

NORTHWESTERN ELEMENTARY

4223 West 350 North
Kokomo, Indiana 46901
(765) 457-8101/(765) 454-2335
FAX (765) 454-2334

HOWARD ELEMENTARY

3526 North 300 East
Kokomo, Indiana 46901
(765) 459-0319/(765) 457-8101
FAX (765) 868-8395

WELCOME

The teachers and staff welcome you to a new school year. To help you enjoy your experiences at school, we would make the following suggestions:

1. Get to know your school. Become familiar with the classroom locations, school office, library, cafeteria, and playground.
2. Become familiar with the teachers and staff. We are all here to help you.
3. Study and learn as much as you can. It is up to you whether you succeed or fail. We will always be available to help with any problem you have, but you must ask for help.

We are proud of our school, faculty, students, and staff. You can help us keep our good record of doing our best. It is our sincere hope that your experience at school will be one filled with happiness and success.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to acquaint the students and parents with the school's programs, services, and policies.

MISSION STATEMENTS

"The mission of Northwestern Elementary School is to provide quality education that allows all students the opportunity to expand their horizons as productive citizens within the educational community and the community at large."

"In order to reach all students, the Howard Elementary School Community promotes excellence in academics, responsible citizenship, and productive work ethics in a safe, progressive, nurturing environment."

SCHOOL HOURS

The length of the school day is approximately six and one-half hours. Buses unload at 9:00 a.m. and leave the building at 3:35 p.m. The length of the school day may also be impacted by emergency conditions or staff development opportunities. Students are not to be in the building prior to or after dismissal unless cleared with the principal.

DISMISSAL PROCEDURES

If your child will not be riding the bus as usual on a particular day, you will need to write a note to the teacher to let us know what your child's instructions are for that day. This includes getting off the bus at a different stop, riding a different bus or being picked up from school. Notes help us to be sure of your plans and are very much appreciated. Without a note, we will have your child ride the bus as usual. Please refrain from making last minute phone calls to the school for this purpose. Calling classrooms causes a significant disruption to instructional time.

POLICY NOTIFICATION STATEMENT

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 policies as required by the Indiana Civil Rights Act (I.C.1971.22-9-1), Public Law 318 (I.C.1971 title 20, Titles VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1971 Education Amendments), and Section 504 (Rehabilitation Act Of 1973). Inquiries regarding compliance with Title IX and Section 504 may be directed to Mr. Dan Armstrong, Corporation Compliance Officer, Northwestern School Corporation, 3075 N Washington Street, Kokomo, Indiana 46901. Telephone 765-457-8101. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations. Students may present complaints to teachers or administration officials in an orderly fashion.

RELEASE OF RECORD STATEMENT

Northwestern Schools maintains records on all students K-12. These records may include directory information such as:

1. Name, address, telephone, name of parent, photograph.
2. Date and place of birth.
3. Participation in school activities and athletics.
4. Date of school attendance.
5. Honors and awards.
6. Other information such as yearbooks, playbills, etc.
7. Student work may be displayed at the discretion of the teacher with no grade visible.

This information may be released WITHOUT consent unless the parent/student files an objection with the building principal. Student records may be released without consent as follows:

1. A transcript of student records will be forwarded to other public or private schools and post-secondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.
2. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made application.

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

ADMISSION POLICIES

Pupils entering school for the first time must present certification of birth, health record signed by a physician and social security information. In accordance with school laws of Indiana, children must be five years of age on or before August 1 to be admitted to kindergarten. Parents will be advised of spring registration. Any pupil wishing to enter kindergarten or first grade whose birth date occurs after to the state guidelines must conference with the building

principal and provide documented proof of academic, social and emotional eligibility.

IMMUNIZATION REQUIREMENTS

Kindergarten

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

Grades 1 to 5

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella

Grades 6 to 11

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetnus & Pertussis)
- 1 MCV4 (Meningococcal conjugate)

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades kindergarten through 4th grade, the final dose must be administered on or after the 4th birthday and be administered **at least 6 months** after the previous dose.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6th grade. Parental report of disease history is acceptable for grades 7-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

For children who have delayed immunizations, please refer to the 2014 CDC "Catch-Up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>.

ATTENDANCE

I. PHILOSOPHY OF ATTENDANCE:

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Indeed, many pupils in these circumstances are able to achieve only mediocre success in their academic programs. **THE SCHOOL CANNOT TEACH PUPILS WHO ARE NOT PRESENT.** The entire process of education requires a continuum of instruction under the tutelage of a competent teacher. Classroom participation in well-planned instructional activity is a vital part of this process. This is the well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling in this and every other state in the nation. Extenuating circumstances may warrant administrative consideration. School attendance is the mutual responsibility of the individual student and parent. Parents and guardians should monitor attendance of their student to ascertain that attendance is regular.

Attendance in school is compulsory as provided by Indiana Code 20-8.1-3-17. Failure of the child to attend school even one day without excuse is truancy. An excused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. A child is not truant, or absent, if the child is engaged in activities which are exceptions to compulsory school attendance as provided by Indiana Code 20-8.1-3-18.

Habitual truancy may be evidenced by the following:

1. Defiance of parental authority in the failure to attend school.
2. A repeated, continuous pattern of absences over a period of time such as a grading period.
3. A larger number of aggregate absences over the period of a school year.
4. More than three (3) judicial findings of truancy.

A. SUCCESSFULLY COMPLETE GRADE LEVEL REQUIREMENTS:

Each student shall be granted an opportunity to earn grades for any subjects so long as his/her absences from the class do not exceed a **MAXIMUM OF TEN (10 DAYS) UNEXCUSED DAYS PER SEMESTER.** Any absence excused under the following attendance policy must be documented by a phone call by the parent or guardian on the first day of absence by 9:15 A.M. to the school office. Upon the student's return to school a note by the parent or the guardian is required verifying the absence.

B. CONSEQUENCES DUE TO ABSENCE:

A student exceeding ten (10) absences from Class "B" or Class "C" or a combination of the two in a semester will be handled in the following manner:

Number of Absence/Tardy

- 1-8 Monitored/documentated by school office;

- 9 Phone call home;
- 10 Certified letter sent home;
- 11 Lunch/recess detention (grades 1-3 - 3 days; grades 4-6 - 1 week);
- 12 Attendance conference with principal, teacher and parent(s);
- 13 In-school suspension or other measure at principal's discretion
- 14 Notification of liaison officer, home visit with hand delivered non-compliance letter, family conference, Child Protective Services 310 form may be completed.

The principal shall have the exclusive jurisdiction in determining the classification of excuses and penalties.

C. MAKE UP WORK:

Requests for make up work need to be received by 9:00 a.m. and make up work will not be available until 2:00 p.m. Responsibility and arrangements for making up missed assignments shall be made by the student with each teacher. ALL ASSIGNMENTS SHOULD BE MADE UP REGARDLESS OF THE REASON FOR THE ABSENCE. Credit will be given for all work made up due to a Class A or B absence (exception - only major assignments and not daily assignments may be made up on a pass/fail basis, due to a class "B" trip or "D" in-school suspension absence). The designated time limit is one day for each day's absence up to a maximum of 5 days. A zero will be given for work missed or made up due to a class "C" or "D" out-of-school suspension absence. An incomplete may be given only if a student is absent during the last week of quarter and the incomplete must be approved by the administration. All incompletes must be made up within ten (10) school days, unless extraordinary circumstances make this impossible. At the end of the 4th quarter, no incompletes will be given without office approval. Call in for missed work will not be accepted until the second consecutive day of absence.

D. OTHER ABSENTEE GUIDELINES:

1. ILLNESS: Any student who becomes ill during the day must receive approval from the classroom teacher to report to the office. A student who goes to the restroom or any place other than the office and remains there any portion of time unsupervised will be considered truant.

2. EARLY DISMISSAL/ARRIVAL LATE: All parents must sign students in or out in the office if they leave or enter the building during their regular school day. Failure to sign out will result in the student being counted truant regardless of the reason. If any student aids in another student being truant, both students will be treated as truant. Parents are required to pick up children in the front office.

3. RE-ADMIT SLIPS: All parents are to sign students in at the office upon returning to school after an absence of any length. IF NO NOTE IS RECEIVED THE DAY FOLLOWING THE ABSENCE OR WITHIN SIX DAYS IMMEDIATELY FOLLOWING ABSENCE, THE ABSENCE WILL AUTOMATICALLY BE COUNTED AS A CLASS "C" ABSENCE. Absence and tardy notes should include the following information: name of pupil, exact nature of illness or reason for absence.

4. 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 day. (This includes athletic practice, games, contest, organizational functions, NYO, Scouts.) 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 is ill must attend one half day to be able to attend practice or an event. Students who have an appointment must attend at least half of the day to be able to attend practice or an event.

5. PRESCRIPTION MEDICATION PROCEDURE: Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the original container upon arrival at school. This procedure will be taken care of immediately upon entering the building. All medications shall be taken and administered in the health clinic.

II. CLASSIFICATION OF ABSENCES:

Absences will be classified in the following manner: Class "A", "B", "C", or "D". The principal shall have the exclusive jurisdiction in determining the classification of excuses and penalties.

A. Class "A" Absence: (Excused) (Does Not Count Toward 10 Day Limit Per Semester)

These are absences that do not count toward the maximum number of days absent. Missed work is made up for full credit.

1. Personal Illness - requiring a physician's care and written statement. Extended absence due to injury or chronic illness will be considered individually. Parents are requested to consult with the school administration. Arrangements may be made for homebound instruction...* in those instances where the absence will be four weeks or longer.* (IC 20-8.1-3-20)

2. Death and Funerals - of members of the household and or immediate family. Up to five (5) non-counting days will be allowed any student for absence due to the death of father, mother, guardian, brother, sister, grandparent. One (1) day of absence will be allowed due to the death of any other blood relative such as a first cousin, aunt, uncle, niece, sister/brother-in-law. These days shall be cleared with the principal.

3. Medical and Dental Appointments - The student must bring a written signature back from the doctor or dentist. Parents must sign students in and out in the office for these appointments. No time missed will be charged if the student is absent during his/her lunch/recess time. Appointment cards will not be acceptable as proof of appointment. Students are expected to attend school before and after doctor/dentist appointments. Failure to follow these guidelines for medical or dental appointments will result in a Class "C" unexcused) absence for the time missed.

4. Service As a Page - in the Indiana General Assembly (pupil recorded as in attendance) IC 20-8.1-3-18 (c).

5. School Sponsored/Authorized Activities - clearance from the sponsoring teacher or coach must be presented.

6. Student Issued a Subpoena - to appear in court as a witness (pupil recorded as in attendance) IC 20-8.1-3-18 (c).

7. All Other Absences - that are protected by Indiana State Statute. IC 20-8.1-3-22.

B. Class "B" Absences: (Excused) (Does Count Toward the 10 Day Limit Per Semester)

These are absences that do count toward the maximum number of days absent.

Missed work is made up for full credit. (See Section I-C Make Up Work)

1. Personal Illness/Communicable Diseases - not under a physician's care. However, a parent phone call on the day of absence and a note will be required upon the student's return to school. If a child has had a casual-contact communicable disease, (i.e., measles, mumps, chickenpox, pink eye) or is infested with parasites, he/she will not be re-admitted to school until examined and approved by the school nurse or designee or until a permit is provided by a doctor with an unlimited license of medical practice, as provided for under I.C. 25-22-5-01. The nurse or designee may recommend if appropriate, that the family physician be consulted prior to being re-admitted.

2. Emergency - at home, verified by parent note and administrative approval.

3. Recalcitrant Child - a child that presents a danger to other children may be excluded from school (Class "C" absence) with the permission of the principal and in accordance with due process procedures.

4. Court Summons - verified by parent note, court documentation, and administrative approval.

5. Trips - Prior to a family trip, the student's parents must notify, in writing, for administration approval about the upcoming trip. Students are to make PRIOR arrangements with individual teachers concerning the completion of any missed assignments due to a trip. Assignments may be made up under the following conditions: (1) only major assignments and not daily work may be made up; (2) the work that is made up is done on a pass/fail basis; (3) if the student passes the work he receives credit for completion, but not grade; (4) if the student fails the work, he receives a failing grade and no credit. Failure to notify school officials prior to the trip will result in the absence becoming a Class "C"-unexcused absence. **Note: Since the school calendar includes considerable vacation time the administration discourages any additional vacation days during the school year.

C. Class "C" Absences: (Unexcused) (Do Count Toward the 10 Day Limit Per Semester)

These are absences that do count toward the maximum number of days absent. A zero will be given for all work missed or made up due to a Class "C" absence. (See Section I-C Make Up Work)

1. No Note - failure of a student to return to school with the proper verification after an absence. A parent note is required the day following the absences or within six school days following the absence.

2. Truancy or Cutting Classes - will be handled severely.

3. Forgery of Statement - shall result in an unexcused absence and disciplinary consequences.

4. Trips - no prior notification.

D. Class "D" Absences: (Unexcused) (Do Not Count Toward 10 Day Limit Per Semester)

These are absences that do not count toward the maximum number of days absent.

1. Suspension in School - The student is isolated at school and must follow the directions of the principal as set forth in the in-school suspension rules.

While a student is on in-school suspension, only major assignments may be made up under the following conditions: (1) only major assignments and not daily in class work may be made up; (2) the work made up is done on a pass/fail basis; (3) if the student passes the work he receives credit for completion, but no grade; (4) if the student fails the work he receives a failing grade and no credit. Major assignments include tests, major papers, and other items determined by the teacher.

2. Suspension Out of School - A zero will be given for all work missed or made up due to a Class "D" out of school suspension absence. (See Section I-C Make Up Work)

III. STUDENT DUE PROCESS WITHDRAWAL:

All students are subject to due process and possible expulsion and may be withdrawn from attendance at school for one of the reasons listed below:

A. Failure to Enroll Properly: When a student fails to properly enroll and prove legal residency he/she may be withdrawn by the administration.

B. Disciplinary Reasons: When a student is suspended, pending an expulsion request, he will be withdrawn from attendance upon formal expulsion and after all due process procedures have been instituted.

C. Expulsion Grading Policy: A student who is expelled from school shall be withdrawn from all subjects with a grade of WF unless the principal and/or hearing officer determines otherwise.

IV. STUDENT RESPONSIBILITIES:

It is the parent's and student's responsibility to clear any absence or tardiness. Students who arrive in the building may not legally leave until their class day is complete, or without approval of their principal or designee. If a student leaves without permission for any reason, his absence will automatically be considered truant. When it is necessary for a student to leave the school building during the school day for any reason (doctor, dentist appointment, etc.), the student must receive clearance through the administration prior to leaving. This clearance shall occur in the front office through a parent/guardian sign out/in form.

NORTHWESTERN CORPORATION

Attendance Chart

Absence limit 10 days of "B" or "C"
class absences/semester

| A | B | C | D | | |
|---|---|---|--|---|--|
| RATIONALE (Excused) | RATIONALE (Excused) | RATIONALE (Unexcused) | RATIONALE (Unexcused) | | |
| Absence does not count toward limit | Absence counts toward limit (10) | Absence counts toward limit (10) | Absence does not count toward limit | | |
| <p>EXAMPLES:</p> <p>1)PERSONAL ILLNESS: requiring physician's care</p> | <p>EXAMPLES:</p> <p>1) PERSONAL ILLNESS: not requiring physician's care</p> | <p>EXAMPLES:</p> <p>1) NO NOTE: failure to return to school with note from home within six days following the absence</p> | <p>EXAMPLES:</p> <p>1) SUSPENSION: In school</p> | | |
| 2)DEATH and FUNERAL: of family member | 2) EMERGENCY at home | 2) TRUANCY/CUT CLASS | 2) SUSPENSION : Out of school | | |
| 3)MEDICAL/DENTAL APPOINTMENTS | 3)COURT SUMMONS on own accord | 3) FORGERY OF EXCUSE: Parent or medical | | | |
| 4)SERVICE AS PAGE-clearance from sponsoring teacher/coach | 4)TRIPS (Family) : Parents are to give prior written notification to administration and receive approval | 4)TRIP (Family): No prior parent notification | | | |
| 5)SCHOOL SPONSORED/ AUTHORIZED EVENTS | <p align="center">MAKE-UP WORK</p> <p>All assignments should be made up regardless of the reason for the absence. Credit will be given for all work made up due to a class A or B absence (Exception: Only major assignments and not daily assignments may be made up, on a pass/fail basis, due to a class B trip or D in school suspension absence). The designated time limit is one day for each day's absence up to a maximum of 5 days. A zero will be given for work missed or made up due to a class C or D out of school suspension</p> | | | | |
| 6)RELIGIOUS SERVICES verified by a note | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <p align="center">SUCCESSFUL COMPLETION OF GRADE LEVEL REQUIREMENTS</p> <p>Any student shall be granted an opportunity to earn credit for any course so long as his absence from the class does not exceed a maximum of ten (10) days per semester. These days are to be used for sick leave or emergency leave. The interpretation that every illness needs a physician's statement is untrue.</p> </td> <td style="width: 50%; padding: 5px;"> <p align="center">CONSEQUENCES DUE TO ABSENCE</p> <p>10th-Certified letter sent home 11th-Lunch/recess detention (grades 1-3/3 days; grades 4-6 /1 week) 12th-Attendance conference with Principal, teacher, and parent(s). 13th-In-school suspension or other measure at principal's discretion 14th-Liason officer, home visit, family conference, CPS form possibly complete</p> </td> </tr> </table> | | | <p align="center">SUCCESSFUL COMPLETION OF GRADE LEVEL REQUIREMENTS</p> <p>Any student shall be granted an opportunity to earn credit for any course so long as his absence from the class does not exceed a maximum of ten (10) days per semester. These days are to be used for sick leave or emergency leave. The interpretation that every illness needs a physician's statement is untrue.</p> | <p align="center">CONSEQUENCES DUE TO ABSENCE</p> <p>10th-Certified letter sent home 11th-Lunch/recess detention (grades 1-3/3 days; grades 4-6 /1 week) 12th-Attendance conference with Principal, teacher, and parent(s). 13th-In-school suspension or other measure at principal's discretion 14th-Liason officer, home visit, family conference, CPS form possibly complete</p> |
| <p align="center">SUCCESSFUL COMPLETION OF GRADE LEVEL REQUIREMENTS</p> <p>Any student shall be granted an opportunity to earn credit for any course so long as his absence from the class does not exceed a maximum of ten (10) days per semester. These days are to be used for sick leave or emergency leave. The interpretation that every illness needs a physician's statement is untrue.</p> | <p align="center">CONSEQUENCES DUE TO ABSENCE</p> <p>10th-Certified letter sent home 11th-Lunch/recess detention (grades 1-3/3 days; grades 4-6 /1 week) 12th-Attendance conference with Principal, teacher, and parent(s). 13th-In-school suspension or other measure at principal's discretion 14th-Liason officer, home visit, family conference, CPS form possibly complete</p> | | | | |
| 7)COURT APPEARANCES verified by a subpoena | | | | | |
| 8)ALL OTHER ABSENCES protected by IC 20-8.1-3-22 | | | | | |

V. TARDIES/EARLY DISMISSALS: (EXCUSED - CLASS "A") (UNEXCUSED CLASS "B" AND "C")

All students coming to school after 9:05 A.M. must check in at the office before going to their classroom. The office will issue an admit slip and students should report directly to their classroom. All make-up work will be consistent with classifications of absences.

VI. TARDIES/EARLY DISMISSALS PER SEMESTER: (UNEXCUSED) (CLASS "B" AND "C")

- 1-8 Monitored/documentated by school office;
- 9 Phone call home;
- 10 Certified letter sent home;
- 11 Lunch/recess detention (grades 1-3 3 days; grades 4-6 1 week);
- 12 Attendance conference with principal, teacher and parent(s);
- 13 In-school suspension or other measure at principal's discretion.

DEFINITION OF TARDY/HALF DAY ABSENCE

The student day is 9:00 a.m. to 3:35 p.m. (6 hours and 35 minutes). Each day includes a 30 minute lunch and a 30 minute recess making the instructional day for students a total of 5 hours and 35 minutes. Therefore, students taken out of school but returning to school within the same day will be counted as tardy/early dismissal as long as the time out of school does not exceed 2 hours and 45 minutes. This time does not include the lunch and recess periods.

In addition, due to a schedule that consists of three lunch and recess periods, the following procedures will determine a half day absence or a tardy/early dismissal.

NES: Grades 1 and 2/HES: Grades 1-3

Students coming to school before 12:50 p.m. will be counted as tardy. After 12:50 p.m. they will be absent a half-day. If students leave school for the remainder of the day before 12:50 p.m. they will be counted as absent a half day. If students leave school for the remainder of the day after 12:50 p.m., it will be counted as an early dismissal.

NES: Grades 3 and 4/HES: Grades 4-6

Students coming to school before 11:45 a.m. will be counted as tardy. After 11:45 a.m. they will be absent a half-day. If students leave school for the remainder of the day before 11:45 a.m. they will be counted as a half day absent. If students leave school for the remainder of the day after 11:45 a.m., it will be counted as an early dismissal.

NES: Grades 5 and 6

Same procedures as Grades 3 and 4

VISITORS

All visitors must report to the office before conducting any business they may have at the school. Student visitors must have prior approval and check in through the office. Parents are always welcome but should check in through the office and obtain a building pass. When

wishing to visit a classroom, parents should receive prior approval from the teacher. Classroom visitations should not exceed one hour per visit. Parent volunteers should sign in at the office and receive their identification.

CHANGE OF DIRECTORY/EMERGENCY INFORMATION

Any change in guardianship, residency, address, telephone number, physician, emergency contacts, or other information shall be reported immediately to the school office.

TELEPHONE POLICY

Students are permitted to use the school phone when necessary. A student using the phone will have written permission from the classroom teacher as well as oral permission from the office staff. No calls should be made to ask if one student can go home with another student. These arrangements should be made at home before coming to school. Parents are asked to limit the number of calls made to school requesting messages be given to students. If calls are necessary, please do so prior to 3:00 p.m.

ADMINISTERING MEDICATION TO STUDENTS

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

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. Medications given three (3) times a day or less are not to be brought to school unless a doctor has ordered that they need to be given during school hours.
2. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the principal's office.
4. ALL medication, prescription and over-the-counter, MUST be in the original container.
5. Medication that is brought to the office or clinic will be properly secured.
6. It is the responsibility of the parents or another adult to transport any type of medication to school and deliver it to the school office. Students are not to transport any type of medications--with the exception of emergency needs medicine (i.e. inhalers, bee sting kits) as approved by the parents and office. A two to four (2-4) week supply of medication is recommended.
7. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions. The student's parent must file a five-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 and must be filed

annually.

8. Any unused medication unclaimed by the parent or student will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

9. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. Parents are also responsible for making sure the child has an adequate supply of medication at school. The school and its personnel cannot keep track of each student's medication supply and/or notify parents when the supply is diminishing.

10. 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 written release.

11. Dispensing of non-prescribed, over-the-counter (OTC) medication by employees to students served by the school corporation is prohibited, except with parent permission, and the OTC medication is provided by the parent.

12. 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 at least eighteen (18) years of age and designated in writing by the student's parent to receive the medication.

SCHOOL LUNCHES

The school cafeteria serves a well balanced lunch at a reasonable price - breakfast is \$1.60; lunch with milk is \$2.50. Extra milk may be purchased for \$.75. If a student chooses he/she may bring lunch from home and buy milk or bring lunch and drink from home. Carbonated beverages brought from home as part of the student's sack lunch are discouraged. However, students will not be allowed to purchase carbonated beverages at school for consumption during the lunch periods. Checks for lunches should be made out to Northwestern School Corporation.

NOTIFICATION OF FREE/REDUCED BREAKFAST/LUNCH ELIGIBILITY

Parents may apply for free or reduced lunch/breakfast eligibility in the office. Any change in income status during the school year must be reported to the principal.

SUPPLIES

Children in all grades will be given a list of supplies they will be expected to furnish. Most supplies can be bought at the school bookstore, but may be purchased wherever the parent chooses.

TEXTBOOKS

All textbooks are selected in compliance with local and state policies, guidelines and procedures. These adopted textbooks and materials are furnished to each student at the beginning of the school year or when the student enters. A rental fee is due at the time of registration or as soon as possible in the school year. Special arrangements for payments may be made with the principal. Textbooks issued are the property of North-western School Corporation. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use.

SCHOOL LIBRARY POLICIES

Lost Book:

1. The library requests that books lost and not found within a reasonable time should be paid in full.
2. Money can be refunded when the book is found. However, this money comes in the form of a check and may take a few days to process.

Damaged Book:

1. All books are checked for marks or torn pages when returned to the library.
2. A letter will be sent to the home address if it is determined there is damage that occurred while in a student's care.
3. A student will not be allowed to check out additional books until the damaged book is paid in full.

SPECIAL SERVICES

In addition to regular classroom experiences, elementary students will have available to them the following special services:

| | | |
|-----------------------|--------------------|-------------|
| Special Education | Physical Education | Library |
| Remedial Reading/Math | Guidance | Computers |
| Music Classes | Speech Therapy | Art Classes |
| BOOST Tutorial | | |
| Nursing | | |

SPEECH-LANGUAGE-HEARING

In the fall of each school year children in kindergarten, first, fourth, seventh, and tenth grades, and all new students are given a hearing screening. These screenings also include any child with a previous hearing problem as well as children referred by parents and/or teachers.

The hearing screening includes checking the child's hearing with an audiometer and letting the parent and teacher know if a problem does exist. If a parent does not wish for a child to participate in the screening, written notification must be provided to the school office within the first week of enrollment.

Students in grades kindergarten, first, and second are given brief speech screenings to check articulation and language development. If a problem is suspected, parents are notified and further testing may be recommended.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine (9) weeks or four (4) times a year. Progress reports are issued at the mid-point of each grading period for those students doing below average work. Each year one (1) parent-teacher conference is scheduled at the end of the first nine weeks of school. Conferences may be scheduled anytime at the discretion of the teacher or parent.

DISCIPLINE MEASURES

Student supervision and the desirable behavior of students is a responsibility shared by students, parents, teachers, and other school corporation personnel, subject to the rules and policies adopted by the governing body, to the supervisory authority of the school corporation, administrative staff, the principal of each school, and the educational functions. Each teacher shall have the right to take any action that is then reasonably necessary to carry out the educational function of which he/she is in charge. Each principal, the superintendent and the administrative staff with his/her approval may make written rules and establish written standards governing student conduct and take any action that is reasonably necessary to carry out any educational function. School personnel may invoke punitive action toward a student for behavior that is in violation of the law. Such punitive action is suspension, expulsion, or exclusion from the school and all functions.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with guidelines that are available in the principal's office.

USE OF SECLUSION AND RESTRAINT

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

DISCIPLINE ACTIONS

The superintendent, principal, or any administrative personnel in the school corporation shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith, such action including such matters as:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after or before regular school hours to do additional schoolwork or for counseling
6. Restriction of extracurricular activity
7. Corporal punishment
8. In-school detention
9. Denial of recess privilege
10. Assigned to Saturday School
11. Suspension of bus riding privileges
12. In-school suspension
13. Out-of-school suspension
14. Expulsion
15. Denial of technology privilege

SCHOOL BUSES/VAN

Because of its rural location, it is necessary for students to ride to and from school on school buses. 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 may lose their school bus riding privileges. Students are assigned to ride the school bus based upon their home address. 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. Upon approval, the office will issue a Parent Permission Slip for special loading and unloading to the student to be given to the bus driver.

SCHOOL BUS DRIVER

It must be remembered that the bus driver's job is one of great responsibility, and he/she needs the cooperation of all passengers. The bus driver has the same authority on the bus as

the teacher has in the classroom. For SAFETY'S SAKE, students must behave while passengers on our school buses.

STUDENT CONDUCT

School Bus/Van

School bus drivers are to have control of all school children so conveyed between the homes of the children and the school and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. The school bus driver may suspend a student's riding privilege on the school bus for one (1) day in case of repeated misconduct and violation of proper student behavior on the school bus. School bus drivers shall assure that the following regulations are observed by all student passengers:

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
5. Students shall not throw objects or debris on the bus or from the bus.
6. No windows or doors will be opened or closed except by permission of the driver.
7. Students will not litter the bus with food or other debris.
8. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
9. Damage to the bus other than regular usage will be paid for by the student.
10. The child should be waiting at his/her boarding station when the school bus arrives. In case of emergency, late arrival by the student at his/her station, the school bus driver will be required to wait no longer than one (1) minute after the scheduled time for arrival at the student station.
11. Persistent infractions or refusal to obey school bus rules, district policies, school rules and regulations in such a way as to endanger the safety of himself/herself or others may lose his/her bus riding privileges.
12. At the transfer points, students shall remain on the bus until released by the driver.
13. Students shall not spit.
14. Seat belts must be worn on the vans.
15. Students will act respectful toward the driver.

Cafeteria

1. When in line, students are to remain quiet and keep hands to themselves.
2. Students are not allowed to save places at the tables or in line.
3. Students will sit with their grade and will sit at the next table to be filled.

4. There is to be no throwing of food and silverware.
5. Students are not to leave their table until excused.
6. When students need assistance, they are to raise their hand.
7. Students may talk, but keep it to those around them.
8. After returning trays to the window, all tables must be cleaned before students are excused.

Playground

1. Excused - All children will play outdoors unless they have a doctor's excuse or a daily excuse signed by the parent.
2. Play Areas - Students are required to play on the field areas or on the blacktop. Students are not allowed to leave the school grounds unless given permission by supervising teacher.
3. Football - Tackle football is not permitted. If a teacher on duty permits tag football, the privilege shall be withdrawn if students begin to tackle or block.
4. Dangerous Activities - Skateboards, roller skates, roller blades, piggyback riding, snowball-throwing, and rock throwing are not permitted.
5. Respect and care of school property is expected at all times. We will not tolerate anyone defacing, misusing or destroying playground equipment.

Halls

When individual students or groups of students are passing in the halls, there is to be no talking and hands are to be kept to one's self. All students are expected to walk and not run. Because other classes are in session, the noise level is a disturbance and students should be considerate of this. Students will stay to the right side when passing in the hall or on stairs.

Fighting

Intentionally doing serious bodily harm to any student will not be tolerated. Any fighting on the bus, in the school or on the playground will result in notification of parents and disciplinary action.

Destruction or Stealing of School or Personal Property

Destruction or stealing of school or personal property will result in the student and/or his/her parents being responsible for the replacement of destroyed or stolen property either by their own labor or by payment in full for all articles, parts, and labor incurred in the replacement of property.

Disruption of School or Classes

Disruption of school or classes is the disturbance or interruption of the orderly course of classes or the school program. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct will not be tolerated. Urging other students to engage in the above kinds of conduct also constitutes disruption.

A. Examples of school or class disruption include occupation of any school building, school grounds, or part of same with the intention of depriving its use to others; blocking the entrance or exits of any school building, corridor, or room with the intent of depriving others

access to these areas; use of abusive retorts to a classroom teacher, challenging the teacher's authority, walking out of class while the class is in session for the purpose of challenging the authority of the teacher, intentionally and/or continually making unusual noise, or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function of the class.

B. Penalty for the disruption of class or school: the parents of the offending students are notified of the problem and must appear in the principal's office. The student may be suspended and/or expelled from school or class.

Drugs and Alcohol

It is a violation of the disciplinary code to:

A. Possess, provide to another person, or be under the influence of any substance or look alike which may or may not contain:

Tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal before possessing, using, or providing the medication or substance.

B. 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 hallucinogens

1. On school premises at any time or

2. At any school-sponsored activity at any location, including the school bus.

Examples of things that are not to be possessed or provided to another person are:
Pipes, rolling papers, clips, or other devices

C. Possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA) or stimulants of any kind available with or without prescription.

Violation of the above is punishable by suspension and/or expulsion from school.

Smoking and/or Possession of Tobacco

Smoking and/or possession of tobacco by students is forbidden in school buildings, on school grounds, 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 reason to believe the student is aiding others in this illegal practice. Violation of the above will result in notification of parents and disciplinary action.

Bullying

Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

The bullying rule must apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

All incidents of bullying should be reported to the principal or assistant principal.

Threatening, Harassing, or Intimidating Students/School Employees

Threatening, harassing, or intimidating any student(s) shall be considered misconduct. In addition to sexual harassment, which includes 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. 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.

Technology Usage

It is a violation of the disciplinary code to knowingly possess or use on school grounds during school hours an electronic paging device or a handheld telephone in a situation not related to a school purpose or an educational function. Any misuse of any type of technology including, but not limited to, computers, computer network, internet, e-mail, voice mail, cameras, and VCR's is a violation of the disciplinary code and/or corporation Acceptable Use Policy. Violation of the above will result in notification of parents and disciplinary action.

Other

1. The use of obscene language in any form is strictly prohibited.
2. There is to be **NO GUM CHEWING** during the school day in any part of the building or on school grounds.
3. Cheating on tests or any other form of dishonesty is considered a serious offense.
4. No running within the building - this is dangerous to students and others.
5. Waste paper should be deposited in wastebaskets, not in desks, on the floor, or in the halls.
6. For safety reasons, students are not to bring glass bottles to school.

Habitual Offender

When a student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time, he/she may be suspended or expelled.

STUDENT SEARCH AND SEIZURE POLICY

Student searches will be conducted in accordance with the policy adopted by the Northwestern School Board. This policy is available for inspection in the principal's office.

GROUND AND PROCEDURES FOR SUSPENSION AND/OR EXPULSION

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUND FOR SUSPENSION OR EXPULSION:

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

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event;
4. During summer school.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
 - c. Setting fire to or damaging any school building or property
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
2. 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
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule
5. Bullying any person when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.
6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student
7. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans

8. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
9. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. **Exception to Rule 9: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:**
 1. **That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.**
 2. **The nature of the disease or medical condition requires emergency administration of the prescribed medication.**
 3. **The student has been instructed in how to self-administer the prescribed medication.**
 4. **The student is authorized to possess and self-administer the prescribed medication.**
10. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
11. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
12. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function
13. Failing in a 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.
14. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

15. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
16. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
17. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - A. engaging in sexual behavior on school property
 - B. disobedience of administrative authority
 - C. willful absence or tardiness of students
 - D. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
 - E. failing to tell the truth about any matter under investigation by school personnel
 - F. possessing or using a laser pointer or similar device
18. 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.

B. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm **or a destructive device** on school property.
2. The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

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

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

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

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

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

5. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

C. Possessing A Deadly Weapon

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

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

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

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

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

D. Unlawful Activity

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

E. Legal Settlement

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

RIGHT TO APPEAL

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

LEGAL REFERENCE: **I.C. 20-33-8**
 I.C. 35-47.5-2-4
 I.C. 35-41-1-8
 I.C. 35-47-1-5

SUSPENSION PROCEDURE

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) A written or oral statement of the charges;
 - (b) If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) The student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct and the action taken by the principal.

EXPULSION PROCEDURE

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

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

to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board 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 school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

PARTICIPATION IN SURVEYS

Indiana Code 20-10.1-4-15 states that:

(a) A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:

- (1) Teachers manuals;
- (2) Student texts;
- (3) Films or other video materials;
- (4) Tapes; and
- (5) Other materials;

used in conjunction with a personal analysis, an evaluation, or a survey described in subsection (b).

(b) 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:

- (1) Political affiliations;
- (2) Religious beliefs or practices;
- (3) Mental or psychological conditions that may embarrass the student or the student's family;
- (4) Sexual behavior or attitudes;
- (5) Illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) Critical appraisals of other individuals with whom the student has a close family relationship;

(7) Legally recognized privileged or confidential relationships, including relationship with a lawyer, minister, or physician; or

(8) 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 emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an 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.

(c) The department and the governing body shall give parents and students notice of

their rights under this section.

(d) The governing body shall enforce this section.

CLASSROOM DISCIPLINE

Students are under the supervision of many teachers during the day. Each will have his/her own requirements and students should learn these and abide by them. The teacher will handle minor disciplinary offenses with private conferences, corrective assignment, make-up work, home calls and (if necessary for excessive abuse) a referral to the principal. Each classroom will have posted rules, consequences, and rewards for behavior. The discipline plan will be progressive in nature.

TEACHER DISCRETION

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

1. Conference with the student
2. Conference with the parent (and/or student)
3. Conference with the counselor, student (and/or parent)
4. Use classroom disciplinary action
5. Cases or problems that go beyond control of the teacher are to be referred directly to the building principal.

PRINCIPAL'S DISCRETION

In instances where the teacher or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal will:

1. Identify the problem (student view & teacher view).
2. Consider disciplinary action.

When disciplinary action is necessary, the principal may:

- Conference with the student;
- Refer the problem back to the teacher;
- Refer the problem to the counselor;
- Conference with the parent (and/or student);
- Take other appropriate disciplinary action including detention, suspension, exclusion, and expulsion.

PUPIL ACCIDENTS

Many accidents that initially appear to be minor may result in serious injury or disability. For

this reason and because of the interest in the general welfare of students, these procedures will be followed at the time of an accident:

1. Staff members should administer any needed first aid using appropriate universal precautions.
2. When feasible, the building principal or nurse should be consulted before moving a seriously injured student.
3. Parents of injured students should be contacted immediately by school officials.
4. Parents are to assume the responsibility for transporting injured students home or to medical attention from a physician.
5. A report form must be completed on any accident by the staff member on duty. The report should then be forwarded to the principal's office.

SUBSTITUTE TEACHERS

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

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are encouraged. If the teacher feels the conference is necessary the school will contact the parent. If for any reason the parent wishes a conference with a teacher, the parent should contact the school.

At the conclusion of the first grading period, a parent-teacher conference will be scheduled. You will be contacted, as a parent, as to the time of the conference. Every effort will be made to accommodate any particular problems that you might have. The conference will be for the benefit of both the teacher and the parent, and attendance is encouraged.

STUDENT APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene, distracting, disruptive in appearance, or unsafe and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages, tobacco, drugs, or clothing with obscene or questionable printing on them will not be permitted.

Just as later in life, there are many jobs and social functions which dictate appropriate dress, there is an inappropriate way to dress for school and there are things which are inappropriate. In addition to what was previously stated above, the following will be dress guidelines for all students:

1. Hats, sunglasses, visors, bandana hats, etc. are not to be worn in the building.
2. No clothing that shows parts of the body not normally seen should be worn. Clothing with holes or slits should not be worn.
3. Coats and jackets are not to be worn in classrooms unless warranted by the building

temperature.

4. Baggy shorts or slacks/jeans are to be worn with a belt and are not to present a safety hazard for the student.

5. Shoes with built in roller skates are prohibited.

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

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. The school will notify parents and enlist their support in curbing the behavior. Disciplinary action will be taken as needed.

FIELD TRIPS

When trips are planned as a part of school activities, written permission, including emergency medical information, and release from responsibility must be signed by the parent or guardian. Each student is responsible to all sponsors of the trip. Students are expected to follow all rules and to behave properly, following all directions of the adult sponsor.

Advance notification will be made to all parents and students. Parents or any other adults chaperoning field trips must complete a Volunteer Release Form prior to the trip. Chaperones must also ride the bus to and from the trip destination. No children other than the designated grade level students may attend the trip.

SCHOOL PARTIES

Parties are sponsored jointly by the staff and the Parent-Teacher Organization. If a parent objects to a child taking part in these celebrations, he/she should notify the school in writing and the school will provide alternative activities. Absence from these parties must be approved by the principal.

DRILLS FOR EMERGENCIES/EMERGENCY CLOSINGS AND DELAYS

It is the responsibility of the building principal to determine the need for and organize emergency drills. He is to see that all personnel and students are informed of procedures and routes to be followed in such drills.

At least one fire drill is conducted each month that school is in session, and disaster drills are held two times each semester to comply with state law.

Emergency closings and delays due to inclement weather or other conditions will be determined by the superintendent. Every effort will be made to notify the community via radio announcements as soon as possible.

PTO

A Parent-Teacher Organization is an active part of our school. You, as a parent, are encouraged to belong and to be active. This is your school as well as your child's school. We need and hope for your participation.

PTO EVENTS

The PTO sponsors many wonderful programs throughout the school year, including Book Fair, a Very Special Person luncheon or Grandparents Day, and the Christmas program. All PTO meetings, events, functions, fundraisers, donations, etc. must be approved by the building principal prior to the intended meeting, event, function, fundraiser, and/or donation.

PARENT VOLUNTEERS

Parents are needed as school volunteers to help with the library program, and assist classroom teachers with instructional and clerical duties. We are very proud of our Parent Volunteer organization, and encourage your participation.

STUDENT VALUABLES/PERSONAL ITEMS NOT ALLOWED AT SCHOOL

Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, laser pointers, games, CD players, cell phones, mp3 players and the like, are tempting targets for theft and extortion. The school will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. In addition, toys attached to the exterior of book bags are not allowed because they pose a safety hazard.

ELECTRONIC DEVICES

Use of cell phones, portable radios, mp3 players, electronic games, lasers, and other electronic devices are prohibited during the school hours of 9:00 a.m. to 3:35 p.m. These items must be turned off and secured in backpacks, bags or coats away from students, both because their noise is distracting and because security for such items poses a problem. Exceptions may be granted by a supervising teacher for use of games or music devices during recess and field trips. No exceptions may be granted for use of a cellular phone during the school day. The school will not assume the responsibility for the security of any such items on school grounds.

TRADING/SELLING OF PERSONAL ITEMS

No personal item(s) brought to school by students may be bought, sold, or traded on school property. Examples of such items would be caps, clothes, sports cards, toys, tape/CD players, etc.

LOST AND FOUND

The school cannot assume responsibility for your losses. However, if you will report them immediately, every effort will be made to help.

PICTURES/YEARBOOK

Our school has entered into an agreement with a professional photographer to provide pictures of each student as a service to the home. Your satisfaction is guaranteed. There is no provision for credit accounts on these items. A yearbook will be offered for sale to each student.

ASSEMBLIES

At all times the student behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Boisterousness, booing and talking is unacceptable conduct during a program.

FUND RAISING/PUBLIC SOLICITATION

1. Charity - The Northwestern School Corporation Board of Education discourages charity drives that call for collection of money from school children. Any such collection for charity purposes shall have the approval of the superintendent.
2. School-sponsored solicitations and selling campaigns are to be kept to a minimum based upon educational value and local need. Such selling shall be voluntary in nature, with no minimum amount required of each student.
3. No collection or sales of items are to be conducted at the school by our students for community drives.
4. 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.
5. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
6. No student may participate in fund-raising activities off school property without the written consent of his/her parents.
7. 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.
8. 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 COUNCIL

The purpose of the student councils shall be to develop attitudes of good citizenship, leadership, promote harmonious relations through the school, improve student-teacher relations, improve school morale, help provide orderly direction of school activities and promote the general welfare of the school.

ROBERT K. DOWNEY & DAVID H. DEWITTE HONOR AWARD

An honor award has been established for sixth grade students. These awards are in honor of Mr. Robert K. Downey and Mr. David H. DeWitte, former teachers and elementary principals in Northwestern School Corporation. Recommendations for these honor awards will be made in the spring with the final selection to be made and announced in May. Two students will be selected each year and their names will be inscribed on the honor plaque.

NORTHWESTERLY/HOWARDGRAM

Statements in these public relations documents become policy at Northwestern and Howard Elementary Schools. Children are encouraged to make every effort to get these home. The newsletters will be posted on Skyward Family Access biweekly.

STUDY ROOM

Students may be assigned or may request to attend Study Room during recess in order to complete work. However, homework is required, except when absent, to be turned in to the teacher on time.

HOMEWORK POLICY

The Northwestern School Corporation Board of Trustees believes that homework is an important part of the educational process and should be used to enhance the time students spend learning.

We believe the value of homework should be:

1. To provide opportunities to learn responsibility.
2. To develop and practice self-discipline.
3. The reinforcement of classroom experiences.
4. To foster effective study habits.
5. To provide opportunity for independent work.
6. To promote positive self-image.

7. To strengthen communication between home and school.

Teachers, parents and students have a role and responsibility in seeing that homework is a vital part of the learning process.

ROLE OF STAFF

1. Assignments should be creative, challenging, and individualized to meet student needs.
2. Assignments should be graded and checked. Credit should be given in light of the objective.
3. Every effort will be made to coordinate departments in distributing the homework load throughout the school week or weekends.

ROLE OF STUDENTS

1. To make sure the assignment is understood in terms of purpose, how it is to be done, and time due.
2. To take advantage of study time during the school day.
3. To effectively budget time to complete assignments within required timelines.
4. To monitor study habits to improve study skills.

ROLE OF PARENTS

1. To show an interest and establish helpful attitudes toward homework.
2. To provide an environment conducive to study.
3. To motivate by encouraging completion of assignments.
4. To encourage growth toward self-discipline and independence.

STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

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

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

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

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

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

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

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

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of NWSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular connection approved by the teacher

- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email
- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum to attempt to circumvent NWSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may

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

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

Important Notice: The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

NWSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

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

Networks- Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

NWSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure.

Documents/Files/Web Based Applications

The NWSC has final editorial authority over students creating websites that are stored on NWSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

No Expectation Of Privacy

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers.

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

School Owned Technology

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

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance

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

The district makes no warranties of any kind, expressed or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

A student's Parent(s) or Guardian(s) who wish/wishes to deny Internet access to the NWSC network, the student must request a Deny Internet and Computer Usage form and return the signed copy to the office of the school within two weeks of registration of their child(ren) at the respective school.

Northwestern School Corporation
Kokomo, IN 46901

DENY INTERNET AND COMPUTER USAGE

I, _____, the legal parent/guardian of

(Name of Parent/Guardian)

(Name of Student)

do hereby deny permission for the above named child to access the Internet or to use computers owned/leased

and/or operated by the Northwestern School Corporation for the _____ year.
(School Year)

(Signature of Parent/Guardian)

(Date)