NORTHWOOD MIDDLE SCHOOL

Student Handbook 2025-2026

MISSION OF THE SCHOOL

Equipping all students for success through challenging experiences and high expectations.

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Note:	This Student/Parent Handbook is based in significant part of policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific document, contact your school office or access the document on the Corporation's website: www.wanee.org by clicking on "District" and finding the specific policy or administrative guideline in the Table of Contents for that section.

PRINCIPAL'S MESSAGE

The faculty and I welcome you to NorthWood Middle School and to a new and exciting part of your life. To help you enjoy your middle school career, I would like to make the following suggestions:

- Get to know your school. Become familiar with the location of classrooms, shops, cafeteria, gymnasium, guidance offices, and the principal's office.
- Become familiar with your schedule and the school's program of studies.
- **"KNOW THYSELF"** A student who knows him or herself can be more successful than one who does not. Know your interests, abilities, limitations, strengths and weaknesses.

- Study and learn as much as you can. You can become what you want and go as far as you like—the only limitations are your abilities and your determinations to work and succeed.
- This school provides you with many opportunities; it is up to you to decide whether you will succeed or fail.
- Make friends, take part in and enjoy the many activities available.
- Be yourself and maintain your individuality. Do not lose yourself or follow the masses. Have courage to do and stand for what is right.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

It is my sincere hope that this message will help you enjoy happiness and success here. We are proud of our school, faculty, students, and record. You can help keep that record by finding your place and making your mark. The faculty and I hope that you enjoy your stay with us.

REGULAR SCHEDULE

Grade 6	Grade 7	Grade 8
Period 1 7:45-8:35	Period 1 7:45-8:35	Period 1 7:45-8:35
Period 2 8:39–9:24	Period 2 8:39–9:24	Period 2 8:39–9:24
Period 3 9:28-10:13	Period 3 9:28-10:13	Period 3 9:28-10:13
Period 4 10:17-11:02	Period 4 10:17-11:02	Period 4 10:17-11:02
Lunch 11:06-11:36	Period 5 11:06—11:51	Period 5 11:06—11:51
Period 6 11:40-12:26	Lunch 11:55-12:25	Period 6 11:55-12:40
Period 7 12:30-1:16	Period 7 12:29—1:16	Lunch 12:44-1:14
Period 8 1:20-2:06	Period 8 1:20-2:06	Period 8 1:18— 2:06
Period 9 2:10-2:58	Period 9 2:10-2:58	Period 9 2:10-2:58

WEDNESDAY SCHEDULE

Grade 6	Grade 7	Grade 8
Period 1 7:45-8:21	Period 1 7:45-8:21	Period 1 7:45-8:21
Period 2 8:25-9:01	Period 2 8:25-9:01	Period 2 8:25-9:01
Advisory/Club 9:05-9:41	Advisory/Club 9:05-9:41	Advisory/Club 9:05-9:41
Period 3 9:45-10:21	Period 3 9:45-10:21	Period 3 9:45-10:21
Period 4 10:25-11:01	Period 4 10:25-11:01	Period 4 10:25-11:01

Lunch 5 11:05-11:35	Period 5 11:05-11:41	Period 5 11:05-11:41
Period 6 11:39-12:19	Lunch 6 11:45-12:15	Period 6 11:45-12:26
Period 7 12:23-1:02	Period 7 12:19-1:02	Lunch 7 12:30-1:00
Period 8 1:06-1:45	Period 8 1:06-1:45	Period 8 1:04-1:45
Period 9 1:49-2:28	Period 9 1:49-2:28	Period 9 1:49-2:28

2-HOUR DELAY SCHEDULE / NO HR

Grade 6	Grade 7	Grade 8
Period 1 9:45-10:16	Period 1 9:45-10:16	Period 1 9:45-10:16
Period 2 10:20-10:51	Period 2 10:20-10:51	Period 2 10:20-10:51
Lunch 5 10:55-11:27	Period 3 10:55-11:27	Period 3 10:55-11:27
Period 6 11:31-12:03	Lunch 6 11:31-12:03	Period 4 11:31-12:03
Period 7 12:07-12:38	Period 4 12:07-12:38	Lunch 7 12:07-12:38
Period 3 12:42-1:13	Period 5 12:42-1:13	Period 5 12:42-1:13
Period 4 1:17-1:48	Period 7 1:17-1:48	Period 6 1:17-1:48
Period 8 1:52-2:23	Period 8 1:52-2:23	Period 8 1:52-2:23
Period 9 2:27-2:58	Period 9 2:27-2:58	Period 9 2:27-2:58

2-HOUR DELAY WEDNESDAY

Grade 6	Grade 7	Grade 8
Period 1 9:45-10:13	Period 1 9:45-10:13	Period 1 9:45-10:13
Period 2 10:17-10:45	Period 2 10:17-10:45	Period 2 10:17-10:45
Lunch 5 10:49-11:17	Period 3 10:49-11:17	Period 3 10:49-11:17
Period 6 11:21-11:49	Lunch 6 11:21-11:49	Period 4 11:21-11:49
Period 7 11:53-12:21	Period 4 11:53-12:21	Lunch 7 11:53-12:21
Period 3 12:25-12:53	Period 5 12:25-12:53	Period 5 12:25-12:53
Period 4 12:57-1:25	Period 7 12:57-1:25	Period 6 12:57-1:25
Period 8 1:29-1:57	Period 8 1:29-1:57	Period 8 1:29-1:57
Period 9 2:01-2:28	Period 9 2:01-2:28	Period 9 2:01-2:28

1-HOUR CONVOCATION SCHEDULE

Grade 6	Grade 7	Grade 8
Period 1 7:45–8:22	Period 1 7:45–8:22	Period 1 7:45–8:22
HR 8:26-9:26	HR 8:26-9:26	HR 8:26-9:26
Period 2 9:30-10:07	Period 2 9:30-10:07	Period 2 9:30-10:07
Period 3 10:11-10:48	Period 3 10:11-10:48	Period 3 10:11-10:48
Lunch 5 10:52-11:30	Period 4 10:52-11:30	Period 4 10:52-11:30
Period 6 11:34-12:12	Lunch 6 11:34-12:12	Period 5 11:34-12:12
Period 7 12:16-12:54	Period 5 12:16-12:54	Lunch 7 12:16-12:54
Period 4 12:58—1:35	Period 7-G 12:58—1:35	Period 6-F 12:58—1:35
Period 8 1:39—2:16	Period 8 1:39—2:16	Period 8 1:39—2:16
Period 9 2:20-2:58	Period 9 2:20-2:58	Period 9 2:20-2:58

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May 2025. If any of the policies or administrative guidelines referenced herein are revised after May 2025, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's website.

GENERAL INFORMATION / SCHOOL DAY

The NorthWood Middle School office hours are from 7:30 a.m. until 3:15 p.m. each day. It is preferred that all school business be handled during these hours. The school day for students is from 7:45 to 2:58 M, T, Th, F. The day ends at 2:28 p.m. on Wednesdays.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school days' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

ANNOUNCEMENTS

Announcements will be made each day. All announcement requests must be given by a member of the faculty and should be submitted to the main office.

ATHLETIC / EXTRACURRICULAR SCHOLASTIC ELIGIBILITY

1. Eligibility for participation in any extracurricular event is to be determined on the last day of the previous nine-week grading period.
2. The previous quarter grade will determine initial eligibility. To be eligible, a student can not be failing 2 or more classes. If the student is failing two or more classes, they are ineligible for competition but may practice until the second and final check.
3. A second and final grade check will be completed halfway through the season. This date will be determined by the athletic director. This grade check will be for all student athletes and **can make any student** athlete eligible or ineligible. Any athlete failing two or more classes will not be eligible for participation for the remainder of the season. A "P" will be counted as a passing grade for the purpose of eligibility.

   During Fall sports only (football, volleyball, cross country and cheer) ineligible student's grades will be checked on the Tuesday after Labor Day. If at that time all grades are passing the student will gain eligibility to compete in competition. If a student receives a failing grade at this point, he/she will be removed from the team.
4. The mid-season check can make a student ineligible.
5. Homeschool students that wish to participate in NorthWood Athletics must be enrolled and passing at least two classes at NorthWood Middle School.

ATTENDANCE

School Attendance Policy
Attendance is the responsibility of students, parents, teachers and administrators. A student's attendance is essential to the learning process. The make-up work that the student does will never fully compensate for the time missed from a regular class period. A student absent from class is **required** to make up all work missed. It is the responsibility of this student to see each teacher and get information on the assignments missed due to the absence. Although the teacher will give all assignments missed, it will not be possible to give each student the same amount of information and individual time that was missed by the student's absence. Students are not counted absent when participating in school approved learning trips.

Reporting Absences
A parent or guardian **must** call the school between **7:00 a.m. and 12:00 p.m.**, (574-862-2710). They are to report the student's name, grade level, and the reason for the absence. This must be done whether the student is absent one period or the entire day. **Parents must call for each day the student is absent.** If the office has not been contacted within 24 hours of the student's absence, the absence is unexcused**.**

Any student that arrives at school after 7:45 a.m. must report to the main office to sign-in.
Students that leave during the school day must sign-out in the main office and sign-in if they are returning to school the same day. **In order for a student to sign-out, the parents must have called the school or sent a note with the student.**

Definition of Absences
Exempt Absences: (IC 20-33-2-14-17) These are days not recorded as absences and do not count toward absences. These days must be arranged with the office prior to the date of absence.

- Service as a page or honoree of the Indiana General Assembly.
- Service on a precinct election board or for political candidates or parties.
- Witness in judicial proceedings.
- Duty with Indiana National Guard or Civil Air Patrol.
- Exhibiting or participating in the Indiana State Fair.

Excused Absences: Students may be excused from school for the following reasons:

- Personal illness verified by parent and or medical excuse. When a student is absent for more than (10) days during the school year, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent

illness and the treatment that is being provided to rectify the condition. *Without such a statement, the student's attendance will be recorded as unexcused.*

- Absences for doctor and dentist appointments verified with a doctor or dentist note. Family emergencies at parental request approved by the principal or designee.
- Preplanned family absences approved by the principal or designee.
- Family funerals and funeral attendance for non-family members as requested by parent.
- Student is sent home by the nurse with parent permission.

Unexcused Absences: Any absence not defined as "exempt" or "excused" above, including but not limited to:

- Absences not documented with a parent/guardian call on the day of absence, or by a call or note within two days of the student returning to school but verified not to be truant.
- Oversleeping, missing the bus, car trouble, etc. Any absence from school that does not meet the requirement of an excused absence will be **unexcused**. An absence from class, even though the student remains in school, is unexcused unless there is office approval.

Definition of Truancy and Habitual Truancy

Truancy is defined as failure to report to the school when in session without a parent/guardian's knowledge or violation of the attendance policy. Also, leaving the school building/ grounds or not reporting to assigned classes or activities without signing out will be considered truancy. Any form of truancy will result in disciplinary action. Students who are truant 10 days in a school year will be considered a "Habitual Truant". Habitual truants may be reported to juvenile authorities or possibly lose their driver's license.

Policies for Habitual Truancy

- Excessive unexcused absences, ten (10) is considered educational neglect of a minor or truancy.
- When a student accumulates five (5) unexcused absences, the parents or guardians will be contacted by letter advising them of the absences.
- When seven (7) unexcused absences have been accumulated, a letter will be sent requesting the parent or guardian to contact the school within two days.
- When ten (10) unexcused absences have been accumulated, a letter will be sent to parents explaining that the prosecutor's office may be contacted for violation of Indiana's Compulsory Attendance Law (IC 20-33-2-27). Additionally, the Department of Child Services may be contacted due to educational neglect.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension within the number of days that the student was suspended. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before going to his/her first assigned location. Any student who is late for class shall be disciplined by the teacher. A student arriving late must sign into class and write why they are late before joining the class. A student who is late four times to a single class during a quarter will be referred to the office for disciplinary actions.

Students who are tardy more than seven times to school in the morning during a semester shall be disciplined as follows:

Students will be assigned after school detention, in-school suspension, or other disciplinary action for every tardy he/she receives the rest of the semester including loss of participation in extra-curricular activities.

Vacations during the School Year
Parents are discouraged from taking their child out of school for vacations. If, after serious evaluation, a family vacation must be scheduled during the school year, the parent is required to discuss the matter with the principal. A vacation request form must be completed and signed by all teachers of the student. Failure to fill out the form will result in an unexcused absence. *If a student has already missed (10) days of school without a doctor's statement, vacation days will be recorded as unexcused.*

Make-up of Tests and Other School Work
Students who are excusably absent from school or who have been suspended, shall be given the opportunity to make-up work that has been missed. Students will be given the number of days of excused absence within which to make-up work. On the third day of an excused absence, parents may request homework before 9:00 A.M. if they do not have internet access.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses the ISTEP Test or other standardized test, the student should consult with the teacher to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.
However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.
The school will continue to provide adequate supervision for all students who are participants in a school activity. Any student that has been suspended may be denied attendance privileges at school events (i.e. fall/spring activity night or sports night).

CELL PHONES and ELECTRONIC DEVICES

The use of any cell phone or any electronic device at school can be detrimental to the well-being of students and academic climate of our classrooms. These devices can create a disruption to the learning environment and take valuable time away from instruction. Schools that have heavily restricted student cell phone use in school are reporting higher test scores and better student well-being.

In order to uphold the integrity of classroom instruction and encourage responsible technology use, it is a requirement at NorthWood for every teacher to allocate a designated area within their classroom where students will securely store their cell phones during instructional periods (e.g., a designated pouch). Students are expected to place their cell phones and personal devices in these designated areas throughout each class session. It is strictly prohibited for students to have in their possession or use their cell phones from the beginning to the end of each class period (bell-to-bell). Furthermore, any device connected to cell phones (Bluetooth or wired) shall not be permitted for use during instructional time.

Students are permitted to use cell phones prior to the start of school and at lunch. Students must refrain from communicating with students who are in class during the lunch period. Such behavior may result in disciplinary action.

While students may not use their phones during instructional time, teachers may permit use of cell phones for academic activities related to curriculum and will notify students when this type of use is authorized.

Cell phones and electronic devices brought to school are at the student's own risk. The Corporation is not responsible for the loss, theft, damage, or vandalism to student cell phones or WCDs, as well as other student property.

Violation / Consequence Policy for Cell Phones

- 1st Offense: Phone confiscated; warning. Phone returned to student at the end of the day.
    - Teacher to call home and speak with parent
- 2nd Offense: Phone confiscated, reissue to parent only
    - Office will call home and speak with parent
- 3rd Offense: Phone confiscated, reissue to parent only, assigned to Wednesday School
    - Office will call home and speak with parent
    - Student placed on an intervention plan that requires them to turn in their phone at the beginning of each day and pick it up at the end of each day for a designated period of time up to the end of the trimester.
- 4th Offense: Phone confiscated, reissue to parent only, suspension
    - Office will call home and speak with parent
    - Student placed on an intervention plan that requires them to turn in their phone at the beginning of each day and pick it up at the end of each day for a designated period of time up to the end of the school year.

USE OF PERSONAL COMMUNICATION DEVICES (PCDs)
(Policy 5136 and AG 5136)

While in some instances the possession and use of Technology Resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such Technology Resources and other equipment or devices by students at school also may have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from using wireless communication devices, including camera phones, on school property, at school sponsored events, and on school buses or other vehicles provided by the Corporation **when such usage distracts, disrupts, and/or intimidates others in the school environment**. Additionally, some electronic devices are prohibited. They include but are not limited to: laser pointers and attachments.

Students may use the following Technology Resources and other electronic equipment/devices during instructional time for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision and may use these Technology Resources and other electronic equipment during non-instructional time, provided such use is consistent with Policy 7540.03 Student Acceptable Use and Safety:

A. cameras (photographic and/or video)
B. laptops
C. tablets (e.g., iPad-like devices)
D. smartphones
E. e-readers (e.g., Kindle-like devices)
F. personal digital assistants (PDAs)
G. portable CD/MP3 players with headphones

Students are prohibited from using Technology Resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g., shining a laser in

the eyes of another student). Further, at no time may any Technology Resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using Technology Resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child protection services as required by law.

Students are prohibited from using Technology Resources and other electronic equipment/devices to capture, record or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using Technology Resources and other electronic equipment and devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using Technology Resources or other electronic equipment/devices to capture, record or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Technology Resources and other electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, except as approved by the student's IEP team/CCC, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized Technology Resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Any Technology Resources or other electronic equipment/device confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology Resources or other electronic equipment/devices in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g., a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any Technology Resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

CODE OF CONDUCT (Policy 5600)

The Board of School Trustees has adopted the following Code of Conduct.

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for 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 ten (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. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUNDS FOR SUSPENSION OR EXPULSION:

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

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
b. Off school grounds at a school activity, function, or event; or
c. Traveling to or from school or a school activity, function, or event;
d. Off school property if the conduct involves bullying and two (2) or more students who attend school in the corporation and the conduct has an adverse educational impact.

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. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

        1. That the student has an acute or chronic disease or medical condition for which the physician 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.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing- phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form. These products include e-cigarettes, any type of look-alike products, or other related products associated with tobacco or nicotine use.

15. Possessing, using, distributing, purchasing, or selling e-cigarettes or other related products.

16. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

21. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

23. Taking, recording, or displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

25. "Sexting" or using a cell phone or other personal communication devise to possess or send text or email messages containing images reasonable interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

26. Engaging in pranks or other similar activity that could result in harm to another person.

27. Using or possessing gunpowder, ammunition, or a flammable substance.

28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    f. violation of the school corporation's acceptable use of technology policy or rule
    g. violation of the school corporation's administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This is <u>not</u> violated when the student has been given clear permission from a school administrator or designated staff member to possess or use one of the devices listed in this rule.

30. Any student conduct rule the school building principal establishes and gives notice of to students and parents. This includes but is not limited to the following:

Public Display of Affection:
Students should not under any circumstances while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draws undue attention to themselves. NWMS has a hands-off policy towards public display of affection.

Gambling:
Gambling while on school property or at a school sponsored event is illegal.

Lockers:
Only school authorized locks are to be used on lockers. These will be available from the student bookstore. Any unauthorized locks will be removed without notice and destroyed. The school administration has the authority to examine the contents of any locker located on school property. The school will not assume responsibility for lost items.

Anti-Harassment (Policy 5517):
The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as any intentional written, verbal or physical act directed towards another student that:

a. causes mental or physical harm to the other student; and
b. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the superintendent, teachers, or counselors. Complaints about the principal should be filed with the superintendent, and complaints about the superintendent should be filed with the school board president. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two (2) administrators.

The administrator or board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five (5) work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the superintendent or designee within ten (10) days of receipt of the decision. The superintendent of designee will arrange a meeting between all affected parties to discuss the appeal. Within ten (10) days of the appeal being filed, the superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the superintendent or designee and appeal can be made to the board within ten (10) days of receipt of the latest decision. The board will conduct a hearing within twenty (20) days, and will issue a written decision within ten (10) days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment
Verbal:
The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

Nonverbal:
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.

Physical Contact:
Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.

Sexual harassment may include, but is not limited to:
A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
B. physical and/or sexual assault;
C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
I. inappropriate boundary invasions by a corporation employee or other adult member of the school corporation community into a student's personal space and personal life;
J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise

creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color/Religion/National Origin/Age/Disability/Other protected Forms of Harassment

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.

2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation or third parties by refusing to have any form of social interaction with the person.

B. **Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

C. **Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with counselor, principal, or homeroom with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the Assistant Superintendent.

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

The purpose of this provision is to:

1. protect the confidentiality of the student who files a complaint, to the extent feasible;
2. encourage the reporting of any incidents of sexual or other forms of harassment;
3. protect the reputation of any party wrongfully charged with harassment.

Bullying

1. Bullying committed by students towards other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

    a. Places that targeted student in reasonable fear of harm to the targeted student's person or property;
    b. Has a substantially detrimental effect on the targeted student's person or property;
    c. Has the effect of substantially interfering with the targeted student's academic performance; or
    d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The school administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the

investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possession of Firearm or Destructive Devices

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.

2. The following devises 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 engages in behavior described in this rule.

D. Possessing a Deadly Weapon

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

2. The following devices are considered to be deadly weapons 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, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

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

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

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

4. The superintendent *may* notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

F. Legal Settlement

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

G. Habitual Truant

A student who is chronically absent by having unexcused absences from school for ten (10) school days in one (1) school year is classified as a habitual truant.

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

NO RIGHT TO APPEAL

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

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

1. The standards and the Code of Conduct will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

2. The objectives of the enforcement of these standards and the Code of Conduct are:

   a. to protect the physical safety of all persons and prevent damage to property;

   b. to maintain an environment in which the educational objectives of the School can be achieved;

   c. to enforce and instill the core values of the WaNee Community School Corporation and its School community.

3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

   a. the nature and extent of any potential or actual injury, property damage, or disruption;

   b. the student's prior disciplinary history and the relative success of any prior corrective efforts;

   c. the willingness and ability of the student and the student's parents to participate in any corrective action;

   d. the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;

   e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.
Acceptable student behavior is:
1. determine what is right, and then do it
2. carry out the responsibilities you assume
3. be punctual and meet every obligation promptly
4. honor and respect your parents, teachers and others who are responsible for your guidance
5. be honest.

* Depending on the nature and severity of the code of conduct violation, the school administration has the discretion to increase or decrease the punishment for most violations.

Wa-Nee Community Schools
Student Discipline
Middle School and High School

Behavior / Code	Definition / Examples	1st Offense	2nd Offense	3rd Offense	4th Offense
Alcohol *(SC1)* **/ Drugs** *(SC2)*	Possession or consumption of alcohol, drugs, DAB pens, or paraphernalia. (I.C.35-48-4-11)	10 days OSS / Recommended expulsion/ Police notified			
Deadly Weapons *(SC3)*/**Gun** *(SC 4, 5, 6)*	Possession of weapon or firearm on school grounds.	10 Days OSS Recommended Expulsion Police Notified	********	********	********
Non-Deadly Weapons *(SC21)*	BB gun, paintball gun, Air Soft gun, etc.	1-5 days ISS/OSS and parent meeting possible recommendation for expulsion/Form 16	5-10 Days Recommendation for expulsion.		
Tobacco *(SC 7)*	Possession of tobacco or E-cigarettes (Vape pen).	2-4 Days OSS Parent Conference	5-10 Days OSS	5 Days OSS Police Notified	5 Days OSS/ Recommended expulsion
Fighting *(SC 11)*	Both parties are involved in the altercation and mutual combatants.	1-10 days OSS/ Possible recommendation for expulsion/ SRO notified	3-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5 – 10 Day OSS possible expulsion
Battery *(SC 12)*	Single party aggressor against a student/staff with no retaliatory response.	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified	5-10 days OSS/ Possible recommendation for expulsion / SRO notified.	Recommendation for expulsion / SRO notified
Intimidation Bullying *(SC 13)*	Includes harassment, threats, provocation against another student or staff member.	Tier I (low level threats) – conference with principal and mandatory call home. Tier II (altercation unavoidable): 1-5 day suspension. Tier III (Threats that impact safety of school): 5-10 days of OSS / possible recommendation for expulsion / SRO notified.	Tier I: 1-5 days ISS/OSS, MTSS referral Tier II: 5-10 days OSS / parent conference, MTSS referral	Tier I: 5-10 days OSS / parent conference Tier II: 5-10 days OSS, possible recommendation for expulsion.	Tier I: 5-10 days OSS / parent conference Tier II: 5-10 days OSS, possible recommendation for expulsion.
Profanity *(SC 14)*	Profanity or obscene gesture (Tier II Includes Racial Slur and profanity towards staff.)	1-5 days OSS	5-10 days OSS	5-10 days OSS	10 days OSS / recommendation for expulsion
Defiance *(SC 15)*	Disobeying or disrespecting any staff, including bus driver, failure to serve, arguing, insubordination.	Tier I (minimal disruption): conference with student and parent contact Tier II (disruption of school environment): up to two days removal from class or detention. Tier III (major disruption to environment): 1-3 days OSS	Tier I: elevates to Tier II and MTSS referral. Tier II: Possible elevation to Tier III, parent contact, MTSS referral. Tier III: 3-5 days OSS, MTSS referral.	Tier I: 1-3 days OSS, parent contact. Tier II: 1-5 days OSS, MTSS Tier III: 5-10 days, possible recommendation for expulsion/Form 16	Tier I: 1-3 days OSS, parent contact. Tier II: 1-5 days OSS, MTSS Tier III: 5-10 days, possible recommendation for expulsion/Form 16
Attendance *(SC 16)*	Attendance contract violation, leaving school, cutting class, failure to attend, truancy.	Detention and parent notification.	Detention, parent conference, MTSS referral.	Possible ISS, detention, parent conference	Possible ISS, detention, parent conference
Destruction of Property *(SC 17)*	Arson, vandalism, graffiti	Tier I (minimal damage): detention and restitution	Tier I: 1-5 days ISS and restitution.	Tier I: 1-5 days ISS/OSS and restitution.	Tier I: 1-5 days ISS/OSS and restitution.

		Tier II: (moderate to severe damage) 1-5 days and restitution. Tier III (potential to impact school safety) 5-10 days OSS, restitution, possible recommendation for expulsion /SRO contact	Tier II: 3-10 days and restitution.	Tier II: 5-10 days OSS and restitution.	Tier II: 5-10 days OSS and restitution.
Theft *(SC 18)*	Taking any property from staff or students without permission.	1-5 days ISS or OSS / SRO notified, restitution	5 days OSS, restitution, SRO notified	5-10 days OSS, restitution, SRO notified, possible recommendation for expulsion	10 days OSS / recommendation for expulsion
Sexual Misconduct *(SC 19)*	Indecent exposure, engaging in sexual behavior, distributing sexually explicit pictures at school/school functions, or sexual harassment	5-10 days OSS, possible recommendation for expulsion, SRO notified	********	********	********
Technology misuse *(SC 20)*	Cell phone / electronic device violation	Tier I: Device confiscated and returned after school Tier II (major disruption): 1-5 days OSS, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent after school. School device: parent contact – 1 day ISS Tier II (major disruption): 5-10 days, possible SRO referral, possible recommendation for expulsion	Tier I: Device confiscated and returned to parent	Tier I: Device confiscated and handed over to parent + 1 Day ISS School device: 1-5 Days OSS Parent Conference
IC 20-33-80.2 "Bullying" refers to overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of student against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.					
Physical Bullying		1-3 days OSS, parents of both parties notified.	3-5 days OSS, parent conference	Possible recommendation for expulsion	Possible recommendation for expulsion
Verbal Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Social/Relational Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 day of ISS	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Written Communication / Electronic Bullying		Contact parent of both parties, complete bullying documentation and cease and desist letter. 1 Day of ISS.	Parent conference, 1-3 days ISS	Parent conference, 1-3 days OSS	5-10 Days OSS with possible expulsion
Athletic Code Violation (*ATH***)**	See WCS Athletic Code of Conduct				
Cheating (*CHE***)**	Cheating, Plagiarism, Forgery	Classroom issued consequences; possible detention			
Dress Code Violation (*DRS*)		Warning, change of clothing	Parent Contact Opportunity to Change	Change of clothing, detention	Change of clothing, detention
Illegal Parking (*ILP***)**		Possible suspension of driving privileges			
False Reporting Bomb/Pulling Fire Alarm		10 Days OSS/ Recommend Expulsion/ Police Notified	********	********	

Misbehavior	Disrupting class or school environment Tier I: (minimal disruption): horseplay, students goofing around. Tier II: (moderate to major – class not able to continue after attempts of redirection) students arguing, repeated noises, attempting to disrupt class	Tier I– possible detention, student conference Tier II Detention, phone call home, possible ISS Tier III: Elevates to defiance.	Tier I: Detention, parent contact, possible MTSS referral. Tier II: 1-3 days of ISS, parent contact, possible MTSS	Tier I: Possible 1-2 days of ISS, parent contact, possible MTSS Tier II: (major disruption / continued disruption to environment): 1-3 days OSS	
Tardy (*TAR)*	*applies to NWHS – see Student Handbook	1-2 tardies – teacher warning / consequences	3rd tardy – written warning, teaching issued consequence	4th tardy - detention	
BUS	Bus Referral	Verbal Warning	1st Write-Up Minor: Warning Major: 3-day bus suspension	2nd Write-Up Minor: Warning Major: 5-day bus suspension	3rd Write-Up Minor: 3-day bus suspension Major: Bus dismissal

***More severe violations could directly result in ISS or OSS without following each step.**
Students who accumulate multiple violations of other categories may also jump to more severe consequences.

COMPUTER TECHNOLOGY, NETWORKS, AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet.

The School Board is pleased to provide Internet services to its students. The Corporation's Internet system has a limited educational purpose. The Corporation's Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted

guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.
The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information; and,

C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying

guidelines. Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events.

Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the Corporation's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and the Director of Technology as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554 (2000), Children's Internet Protection Act
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
20 U.S.C. 6777, 9134 (2003)
76 F.R. 56295, 56303

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS
(Policy 8450)

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

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

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES
(Policy 8453)

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definite evidence to warrant exclusion.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

Indoor Air Quality is monitored by the school according standards set by law.
Indoor Air Quality Coordinator – John M. Dougherty

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

DRUG AND/OR ALCOHOLIC BEVERAGES RANDOM TESTING PROGRAM

A STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug and alcoholic beverage free school. Through driving or participation in extracurricular activities, students using illegal drugs and/or alcoholic beverages pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or alcoholic beverages; and (3) to encourage students who use drugs to participate in drug treatment programs.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. This program is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified positive test conducted by his/her school under this program other than stated therein. No student will be penalized academically for testing positive for illegal drugs or other banned substances.

INTRODUCTION

The effective date of this program is November, 2002. This program does not affect the current policies, practices, or rights of Wa-Nee Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Wa-Nee Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcoholic beverage usage.

REASONABLE CONCERN

Wa-Nee Community Schools has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Wa-Nee Community Schools as a safe and secure educational environment requires a clear policy and supportive

programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

SCOPE

Participation in extracurricular activities is a privilege. This policy applies to all Wa-Nee Community Schools students in grades 7-12 who wish to participate in any school sponsored extracurricular activities. It also includes any student who wishes to drive to school, from school, or during school.

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities or during school, sign and return to the school office a consent form. Failure to comply will result in non-participation.

At the beginning of each school year, sport season (as determined by the Indiana High School Athletic Association), extracurricular activity, or when a student moves into the District and joins an activity, all students wishing to participate in that seasons activities may be subject to drug and alcoholic beverage testing for illicit or banned substances. Any student who refuses to submit to drug and alcoholic beverage testing will not be allowed to practice or participate in Wa-Nee extracurricular activities or drive to school.

Each student shall be provided a consent form, a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student and parent/guardian are agreeing to participate in the random drug testing program at Wa-Nee Community Schools.

TESTING PROCEDURES

1) The selection of participants to be tested will be done randomly by the principal/toxicology testing personnel, and/or the principal/ designee. Selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. Each student will be assigned a number that will be placed in the testing pool.
2) If the student shows signs of reasonable suspicion, the principal/administrative designee may call the students parent/guardian and request that the student be tested.
3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, or a follow-up test, a student will be required to provide a sample of fresh urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5) All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.
7) If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extracurricular activities for the remainder of the school year. This will be reported to the parent/guardian.
8) Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.

9) The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and street drugs (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also performance enhancing drugs such as steroids may be tested.
10) The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1) The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection site simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes and extra-curricular activities participants may be called after school, perhaps during practice time.)
3) Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4) A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.
5) If the seal is tampered with or broken, after leaving the students possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6) The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample.
7) After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/designee.
8) In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead the student's random identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's random identification number will appear on the result sheet.

TEST RESULTS

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

given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in non-athletic extracurricular activities will be subject to the disciplinary consequences outlined in the applicable extra-curricular activities Code of Conduct. A student driver who tests positive will have his/her driving privileges suspended for twelve weeks.

A follow up test will be requested by the principal/designee after the suspension of athletic, extra-curricular activities and parking privileges and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this follow up test is negative, the student will be allowed to resume extracurricular activities and/or driving. If a second positive result is obtained from the follow up test, or any later test of that participant, the same previous procedure shall be followed. In addition, the Wa-Nee Community Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested positive and did not make satisfactory explanation.

4) Information on a verified positive test result will be shared on a need to know basis with the students' coach or sponsor. The results of negative tests will be kept confidential to protect the identity of all students being tested.
5) Drug testing results sheets will be returned to the principal/designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be secured in a location that only the principal/designee has access.

STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wa-Nee Community Schools Board of Education. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

FINANCIAL RESPONSIBILITY

1) Under this policy, Wa-Nee Community Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial follow up drug tests. Once a student has a verified positive test result and has subsequently tested negative from a follow up test, any future follow up drug test that must be conducted will be paid for by the student or his/her parent/guardian.
2) A request on appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
3) Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

CONFIDENTIALITY

Under this drug testing program, any staff, coach, or sponsor of Wa-Nee Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation.

OTHER RULES

Apart from this drug testing program, NorthWood High School and NorthWood Middle School Athletic Departments and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Summary

In summary, the student involved with athletics is expected to conduct himself or herself in a manner befitting the outstanding pride that has become a tradition of NorthWood Middle School and the Wa-Nee Community.

DUE PROCESS RIGHTS
(Policy 5610 and 5611)

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures:

Suspension from School
When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, she/he may make-up work missed after returning to school.

Any learning that cannot be made up such as labs, learning trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

Expulsion from School
An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, she/he shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, AG 5605A, AG 5605B, and Federal due process rights appropriate to 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Notice of Expulsion Meeting
The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

EARLY DISMISSAL
(Policy 5230)

No student will be allowed to leave School prior to dismissal time without either a.) a written request signed by the parent or b.) the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

EMERGENCY CLOSINGS AND DELAYS

When there is a delay or closure, there will be a bright red message at the top of our websites with information regarding the delay or closure.

Wa-Nee utilizes Skylert through Skyward Family Access to broadcast information regarding emergencies, delays, closings, and cancellations via email, text, or voice messaging.

We encourage you to keep your phone number and email up to date so that you do not miss important school information. You can update, add, or edit phone numbers and email addresses by clicking on the Skylert tab on the left-hand side of your Skyward Family Access page. **If you are having trouble receiving text messages and your cell number is up to date in Skylert, you can opt in by texting "Y" to 67587**.

In the event that the weather conditions become hazardous during the school day and school officials deem it necessary to close the schools early, please work out a plan with your child so he/she knows what to do under these conditions.

Any announcements will be made as early as possible. If you do not hear an announcement, then you can expect school to begin at the regular time. **PLEASE DO NOT CALL THE SCHOOL OFFICE TO VERIFY CLOSING INFORMATION.**

Please know that decisions regarding weather related delays and closing are made with our student's safety as a priority. As a parent, you may choose to keep your child home if you feel weather conditions are such that your child's safety is at risk. We ask that you remember to please follow the guidelines for reporting an excused absence for your child when choosing this option.

In addition, the following media sources will broadcast school delays and closings:

Television: Channel 16, Channel 22

ENROLLING, TRANSFERRING OR WITHDRAWING
(Policy 5111, Policy 5111.01, Policy 5111.02, Policy 5112, Policy 5120, Policy 5130, and Policy 5131)

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.
Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

A. a birth certificate or similar document,
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency, (no homeless child will be denied enrollment based on a lack or proof of residency)
D. proof of immunizations

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the Board Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

If a student plans to transfer from NorthWood Middle School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school office for specific details.

No student under the age of eighteen (18) will be allowed to withdraw from school without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

EQUAL EDUCATION OPPORTUNITY
(See Policy 2260)

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by lase), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Assistant Superintendent, Title IX Coordinator
Wa-Nee Community Schools
1300 North Main Street
Nappanee, IN 46550
574-773-3131

The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

EXPULSION FOR FIREARMS POSSESSION
(Policy 5610 and AG 5610)

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

EXTRACURRICULAR

EXTRACURRICULAR FEES

1. Extracurricular fees are for participants who make a team or select group at NWMS.
2. Fees are non-refundable if a participant quits or is removed for disciplinary reason.

EXTRACURRICULAR GUIDELINES

1. You should be aware that if a student is found to have been involved with "Alcohol - Drugs - Tobacco", the student will be forced to miss 1/3 of the extracurricular event he or she is in or 1/3 of the next season that he or she participates in. On the second offense the student will not be allowed to participate in any extracurricular event for one year from the date that the offense was reported to the office of the principal.
2. If a student is absent for an entire day, the student may participate in extracurricular activities with principal's approval.
3. Inappropriate language is not acceptable from any student at NorthWood Middle School. These practices will be dealt with by the coach, athletic director, or principal.
4. Travel Policy: A note, from your parent or guardian, needs to be given to the coach before you will be released from riding the bus home from an away game.
5. Parents are asked to be prompt when picking up their students from practice and games. Students should be ready to leave 10 minutes after the scheduled end of practice.
6. A yearly physical examination is required for participation in athletics. The physical form must be completed by the physician and submitted to the Athletic Director PRIOR to participation. The physical covers all sports for the entire school year provided the examination occurred ON or AFTER APRIL 1ST. This form will be kept on file in the office of the athletic director.
7. Student conduct, in and out of school, does reflect upon the school. Since the students that participate in extracurricular events represent the school, coaches should be notified when a student displays inappropriate behavior. It will be up to the discretion of the sponsor, coach, athletic director, or principal what disciplinary action will be taken.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct evacuation drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Shelter drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires.

Lockout and Lockdown drills will be conducted during the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

GRADES

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

GRADING PERIODS

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. Student grades are available on the grade portal or by contacting the school.

In the middle school, teachers may see 100 students per day, therefore, if there are concerns about failing grades, parents should contact the teacher.

HOMELESS STUDENTS
(Policy 5111.01)

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the school guidance counselor at 574-862-2710.

HONOR ROLL

To qualify for regular honor roll, a student can have no grade lower than a B-. To qualify for high honor roll, a student can have no grade lower than an A-. Students on partial or pass/fail are exempt from eligibility.

IMMUNIZATIONS
(Policy 5320 and AG 5320)

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis a, hepatitis B, Diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6 through 10 shall also have meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school office.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms, and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parents of each female student entering grade 6 shall be provided with information prescribed by the Indiana State Department of Health concerning cervical cancer and the Human Papilloma Virus (HPV) infection and that an immunization against the HPV infection is available.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student’s parents.

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

LEARNING TRIPS

Learning trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. While the Corporation encourages the student's participation in learning trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Attendance rules and student handbook rules apply to all learning trips. Office referrals may be taken into consideration.

LOST AND FOUND

Lost and found articles will be kept in the office or in the lost and found box in the Surge. Check periodically to see if anything has been turned in that you have lost. Items left for an extended period of time will be given to a charitable organization.

MEAL SERVICE

Students are expected to enter the cafeteria in an orderly fashion. The school cafeteria provides hot lunches for the convenience of the student. Lunch money should be deposited into the student's lunch account in the cafeteria before school on a daily basis.

Students must use their own account number and cannot make a cash withdraw from their account. All lunch items must be on the tray and viewable for the cashier to count the items properly. No previously purchased food or dirty trays are allowed back into the serving line. All students will pay full price for a la carte, seconds and extras. If a lunch is brought to school, it is to be eaten in the cafeteria. No food or drinks are to be consumed in any other part of the building or on the school grounds without special permission from the office. **Energy drinks are prohibited.**

When a student forgets their lunch money they may charge a lunch. Charging is limited to two times and needs to be paid back the next school day. Once charges are paid back the student will be allowed to charge again. Charging is a privilege that can be removed if abused. A full lunch is the only item that can be charged. Ala-Carte, seconds and extras may not be charged. Students may not purchase a la carte, seconds or extras if the lunch account has a charge balance. If students have money for additional items, that money should be applied towards the charge. There is no charging the last three weeks of the school year and all prior charges need to be paid during this time. Cashiers will continue to verbally give low balance warnings to students. Students may ask at any time for a balance of their account. Parents may also request a limit to their child's account and opt to receive a Food Service low balance email reminder using Skyward **Family Access**. To access your Food Service account, log in to your Skyward account and click on the Food Service tab on the left-hand side. If you are facing financial problems, you may apply for assistance at any time during the school year using Skyward Family Access. For additional information contact the school. You must use the unique ID from the NWMS cafeteria.

Breakfast is provided on a daily basis at NWMS. Students are to sit at the row of tables that are marked as breakfast tables to consume their breakfast. Students should use the second serving line as the breakfast line.

Students are expected to clean up their eating space, return all trays and silverware to the proper location. If a spill occurs, please notify the teacher on duty as soon as it happens. DO NOT JUST LEAVE IT!

Students are expected to enter the cafeteria in an orderly manner, select their food, pay and leave the food line without causing trouble or messing with other student's food.

Students should take note of the menu posted on the door and TV monitors and make a selection before getting to the food to keep the line moving. Students are allowed one main dish, two sides, and a milk. These items are clearly noted on the menu.

USE OF MEDICATIONS
(Policy 5330)

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

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective building nurse before the student will be allowed to begin taking any medication during School hours.

C. All medications must be left in the nurse's office.

D. Medication that is brought to the office will be properly secured. Medication may be brought to school by the parent or the student. All medication must be in the original container. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.

F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who have been designated in writing, by the student's parent to receive the medication.

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

H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

I. 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.

Self-Administered Medication (Policy 5330.01)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the nurse. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

A. An Acute or chronic disease or medical condition exists for which the medication is prescribed.

B. The student has been given instruction as how to self-administer the medication.

C. The nature of the disease or medical condition requires emergency administration of the medication.

The school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Secondary (Grades 6-12)

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

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

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

Student Medication Permission Form

The following guidelines will be used by Wa-Nee Community Schools in regards to the administration of medication to students in the school setting. These guidelines are necessary to provide for the safety and well-being of your child and the school employees.

Under normal circumstances, medication should be dispensed before and/or after school hours under the supervision of the parent or guardian. Only medication that must be given during the school day is permitted in school. Students are not permitted to carry any medication with them during the school day, with the exception of asthma inhalers, which also require a parent permission form. All other medications must be secured with the school nurse.

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER(S). The school will not accept prescription or non-prescription medications in envelopes or plastic bags. Prescription medication must be accompanied with a note from the parent. The note must include the following information:

Child's Name
Name of medication
Dosage
Number of pills or amount of liquid
Amount of medication to be given
Time it is to be given
Parent/guardian signature

No medication may be taken or administered at school without a parent note or a completed student medication permission form. The school corporation may send unused medication home with the students with the parent/guardian's written permission. It is still wise for the parent to send only the amount of medication needed to be taken at school.

NOON HOUR RULES

GENERAL:

Students must go to lockers before lunch and will not be permitted to go during lunch.
All food must be eaten in the cafeteria before a student leaves.
Students are expected to use good judgment in all activities at lunch.
All discipline matters will be dealt with on an individual basis.
Students are not to leave any books or bags on the bench in the surge.
No student should be in the hall unless they are moving to the gym.

INSIDE (GYM):

Wear clean athletic shoes that do not mark the floor.
Stocking feet are **NOT** allowed.
All students must stay in the gym once they are there.
Students should use the restroom before entering the gym.
Students should not leave the gym until dismissed.

OUTSIDE:

Students are not to shake the basketball standards.
Students are not to **KICK** the basketballs!
Basketballs are to be shot inside the 3 point line.
Balls should be placed, not thrown, in the tubs when the whistle blows to go inside.

PERSONAL APPEARANCE/DRESS CODE

"Dress and appearance in good taste" is the guideline for NorthWood Middle School students. Principles of good grooming and proper dress are necessary to establish an atmosphere conducive to enhancing the learning environment.

Teachers will intervene in student dress and appearance when such dress or appearance is distracting to the educational process, is indecent, may jeopardize the health and safety of the individual student or other students, or may damage school facilities.

Points of Emphasis for Personal Appearance and Dress Code

1. Shorts are allowed but must be finger-tip length.
2. Shirts must be long enough that a student's midriff is not exposed.
3. Skirts must be fingertip length.
4. Tights or leggings must be worn with a shirt or skirt that is fingertip length.
5. Students are not allowed to wear pants with holes or rips above the knees.
6. Students may not have boxers, underwear, or shorts exposed.
7. Hoods, hats, and bandannas are not to be worn during school.
8. Shirts, tops, blouses and dresses must completely cover the shoulders.
9. Apparel with objectionable language, symbols, or pictures is not allowed.
10. Apparel and personal effects that refer to or promote drugs, alcohol, tobacco, or violence are not allowed.
11. Coats should not be worn during the school day.

Violation/Consequence Policy for Personal Appearance/Dress Code

All violations will be addressed per the discipline matrix.

PERSONAL PROPERTY / BOOK BAGS

The school cannot and will not be responsible for any personal property which is brought into the school. If such property is lost, stolen or damaged, replacement will be at the student's expense.

Book bags are allowed to be brought to and from school but they are not to be carried in-between classes. All book bags are to be stored in your hallway locker during school hours.

PROTECTION AND PRIVACY OF STUDENT RECORDS
(Policy 8330)

The Corporation maintains many student records including both directory information and confidential information.

Corporation Policy 8330

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the school corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, personally identifiable information concerning students shall not be left unprotected, shared or transferred from School Corporation records to any place not within the control of the School Corporation. This includes any laptop computer or portable storage medium.

The School Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the School Corporation record or include in the official school transcript for each student the following information:

A. attendance records
B. the students' latest ISTEP/GQE test results
C. any secondary level and postsecondary level certificates of achievement earned by the student
D. immunization information from the student's immunization record
E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4
F. a functional workplace Spanish designation on the student's transcript if the student successfully completed a Spanish language course that meets the requirements of I.C. 20-32-4-12(b)

The Board also authorizes the collection of other student information including, but not limited to:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
B. samples of student work;
C. information obtained from professionally acceptable standard instruments of measurement such as:
    1. interest inventories and aptitudes tests,
    2. vocational preference inventories,
    3. achievements tests,
    4. standardized intelligence tests,
D. verified reports of serious or recurrent behavior patterns;
E. rank in class and academic honors earned;
F. psychological tests;
G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.
Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.
The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age. In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of an eligible student, that is a student who is eighteen (18) years of age or older, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A "school official" is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), school psychologist, therapist, or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for purposes of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

B. school psychologists, whether employed by a special education cooperative, interlocal, joint services organization, or an outside contractor, for purposes of the referral, evaluation and identification of students suspected to have a disability;

C. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties. "Designated school personnel" may include but is not limited to employees or agents of an insurance carrier providing a defense to the Corporation or its employees or agents.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the Corporation" or if the record is necessary in order for the designated school personnel official to perform an administrative, supervisory or instructional task for the Corporation or to perform a service or benefit for the student or the student’s family or to provide a defense to the Corporation with respect to any of these tasks. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

A. forward student records including disciplinary records with respect to suspensions and expulsions upon request to a private or public school or school corporation in which a student of this Corporation seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification – Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

2. the parent or eligible student, upon request, receives a copy of the record; and

3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school corporation in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request.

C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

D. request each person or party requesting access to a student's record to abide by the Federal and State regulations concerning the disclosure of information to a third party;

E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the Corporation for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative(s) of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the Corporation will enter into a written agreement with the recipient organization that specifies the purpose of the study. Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local
educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The Corporation will verify that the authorized representative complies with FERPA regulations.

H. disclose or report educational records to a State or local juvenile agency when the disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released; and the juvenile justice agency receiving the information certifies, in writing, that the agency or individual receiving the information has agreed not to disclose it to a third party, other than other juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

A disclosure or reporting of educational records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the agency provides documentation to the Corporation that the agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to the supervision of the child as an adjudicated delinquent child.

The juvenile court may grant a school access to all or a portion of the juvenile court records of a child who is a student at the school if the Superintendent submits a written request establishing that the juvenile court records are necessary for the school to serve the educational needs of the child whose records are requested or to protect the safety or health of a student, an employee, or a volunteer at the school.

The school shall keep the records confidential. However, the confidentiality order does not prohibit the school from forwarding the juvenile records to another school or a person if a parent, guardian, or custodian of the child consents to the release of the juvenile court records to the person.

The Corporation will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School assigned email accounts shall not be released as directory information beyond this limited purpose and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.
In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

The Corporation shall notify parents and students that they may request that the information not be released by the Corporation to the military recruiting representatives. This notification is to include the process necessary to request that the student not be identified to a military recruiter.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within thirty (30) days after receipt of the Superintendent's annual public notice.
Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without consent of the parent(s)/eligible student, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

Disclosure of Lists of Students for Political or Commercial Purposes
It is the policy of the Board to not release the lists of students for commercial or political purposes. This policy shall be equally applied to similarly situated organizations and persons. (I.C. 5-14-3-3 (f))

Inspection of Information Collection Instrument
The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least three (3) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within three (3) business days of the principal receiving the request. The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment
B. book club, magazine, and programs providing access to low-cost, literary products

C. curriculum and instructional materials used by elementary and secondary schools
D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
E. the sale by students of products or services to raise funds for school-related or education-related activities
F. student recognition programs

The Superintendent shall prepare procedures to ensure that students and parents are adequately informed each year regarding rights to:
A. inspect and review the student's education records;
B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights;
C. consent to disclosures of personally-identifiable information contained in the student's education records, except disclosures allowed without parental consent;
D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
E. file a complaint of Corporation noncompliance with the United States Department of Education;
F. obtain a copy of the Corporation's policy and administrative guidelines on student records

The Superintendent shall also develop procedural guidelines for:
A. the proper storage and retention of records including a list of the type and location of record;
B. informing Corporation employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Corporation specifically as a consequence of permitting access or furnishing students' records in accordance with this policy and administrative guidelines.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the time frame for the activity has ended, as specified in its written agreement with the Board.

Address Confidentiality Program
If a parent (or adult student) presents information to the Corporation certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Address Confidentiality Program administered by the State Attorney General, the Corporation shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Because student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Corporation shall list only the address designated by the Attorney General's Office to serve as the student's address in any student records or files, including electronic records and files. Further, the Corporation shall use the student's designated address for any and all communications and correspondence between the Board or Corporation employees and the parent(s) of the student (or adult student). The

student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose.
The intentional disclosure of the student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action.

Violation of this Policy
As provided for by State law, an employee or agent of the Board:
A. who knowingly or intentionally discloses information classified as confidential by this policy commits a Class A infraction;
B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Class D felony unless the destruction is pursuant to a record retention scheduled adopted by the County Public Records Commission.
I.C. 31-39-2-13.8
I.C. 5-14-3-3(f)
I.C. 5-14-3-4(c)
I.C. 5-14-3-4(a)(12)
I.C. 20-33-2-13
I.C. 20-33-7-1,2,3, 20-33-10-2
34 C.F.R. Part 99
20 U.S.C. Section 1232g, 20 U.S.C. 7165(b), 20 U.S.C. 7908
26 U.S.C. 152
The Family Educational Rights and Privacy Act of 1974 93-380
Individuals with Disabilities Education Improvement Act, 20 U.S.C. 1400 et seq.
20 U.S.C. 7165(b)
20 U.S.C. 7908 34 C.F.R. Part 99 34 C.F.R. Part 300 Revised 3/02

SAFETY AND SECURITY
(Policy 8400)

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and question people who are "hanging around" the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. Unneeded outside doors as possible are locked during the school day.

F. Portions of the building that will not be needed after the regular school days are closed off.

G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent an inconvenience.

H. Students may not bring visitors to school without first obtaining written permission from the school principal.

SCHEDULING AND ASSIGNMENT
(Policy 5120)

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs to available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that

some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES
(Policy 2430 and AG 2430)

NorthWood Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES
(Policy 5730)

The Board will not permit the use of school facilities by noncorporation-sponsored, student clubs and activities or Corporation-sponsored, extra-curricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for noncorporation-sponsored, student clubs and activities to meet on school premises shall be made to the building principal, who shall grant permission provided that s/he determines that:

A. the activity has been initiated by students;
B. attendance at the meeting is voluntary;
C. no agent or employee of the Corporation will promote, lead, or participate in the meeting;
D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, color, creed, religion, gender, national origin, disability, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society. A student initiated meeting may be attended by no more than 3 outside resource person(s). The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members. Equal Access Act of 1984, 20 U.S.C. 4071 et seq. Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. Civil Rights Act of 1964, 42 U.S.C. 2000e I.C. 230-33-12

SEARCH AND SEIZURE
(Policy 5771 and AG 5771)

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood alcohol level, since the Board has established a zero tolerance for alcohol use.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Principal/Administrator shall promptly record in writing the following information for each search pursuant to this policy:

A. the information upon which the search was based
B. the time, date, location, students, or places searched, and persons present
C. a description of any item seized and its disposition
D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32 U.S. Constitution, 4th Amendment

SPECIAL EDUCATION

Person with a Disability
The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

A. has a mental or physical impairment that substantially limits one or more major life activities;

B. has a record of such an impairment; or

C. is regarded as having such an impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Free and Appropriate Public Education
Students are entitled to a free appropriate public education in the “least restrictive environment.” The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the school guidance counselor at 574-862-2710.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the school guidance counselor at 574-862-2710.

Service Animal (Policy 8390)
A student's need for and use of a service animal must be addressed in the student's individualized education program (IEP) and/or Section 504 Plan. A service animal that meets the definition set forth in Policy 8390 shall be permitted to accompany the student anywhere on the school campus where students are permitted to be; however, the service animal must be at all times under the control of the student or the service animal's handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the State-mandated ISTEP Test and applicable end-of-course assessments that are required by the State Board of Education. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

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

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

STUDENT BEHAVIOR STANDARDS

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

Expected Behaviors (Policy 5500)
Each student shall be expected to:

1. Abide by Federal, State, and local laws as well as the rules of the school.

2. Respect the rights of other students' property and the school's property; keep paper from littering the floors and school grounds.

3. Act courteously toward adults and fellow students. Students are to respect and obey all school personnel – this includes everyone employed by the school system.

4. Be prompt to school and attentive in class; complete assigned tasks on time and as directed. Students are to be excused by the teacher, not the bell or clock.

5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.

6. Help maintain a school environment that is safe, friendly, and productive. Quiet conversation is welcome before or between classes; loud talking, pushing, or running in the halls are not acceptable behaviors.

7. Refrain from gum chewing during the school day.

8. Park bicycles in the spaces provided; bicycles are not to be ridden during school hours.

Care of Property
Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.
Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program; Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

STUDENT FUNDRAISING

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

For any fund-raiser by student groups or organizations that involves the sale to students of food items and/or beverages to be consumed on campus, the food and/or beverage items to be sold must comply with the current USDS Dietary Guidelines for Americans.

Any fund-raiser by student groups or organizations that involves the sale to students of food items and/or beverages to be consumed on campus must be conducted only from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Lanyards with student photo identification cards are required at school. Student IDs are to be worn at all times throughout the school day.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. is intended to be insulting or harassing,
4. tends to incite fighting or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

STUDENT TEXTBOOK FEES AND CHARGES

Wa-Nee Community School charges specific fees for some activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials.

STUDENT VALUABLES

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

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attach, accident reporting procedures. Should a

student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

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

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. The school system has designated a suicide prevention coordinator to serve as a point pf contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
    a. The National Suicide Prevention Lifeline—1.800.273.8255 (TALK) www.suicidepreventionlifeline.org
    b. The Trevor Lifeline—1.866.488.7386 www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to all any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for student in crisis.
7. For a more detailed review of the policy, please see the district full suicide prevention policy.

For more information regarding Suicide Prevention please contact our Mental Health Counselor, Lindsay London, at llondon@wanee.org.

TRANSPORTATION
(Policy 8600 and AG 8600)

All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus. **Eligible students who register for school bus transportation are limited to a one stop policy**. In addition, all bus safety rules and policies must be demonstrated to maintain bus riding privileges for learning trips, extracurricular trips and bus routes. For detailed information regarding school bus transportation visit http://www.wanee.org/transportation.aspx or contact the Wa-Nee Transportation Office.

USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to

receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

VISITORS
(Policy 9150)

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in and receiving a pass shall be reported to the school principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. If a parent wishes to contact a teacher about their child, they should contact them through office personnel or by e-mail. If you are planning to eat or visit with your child please call the office ahead of a time for guidelines.

WA-NEE COMMUNITY RESOURCES

MedStat	1500 Provident Drive, Suite C, Warsaw, IN, 46580, 1-800-410-3627
Michiana Behavioral Health Center	1800 N. Oak Road, Plymouth, IN 46563, 574-936-3784
Oaklawn	330 Lakeview Dr., Goshen 46528, 574-533-1234/800-282-0809 2600 Oakland Ave., Elkhart 46517, 574-533-1234/800-282-0809
Samaritan Center	221 E. Crawford St., Elkhart 46514, 574-262-3599

WEDNESDAY SCHOOL

The Wednesday School Program is a positive alternative within our total disciplinary program. Wednesday School is scheduled on an every week basis and will be assigned for disciplinary offenses including, but not limited to truancy, excessive tardies, constant disruptions within a classroom, etc. Failure of students to attend an assigned Wednesday School session will constitute an insubordinate act and result in the student serving an in-school suspension.

NorthWood Middle School
Formatting Papers Using MLA (Word)

- If you're using a computer at the middle school, type in your username and password. Documents should be typed in Word.
- Save your document to your own folder.
- Under the "Home" tab, look at the 'Paragraph' section. Find this symbol . Click the symbol and go down to the number 2.
    - Font should be Times New Roman, size 12 for the entire paper, including your title.
- Under the "Insert" tab, click on <Header> then on <blank>.
- Align your curser to the right. Be sure that you are looking at the 'Header and Footer Tools' (in green at the top of the screen) <click on the page number icon on the left side of the tool bar> <click on 'top of page' and then on 'Plain 3'>
- Change the font to Times New Roman, size 12 type your last name <space>.
- Find the red box (in the Header and Footer Tools) and click on the 'X' to close the header.
- Make sure your curser is aligned left (on the left side of the page)
- Type your heading very carefully hitting <enter> after each line
    - formal first name, middle initial, and last name
    - Teacher's name

- Course Title (Language Arts)
- day Month year (note the order change—19 April 2009, no abbreviation of the month and no commas)

- Align your curser to the center and type your creative title. (Do not use bold, italics, caps, underline, or change the font size.)
- Align your curser to the left <tab> begin typing your paper
- Your entire paper should be double spaced. Do not put any extra space between paragraphs, or above or below your title.
- When you're ready to type your Works Cited page, click on the "Insert" tab. In the 'pages' section, click on <page break>.

Creating a Works Cited Page

- Whenever you take information from a source (book, magazine, website, etc.), you should create a Works Cited page.
- Make sure you're very careful about punctuation and spacing. It needs to be perfect.
- You need to alphabetize your sources using the author's last name (or title if you don't have an author).
- At the top of your Works Cited page, go to the "Home" tab. In the "Paragraph" section click on the arrow in the bottom right corner. Click on the box below Special and change it to "Hanging." This will make your first line of each entry on the left, with every following line indented one tab. Keep your Works Cited page double spaced. DO NOT add any extra spacing between any lines. Type Works Cited in the center of the first line. Do not change the heading font size or bold: Works Cited (Do capitalize the W and C).
- This Works Cited page is a continuation of your document and will be your last page number.

Organizing Your Works Cited Page

Books by one author:

Author's last name, Author's first name. Title. City: Publisher, Copyright date. Medium of Publication.

Ex. Edding, Joshua. How the Internet Works. Emeryville: Ziff-Davis, 1994. Print.

Books by two or more authors:

Author's last name, Author's first name, Author's first name Author's last name, and Author's first name Author's last name. Title. City: Publisher, Copyright date. Medium of Publication.

Ex. Vidich, Arthur J., and Joseph Bensman. Small Town in Mass Society. Princeton:

Princeton, 1968. Print

Encyclopedias and other reference books:

If there is an author (World Book has an author)—
Author's last name, Author's first name. "What topic heading you looked up." Title of the Encyclopedia or Reference Book. Edition. Copyright date. Medium of Publication.

Ex. Bevan, Clifford. "Trumpet." The New Grove Dictionary of Jazz. 3rd ed. 1988. Print.

If there is not an author –
"What topic heading you looked up." Title of the Encyclopedia or Reference Book. Edition. Copyright date. Medium of Publication.

Ex. "Dominican Republic." Columbia Encyclopedia. 2nd ed. 1995. Print.

Magazines:

Author's last name, Author's first name. "Title of the Article." Title of Magazine Day Month (3 letter abbreviation). Year: page numbers used. Medium of Publication.

Ex. Preston, Douglas. "The Nation's Trails in Mexico." Smithsonian Nov. 1995: 140-176. Print.

Newspapers:

Author's last name, Author's first name. "Title of Article." Newspaper Title. Date (# then 3 letter abbreviation). Year: Page Numbers used. Medium of Publication.

Ex. Green, Linda. "Supreme-Court Roundup." New York Times. 26 Mar. 1996: A1. Print.

Interview:

Last name of person interviewed, First name. Personal interview. Date of interview (Mon. 3 letter abbreviation).

Ex. Smith, Richard. Personal interview. 16 Feb. 2005.

Internet:

This is difficult to document. You need to write down as much information as possible, but you may not be able to find it all. If you can't find very much, you aren't using a reliable source. Use n.p. if no publisher is available and n.d. if no publishing date is given.

ENTIRE WEBSITE:

Editor, author, or compiler name (if available). *Name of Site*. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

PAGE ON WEBSITE:

Editor, author, or compiler name (if available). "Name of Article or Page." *Name of Site*. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access.

Ex. James, George. "Organizational Resources." Parent Involvement in Education. n.p. 10 Apr. 1995. Web. 23 Jul. 2005.

An Image (Including a Painting, Sculpture, or Photograph)

Provide the artist's name, the work of art italicized, the date of creation, the institution and city where the work is housed. Follow this initial entry with the name of the Website in italics, the medium of publication, and the date of access.

Ex. Goya, Francisco. *The Family of Charles IV*. 1800. Museo Nacional del Prado, Madrid. *Museo National del Prado*. Web. 22 May 2006.

If the work is cited on the web only, then provide the name of the artist, the title of the work, the medium of the work, and then follow the citation format for a website. If the work is posted via a username, use that username for the author.

Ex. brandychloe. "Great Horned Owl Family." Photograph. *Webshots*. American Greetings, 22 May 2006. Web. 5 Nov. 2009.

Name I. Last

Teacher's Name

Title of Class

Day Month Year

Creative Title of Your Paper

Tab first and then begin typing your research or information. Allow the computer to wrap the words around rather than putting an enter at the end of a line.

Works Cited

Bevan, Clifford. "Trumpet." World Book Encyclopedia. Chicago: World Book, 2005. 55-56. Print.

Edding, Joshua. How the Internet Works. Emeryville: Ziff-Davis, 1994. Print.

Green, Linda. "Supreme-Court Roundup." New York Times. 26 Mar. 1996, A5. Print.

James, George. "Organizational Resources." Parent Involvement in Education. n.p. 10 Apr. 1995. Web. 23 Jul. 2005.

6+1 Traits of Writing

Criteria	Strong	Developing	Limited
Ideas	Clear and focused Holds reader' s attention Enriches the central theme with relevant details and quotes	Definition of topic beginning Development of topic still basic or general	Lacks clear sense of purpose or central theme Requires readers to make inferences based on sketchy or missing details to extract meaning from text
Organization	Enhances and showcases the central idea or theme Compels and moves reader through text with order, structure, or presentation of information	Strong organizational structure Moves reader through the text without much confusion	Lacks a clear sense of direction. Includes ideas, details, or events strung together in a loose or random fashion Lacks identifiable internal structure
Voice	Speaks directly to the reader in a way that is individual, compelling, and engaging. Crafts the writing with an awareness and respect for the audience and the purpose of writing	Seems sincere but not fully engaged or involved Pleasant or even personable, but not compelling	Seems indifferent, uninvolved or distanced from the topic and/or the audience
Word Choice	Conveys the intended message in a precise, interesting, and natural way. Includes words which are powerful and engaging	Lacks energy, but language is functional Easy to figure out the writer' s meaning on a general level	Uses limited vocabulary Searches for words to convey meaning
Sentence Fluency	Has easy flow, rhythm and cadence Includes well-built sentences with strong and varied structure Invites expressive oral reading	Hums along with a steady beat Tends to be more pleasant or business like than musical, more mechanical than fluid	Requires reader to practice quite a bit in order to give paper a fair interpretive reading
Conventions	Demonstrates a good grasp of standard writing conventions (e.g., spelling, punctuation, capitalization, grammar, usage, paragraphing) Uses conventions effectively to enhance readability Involves only minor errors	Shows reasonable control over a limited range of standard writing conventions Sometimes handles conventions well and enhances readability Includes distracting errors which impair readability	Distracts reader with errors in spelling, punctuation, capitalization, usage, and grammar and/or paragraphing Makes text difficult to read
Presentation (optional)	Enhances the ability for the reader to understand with the form and presentation of text Connects with audience Is pleasing to the eye.	Presents message in understandable format	Displays a garbled message due to problems relating to the presentation of the text