



**NORTHWESTERN MIDDLE SCHOOL  
2018-2019**

**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. 1971Title 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 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> 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](http://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](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto: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 1<sup>st</sup> semester (request deadline: last day of 1<sup>st</sup> 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 1<sup>st</sup> 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

### 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.

## NATIONAL JUNIOR HONOR SOCIETY

The object and purpose of this chapter shall be to maintain high academic standards, to promote positive leadership, and to encourage development of character in students. To be eligible for election, a student must have a grade point average of 3.0 or higher out of 4.0 and be evaluated on leadership and character. Any student that does not maintain positive character traits after being selected may be removed. Examples would be cheating, disrespect, insubordination, plagiarism, or other handbook infractions that result in disciplinary actions.

## 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 eligible to participate in Middle School social events like dances, sporting events, and other extra-curricular events, 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. Students participating in sports must be passing five classes at midterm to be eligible to participate in games, matches, or meets.

### 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

#### Girls Athletics

Basketball  
Cross Country  
Golf  
Swimming  
Tennis  
Track and Field  
Volleyball

### 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-incorporation-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, credit recovery, 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

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. A student will receive a line for the tardy.

### 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, and visors are to be removed upon entering the building until 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 (less than 3 inch 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 or slippers 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.

16. Yoga pants, leggings, or tight fitting pants are permitted but must be worn with a top that extends in back to cover the entire buttocks.

**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**

When a student violates the student code of conduct or classroom rules they could be given a line. A line is similar to a demerit. Examples of violations that could result in a line are (but not limited to) tardy to class, inappropriate behavior, disrespect, dress code, running in hallway, lunchroom violations, talking out of turn, and throwing things. Students could also get lines for violation of iPad rules like playing games, not having iPad charged or not having iPad, and not having Bluetooth on.

**Disciplinary Action**

**Lines**

3 Lines	One (1) Detention
6 Lines	Two (2) Detentions
9 Lines	Saturday School or One (1) Day In-School-Suspension
12 Lines	One (1) to Two (2) Days In-School-Suspension
15 Lines	One (1) Day Out-of-School-Suspension
18 Lines	Two (2) Day Out-Of-School Suspension
21 Lines	Three (3) Days Out-Of- School Suspension, Habitual Offender

Lines return to “0” at the beginning of 2<sup>nd</sup> semester.

## 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/PLAGIARISM

The following guidelines are designed to inform and assist students, teachers, parents and administrators in promoting honesty in all aspects of schoolwork, in hopes enabling students to acquire honor and self-respect and to experience genuine academic achievements.

1. Cheating is defined as, but not limited to:
  - Copying work or allowing work to be copied for any assignment by any method.
  - Using unauthorized aid on quizzes, tests, or exams.
  - Stealing, possessing or viewing a copy of a test/quiz beforehand
  - Giving or receiving help on a test/quiz.
  - Taking someone else's work and submitting it as yours.
  - Scanning, Airdropping, altering, or forging any document.
  - Plagiarism, meaning the use of words or ideas of another with the intent of representing them as one's own without giving proper documentation.
  - Changing of grades in any manner. A student that alters grades in any manner will be subject to disciplinary action from possible suspension up to expulsion.
2. If a student cheats/plagiarizes, then he/she will receive a zero on the assignment. If a student allow his/her paper to be used by another person without designation of co-authorship, both students will receive a zero on their papers.

## Cheating/Plagiarism

### Disciplinary Action:

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. Depantsing 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:** Detention
2. **Second Offense:** Double Detention
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:**

- 1<sup>st</sup> – Double Detention
- 2<sup>nd</sup> – Saturday School
- 3<sup>rd</sup> – One (1) day In-School Suspension
- 4<sup>th</sup> – One (1) day Out-of-School Suspension
- 5<sup>th</sup> – Three (3) days Out-of-School Suspension
- 6<sup>th</sup> – 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:**

- 1<sup>st</sup> One (1) Day In-School Suspension
- 2<sup>nd</sup> Two (2) days Suspension
- 3<sup>rd</sup> Three (3) days Out-of-School Suspension
- 4<sup>th</sup> 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.

## **PRINCIPAL’S ACTIONS**

The disciplinary actions in this handbook serve as a guideline. The Principal the authority to assign any disciplinary action based on the severity of the violation. Repeated violations or the severity of the violation could result in suspensions or an expulsion.

## **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.

### **Transfer Agreement Contract**

In order to remain a Northwestern Middle School student and not reapply at the end of the school year, the requirement is that students:

1. Maintain respectable behavior with few discipline referrals
2. Have good attendance as per our student handbook attendance policy
3. Maintain passing grades

Students that do not meet all of these requirements will be withdrawn from Northwestern Middle School and may be able to reapply at the end of the school year.

# 1:1 Digital Learning

## Information, Guidelines, and Procedures



### OVERVIEW

Northwestern School Corporation is excited about 1:1 Digital Learning. 1:1 Digital Learning provides equitable 21<sup>st</sup> Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of technology not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at anytime. By using technology effectively, we believe it will lead to increased student engagement thereby improving student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages and challenges students to learn 21<sup>st</sup> century skills as it will be an integral part of their future.

The information contained within this section of the Student Handbook applies to all of Northwestern School Corporation iPads used in our schools including any other device deemed by the administration to come under these guidelines. The information found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Northwestern School Corporation reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

The information contained in this section is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Northwestern Schools as well as the Student Responsible Use Guidelines as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the Northwestern School Corporation at all times. Therefore, there is no assumption of privacy. Northwestern School Corporation reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 Digital Learning program at Northwestern Schools is an academic program, and the policies governing the use of the iPad support its academic use. To maintain the integrity of this program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

### 1:1 DIGITAL LEARNING GOALS

- \* To increase student engagement in learning.
- \* To prepare learners with digital resources that they will experience within their future careers and/or post-secondary

education.

- \* To enrich the curriculum through the use of digital resources
- \* To differentiate instruction for all learners by using technology.
- \* To promote student pride through creative learning opportunities.

#### **1:1 is...**

- *An environment in which each student utilizes a technology device, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and increased more relevant feedback from teachers and other students.*
- *A chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.*
- *An opportunity for students to create, collaborate, and innovate.*

#### **1:1 is not...**

- *Apple vs PC. The goal is that one day the device will be as much a part of the learning environment as a whiteboard.*
- *All about test scores. We believe that test scores are important but not the main factor driving innovation on our schools.*
- *A silver bullet to learning and engagement. Education is still a people business.*
- *A replacement for the teacher. The teacher/student interaction is the core of the learning process.*

## **1.0 GENERAL INFORMATION**

The procedures and information within this document apply to all student iPad use at Northwestern School Corporation. Teachers may set additional requirements for use in their classroom.

### **1.1 Receiving your iPad**

iPads will be distributed during the month of August. The specific date will be set by each school.

### **1.2 Returning your iPad**

iPads will be returned back to Northwestern School Corporation during the last week of the school year. All students will need to return all power accessories, including power block and cable at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any reason must return their individual school iPad with accessories on the date of withdrawal from the district. Failure to return the iPad and accessories will result in a theft report being filed with a district Liaison Police Officer.

### **1.3 Personal iPad**

Students are not allowed to use personal iPads in place of district issued iPads. This is to provide equity and consistency for our teachers and students to create the best technology environment possible. In addition, it is important to utilize a mobile device management system to ensure efficient deployment of apps for student use.

## **2.0 CARE OF THE IPAD**

### **2.1 General Care**

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged each day using an Apple Certified iPad charger and cord.
- iPads should be closed in cases and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to school office (Elementary) and the TigerTech Support Room (Middle School and High School).
- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.



- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Dropbox, Box, Google Drive, or others).
- Students will be permitted and encouraged to take the iPad home unless of special circumstances.

## **2.2 Carrying and Transporting iPads**

- The iPad must always remain within **any district issued case at all times**. Failure to do so could lead to higher repair rates if the iPad is damaged.
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

## **2.3 Screen Care**

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
- Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

## **2.4 Security and Identification**

- It is highly recommended for students/parents to turn on the **Find My iPad** feature on the iPad settings.
- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers or screen protectors placed on the iPad by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the iPad to a classmate, friend or family member.

## **3.0 USING YOUR IPAD AT SCHOOL**

iPads are intended for use during school each day. Students must bring their iPad to all classes.

### **3.1 iPads Left at Home**

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

### **3.2 iPad Undergoing Repair**

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### **3.3 Charging your iPad**

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

### **3.4 Screen Savers/Background Photos**

A standard screensaver or background will be preset on the iPad. Any changes to the background must be school appropriate.

### **3.5 Sound, Music, Games, or Programs**

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

### **3.6 Use of Camera and Video**

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21<sup>st</sup> century tool to develop learning skills.

**Examples of Use:**

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

*Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.*

### **3.7 Photos and Videos**

All videos, photos and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

### **3.8 Home Internet Access**

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children’s Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving Documents**

Students may save work directly on the iPad through DropBox or another cloud-based storage (i.e. Box, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Printing from iPads**

Printing is not currently allowed from the iPads at school. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage.

### **4.3 Network Connectivity**

Northwestern School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### **4.4 eBackpack**

Our district utilizes an online classroom product, eBackpack. eBackpack is a learning management system that makes it easier to move files between the school and home and also lets students turn in documents electronically to their teachers. The teachers can review the work and send it back to the student.

## **5.0 CONTENT MANAGEMENT**

### **5.1 Originally Installed Software**

The software/apps and profiles originally installed by Northwestern School Corporation must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

### **5.2 App Management**

- Apple restricts ownership of iTunes account for students under the age of 13. However, for students ages 12 and under you may use a “Family” iTunes account for the student to use. This account could then be supervised by the parent/guardian.
- All downloaded Apps/music must be appropriate and recommended for educational use.
- Students from time to time will need to add/remove apps from the MDM app portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, as it is moved back to the MDM portal for future use if needed.

### **5.3 Inspection**

- Northwestern School Corporation owned iPads may be inspected by district staff at any time.
- Northwestern School Corporation staff maintains the right to delete any App, song, video, picture, book, or file

that is not deemed appropriate for student use.

- Storage/space on the iPad and iCloud is limited. Any non-required Northwestern School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

#### **5.4 Restoring of iPad**

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

#### **5.5 IOS Upgrades**

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for maintenance to apply upgrades and app updates.

### **6.0 RESPONSIBLE USE**

#### **6.1 Statement of Responsibility**

The use of the Northwestern School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within each respective school's Student Handbook.

#### **6.2 Parent/Guardian Responsibilities**

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Northwestern School Corporation and its personnel from any and all claims and damages of any nature arising from their child's use, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Northwestern School Corporation to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

#### **6.3 School Responsibilities**

Northwestern School Corporation reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

#### **6.4 Students Responsibilities**

- Use computers/devices in a responsible and ethical manner.
- Follow the guidelines within this document.
- Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
- Return their iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the next school year.
- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building office
- Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
- Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
- Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
- Research conducted via the Internet should be appropriately cited giving credit to the original authors.
- Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

#### **6.5 Student Activities Strictly Prohibited**

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
- Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity.
- Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

#### **6.6 Cyber-Bullying**

The National Crime Prevention Council defines cyber-bullying as "When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person."

- Cyber-Bullying will not be tolerated and is strictly forbidden.
- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

#### **6.7 Student Discipline**

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.

#### **6.8 Student Technology Responsible Use Guidelines**

Northwestern School Corporation Student Technology Responsible Use Guidelines can be found on the district website.

## 7.0 Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent "Traditional" Classroom Violations</i>
• Failure to Bring iPad to school	• Coming to class unprepared
• Missing Cover	• Not having required supplies
• Email, texting, FaceTime, Internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to iPad	• Vandalism/Property damage to school owned equipment
• Using account belonging to another student or staff member	• Breaking into someone else's locker or classroom
• Accessing inappropriate material	• Bringing inappropriate material to school in print form
• Cyber-Bullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as his/her own and/or copy.	• Cheating, copying assignment, plagiarism
<i>Violations unique to the NWSC 1:1 Digital Learning Program</i>	
• Not having iPad fully charged when brought to school	
• Attempts to defeat or bypass the district's internet filter and/or security settings	
• Modifying the district's browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
• Unauthorized downloading/installing of apps.	

### 7.1 Progressive Discipline

#### Discipline Steps

- One and Done! Game playing on the iPads is up to the discretion of the classroom teacher. If the student is off task and is playing games when not allowed, the student will have the App Store removed and all loaded Apps that are not a part of the District App Portal will be removed on the student iPad. The App Store will be reinstated at the beginning of the next semester. Parents will be contacted when this occurs.
- Parents can request to have the App Store removed.
- Any further disciplinary infraction will be handled by building administration and may result in loss of iPad privileges.

## 8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case or USB charging cable/charger if the property is:

- Not returned.
- Intentionally damaged.
- Lost or damaged because of negligence.
- Stolen and report must be filed with district Liaison Police Office by the end of the next school day.

## 9.0 Damaged and Lost iPads

The Northwestern School Corporation recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged, lost, or stolen iPads **immediately** to a teacher, school administrator, or technology services staff member.
- Student/Parent will bring damaged iPad to the Main Office (Elementary) and TigerTech Room (Middle and High School) for assessment.
- The TigerTech students and staff will be able to do minor troubleshooting and repair.
- Technology Services Staff will make final determination of what needs to be done with the iPad.
- ***Damaged NWSC iPads that are not in a district issued case will be the financial responsibility of the student/parent.***

- Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

Damaged iItems	
First iPad Incident*	\$50.00
Second iPad Incident*	\$50.00
Additional iPad Incidents*	Actual Cost of Repair
iPad Case	Actual Cost of Replacement
Apple Smart Keyboard	Actual Cost of Replacement
All students will initially receive an Apple Certified charging block and cable. If damaged, lost, or stolen, it is the responsibility of the Student/Parent to replace the charging block and/or cable with an Apple Certified replacement purchased through Northwestern School Corporation's TigerTech Support.	

\* During the 3 Years of AppleCare+ Coverage (Beginning in the Fall of 2017)

**Additional Items:** If a school distributed charging block or charging cable is damaged, lost, or stolen, it must be replaced with an Apple Certified charging block and/or charging cable purchased through the Northwestern School Corporation. Apple Certified charging blocks and charging cables are available for purchase (at a reduced cost) in the TigerTech Support Room located at Northwestern High School. If a non-Apple Certified charging block and/or cable is used as a replacement, additional damage to the iPad may occur. Parents of elementary students may contact their respective school offices to arrange for purchase if needed. Any damages or repairs that need to be made to the school issued iPad will be billed to the student/parent and will be due 30 days upon receipt. If repair/replacement fees are not paid within the designated time frame, late fees and court costs may apply. Please reference the costs listed in section 9.0 above. If a student enrolls or withdrawals during the current school year, the iPad rental payment will be prorated based on number of school days.

**Student Keyboard (Optional):** If Students in Grades 7-12 would like to have a physical keyboard there is an option of renting an Apple Smart Keyboard (\$159.00 Cost) for a annual rental fee of \$25.00. Students choosing this option will receive an appropriate case in addition to the keyboard. Students may add a keyboard anytime during the school year and the cost will be prorated.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report must be filed with the district Liaison Police Officer or other Law Enforcement officials. A copy of the police report must be provided to the respective building's main office.

**Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.

## 10.0 iPad Costs and Payment

The cost for the iPad device rental is as follows:

Students	Device & Case	District iPad Cost	District Case Cost	Total District Costs	Annual Rental Fee
Grades K-6	iPad & Case	\$393.00	\$35.00	\$428.00	\$85.00
Grades 7-12	iPad Pro & Case	\$673.00	\$35.00	\$708.00	\$95.00

**\*\* Students in Grades 7-12 will have the option of adding an Apple Smart Keyboard (District Cost of \$159.00) for an additional \$25.00 rental fee per school year. \*\* All iPads include 3 years of AppleCare+ coverage.**

The 1:1 Digital fee will be charged and added to the student's fees in Skyward along with the keyboard rental fee if applicable. In addition, any iPad or case damage/repair/replacement fees will be added to the student's Skyward Fees. Any time an iPad is presented for repair, parents will be notified by note or phone call. For the first two repairs during the AppleCare coverage, the cost to the student/parent will be \$50.00 as stated in Section 9.0 above. Any additional repairs will be the actual repair cost and billed to the student/parent. Once this cost is known, parent's/guardian's will be notified. The parent/guardian will have 30 days to make payment or arrange to enter into a payment plan with the district. If payment is not made in a timely manner, late fees, in addition to court costs, may apply. Court costs can lead to an additional cost of over \$120.00.