggings, yoga pants, or biking shorts.
8. No clothing should be worn which reveals underwear, bra straps or bare midriffs.
9. Studded or spiked items of apparel, chains or other items that might cause a concern for student safety is prohibited.
10. Pajama pants, slippers, leggings, or yoga pants are not permitted.
11. All pants must be worn around the waist, even when seated or stretching.
12. Coats and jackets are not to be worn in classrooms unless warranted by the building temperatures and approval is given by the teacher or principal.
13. Backpacks and draw string bags are to be left in student lockers during the school day.

14. Clothing designed for school athletic events, i.e. cheerleader outfits, etc. that does not meet the above guidelines cannot be worn during the instructional day unless appropriate outer garments are worn with the outfit.
15. All dresses and skirts must be worn with leggings or yoga pants.

Changes to the above guidelines must be authorized by the building principal.

Disciplinary Action:

Verbal warning and a note or call to parents. Alternative clothing will be asked to be worn by the student whether a change of clothes is brought to school or other clothing given to the student to wear. If the student continues to wear inappropriate clothing, he/she will be considered to be insubordinate and dealt with accordingly.

SECTION IX - CODE OF CONDUCT

Northwestern’s reputation of desirable student conduct both at school and away has always been high. This is because each student at Northwestern is proud to have their name associated with the school. Pupils who grow to maturity have acquired, through experience and training, those traits, which characterize or determine the good American citizen both as an individual and as a member of society. In this **Code of Conduct** the school has set forth certain disciplines for infractions of rules. **The severity of discipline increases as the student repeats the same infraction. However, when the severity of the rule violation (even though the first) warrants, the penalty will be much more severe. The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.** The following rules have been formulated to ensure an orderly administration of the educational process. Students who violate these adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately. Serious misconduct will be dealt with by the principals at their discretion and under the disciplinary authority given them by state statutes and school board regulations. Again, every case will be considered on an individual basis. Depending upon the seriousness, the administration may skip or reduce levels of consequences.

Problems arise each year because students bring articles to school that are hazardous to the safety of others or interfere with school purposes. Such items include but are not limited to: bean shooters, Frisbees, handcuffs, hard balls, skateboards, trading cards, cigarette lighters, slingshots, smoke bombs, toy guns, water pistols, etc. These items, if brought to school, will be impounded. Should any items listed above be necessary for school assignments, prior arrangements must be made with an administrator? Possession of firecrackers or smoke bombs is grounds for suspension from school.

BEHAVIOR MODIFICATION PLAN

The Line System

Students will be expected to abide by the following consequences when classroom rules are violated: When there is a student infraction (breaking a rule), the student’s name is written on a clipboard in the teacher’s classroom where the infraction takes place. Each time a student’s name is placed on the clipboard by the teacher, it is called a “line”.

7th Grade

Discipline Lines – Referral for every four (4) lines

4 Lines	One (1) Detention
8 Lines	Two (2) Detentions
12 Lines	One (1) Day In-School-Suspension
16 Lines	Two (2) Days In-School-Suspension
20 Lines	One (1) Day Out-of-School-Suspension
24 Lines	Two (2) Day Out-Of-School Suspension
28 Lines	Three (3) Days Out-Of- School Suspension, Habitual Offender

Lines accumulate for the **entire year.**

8th Grade

Discipline Lines – Referral for every two (2) lines

2 Lines	Lunch Detention
4 Lines	One (1) Detentions
6 Lines	Two (2) Detentions
8 Lines	Saturday School
10 Lines	One (1) Day In-School-Suspension
12 Lines	Two (2) Days In-School-Suspension
14 Lines	Out-of-School Suspension, Habitual Offender

Lines accumulate **each semester**.

These guidelines are at the discretion of the principal. Violations are (but not limited to) tardy to class, inappropriate school behavior as deemed by a staff member, disrespect, and unprepared for class.

CLASSROOM RULES AND REGULATIONS

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Repeated failure to follow classroom rule(s) will result in a referral to the office for disciplinary action.

EXAMPLES OF STUDENT MISCONDUCT

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 subdivision: (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 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 property. (d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property. (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property. Stealing or doing damage at school sponsored activities.
4. Intentionally causing or attempting to cause physical injury or intentionally 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 some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, using, transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to: (a) Engaging in sexual behavior on school property; (b) disobedience of administrative authority; (c) willful absence or tardiness of students; (d) knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (e) possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
13. Possession of a firearm at school is prohibited. No student shall possess, handle, or transmit any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - a. Any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive
 - b. The frame or receiver of any weapon described above
 - c. Any firearm muffler or firearm silencer
 - d. 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 a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

DISRESPECTFUL BEHAVIOR

Disrespectful behavior is when a student exhibits lack of respect for other students and staff. Examples of disrespectful behavior can be talking back using derogatory, rude, discourteous, and impolite words. Making wisecracks or being a smart aleck is disrespectful. Other examples could include name-calling, mocking, sarcasm, and misbehaving.

Disciplinary Action

- 1. First Offense:** Detention or Saturday School
- 2. Second Offense:** In-School Suspension
- 3. Third Offense:** Out-of-School Suspension

DISRUPTION/MISCHIEF

Mischief can be defined as immature behavior, which includes but is not limited to: horseplay, pushing, threatening, harassing, shoving, yelling, running, etc. Most damage to school property and injuries to students are a result of immature behavior.

Disciplinary Action:

- 1. First Offense:** Saturday school to three (3) days suspension – Restitution made.
- 2. Second Offense:** Five (5) to ten (10) days suspension – Restitution made. Possible recommendation for expulsion.

CHEATING

Cheating means copying from another person/source OR providing assigned work to another student and will result in a failing grade/zero for the assignment in question. One facet of academic cheating is plagiarism. Plagiarism is the use of words or ideas of another with the intent of representing them as one's own. Examples of plagiarism include, but are not limited to: students copying from book jackets, encyclopedias, iPads, computer programs, computer on-line services, other library sources, or papers of other students for reports, compositions, speeches, or research papers, and/or paraphrasing the ideas of others without giving proper documentation. Because plagiarism is intellectually dishonest, and therefore a form of stealing, it is an extremely serious offense and will result in severe penalties.

Cheating

Disciplinary Action:

1. **First Offense:** Failing grade/zero for the assignment and a line
2. **Second Offense:** Saturday School and failing grade/zero for the assignment and notification to parents.

Plagiarism

1. **First Offense:** Office referral, Failing grade/zero, parents notified
2. **Second Offense:** Office referral, Failing grade/zero, parents notified

FORGERY/FALSE STATEMENT

Definition – The act of falsely and fraudulently marking or altering a document or statement (i.e. physician, parent, passes, etc.) or falsely representing a situation, or not telling the truth.

Disciplinary Action:

1. **First Offense:** Saturday School
2. **Second Offense:** Three (3) days suspension.
3. **Third Offense:** Ten (10) days suspension and expulsion recommended.

INSUBORDINATION

Insubordination is when any student intentionally fails to comply with the directions of teachers, supervisors, or administrators during any period of time when he/she is under the school's supervision. Students are not to be in unauthorized areas (posted or by verbal order by a school official) unless given permission by a school official, this includes computer access. **STUDENTS ARE NOT TO BE ON SCHOOL GROUNDS UNLESS THEY ARE UNDER THE DIRECT SUPERVISION OF A SCHOOL EMPLOYEE.** The student is subject to the following disciplinary actions:

Disciplinary Action:

1. **First Offense:** Detention or Suspension
2. **Second Offense:** One (1) to Three (3) days of In-School-Suspension
3. **Third Offense:** Three (3) to Five (5) days of Out-of-School suspension with possible recommendation for expulsion.

HABITUAL OFFENDER

A student will be classified as a habitual offender when that student has failed in a substantial number of instances to comply with school rules or the direction of teachers or other school personnel during any period of time when he/she is properly under their supervision.

Disciplinary Action:

1. **First Offense:** Two (2) Days Out-of-School Suspension
2. **Second Offense:** Three (3) to Five (5) Days Out-of-School Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension with possible recommendation for expulsion.

OBSCENITIES

Obscenities are remarks which are written or spoken and are offensive to prevailing notions of decency. Gestures, pictures, apparel and student conduct may be offensive to prevailing notions of decency as well. Parents of the offending students are to be notified of the problem, and/or students who use obscenities will be suspended or expelled from school. This rule also applies to the decorating of lockers, personal or school property, or property at school sponsored events.

Disciplinary Action:

1. **First Offense:** Detention or Saturday School.
2. **Second Offense:** Saturday School or Suspension
3. **Third Offense:** Out-of- school Suspension

OBSCENITIES DIRECTED TOWARD STAFF

Disciplinary Action:

1. **First Offense:** One (1) to Three (3) Days Out-of- School Suspension
2. **Second Offense:** Five (5) Days Out-of-School Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension with possible recommendation for expulsion

TRUANCY OR CUTTING CLASS

Truancy is defined as the absence of a student from school when neither the parent nor the school knows where the student is, or when the student is absent without a legitimate reason as outlined in the attendance policy. Included in this policy is any student who is outside the school building or assigned class without permission during the student's regular school day.

Disciplinary Action:

1. **First Offense:** Saturday School
2. **Second Offense:** Three (3) days suspension and parental conference.
3. **Third Offense:** Ten (10) days suspension and/or expulsion recommended

VANDALISM

Destruction of school property, buses, other school properties at extracurricular activities, and other's personal property shall result in the student and/or his parents being responsible for the replacement of destroyed property either by their own labor or by payment in full for all articles, parts, and labor incurred. In the case of substantial damage, the student shall be subject to expulsion from school.

Disciplinary Action:

1. **First Offense:** Saturday school to three (3) days suspension – Restitution made.
2. **Second Offense:** Five (5) to ten (10) days suspension – Restitution made. Possible recommendation for expulsion.

THEFT

Theft is the unlawful taking of property belonging to another person or the school while on school grounds, during an educational event or function off school grounds, or when traveling to or from school or such educational event or function.

Disciplinary Action:

1. **First Offense:** Three to five (3-5) days suspension and restitution made.
2. **Second Offense:** Ten (10) days suspension, restitution made and recommendation for expulsion.

THREATENING, HARASSING, OR INTIMIDATING STUDENTS

Threatening, harassing, or intimidating any student(s) shall be considered misconduct and will NOT be tolerated. This includes sexual harassment, which means unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Departsing another student falls under this category and is NOT tolerated. Penalty for threatening, harassing, or intimidating another student or school employee is suspension or expulsion from school. Incidents of this nature should be reported to the principal or his designee.

Disciplinary Action:

1. **First Offense:** One to five (1-5) day(s) suspension.
2. **Second Offense:** Ten (10) days suspension and expulsion recommended.

BULLYING

Bullying (IC 20-33-8-0.2) means overt repeated acts or gestures including verbal or written communication transmitted, physical acts committed, or any other behavior committed by a student or group of students against another with the intent to harass, ridicule, humiliate, or harm the other student.

Disciplinary Action:

1. **First Offense:** Bullying Prevention Program Action Plan – Level 1
2. **Second Offense:** Bullying Prevention Program Action Plan – Level 2
3. **Third Offense:** Bullying Prevention Program Action Plan – Level 3

FIGHTING/ATTACKING A STUDENT OR SCHOOL EMPLOYEE

Fighting is not acceptable, and physical violence should never become the end result of a conflict. Intentionally doing bodily harm to any student or school employee on school grounds, a school bus, or any school-sponsored event will not be tolerated. Attacking or harming a school employee may result in recommendation for expulsion and contact made to the authorities. It generally does not matter who "throws the first punch". Unless one of the students can demonstrate he/she was taking self-defense or trying to avoid the fight, both students will be given the same disciplinary consequences.

Disciplinary Action:

1. **First Offense:** Three to five (3-5) days' suspension.
2. **Second Offense:** Ten (10) days suspension and recommendation for expulsion.

SMOKING/POSSESSION OF TOBACCO

Northwestern has a smoke-free environment. Smoking and/or possession of tobacco, including smokeless tobacco by students of Northwestern is forbidden in school buildings, on school grounds, at school sponsored events, and on school buses at all times. Possession means in the immediate area of your person! "Lookouts" are those students who warn smokers of teachers approaching. This behavior will not be tolerated and "lookouts" will be dealt with just as smokers. The judgment of the

administration in such cases will be used in determining whether or not there is a reason to believe the student is aiding others in this illegal practice. (Included in this policy is all non-tobacco/non-nicotine snuff.)

Disciplinary Action:

1. **First Offense:** Three (3) days Suspension
2. **Second Offense:** Five to ten day suspension

STUDENT ANTI-HAZING

The Northwestern School Corporation believes that hazing activities of any type are consistent with the educational processes and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for the purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. Students who fail to abide by this policy shall be subject to disciplinary action that may include suspension and/or expulsion.

ELECTRONIC DEVICES

The use of electronic devices during class is at the discretion of each teacher or staff member. Violation of classroom use policy could result in the following disciplinary actions:

Disciplinary Action:

1. **First Offense:** Warning
2. **Second Offense:** Saturday School
3. **Third Offense:** In-School Suspension – Loss of privileges

DRUGS AND ALCOHOL

It is a violation of the disciplinary code of Northwestern Middle School to:

- A. Possess, provide to another person, using, “snorting”, or being under the influence of any substance which is or contains tobacco, amphetamines, alcohol, barbiturates, narcotic drugs, a stimulant, an inhalant, an intoxicant of any kind, a depressant, marijuana, or a hallucinogen. Whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the following (but not limited to) substances: alcohol, barbiturates, LSD, methaqualone, phencyclidine, amphetamines, benzodiazepines, marijuana metabolites, nicotine, prosyphene, anabolic steroids, cocaine metabolites, methadone, opiates, prescriptions, and other specific drugs. (This is to include all non-alcoholic beer and wine substitutes and drug look-alikes and substitutes):
 1. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
 2. Off school grounds at a school activity, function or event; or
 3. Traveling to or from a school activity, function, or event.
- B. To possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of: alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogenic, prescription drug, and/or a look-alike drug:
 1. On school grounds immediately before, during, or immediately after school hours and at any other time when a school group is using the school;
 2. Off school grounds at a school activity, function, or event; or
 3. Traveling to or from a school activity, function, or event.

Examples of things **not** to be possessed or provided to another person are pipes, rolling papers, clips, or other devices.

- C. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind are they available with or without prescription.
- D. **ALCOHOL:**

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he has individualized suspicion the student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except when the student may need

medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with the following disciplinary actions:

Disciplinary Action:

1. **First Offense:** Five (5) days suspension and/or possible expulsion.
2. **Second Offense:** Ten (10) days Out-of-School suspension and recommendation for expulsion. In all cases, the proper law enforcement agency will be notified.

WEAPONS

Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will result in recommendation for expulsion from school and will be reported to law enforcement officers.

Examples of weapons violations include possessing, firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for unlawful reasons. Knives must not be brought to school. This includes pocketknives. Students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to disciplinary measures.

Examples of a dangerous weapon include firearms, dagger, dirks, stilettos, knives opened by a mechanical device, iron bars, brass knuckles, or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns and explosive devices.

Disciplinary Action:

1. **First Offense:** One to five (1-5) day(s) suspension.
2. **Second Offense:** Ten (10) days suspension and recommendation for expulsion

SECTION X – ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS

DISCIPLINE PRACTICES

The superintendent, principal, any administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior. In addition to the actions specifically provided in Indiana Code, any of the following actions may be necessary to help any student, to further school purposes, or to prevent interference while the student is under the school's supervision:

1. Counseling with a student
2. Conference with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain after school or to come in before school to do additional work, counseling, or detention for discipline
6. Corporal punishment
7. Standing in the hall
8. Clean-up duty
9. Assigned seat
10. Removal from class
11. Failed assignment
12. Loss of credit
13. Change inappropriate dress
14. Disciplinary probation (further suspensions will result in a recommendation for expulsion)
15. Athletic probation (further violations will result in suspension from athletic team)
16. Social probation (restriction of extra-curricular/curricular activities)
17. Denied lunchroom privileges
18. Denied bus privileges
19. Denied pass privileges
20. Denied field trips
21. Denied convocations
22. Denied participation

23. Rehabilitation and counseling for drug, alcohol, and tobacco problems
24. Removal of office leadership role
25. Paying for lost, stolen, or damaged articles
26. Restrict areas of the building, property, etc.
27. Confiscate articles which should be considered to be an interference with the educational process.
28. Any other disciplinary actions deemed necessary to prevent an interference with the educational process

The following rules apply when a student is:

- A. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- B. Off school grounds at a school activity, function, or event.
- C. Traveling to or from a school activity, function, or event.

DISCIPLINARY OPTIONS

1. **Detention Option:** Detention is assigned to students for a variety of usually minor rule violations. Students will be told where and when to report for their detention. It is the student's responsibility to arrange transportation to/from detention. Detention may be assigned before or after school at the convenience of the teacher. Students who fail to report for detention as assigned, without prior approval, **and accompanied by a note or phone call from the parent** may be required to serve double the time originally scheduled. When students miss detention for any reason that is legitimate, (i.e. absence from school, doctor's appointment, etc.) **THEY MUST RESCHEDULE THEIR TIME WITH THEIR TEACHER.**

DURING DETENTION, STRICT RULES OF CONDUCT WILL BE FOLLOWED. Students not following these rules, or failing to serve detention are subject to suspension.

- A. The teacher fills out the detention notice (in triplicate) on each student and sends one copy home.
- B. The second is placed in the student's discipline file.
- C. The teacher is to state the time, date, and place that the student is to serve his/her detention under a teacher's immediate supervision.
- D. If detention occurs often, a student/parent/teacher/administrator conference may be necessary.
- E. Any student who fails to serve a detention will be asked to explain why it was not served. The detention may be doubled for failing to serve the detention.
- F. All other discrepancies will be handled by the administration

Students who miss detention will be disciplined as follows:

- 1st – Double Detention
- 2nd – Saturday School
- 3rd – One (1) day In-School Suspension
- 4th – One (1) day Out-of-School Suspension
- 5th – Three (3) days Out-of-School Suspension
- 6th – Five (5) days Out-of School Suspension

2. **Class Suspension Option:** This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the hall from class for a maximum of one day. Copies of mailed disciplinary referrals are kept in the student's discipline file.
3. **Time-Out Option:** This is intended to be used by the building administrator as a means of providing a cooling off period for teacher and students who have experienced classroom difficulty, which requires the separation of the teacher and student without removing the student from all of his/her classes. A completed discipline referral form will be kept in the student's disciplinary file and the student may re-enter the classroom when he/she is emotionally ready to return to the classroom routine.
4. **In-School Suspension Option:** In-school suspension is a full day assignment intended to isolate the student from the classroom and his/her peers. This option is intended to provide supervised environments for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to ISS and students will complete classroom assignments as provided by the teachers.
5. **Out-of-School Option:** Out-of-school suspension shall be reserved for serious disciplinary infractions or for those students who are habitual offenders. Out-of-school suspension is a preliminary step to a recommendation for expulsion.
6. **Expulsion Option:** This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses.
7. **Saturday School Option:** Saturday School may be used as an alternative to suspension for infraction such as truancy, tardies, forgery, lying, obscenities, vandalism, mischief, excessive lines, and class disruptions (but not limited to these examples). Saturday School may be implemented at the principal's discretion.
8. **Social Probation:** Social Probation may be used for any infraction of school rules. This means That a student may not participate in any extra-curricular activity whatsoever when he/she is on social probation. He/She may attend school during normal school hours, but must leave school

property at 2:40 p.m. and not return until the next day's classes.

Social Probation may be given for a week or any length of time up to a semester to a student who misbehaves. It is usually used for misbehavior that occurs during extra-curricular activities. Once a violation of unsatisfactory citizenship occurs, suspension and/or expulsion are mandatory. This violation will be viewed as gross insubordination in terms of discipline.

When a student fails to remain in "good standing" due to an infraction of the school rules and they hold a position of responsibility within the school, he/she may be removed from that position of responsibility.

- 9. Habitual Offender:** A student will be classified as a habitual offender when that student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where failure constitutes an interference with school purposes or an educational function. After several offenses or a couple of suspendable offences, a student may be labeled a habitual offender

10. Disciplinary Probation:

Definition – A student who has exhibited serious behavioral problems will be assigned disciplinary probation for the remainder of the school year. Any student who is suspended for fighting, stealing, or repeated violations of other rules is placed on disciplinary probation. Any future serious school problem then results in a recommendation for expulsion for the semester/year.

Also, any student who is suspended out of school on two separate occasions during the school year is placed on disciplinary probation for the remainder of the school year. If the student is suspended for a THIRD occasion, he/she will be recommended for expulsion for the remainder of the semester/year

SATURDAY SCHOOL RULES

In the event a student is assigned a Saturday School, the following is an abbreviated list of the rules:

1. The student must be in high school room S-1, by 8:00 a.m. and will be dismissed at 12 noon.
2. Students must bring their textbooks and supplies with them and keep busy the entire time.
3. There will be no talking without permission.
4. Students are to remain in an assigned seat.
5. Food is NOT allowed in Saturday School.
6. Students must remain in the building.
7. There will be no visitors during this time.
8. There will be NO sleeping during this time.
9. All school rules are in effect during this time.

Students who miss Saturday School will be disciplined as follows:

- 1st One (1) Day In-School Suspension
- 2nd Two (2) days Suspension
- 3rd Three (3) days Out-of-School Suspension
- 4th Five (5) day Out-of-School Suspension

GROUND FORS FOR EXPULSION AND SUSPENSION

The Northwestern School Board has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound direction of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. This handbook contains a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. The grounds for expulsion

and suspension from school are defined by Indiana House Enrolled Act 1279 (as amended by Indiana Senate Enrolled Acts 274 and 631.1). This act reads as follows:

Section 14 (a) The following are grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by the school corporation rules:

(1) **Student misconduct.**

(2) **Substantial disobedience.**

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately after school hours, or at any other time when the school is being used by a school group (2) off school grounds at a school activity, or (3) traveling to or from a school function.

Section 15: In addition to the grounds specified in the previous section, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, he/she shall be subject to expulsion for a period of one (1) year.

DUE PROCESS RIGHTS

A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials. Guidelines for due process are as follows:

Probation or other Minor Disciplinary Action

A student will be given an oral statement of the charges against him/her, and, if the charges are denied, an oral summary of the evidence against him/her and an opportunity to explain his/her conduct. A student may be placed on probation for a trial period by the principal or his/her designee, with specific conditions for release from probation set by the principal or his/her designee.

Suspension

Students under suspension are not to be on school premises, participate in or attend curricular activities, extra-curricular activities, or any school functions except by direction of the school administration.

Indiana House Enrolled Act 1297 states:

Section 12.(a) As used in this article, the term "suspension" means any disciplinary action that does not constitute an expulsion under section 10 of this chapter, whereby a student is separated from school attendance for a period of not more than ten (10) school days. (b) The term does not include situations in which a student is (1) disciplined under IC 20-33-8-14, (2) removed from school in accordance with IC 20-8.1-7-8; or (3) removed from school for failure to comply with the immunization requirements of IC 20-8.1-7-10.1.

Expulsion

When the principal 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, or (b) a member of the administrative staff who did not expel the student 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 parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence or 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.
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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten 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 must consider the appeal unless the board 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 both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

SEARCH AND SEIZURE

STUDENT SEARCH: LOCKERS/PERSON

Each student is assigned a locker for storage of books and coats. It is the student's responsibility to see that his/her locker is kept locked at all times. Since all lockers do not have combination locks, those lockers that do not should not be a place of storage of valuable items or money. The school cannot assume responsibility for loss of items or money taken from lockers. Since lockers are a part of the building, students are asked to keep them in good, useable condition. No one should leave class to go to his locker except by permission from his/her teacher. Broken or damaged lockers should be reported to the office.

A. LOCKER INSPECTION POLICY AND RULE:

STATEMENT OF POLICY:

1. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classroom, are property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can be reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
2. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, to maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

B. LOCKER RULES:

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students will be expected to keep their lockers in a clean and orderly manner.
3. **Authority to Inspect:** The school corporation shall retain the right to inspect lockers to insure they are being maintained in accordance with the conditions of Section A.1. of this policy. All inspections of student lockers shall be conducted by the principal or a member of the staff designated in writing by the principal.
4. **Inspection of Individual Student's Lockers:** The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection. Unless certain circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible.

5. **Inspection of All Lockers:** An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believe that such an inspection is necessary to prevent, impede, or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules.

If a general inspection of a number of lockers is necessary, then **all** lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **Locker Maintenance:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (1) lockers from time to time in accordance with posted general housekeeping schedule, (2) the locker of a student no longer enrolled in the school, or (3) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

C. SEARCH OF PERSON

STATEMENT OF POLICY:

The principal, or another member of the administration acting at the direction of the principal, may search the person of a student during a school activity, if the principal has reasonable grounds for suspecting that the search will produce evidence of a violation of school rules or state laws. Searches of the person of a student shall be limited to:

1. Searches of the pockets and shoes of the student,
2. Any object in the possession of the student such as a purse or briefcase and/or
3. A “pat down” of the exterior of the student’s clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. The parent or guardian of any student searched shall be notified of search as soon as reasonably possible.

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate, he/she may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he/she will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

DRUG-TESTING POLICY

Northwestern Middle School has a “drug-free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity – sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and the law enforcement officials shall be contacted. Many drugs abuse offences are also felonies.

Northwestern School Corporation has a drug-testing policy and the entire policy and consent forms are available in the middle school and high school offices. No student shall be expelled or suspended from school as a result of any verified “positive” test conducted by his/her school under this program other than stated therein.

Introduction: This program does not affect the current policies, practices, or rights of Northwestern School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicions obtained by means other than drug testing through this policy. Northwestern School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco, and/or alcohol usage.

Reasonable Concern: Northwestern School Corporation has a strong commitment to maintaining the extracurricular activities in Northwestern School Corporation as a safe and secure educational environment which requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities.

Scope: We consider extra-curricular activities in our school as privilege. This policy applies to all Northwestern School Corporation students in Grades 7 – 12 who wish to participate in extra-curricular activities that as follow: (1) Athletes (participants include, but are not limited to athletes, cheerleaders, managers, and other athletic personnel), (2) Music performance groups, (3) Academic teams, drama, Student Council, and Honor Society.

Consent Forms: It is MANDATORY that each student who participates in extra-curricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation in extracurricular activities.

At the beginning of each selection date, school year, or sport season, or when a student moves into the district and joins an activity, all students wishing to participate in that season’s sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested on up to a weekly basis any time during the school year. Any student who refuses to submit to urine testing will not be allowed to practice in designated extracurricular middle school activities. Each student shall have on file a “consent form” which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program, or is stating he/she does not plan to participate in extracurricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to

participate in an extracurricular activity program at a later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

Non-Punitive Nature of Policy: No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Northwestern School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian, will be notified at least 72 hours before response is made by the Northwestern School Board, to the extent permitted by such subpoena or legal process. Banned substances have been identified and listed earlier in this handbook.

Test Results – (1) This program seeks to provide needed help for students who have a verified "positive" test. The students and other's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities. (2) The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. (3) If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and his parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct.

Northwestern School Corporation STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

The Northwestern School Corporation (hereafter referred to as NWSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of these guidelines and agreements are subordinate to school, local, state and federal law. NWSC has the duty to investigate any suspected violations of this policy.

The Responsible Use Guidelines sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets consequences for those who choose to violate the guidelines. Students should remember that access to technology is a privilege not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world. Technology includes:

- all computer hardware and software

- PDAs, cell phones, handheld technologies and personal storage devices
- analog and digital networks (e.g., data, video, audio, voice, and multimedia)
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access
- administrative systems, media systems, and learning information systems including
- online applications
- related and future systems and technologies.

Personally owned devices are included in the Responsible Use Guidelines when on school property or connected to the school infrastructure. NWSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum NWSC requirements including approved virus protection software.

The following uses of personally owned, school-provided or curricular-based technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of NWSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular connection approved by the teacher
- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email
- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum
- r. to attempt to circumvent NWSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may be filed.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs. NWSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further

disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Important Notice: Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-RUP compliant material is found, disciplinary action will be taken.

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Networks- Internet/Local and Wide Area The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system. Hardware/Software NWSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure. Documents/Files/Web Based Applications The NWSC has final editorial authority over students creating websites that are stored on NWSC equipment or whenever students are given school credit for designing, editing, or updating the websites. File-sharing by students is not allowed unless specifically requested for a class by the teacher. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing. No Expectation Of Privacy All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

- Personal information sent to school computers should not be considered private.
- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

School Owned Technology In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes
- School is not responsible for unauthorized information (games, music) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

The district makes no warranties of any kind, expressed or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. A student's Parent(s) or Guardian(s) who wish/wishes to deny Internet access to the NWSC network, the student must request a Deny Internet and Computer Usage form and return the signed copy to the office of the school within two weeks of registration of their child(ren) at the respective school.

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Northwestern School Corporation Kokomo, IN 46901 DENY INTERNET AND COMPUTER USAGE I,
_____, the legal parent/guardian of _____ (Name of
Parent/Guardian) (Name of Student) do hereby deny permission for the above named child to access the Internet or to use computers owned/leased and/or operated by the Northwestern School Corporation for the year. (School Year)
_____ (Signature of Parent/Guardian)

(Date)