

# 2023-24 NORTH MIAMI MIDDLE/HIGH SCHOOL STUDENT HANDBOOK

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[WWW.NMCS.K12.IN.US](http://WWW.NMCS.K12.IN.US)

*"Education for Today, Success for Tomorrow"*

## OFFICE PERSONNEL

Matt Storm .....	Principal .....	ext. 5255
Karise Kabage .....	Assistant Principal .....	ext. 5254
Adam Miller .....	Athletic Director .....	ext. 5267
Brittney Haynes .....	Administrative Secretary .....	ext. 5257
Katelyn Andritsch .....	Guidance Counselor .....	ext. 5252
Becca Wiley .....	Student Services .....	ext. 5253
Sandy Linn .....	Guidance Secretary .....	ext. 5256
Amber Wolfe.....	Nurse.....	ext. 5240

## CENTRAL OFFICE INFORMATION'

*Superintendent of Schools – Kenneth Hanson*

Main Office.....	985-3891
Main Office Fax.....	985-3904

## SCHOOL BOARD MEMBERS

Mr. Mark Deardorff
Mr. William C. Deeds
Mr. Sam Finnegan
Mr. David Floyd
Mr. Stan Hudson
Mrs. Daryn Sturch
Mr. Jeff Working

## **MISSION STATEMENT OF NORTH MIAMI MIDDLE/HIGH SCHOOL**

The mission of North Miami High/Middle School, partnership of students, staff, families, and community, is to establish a learning community that fosters excellence and teaches students essential skills needed for an ever-changing future.

### **WE BELIEVE THAT...**

- All students can learn
- Individuals learn differently
- Each individual has value
- The family is the primary influence on the individual's development
- Attitude always affects performance
- Learning is life long
- Cultural differences enrich the individual and society
- Each individual has a responsibility to contribute to society
- Public education is vital for the growth of American democracy
- The pursuit of excellence never ends, involves risk taking, and stimulates continuous improvement
- A loving and caring environment enhances self-esteem and contributes to success

### **SCHOOL SPIRIT**

SCHOOL COLORS: Red and Black

SCHOOL NICKNAME: Warriors

### **SCHOOL SONG**

On and on to victory goes North Miami High  
On and on to victory yes that's our battle cry  
Rah! Rah! Rah!  
Go you Warriors, Fight to the end  
Go you Warriors, we'll win again!  
Hail, Hail, the gang's for you  
So let's show them what we can do  
Go Fight Win Go Fight Win!  
(repeat)

***W - A - R - R - I - O - R - S - WARRIORS, WARRIORS, WARRIORS***

### **WELCOME TO NORTH MIAMI MIDDLE/HIGH SCHOOL**

We are happy to welcome you to North Miami Community Schools. The patrons of North Miami Community Schools have provided an excellent learning facility for our students. We encourage each student to take every opportunity to seek answers to questions, to join in class discussion, to participate in extra-curricular activities, and to assist others.

The rules and regulations contained in this handbook are intended for the welfare and best learning environment for all students. Your cooperation in abiding by the rules and regulations set forth will enable all of us to maintain a safe and positive school environment.

North Miami Warrior students have distinguished themselves in academics, athletics, performing arts, and their service to the community. It is up you, as a North Miami Warrior, to continue to build upon the excellent traditions established at North Miami Middle/High School through your participation in the many student activities offered at North Miami Middle/High School. Each of you has the ability to be successful in your own way by maximizing your potential to fulfill your aspirations in life.

## FOREWORD

The North Miami Middle/High School student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Students are responsible for knowing its contents because the handbook contains information regarding students' rights and responsibilities. We ask that parents and students both take time to review the North Miami Middle/High School student handbook and keep the handbook available for your use. The student handbook can be a valuable reference guide for students and parents during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed within the student handbook, contact a building administrator. This handbook is supplementary to Board Policy. Should a provision of this handbook contradict Board Policy, the Board Policy will prevail. This handbook supersedes all prior handbooks and other written material on the same subject. Additionally, any policies and/or procedures that are a part of the NMCS Re-opening will supersede existing policies/procedures.

## ADMINISTRATIVE DECISIONS

We are aware that during the school year situations arise which call for decisions that may not be covered by the handbook. The Principal (and/or his designee) reserves the right to modify, or add to, these rules when it becomes necessary.

## EQUAL EDUCATION OPPORTUNITY

North Miami Community Schools has a policy that educational services, programs, instruction, and facilities will not be denied to anyone as the result of his or her age, race, color, gender, disability, religion, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background. For further information, clarification, or concern, please contact the Title IX and/or Section 504 Coordinator(s):

### ***Title IX Coordinator (Gender Equity)***

Mr. Matt Storm, Middle/ High School Principal  
North Miami Middle/High School  
570 E 900 N, Denver, Indiana 46926 Phone: 765-985-2931

### ***Section 504 Coordinators (Disability)***

Mrs. Danielle Galbraith, Elementary School Principal  
North Miami Elementary School  
632 E 900 N, Denver, Indiana 46926 Phone: 765-985-2251  
Mr. Matt Storm, Middle/High School Principal  
North Miami Middle/High School  
570 E 900 N, Denver, Indiana 46926 Phone: 765-985-2931

## GRIEVANCE PROCEDURE

Below is the grievance procedure for discriminatory violations, interpretations and applications.

1. Applies to Regulatory TITLES VI (race, color, national, origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap condition), and the Advisory Committee Requirements of the State Vocational Technical Educational Plan.
2. Interested parties include school corporation officers, employees, students and patrons.
3. Applies to acts omissions relating to protected rights based upon age, race, color, national origin, religion, sex, and handicap condition including limited English proficiency.
4. Compliance Coordinator
  - a. The building principal for allegations of building level violations to students or building patrons.
  - b. The superintendent for allegations and violations of a corporate level such as policy or practice
5. Complaint Officer is the Superintendent of Schools
6. The Process
  - A. Level One
    1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance officer described in #4 above. The complaint shall stipulate the specific act or omission, the date of same and parties involved.
    2. The compliance officer shall initiate investigation of circumstances of the complaint within seven (7) calendar days of the written receipt of the complaint.

3. The compliance office shall render a decision within fourteen (14) days of the receipt of the written complaint.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance officer and submits such a statement in writing to the compliance officer, a Level Two Procedure shall be enacted.

**B. Level Two**

1. The compliance officer shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance officer and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
7. NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed by the parties.
8. NOTE: If the alleged violation interpretation application is of a corporate nature such as a written rule or regulation in policy, then Level Two is initiated immediately. North Miami Community Schools reserves the right to share student information with local and state agencies when directly related to the safety and/or well-being of the student.

**PARENTAL REVIEW OF POLICIES**

Copies of the policies of North Miami Middle/High School will be available online on the school web site. Indiana law requires that parents have an opportunity to read the handbook carefully and acknowledge in writing receipt of the handbook. During online registration each parent submits an electronic signature. Students who do not have record of this electronic signature will NOT be permitted to engage in extra-curricular activities, drive to school, or other restrictions deemed necessary by the administration until the form is signed and on file with the High School Front Office.

**NORTH MIAMI HIGH SCHOOL SCHEDULE**

Regular		Two-hour Delay	
Period 1	8:10-9:00	Period 1	10:10-10:46
Period 2	9:04-9:54	Period 2	10:50-11:26
Period 3	9:58-10:48	Lunch	11:26-12:00
Warrior	10:48-11:14		
Lunch	11:14-11:44	Period 3	12:04-12:40
Period 4	11:48-12:38	Period 4	12:44-1:20
Period 5	12:42-1:32	Period 5	1:24-2:00
Period 6	1:36-2:26	Period 6	2:04-2:40
Period 7	2:30-3:20	Period 7	2:44-3:20

## **NORTH MIAMI MIDDLE SCHOOL SCHEDULE**

<b>Regular</b>		<b>Two-hour Delay</b>	
Period 1	8:10-9:00	Period 1	10:10-10:46
Period 2	9:04-9:54	Period 2	10:50-11:26
Period 3	9:58-10:48	Period 3	11:30-12:06
Warrior	10:48-11:14	Lunch	12:06-12:40
Period 4	11:18-12:08		
Lunch	12:08-12:38	Period 4	12:44-1:20
Period 5	12:42-1:32	Period 5	1:24-2:00
Period 6	1:36-2:26	Period 6	2:04-2:40
Period 7	2:30-3:20	Period 7	2:44-3:20

The school day will begin at 8:10 A.M. and end at 3:20 P.M. Any student arriving in the building before 8:00 A.M. must remain in the commons between the gym and the Front Office or report to the cafeteria for breakfast. No students are permitted down the hallways unless they are meeting with a group or organization. At 8:00 A.M. students will be permitted down the Middle/High School hallways to their lockers. No Students are permitted to stay after school unless it is for a school function, and they must leave in a timely manner.

### **STUDENT WELL BEING**

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

All students are expected to have emergency contact information up to date with the front office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

### **STUDENT ASSISTANCE PROGRAM**

Every North Miami Community School student is offered counseling opportunities with our Guidance Counselors as needed. North Miami Community Schools also works with Four County Counseling Center and Bowen Center to provide additional assistance to those students and families that are in need. Additional information can be obtained from the school guidance office.

## **SECTION I – GENERAL INFORMATION**

### **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/guardians.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse or office staff 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.

Students with a temperature of 100 degrees or more will be sent home and should not return to school until he/she has been fever-free without medication for a period of 24 hours. Students with active vomiting and/or diarrhea, undiagnosed and/or untreated skin rashes or other potentially contagious conditions are not to attend school until the condition is treated (as documented by physician) or, no longer present.

Students with suspected contagious conditions (i.e. COVID-19, Strep Throat, Pink Eye, Head Lice, etc.) will be sent home from school. These students are highly contagious to others and must be picked up from school. A written excuse from the doctor may be requested in order to return to school. When symptomatic for different illnesses, the school will follow local health policy regarding school attendance.

Parents are responsible for providing their child(ren) with timely transportation from school in cases of injury or illness.

### CLINIC POLICIES

The purpose of the clinic is to promote wellness and to appraise and protect the health of students. It is assumed students come to school basically well; thus, school health service will focus on conditions and incidents occurring at school. Before coming to the clinic, except in emergencies, students will obtain a pass from their teacher. The clinic provides first aid service and emergency care for sick or injured students. Beds are available for ill or injured students only. The clinic also provides education on health-related issues.

#### Staffing and Clinic Hours

Staff: (1) Registered Nurse

Hours: Monday and Friday 7:45a.m. - 3:30p.m.

### CLINIC RULES

Because of the number of students that are seen in the clinic, it is necessary to have established rules for the clinic. Respect of these rules is expected and appreciated. The rules are as follows:

- All students must have a hall pass before coming to the office for referral to clinic. Please report to class to get a pass before coming to the clinic unless it is an emergency situation.
- Students feeling ill will be in the clinic for a limited amount of time. Students staying longer or going home will be at the discretion of the nurse. Due to limited space and the amount of students seen in the clinic, no student will be permitted to stay an entire period, unless deemed necessary by a nurse.
- Clinic phones are to be used for ill students and for Health Services Staff. No students are to make personal phone calls on clinic phones.
- Only ill students and student aides will be allowed into the clinic area.
- **While students are in the clinic area they must turn over their cell phone and other technological devices to the Nurse and/or Secretary.**
- Students not adhering to these rules will be asked to leave once and then sent to the Principals Office.
- Repeated visits to the clinic may be indicative of an attendance problem, the School Counselor, or Assistant Principal will be notified.
- Students who are sent home by the nurse will be counted as **excused** for the remainder of the day.

### MEDICATIONS

North Miami School complies with Indiana State Codes and State Law Health Policies. All medications, both prescription and non-prescription, are to be kept in the clinic. The clinic has a supply of cough drops. **By law, the school can only give medication sent from home** (this includes headache medications).

Students with asthma may keep inhalers with them, but a written permission form by the parents and the student's physician must be on file with the nurse. Medications must be brought from home in the original container. All medication administration forms and physician statements must be filed with the school at the beginning of each school year, or, at the start of administration whichever comes first. All prescription medication changes and/or dosage changes must be accompanied by a physician's statement.

In the case of OTC medications, a parent's note must accompany each medication. Manufacturer's recommended dosages will be given in the case of OTC medications unless a physician approves another dose in writing.

Prescription Medications and Controlled Drugs - All medications that are prescribed by the student's doctor are to be brought into the clinic with the prescription bottle and a medication form from the parent or guardian. Written permission must also be given for students to carry medication home. Do not send medication in plastic bags.

Non-Prescription Medications - A Medication Form from the parent or guardian to administer the student's over-the-counter medication (i.e. Tylenol, Aspirin, Cold Medicine, etc.) is required. This is also necessary for supplements. Over-the-counter medications, non-prescription medications, and supplements should be FDA approved.

## ADMINISTRATION OF MEDICATION

The purpose of medication administration in school is to help each student maintain an optimal state of health to enhance his/her educational efforts.

All medication is to be turned in by the parent/guardian, properly labeled and with written permission. All medication will be kept in a secured location in the clinic and should be presented to the school nurse or principal's designee when brought into the building. It is the child's responsibility to come to the specified location to receive the medication unless other arrangements are made.

Non-Prescription Medications - A written note from the parent or guardian to administer the student's over-the-counter medication (i.e. Tylenol, Aspirin, Cold Medicine, etc.) is required. This is also necessary for supplements. Over-the-counter medications, non-prescription medications, and supplements should be FDA approved.

The following guidelines are 511 IA. 7.1-2(k), 1C6-fl-8-2, and 1C20-8.1-5.1-7.5 are intended to provide assistance for a safe, effective program of medication administration for students while they are at school.

- A program for administration of medication is developed and managed by a school nurse.
- Only medication necessary to maintain the child in school will be given at school.
- Written instructions signed by parent/guardian and/or physician are obtained and retained for file at the beginning of the year or the start of the medication.
- Medication must be in original container with pharmacy label affixed. A pharmacy label can serve as a physician order.
- Non-prescription medicine should be provided in the original container. Parents are responsible for refilling any prescription(s) or purchasing additional non-prescription medicine.
- Administration of medication requiring an assessment of the student to determine dosage shall only be done by a qualified person.
- If a school employee is not a licensed school nurse and is responsible for administering medication, training regarding the medication, side effects, dosage, and techniques necessary for the safe administration will be arranged by the school nurse for that employee. Documentation of the training will be kept on file. General guidelines will be available in the substitute nurse folder and a contact person will be noted.
- A school may not require teachers or other employees to administer medication that requires skills beyond their qualifications (injectable, glucose testing).
- All permission for long-term medication shall be renewed at least annually and any changes shall be documented by written authorization of a licensed prescriber.
- A medication administration sheet shall be maintained by the school nurse for each student receiving medication at school. All persons administering medication shall document that the student received the medication, time, date, method by which the medication is administered, and signature.
- If it is agreed between parents and school that a student would benefit from the responsibility of self-medication, a program shall be developed for that student. When developing a plan for self-administration of medications, the safety of the other school children must be taken into consideration. The medication must be kept inaccessible to other students.
- A student with a chronic disease or medical condition (such as asthma, diabetes, allergy, etc.) may possess and self-administer medication if the following conditions are met. (1) Student's parents have filed an authorization with the school nurse or principal's designee to possess and self-administer the medication. (2) Physician states in writing that the student has an acute or chronic disease or medical condition for which medication has been prescribed; student has been instructed in how to self-administer the medication; the nature of the disease or medical condition requires emergency administration of medication. Please note the authorization and physician's statement must be filed annually.
- If, at the end of the school year, the medication has not been picked up, the medication will be disposed of and documentation of that disposal will be completed by the school nurse.
- Parents who do not comply with these regulations shall come to school to administer the medication to their child.
- All medications, prescriptions, and over-the-counter drugs are to be administered by the nurse or the Health Service Staff.

\*Medications are to be in the original container, package, or prescription bottle.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. It is also recommended that the student be fever-free for a period of 24 hours before returning to school.

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

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

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

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

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

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Health Department.

#### **Immunization Requirements (20-8.1-7-9.5)**

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

- A. Diphtheria;
- B. Pertussis (whooping cough);
- C. Tetanus;
- D. Measles;
- E. Rubella;
- F. Poliomyelitis (polio);
- G. Mumps;
- H. Hepatitis;
- I. Meningitis;
- J. Varicella; and
- K. Tdap (adolescent version of infant diphtheria, etc)

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the corporation in which they have legal settlement unless other arrangements have been approved. North Miami Community Schools now offers online enrollment, which is available on our website.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

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

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include



them in the process. Adult students DO carry the responsibility of both the student and parent.

### **STUDENT RECORDS AND PRIVACY**

Parents and eligible students (18 years of age and older) may review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and discuss their educational records. The principal or designee will be present during review to answer questions and interpret data. If a parent or eligible student questions the validity of any educational record, the person may ask for a meeting with the Superintendent or his designee to discuss the correction. Complete procedures for inspection, fee schedules, location and identification of school officials for education records are listed in the School Board policy.

### **RELEASE OF DIRECTORY INFORMATION**

Parents or eligible students (18 years of age or older) have 14 calendar days from the first student day of the school year to object in writing to the building principal for the release of the following directory information about the students without parental consent:

- Name, address, parents' names, home and work telephone numbers
- Date and place of birth, hair and eye color, race, sex, height, weight, grade level
- Major Field of study; participation in school activities and sports
- Dates of attendance; honors and awards received
- Other similar information: e.g., yearbook information
- Print and electronic media including pictures and digital images of students involved in school activities
- Motor vehicle description and license plate number
- Unlawful activities on or near school property to the appropriate law enforcement agency or court officer
- Recommended disciplinary action for school related offenses to the appropriate law enforcement agency or court officer

### **TEXTBOOK AND EDUCATIONAL DEVICE RENTAL PROCEDURES**

- In the event that a student loses a textbook and/or educational device, the student will pay the replacement cost for the textbook or educational device (i.e... iPad).
- Students returning damaged textbooks and/or educational devices will be assessed a charge to cover the repair of the textbook and/or educational device.
- Textbooks and/or educational devices for course additions must be picked up from the person(s) in charge of the rental.
- All students withdrawing from classes must return textbooks, educational devices, and materials to a school official or the person(s) in charge of the rental. Students failing to follow prescribed procedures for withdrawing from classes will forfeit any book rental refund due to them and could be billed for any outstanding balance owed.
- Reference should be made to the information provided during registration regarding the addition or deletion of courses and how the reconciliation of fee statements will be administered.
- A school official and the person(s) in charge of book rental will deal with scheduling errors through no fault of the student, on an individualized basis.

### **STUDENT FEES AND CHARGES**

The school charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees and add-on fees for loss or damage to School property. In most cases, a change in schedule will increase student fees. Most fees can be paid securely online via our website.

Failure to pay fees or charges may result in the withholding of grades and credits and/or filing for 3rd party collections.

Applications for free or reduced textbook payments and for free and reduced meal programs are available in the front office or at the time of registration.

### **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from North Miami Community Schools, the parent must notify a school official. School records shall be transferred when the student has enrolled in the new school. Parents are encouraged to contact the Guidance Department for specific details.

## **WITHDRAWAL FROM SCHOOL**

North Miami Community Schools does not recommend the withdrawal of a student from school. We do understand that certain circumstances do present themselves in which students and/or parents are faced with a difficult decision to remain in school or withdraw from school.

No student under the age of eighteen (18) will be allowed to withdraw from School without an Exit Interview with the Principal or designee who must agree to the withdrawal. The Principal or designee 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. A student who wishes to withdraw from school and who is of the appropriate age must follow this procedure:

1. The parent must accompany the student and sign the appropriate forms.
2. All books and materials must be returned.
3. All obligations must be cleared.
4. Meet with a school official for an exit interview.
5. Once withdrawn from school, the student is no longer permitted to be on school grounds on a school day between 7:00 A.M. and 4:00 P.M. without a previously scheduled appointment with a school official.

## **SPECIAL EDUCATION**

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 building Principal.

## **AMERICANS WITH DISABILITIES ACT – SECTION 504**

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

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

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic forms of records – directory information and confidential records.

Student's records are confidential. Only authorized personnel who work on record keeping shall have access to the records. Parents of any student less than the age of 18 may request through the Principal, within reasonable time, to view student records. Students beyond the age of 18 shall have the rights of the parent. Student directory information will be made available unless a specific problem has been identified.

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

## **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 and will not be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **MEAL SERVICE**

North Miami Community Schools participates in the National School Lunch and National Breakfast Program and makes lunches and breakfasts available to students for a fee. A la carte or individual items are also available. Students may also

bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the school's Free and Reduced Meal program are available in the front office. Please see the school website to view our charging policy. This institution is an equal opportunity provider.

### **Procedure for Student Lunch/Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Miami Community Schools will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Deposits into lunch accounts can be made by either submitting on-line payments through MySchoolBucks or with cash or check. On-line payment instructions and the portal to MySchoolBucks are located on our website, [www.nmcs.k12.in.us](http://www.nmcs.k12.in.us), under the parents section. Cash or checks can be sent to school with your child in an envelope labeled lunch.
- A student may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees at both breakfast and lunch.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- The Food Service Manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. The automated call system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The Food Service Manager will also send home letters each week to parents of students who carry negative balances.
- The Food Service Director with work with the building principal when a student reaches the maximum unpaid limit to notify parent(s) or guardian(s) that an alternative meal will be given until the balance is paid in full.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- All accounts must be settled. Negative balances not paid in full will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- A staff member may charge up to \$16.25 as long as they establish and maintain a good credit history of making payments on their food service accounts. If a staff member exceeds this amount no purchases will be allowed until it is paid in full.
- Lunch account balances of students who graduate or withdraw from the Corporation that are positive will be handled in one of the following manners:
  - If siblings remain in our district the positive balance will be transferred equally to the siblings.
  - If the balance is \$10 or less it will be moved to a lunch donation account to help offset the cost of lunches for students school administration determine are unable to pay in full unless a notice is received by mail within 10 days requesting a refund.
  - If the balance is more than \$10 a refund will be issued.

### **PEST CONTROL**

North Miami School Corporation uses a variety of pest control practices in and around our school buildings with both chemical and non-chemical methods. Chemical applications are done so as to not expose students or staff. For information on pesticide application please contact the central office for a copy of the complete policy as well as other application information.

### **EMERGENCY CLOSINGS AND DELAYS**

North Miami Community Schools will use the "Instant Alert" system to contact parents/guardians in the case of any delays, closings, or emergencies listed below. Please ensure a current contact phone number is provided to the school so that you

receive all Alert Messages.

There are three types of emergency situations which could require the closing of our schools:

1. Weather or Facility Problem – If school closing becomes necessary, the radio and television stations listed below will be notified and an “Instant Alert” will be issued.
2. Emergency Early Dismissal – If early dismissal becomes necessary and students are sent home, announcements will be made via the radio and television stations listed below and an “Instant Alert” will be issued.
3. Emergency Evacuation and Relocation – If an immediate closing of school becomes necessary and sending students home would be unsafe, students will be transported to a temporary location for pickup by parents or until school can safely resume or until students can be transported home.

Should it be necessary to close school for any of the reasons above, parents/guardians of each student will be notified via the “Instant Alert” phone system. Announcements will be made on the following radio and television stations:

<b><u>Radio</u></b>	<b><u>Television</u></b>
WARU (Peru)	WRTV-TV Channel 6
WWKI (Kokomo)	WISH-TV Channel 8
WROI (Rochester)	WTHR-TV Channel 13
WKUZ (Wabash)	WNDU-TV Channel 16
WFRN (Wabash/Peru)	WLFI-TV Channel 18
WIOU/WZWZ (Kokomo)	WXIN-TV Channel 59
WHZR (Logansport)	

Announcements will state the reasons for the school closing. If the closing results in evacuation, the announcement will state where the children have been taken and what parents should do.

Parents should make special arrangements with their children in the event of an emergency early dismissal during the school day when students are sent home before the normal schedule. When the schools remain open during inclement weather, the school corporation recognizes the basic right of parents and guardians to decide whether or not to send their children to school under such conditions.

Parents and students should also recognize that school bus schedules may be delayed because of weather conditions.

State law requires that school days lost because of emergency closings be made up if the total number of school days do not equal the minimum mandated.

**VISITORS GENERAL INFORMATION:**

1. REPORT DIRECTLY TO THE FRONT OFFICE.
2. PROVIDE A VALID DRIVERS LICENSE TO THE SECRETARY (THE SECRETARY WILL KEEP YOUR DRIVERS LICENSE AS LONG AS A VISITOR IS IN THE BUILDING).
3. PUT ON A VISITOR BADGE WITH YOUR NAME ON THE BADGE.

**VISITORS**

North Miami Community Schools welcomes visitors but is also committed to maintaining a safe environment. We ask all visitors to enter Door 1 and complete a screening through SafeVisitor before entering. Approved visitors will receive a printed sticker that must be worn for the duration of their visit. We encourage visitors to make arrangements prior to arriving so we can ensure the availability of the person(s) they want to meet with.

**USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day for reading, research, or other academic work. All materials must be checked out at the desk by authorized personnel. We ask that you take good care of the materials you borrow and return material on time. Fines will be charged for lost or damaged materials and/or for materials that are not returned on their due date.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

### **LOST AND FOUND**

The lost and found cart is located next to the cafeteria entrance. All items found of higher value should be turned in to the main office. Students who have lost items can check the cart or the main office and can retrieve their item(s) if they give a proper description. Unclaimed items will be donated to charity.

### **STUDENT SALES**

No student is permitted to sell any item or service in School without the approval of the Principal. Violation of this policy may lead to disciplinary action. School personnel will not be involved in the recovery of items lost through such transactions.

### **SAFETY PROCEDURES**

North Miami Community Schools complies with all safety laws and will conduct drills in accordance with State law. Drills will include evacuation, shelter, lockout and lockdown. In each of these scenarios, students are expected to listen and follow staff instruction. Staff will act in accordance with our safety procedures and account for the safety of all students.

### **STUDENT LOCKERS**

Lockers for the storage of academic materials and other items will be found in the hallways. Locker doors can be locked for students own protection as the school will not be responsible for missing items from unlocked lockers. Student lockers must be kept clean. Stickers and other adhesive displays are not permitted on the inside and outside of the lockers. Students will be held financially responsible for damage to their assigned locker. Students will be assigned a locker by the Guidance Department, and locks are available in the office.

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

## **SECTION II – EDUCATIONAL ENVIRONMENT**

### **EDUCATIONAL ENVIRONMENT**

It is in the interest of North Miami Middle/High School to provide an environment that is conducive to learning. Teachers and administration will offer encouragement and promote positive behavior. It is necessary, of course, to place restrictions on student behaviors that detract from our educational environment. Students whose actions stand in the way of another's right to receive an education will be removed through the student due process procedures. The following policies reflect the kind of environment we are seeking to provide. Failure on the part of the student to comply will result in disciplinary action.

### **CONFLICTS**

It is the belief of North Miami Middle/High School that questions or concerns that sometimes arise are best resolved in the following manner:

1. A meeting should be arranged to discuss the matter with the person involved (EXAMPLE: the parent, student, and staff member meet). If after that meeting the matter cannot be resolved then an appointment should be made with the principal, assistant principal, and/or athletic director.
2. The second meeting may consist of the parent, student, teacher, and administrator to resolve the matter. If unresolved then an appointment should be made with the superintendent.

## **HAZING**

Hazing activities of any type are inconsistent with the educational process and will be prohibited at any time in a school connected activity. Discipline action can be taken whether the hazing activity happens on or off school grounds.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. A substantial charge against a student shall subject that student to disciplinary action which could include suspension and/or expulsion.

## **HARASSMENT**

It shall be a violation of the student discipline code for students to harass any student and/or staff member through conduct or communication. Areas of harassment include, but are not limited to, the following areas: gender, sexuality, race, color, national origin, religion, disability, or any other unlawful basis. A substantiated charge against a student shall subject that student to disciplinary action which could include suspension and/or expulsion.

Any student who knowingly files false charges against another student and/or staff in an attempt to demean, harass, abuse, or embarrass that student shall be subject to disciplinary action including suspension and/or expulsion.

All charges of harassment should be reported to the administration immediately upon the start of the harassment.

## **BULLYING**

Indiana state law defines bullying as 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 a 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:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. 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.
  - a. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following:
    - i. Participating in a religious event
    - ii. Acting in an emergency involving the protection of a person or property

## **CAFETERIA/ OUTDOOR EATING AREA**

Students are expected to keep the area clean and neat for everyone. A la carte items can only be purchased if students have money in his/her accounts. Students must remain in the cafeteria/designated eating areas while eating or drinking. Any exception to this procedure must be cleared through school officials. Lunchroom violations may result in loss of dining room privileges and/or additional disciplinary action.

## **STUDENT AND RESTRICTED AREAS**

The areas open during the lunch periods are the cafeteria and designated area approved by school officials. All other areas are restricted to student traffic during the lunch hour. Students should not be in the gym, cafeteria stage, locker areas, athletic hallway, outside the building, or parking areas without staff permission.

## **USE OF PHONES AND OTHER ELECTRONIC DEVICES**

Office and classroom telephones are not to be used for personal calls. Students can use the office phone with permission.

The use of cell phones and other electronic devices during high school class time is up to the teacher's discretion. Cell phone usage is prohibited in **middle school classrooms**. Appropriate cell phone usage can be conducted during passing periods or during lunch. Using a cell phone or other electronic devices in an unauthorized manner may result in the loss of the privilege and/or disciplinary action which may include confiscation of the device (in which case, the device will only be released to the student's parent or guardian).

At no time will North Miami be responsible for preventing theft, loss, or damage to electronic devices brought onto its property. (Locks can be rented from the office for \$5.00 for safety during PE or any other time during the day.)

Pictures/Videos are not to be taken with above devices without the permission of a North Miami Staff Member at any time during the school day. (In hallways, classrooms, restrooms, café or any other rooms not stated.)

Students are expected to be responsible and respectful with their personal devices, and abide by the expectations of each individual classroom.

### **DRINKS/FOOD**

For high school students, open drinks and food containers will be allowed in the common areas (lobby/hallways), as long as students share the responsibility of maintaining a clean facility. If the administration observes any student abuse of this privilege, then food and drinks may be restricted to specific areas. Teachers have the discretion to establish and enforce individual classroom food/drink rules.

Students found to be responsible for making AND leaving a mess to be cleaned by someone else may be assigned detention, suspension, or other disciplinary measures as necessary.

For **middle school students**, no food or drinks are allowed outside the cafeteria. After school food/drinks reserved for extra-curricular activities must be kept in student lockers during the school day.

### **HALL PASSES - DURING SCHOOL**

Students are expected to be in class during class time and not in the halls. Students are not to be in unassigned areas such as locker rooms, parking areas, cafeteria, auditorium, restroom facilities, etc. without a pass from a teacher. If a student has a pass to a particular area the expectation is for them to go to that area and return in a timely manner. Students are expected to sign in and out of classrooms as they travel during non-passing periods. Failure to do so will result in disciplinary action.

### **HALLWAYS BEFORE SCHOOL**

Students may not be permitted into the school building prior to 7:45 AM unless they are meeting with a group or organization affiliated with the School and under direct supervision of a school official. Passes will be required for anyone in an academic area before 8:00 AM.

### **HALLWAYS AFTER SCHOOL**

Students are not to remain on school grounds when school is not in session unless under the direct supervision of a school official. Failure to comply may lead to disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

We believe student behavior reflects not only the individuals involved, but also their family and the school. Our policy remains hand holding only during school hours and anytime on school grounds. Displays of affection include any sex-related behavior (consensual and non-consensual). Violations of this policy may result in disciplinary action.

### **STUDENT DRESS**

The dress of an individual reflects upon "society" of the present time. North Miami Community Schools, should house students who are respectful of themselves and others. Students should wear appropriate attire during the regular school day. Violations to the student dress code should first be handled with a minor discipline referral from the teaching staff and if the student continues to violate the dress code an office referral should be submitted for additional disciplinary actions.

Dress guidelines:

1. Health/ Safety/ School Maintenance – Students should not wear clothing or hair styles that can be hazardous to them in their activities such as shop, lab work, physical education, art, etc. Girls and boys alike may be asked to wear protective net or cap if their hair is too long for health and safety precautions in laboratory situations, such as: science, industrial arts, FACS, etc. Clothing that conceals an individual's identity, or that can damage school facilities and equipment is prohibited, including "wheelies/heelies." Footwear must be worn at all times. No jewelry or clothing attire that can reasonably be used as a weapon shall be worn. This includes any type of chains. Long trench coats or blankets cannot be carried or worn throughout and during school hours. Dress accordingly for internal and external temperatures. Backpacks are not permitted to be carried to classes throughout the

school day. Backpacks must remain in lockers.

2. **Common Decency** – Clothing should provide sufficient coverage of the body. Students will not be permitted to wear clothing that glorifies, advertises, or promotes the use or engagement in alcohol, drugs, gangs or sexual conduct. All clothing should cover the body and undergarments should not be visible. (Midriffs, cleavage, and bottoms should all be covered.) Administration will make any necessary determinations about acceptable attire. Hats or hoods should be removed upon entering the building so that all can be easily identified. These items will be allowed in classrooms at the teachers' discretion but should not be used to disengage from classroom activity/participation.

## TRANSPORTATION

Student drivers are expected to park in the student parking lot, on the west end of campus. The map on the next page outlines the traffic pattern on campus. Please note in blue the drop off/ pick-up locations for parents to use when buses are present.



## BUS RULES AND REGULATIONS

Riding the bus is maintained as a privilege, NOT a right. Recognizing the difficult task of the driver, any student who behaves in such a manner as to threaten the health and safety of the occupants of the bus will have the privilege suspended or withdrawn.

The driver has complete authority to operate and control the bus and its passengers within the guidelines and policies of North Miami Community Schools. The authority to assign seats on the bus is absolute. It is the responsibility of the student to respect himself, others, and the others' property. Excessive noise, offensive language, talking back to the driver, and fighting are problems for which students are most often suspended from the bus.



The following four-step process will be used when discipline issues arise between the driver and the student:

1. **Conversation:** The driver will speak individually with the student and let them know that his/her behavior is inappropriate and actions are expected based on the bus rules.
2. **Action:** The driver will take action which may include but is not limited to reassigning a bus seat or other action deemed necessary. It does not include suspending bus riding privileges. This may include a written warning. The driver is expected to contact the parent/guardian to inform them of the issue.
3. **Single day Bus Suspension:** Bus drivers will place a courtesy call advising the parent/guardian of 1-day bus suspension and to inform the parent/guardian that the next offense will result in 3-5 days of suspended transportation.
4. **Multi-Day Suspension:** The bus discipline form will be given to the student, parent, and administration. Administration will communicate with parents regarding the student's multi-day suspension.

Continued discipline problems will result in additional disciplinary action by administration. Students with major disciplinary infractions occurring on the bus will be sent immediately to the Assistant Principal. Students may be suspended for the remainder of the semester/school year if they are unable to follow bus rules/guidelines.

### **BUS "DO'S"**

1. Be at the stop five (5) minutes prior to bus arrival.
2. Communicate with the bus driver.
3. Know your bus driver's name and bus number, and comply with their rules and requests.
4. Remember that it is a privilege to ride the bus and not a right.

### **BUS "DON'T'S"**

1. If a driver has stopped, honked, and waited, don't expect the bus to come back.
2. Don't eat or drink on the bus – this is not allowed due to student allergies and efforts to maintain cleanliness.
3. Don't bring balloons on the bus – this is not allowed due to safety regulations.
4. No balloons, no suckers, headphones should only be worn in one ear.

### **BUS NOTES:**

If removed from riding the bus, this suspension applies to all buses – you may not ride another bus if suspended from your assigned bus. Also, students must get pre-approval through the office to ride on a bus with another student. Parents must send a note or call the school to grant permission.

### **AUTO REGISTRATION AND PARKING**

Students who drive to school are accepting adult responsibilities and should therefore drive accordingly. Driving to school is a privilege and not a right. Student drivers parking on the school parking lot, grants authority to school administrators to search the vehicle and its contents when there is reasonable suspicion that the vehicle contains contraband and also grants the authority for the vehicle to be towed at the owner's expense if vehicle guidelines are violated.

Listed below are guidelines for those students who intend to drive to school and park on school property.

1. Students driving to school must hold a valid state issued operator's license.
2. All vehicles driven and parked on school property must be properly registered.
3. Registration can be completed in the front office under the following procedure:
  - a. Each vehicle driven to school must be registered through the North Miami Front Office. Registrations must match the license plate number in order to be properly registered.
  - b. A processing fee of \$5.00 will be assessed when registering for an identification sticker.
4. Students must enter and exit the parking area via the properly marked routes.
5. No student is to be in his/her car or a friend's car during school hours unless they have permission from the administration.
6. Upon arrival in the morning, students must park their vehicle and enter the building immediately. No loitering is permitted in the parking lot.
7. Substantiated reports of reckless driving to or from school, speeding, using improper exits, or leaving school grounds without permission will result in suspension of driving privileges. Repeated offenses will result in a loss of the parking permit and possible law enforcement intervention.

## **PARKING VIOLATION PENALTIES**

	1st Offense	2nd Offense	3rd Offense
Failure to Register Vehicle	Warning	Suspension from driving to school for 1 week	Towing at the cost of the registered owner
Parking Violation	Warning	Suspension from driving to school for 9 weeks	Towing at the cost of the registered owner
Moving Violation	Suspension from driving to school for 9 weeks	Driving privileges revoked	Law enforcement intervention

## **PARKING REQUIREMENTS**

1. Student parking is permitted in the West lot only.
2. All vehicles must be parked correctly within the painted markings on the parking lot. Improperly parked vehicles will be subject to penalties above.
3. All vehicles operated on school property must not exceed a 10 MPH speed limit. Reckless driving and other unsafe displays will be subject to penalty.
4. Students must observe no passing zones and school bus stop arms when operating their vehicles near buses while on school property and on county roads and highways. Student traffic violations reported to the administration by corporation bus drivers will be grounds for disciplinary action including the possibility of criminal prosecution.
5. Vehicles improperly parking and unregistered will be towed at the owner's expense.

## **CHEATING POLICY**

Personal honesty is a virtue all individuals should possess. Teachers are responsible for decisions regarding cheating. Students can expect such measures as: Parent contact, zero on assignment, detentions, receiving failing grades on assignments, failing for the nine weeks period or, in severe cases, ISS and possible withdrawal (WF) from the class. ISS and withdrawal from class must have administrative approval. Violations of the cheating policy will be documented in the student's discipline record.

## **OFF-CAMPUS SPECIAL PROGRAMS**

Students enrolled in the Heartland Career Center are considered North Miami students attending an alternate site. Students are expected to follow the policies of the special program site as well as those of North Miami Middle/High School. North Miami Middle/High School will carry through with any disciplinary action initiated by the alternate site. Should attendance become a problem at the off-campus site, North Miami can terminate their participation in the program. Should attendance to the alternate site be terminated prior to the end of the semester through no fault of the student, the administration will determine placement of the student for the remainder of the semester. If attendance to the alternate site is terminated and is determined to be the fault of the student, the administration could remove the student from their class at North Miami High School for the remainder of the semester. This would mean that the student would receive no credit from either site for that semester.

## **SECTION III – ACADEMICS**

### **COURSE OFFERINGS**

Course offerings packets are available in the Guidance Office or can be viewed online at [www.nmcs.k12.in.us](http://www.nmcs.k12.in.us).

### **COUNSELING SERVICES**

The services and activities in your school that give you help in making the many decisions you have to make about your courses, plans for the future, relations with students and teachers, and your personal problems are referred to as guidance services.

School counselors are well trained for the work they are doing. They understand students are acquainted with the wide

variety of problems they meet in and out of school. They will not make decisions for students, however. The decisions are yours to make, but they may help you uncover facts that you have not discovered. They may help you relate these facts to your situation. They may suggest possible solutions. At every stage of your middle and high school experience, your counselor is the person who by training and qualification is ready to help you.

The North Miami Middle/High School guidance program helps all students master knowledge and skills in the areas of academic, career, and citizenship development to become successful learners. The North Miami Middle/High School guidance program also offers a school counseling program that helps students overcome personal and social challenges that interfere with learning.

The North Miami Middle/High School Guidance & Counseling program helps students in three areas:

1. Academic Development
  - A. Effective Learning - Postsecondary Education Options - Relationship of Academics to Life
2. Career Development
  - A. Career Awareness - Preparation for Career Options - Relationship of Careers to Life
3. Personal/Social Development
  - A. Respecting Self and Others - Preparation for Good Citizenship - Safety and Survival

Parents are invited to call the guidance department for an appointment with a counselor at any time. Parents and students are also encouraged to visit the Guidance Website via the North Miami Middle/High School site. [www.nmcs.k12.in.us](http://www.nmcs.k12.in.us)

### **FIELD TRIPS**

Field 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. Parents give their consent for their child/children to go on a school-sponsored field trip electronically through online registration. If a parent/guardian wishes to have a consent signed for each individual field trip then they must inform the building principal in writing so that these arrangements may be made. A student may be denied the opportunity to participate in a field trip if s/he is not passing all classes, has had excessive absences, or has had an excessive number of discipline referrals.

### **GRADES**

Students will receive an academic education grade (letter grade) which will reflect their knowledge/skills of the Indiana Academic Standards for each subject area as indicated by assessment data accumulated throughout the course which will be used to calculate Grade Point Average. All classroom assessments, assignments (including homework), and activities will be linked to the Indiana Academic Standards. Grades accumulate over the course of the semester. Though a report card is issued at the end of each grading period, the semester grade is the product of a semester's worth of student work. Parents are encouraged to monitor the academic and social progress of their student at each grading period. Current grades are available on parent portal for PowerSchool (see office to obtain ID and Password) questions about grading procedures and standards should be referred to the teacher.

### **HOMEWORK POLICY**

Parents, teachers, and administrators should be partners in the education of students. Cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen the educational partnership. This premise serves as the basis for the homework policy of North Miami Middle/High School.

#### **DEFINITION OF HOMEWORK**

Homework is an out-of-school assignment that contributes to the educational process of the student. It is an extension of the classroom and should be related to the objectives of the curriculum being studied. Homework should include things such as additional practice exercises, reading of material of a specific subject, in-depth extension of classroom activities, or independent project work related to the subject. Above all, homework should give teachers, parents, and student's responsibilities that must be met before assignments can be considered as an extension of classroom instruction

#### **PURPOSES OF HOMEWORK**

- A. Homework should review, reinforce, or extend classroom learning by providing practice and application of

knowledge gained.

- B. Homework should teach students responsibility and organizational skills.
- C. Homework should promote wise and orderly use of time.
- D. Homework should encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
- E. Homework should provide opportunities for broad enrichment activities.

#### **HOMEWORK AND THE ROLE OF THE TEACHER**

The teacher decides what, when, and to whom homework will be assigned. The student must be informed of methods, procedures, and techniques used by the teacher to obtain planned instructional outcomes.

The teacher should, at the beginning of the year, inform parents and students about the amount of homework to be expected and the length of time allowed for its completion.

The following guidelines are suggested to assist the teacher in planning homework assignments:

- A. Homework should be an integral part of classroom activities.
- B. Homework should include only those activities that a child can carry on outside of the school and that have direct application to classroom studies.
- C. Homework assignments should be specific and students should know what is expected of them. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the students and parents.
- D. Since all homework should be evaluated by the teacher and the results shared with the students, the teacher should develop a clearly understood procedure for evaluating assignments.
- E. Teachers should be aware of their colleagues' assignment practices so that students are not overburdened with homework.
- F. The teacher should notify parents if a student consistently fails to do homework assignments.

#### **HOMEWORK AND THE ROLE OF THE PRINCIPAL**

The building principal is the instructional leader of the school. This role dictates that he/she ensures that the staff complies with the homework policy, that there is a coordination of the amounts and schedule for assignments among teachers, and that a reasonable amount of homework is encouraged. The following guidelines are suggested to assist the principal:

- A. Communicate the philosophy and purpose of the policy to teachers, parents, students, and the community.
- B. Coordinate guidelines within the departments and among teachers.
- C. Reinforce the concept that homework is for the benefit of the student.
- D. Serve as a liaison between the parents and teachers concerning homework.
- E. Evaluate and revise the homework policy as needed.

#### **HOMEWORK AND THE ROLE OF THE PARENT**

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. These guidelines are suggested to help parents:

- A. Provide a quiet, well lighted place for their son or daughter to study.
- B. Establish a regular "homework time" in the home.
- C. Encourage and support their child's efforts. Be available for questions, but remember that homework is the child's responsibility, not the parent's.
- D. Communicate with the teacher whenever the student has consistent difficulty.
- E. Evaluate the time spent on homework to determine if students are receiving adequate time for leisure and social development. Parents and students should inform school personnel if adequate time for this development is not occurring.

#### **HOMEWORK AND THE ROLE OF THE STUDENT**

It is the responsibility of the student to do the following:

- A. Before leaving class, clarify with the teacher any questions pertaining to the instructions, its purpose, when it is due,

and how it should be done.

- B. Take home any materials and information needed to complete the assignment.
- C. Take advantage of study time provided during the school day. Long term assignments should be planned so that they do not have to be done all at once.
- D. Organize time so assignments can be completed in a reasonable length of time.
- E. Check completed assignments carefully.
- F. Return all work completed to the teacher by the date requested.
- G. Make up work missed during an illness or excused absence.

## **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 take and pass state mandated tests. Students only need to retake 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.

At parent request other special testing services may be available.

College entrance testing information can be obtained from the Guidance Department or online at [www.nmcs.k12.in.us](http://www.nmcs.k12.in.us) under the guidance link.

## **INTERNET RESOURCES**

<http://stats.bls.gov/ocohome.htm>

*Occupational Outlook Handbook* • Career information

[www.act.org](http://www.act.org)

*ACT test* • ACT test preparation and information

[www.review.com](http://www.review.com)

*The Princeton Review* • Test prep advice & links to college WEB sites

[www.collegeboard.com](http://www.collegeboard.com)

*College Board* • PSAT, SAT and AP information

[www.ed.gov](http://www.ed.gov)

*U. S. Department of Education* • Financial aid and federal eligibility guidelines

[www.fastweb.com](http://www.fastweb.com)

*Scholarships* • Scholarship information

[www.learnmoreindiana.org](http://www.learnmoreindiana.org)

College, career, and financial aid information

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

*FAFSA* • FAFSA on the WEB

[www.wiredscholar.com](http://www.wiredscholar.com)

Your complete Online College Resource

## **HOW TO STUDY AND PREPARE FOR A TEST**

1. Take NOTES on anything the instructor REPEATS or WRITES on overhead/chalkboard - perhaps taping lectures.
2. REVIEW/REWRITE notes DAILY.
3. Learn as much as you can about the test - EXACTLY what material? Is the instructor testing over the NOTES? Over the

TEXTBOOK? BOTH? What are SAMPLE QUESTIONS?

4. Determine WHAT KIND of test - essay questions, fill in the blank questions, multiple choice questions, true-false questions, maps, charts, diagrams?
6. Use all STUDY GUIDES, PRE-TESTS, and PRACTICE TESTS provided by the instructor.
7. Use WHAT WORKS BEST FOR YOU when reviewing: Rereading? Rewriting? Highlighting? Talking out loud? Taping? Listening to a tape? Rehearsing?
8. Begin studying PARTS of the material at least a WEEK IN ADVANCE - adding a new part each day while still reviewing the old parts each day.
9. CREATE YOUR OWN TEST with practice questions and quiz yourself.
10. Participate in REVIEW SESSIONS with a PARTNER or IN TEAMS - choose serious students who are good test takers and quiz one another.
11. Attend AFTER SCHOOL help sessions or PEER TUTORING sessions.
12. Be certain to attend class the DAY BEFORE THE TEST for any last minute helpful hints from the instructor.
13. Use common sense - get a good night's SLEEP and EAT properly.
14. Do a QUICK REVIEW the MORNING before the test.
15. Be EARLY for the test with all needed MATERIALS.
16. Listen carefully to the instructor's comments and instructions prior to administering the test - example: is there a penalty for guessing?
17. When you read the DIRECTIONS, REREAD them for absolute clarity.
18. SCAN the ENTIRE TEST to determine kinds of questions, content, and difficulty level - be ready to write some quick, initial NOTES TO YOURSELF at this first scan.
19. WRITE ADDITIONAL NOTES to yourself in rough draft form - either on the test, or answer sheet, or scratch paper.
20. Be SMART ABOUT YOUR TIME - watch the clock, do easy questions first, save time for tougher, longer questions, save time to review all your answers.
21. Remember test graders may give you more credit for PARTIAL ANSWERS or where you show your work.
22. Remember test graders may give you more credit for test papers that are WELL ORGANIZED, NEAT, and with GOOD HANDWRITING.

## **GRADE REPORTS**

Grade reports are distributed 3 school days after the close of each grading period.

## **DEFINITION OF MID-TERM AND SEMESTER GRADE**

- 1) The mid-term grade is an accumulation of the first half of the grading period.
- 2) The semester grade is an accumulation for the entire semester's work and is based on the average of the two nine-week grading periods.
- 3) The semester grade is printed on the student's official transcript.
- 4) Classes dropped after 10 school days into the semester will earn a WF (Withdraw Failure) and is included in the cumulative GPA and is printed on the student's official transcript.

## **SCHEDULE CHANGES**

Schedules are provided to each student at the beginning of each semester. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. 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 by school officials before the schedule is changed. Timelines and procedures are as follows.

Last day of 2nd Semester:

- Last date to request a schedule change for 1st semester for the following school year.

Last day prior to Christmas Break:

- Last date to request a schedule change for 2nd semester for the current school year

All other requests to add or drop any classes will result in a \$10.00 fee that must be paid by the student/parent prior to any changes being made by the Guidance Department. On a rare occasion that the mistake is due to the error of a school offi-

cial then the fee can be waived.

These procedures and timelines are necessary to follow as we order materials, technology, and/or textbooks and create master schedules based on the requests for classes. The master schedule determines the number of teachers and sections that are needed.

### **CHANGING A COURSE**

Students may also change from one level of a course (e.g., from the Advanced Placement level to a “regular” version of the course) by completing a “Change in Level of Course Request” form. Approval signatures must be obtained from the teacher of the current course, the student’s guidance counselor, the student’s parent/guardian, and the department chair. Students’ guidance counselors work hard to place students in appropriate course levels. Once a semester has begun, such a change may have an impact on the student’s entire schedule. Thus, a course level change must be considered carefully and initiated early in the semester.

### **REPEATING A COURSE**

A student must repeat a failed course that is required for graduation. Students may repeat courses they have passed to earn a better grade. The following rules will apply: A student may repeat a course in which he or she previously earned a grade of C- or below. When repeating a course already passed, all semester grades will appear on the transcript with the highest grade counting toward GPA. When repeating a failed course, the grade earned will appear on the transcript and count towards the cumulative GPA and the class rank. The previous failing grade will be changed to an “R” (for Retaken at a later date) and will not be included in the cumulative GPA or class rank. Additional earned credits for a previously passed class will not be earned.

### **DROPPING A COURSE**

If a student does not have a study hall, he/she may drop a course for a study hall without a grade penalty if:

1. A parental written request is given to a counselor within the first four weeks of a semester or
2. Documentation by a doctor is given to a counselor requiring a medical withdrawal.

### **STUDENT DISTRIBUTION TO CLASSES**

The secondary schools of North Miami Schools assign students or permit selection of courses by the students that allow mixed or random placement in classes, except for remedial/support and honors classes. These class placements are based on various criteria including standardized test scores, previous academic performance, and teachers’ observations of student performance. Sex, race, national origin, or religions are not used as criteria for assignment of students to any classes.

### **TRANSCRIPTS**

Transcripts are available from the Guidance Office. For students who are currently enrolled, a parent, or guardian signature is often needed before a transcript can be sent. Former students who are eighteen (18) years of age or older may sign themselves for transcripts. Students or parents and guardians should contact the Records Office at 765-985-2931 for complete details. Please allow time for processing transcripts.

### **CREDIT RECOVERY**

Credit recovery opportunities will be available for students who have failed a class. Credit recovery opportunities will be available during summer school and during the school year. Please consult with the Guidance Counselor and/or the building Principal for additional information.

## **PROMOTION, PLACEMENT, AND RETENTION**

North Miami Community Schools believes that the decision to promote or retain a student is a very important one, and should be made only after a thorough review of each individual student. The progress review should be done periodically throughout the school year and properly reported to the student’s parent(s)/guardian(s).

### **MIDDLE SCHOOL**

The promotion or retention of students is essentially a matter of suitable placement of pupils in a group where a student can learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with consideration being given to their educational, social, and emotional needs.

## HIGH SCHOOL

A student's progress towards graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the End of Course Assessments (ECA). A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met for the student's graduation plan. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

### HIGH SCHOOL CREDIT POLICY FOR MIDDLE SCHOOL STUDENTS

It is the policy of North Miami Community Schools to allow middle school students, who are qualified, to take designated high school courses. It is the responsibility of the administration to determine which courses to offer for high school credit, and to determine which students have demonstrated readiness to pursue such courses. The following high school courses are examples of what could be taught for high school credit when the student is enrolled below Grade 9.

- Preparing for College and Careers
- Introduction to Agriculture
- Health
- Algebra I
- Algebra II
- Geometry

There is no limit to the number of high school course credits a student may earn prior to grade 9, with instructor approval. These courses must meet all instructional time requirements to bear credit. Credits for each successfully completed high school course are posted on the high school transcript. Parents or students who wish to decline credit must notify the high school in writing within one year of course completion or prior to the end of the 9<sup>th</sup> grade year. The decision to decline credit is final once the written request is received.

If the course is being used to fulfill a high school course or credit requirement, the grade and credits for the course must be included on the student's high school transcript and factored into the student's cumulative GPA. The student must receive a D- or higher in order for this grade to be included on the high school transcript or factored into the student's GPA.

## GRADUATION REQUIREMENTS

The requirements for graduation from high school as established by the Indiana Department of Education and the North Miami School Board of Education include:

1. Each student has the opportunity to meet with the High School Counselor to individually discuss their schedule to the graduation requirements.
2. Students must attend seven semesters in grades 9-10-11-12.
3. The student must pass the Graduation Qualifying Exam, or complete a Graduation Pathway to receive a diploma (See link, <https://www.doe.in.gov/sites/default/files/student-assistance/graduation-requirements.pdf>). Requirements of the Graduation Pathways include (1) meeting requirements of a diploma (Core 40, Academic Honors, Technical Honors), (2) demonstrating employability skills (at least 30 hours toward service project), and (3) meeting criteria on one of several approved post-secondary competencies (ACT, SAT, ASVAB, Various Certifications, CTE Concentrator, etc.).
4. Course requirements must be met to obtain a Core 40 Diploma (44 credits), a Core 40 Diploma with Academic Honors (48 credits), or a Core 40 with Technical Honors Diploma (48 credits).
5. Only students who have met all the requirements by the day of commencement will be allowed to participate in the ceremony. Students who meet the requirements for graduation and will participate in the commencement ceremony must attend graduation practice as scheduled.

## RECOGNITION OF STUDENT ACHIEVEMENT

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

## NATIONAL HONOR SOCIETY



Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the criteria by which they are selected including outstanding scholarship, leadership, service and character (including compliance with the North Miami Schools Drug, Alcohol, and Tobacco Policy.

Students must fill out the required form(s) to be considered for membership in NHS. Membership is granted only to those students selected by the North Miami Faculty Council.

Candidates shall have spent at least one semester in North Miami High School, and shall be members of the sophomore, junior, or senior class. All candidates eligible to election to the chapter shall have a scholarship average of 3.250 (in solid subjects only) with A=4 points, B=3 points, and C=2 points. This scholastic level of achievement shall remain fixed and shall be for this chapter the required scholastic achievement for admission to candidacy for membership in the chapter. All students who can rise in scholarship to or above such standard level shall be admitted to candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, and Character.

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian Awards will be determined by senior student's grade point average at the end of the second semester of their senior year.

## **SECTION IV – TECHNOLOGY**

### **RESPONSIBLE USE POLICY**

All use of the Internet shall be consistent with North Miami Community School's goal of preparing all students for success by facilitating resource sharing, innovation, and communication. The policy does not attempt to state all required and/or unacceptable behaviors by users. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, including possible disciplinary measures and/or appropriate legal action. The user's signature on this form indicates the person who signed it has read these terms and conditions carefully and understands their significance.

#### **Terms and Conditions**

**1. Acceptable Use** – The use of technology resources must be for education or research purposes and consistent with the educational objectives of North Miami Community Schools; *namely increased engagement, guided inquiry, and creative/innovative problem solving. Network resources should primarily be accessed with school owned computers, laptops and similar devices. Staff owned computers, laptops, tablets, and other internet devices may be used wirelessly to enhance instruction but are not the responsibility of North Miami Community Schools for upkeep and repair. If the use of a personal device causes an infection, etc., the owner may be subject to the cost of repairing/removing the virus from the school's system. Ongoing configuration settings, updates, and repairs are the sole responsibility of the owner.* Your Internet searches and online activity are monitored based upon appropriate use standards.

**2. Privileges** – The use of the North Miami Community School's telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent, in their sole discretion, determine what is "inappropriate use," and their decision is final. The administration and technology staff of North Miami Community Schools may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts. As a user you will fully understand the Responsible Use Policy and instruct others whenever applicable. Modeling and teaching digital citizenship is part of being a member of the North Miami Community School community.

**3. Social Media** – A staff/student's personal or private use of social media, such as Facebook, Twitter, Instagram, Snapchat, blogs, etc., may have unintended consequences. While the Board respects a staff/student's First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the North Miami Community School's mission, undermine relationships, or cause a substantial disruption to the school environment. This prohibition against inflammatory, disruptive digital comments includes a staff/student's online conduct that occurs off school property and from the staff/student's private computer. Postings and relationships on social media should be conducted in a manner appropriate to the standards of North Miami Community Schools.

**4. Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal use.
- Using the network, including email, for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

**5. Exclusive Use of Access** – Users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a staff/student's login is that person's responsibility. The use of a registered login by someone other than the staff/student is prohibited and is grounds for denial or limitation of network access privileges.

**6. Network Etiquette** – Staff/students are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not post chain letters or engage in spamming.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be property of North Miami Community Schools.

**7. Personal Safety** – A staff/student should observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
- Do not agree to meet alone with someone you have met online.
- Report immediately to building administrator or the technology director any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not "friend" or follow staff/student on personal social networking sites such as Facebook, Twitter, Instagram, or Snapchat in a social manner that could lead to an inappropriate relationship.

**8. Evasive Procedures** – Perform the following when an inappropriate Internet site is accessed:

- Immediately click on the STOP button.
- Immediately click on the BACK button.
- Immediately notify the technology director of the computer/device that was used and the action that led to the inappropriate site being accessed.

**9. Search and Seizure/Due Process** – A staff/student's network accounts are not private. A staff/student should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers or file servers may lead to discovery that the staff/student has violated this policy, or the law. The technology director and/or systems adminis-

trators will conduct searches if there is reasonable suspicion that the staff/student has violated this policy or the law, or if requested by local, state or federal law enforcement officials. North Miami Community Schools will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by North Miami Community Schools.

**10. Security** – Security on any computer system is of the highest priority, especially when the system involves many users. If a staff/student identifies a security problem on technology resources, the staff/student must immediately notify the technology director. The staff/student should not demonstrate the problem to other users. No user should use another individual's logins. Attempts to log in to the network with a stolen identity or as a system administrator will result in cancellation of the staff/student's privileges and possible employment termination or educational expulsion. If a staff/student is identified as a security risk or has a history of problems with other computer systems, North Miami Community Schools may deny access to technology resources.

**11. Vandalism/Bullying** – Vandalism and/or bullying will result in cancellation of privileges and disciplinary action, including the possible termination of employment or expulsion of a student. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student, employee or other person are prohibited. Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

**12. Public Access to Documents** – North Miami Community School's technology policies are available for review by all parents, guardians, employees, and community members online.

**13. Amendment.** North Miami Community Schools reserves the right to amend this policy at any time.

## Technology Handbook - 1:1 Technology Initiative

### 1.0 OVERVIEW

The focus of the 1:1 program for North Miami Community Schools (NMCS) is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is essential for that future.

NMCS is pleased to integrate 1:1 technology and the vast range of software available to the district. We believe that the 1:1 initiative will enhance learning for all students.

The information contained within this document applies to all NMCS devices used in our schools, and may include any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program. NMCS reserves the right to make any additions to these guidelines as necessary in order to insure the effectiveness of this program as well as the safety and well-being of our students.

This handbook is intended to promote responsible use and protect students, staff, and the district from liability resulting from any misuse of the devices. Technology, on or off campus, must be used in accordance with the mission and philosophy of NMCS as well as the district Responsible Use Policy.

The device remains the property of NMCS at all times. There is no assumption of privacy. NMCS reserves the right to inspect student devices, and the content, at any time. Misuse of the device may result in disciplinary action.

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

## **2.0 GENERAL INFORMATION**

### **2.1 Receiving your device**

Devices will be distributed during the month of August. Parents and students must sign and return the Technology Responsible Use Policy for Students before the device will be issued.

### **2.2 Returning your device**

Devices, with original cases and cords will be returned during the last week of the school year. If a student transfers out, withdraws, is expelled or suspended from NMCS during the school year, for any reason, the device will be returned at that time. Failure to return the device will be considered theft.

### **2.3 Personal device**

Students are not allowed to use personal devices in place of district devices due to the use of a mobile device management system.

## **3.0 CARE OF THE DEVICE**

### **3.1 General Care**

- Cords must be inserted and removed carefully.
- Students are responsible for keeping their device battery charged for each school day using the appropriate cord.
- Devices should be kept away from food and liquids.
- Avoid exposure to extreme temperatures.
- Do not alter, in any way, the device, case, or cord.
- Do not attempt to repair a damaged or malfunctioning device. All damaged or malfunctioning devices must be taken to the designated place in your school building.
- Do not remove or circumvent the management system installed on the device. This includes removing restrictions or "jailbreaking" the device.

### **3.1 Carrying the device**

- Do not leave the device unattended at any time.
- Devices should remain in the school-issued case when not in use.
- Devices should be closed with the keyboard facing the screen when not in use.

### **3.2 Screen Care**

- When cleaning the device screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the device.
- Avoid touching the device screen with a pencil, pen or other blunt object. Use an appropriate stylus if necessary.

### **3.3 Security**

- Students are responsible for the safety and security of their school-issued device.
- Devices should not be stored/left in a vehicle, locked or unlocked.
- Labels, stickers, screen protectors and cases placed on the device by the technology department shall not be removed or tampered with.
- Do not lend your device to anyone.
- 

## **4.0 USING YOUR DEVICE AT SCHOOL**

### **4.1 Forgotten or uncharged devices**

A working device is required for each class. If your device is left at home or is not charged, you will not be excused from any missed homework or assignments.

### **4.2 Loaner devices**

Loaner devices may be issued to students when their assigned device is sent for repairs. Loaners are not available for devices that are left at home or are uncharged.

#### 4.3 Wallpapers

A standard wallpaper will be preset on your device. Any changes to the wallpaper must be school appropriate.

#### 4.4 Sound

Sound must be muted while in class, unless permission is obtained from the teacher.

#### 4.5 Content

All content (music, games, apps, files, etc.) must be school appropriate and used in a responsible manner.

#### 4.6 Use of Camera and Audio Recording

devices are equipped with cameras that are capable of taking still photos as well as video. All photos, videos, and audio recordings that are taken or reside on the device must be appropriate and are subject to inspection by district staff at any time. **Students are not allowed to take pictures/videos/audio of staff, students and/or visitors without express prior consent of those individuals. All pictures/videos/audio must be school appropriate. Absolutely no pictures or videos are to be taken in locker rooms and rest rooms.** Any violation of this directive will result in discipline measures.

#### 4.7 Internet at Home

Students are allowed to access wireless networks away from school. Parent supervision is an expectation while the device is not at school. NMCS has a filtering device at school and will be diligent in our attempts to block objectionable sites.

## 5.0 MANAGING YOUR FILES

### 5.1 Saving Documents

Students may save documents directly on the device or online using DropBox, Schoology or other cloud-based storage, or email documents to teachers or themselves as a backup. device malfunctions are not an acceptable excuse for not submitting work.

### 5.2 Printing From devices

Printing at school will not be allowed from student devices. If printing is necessary, the document can be emailed to a teacher.

### 5.3 Network

NMCS does not guarantee 100% uptime on our network. The district is not responsible for lost or missing data.

## 6.0 CONTENT MANAGEMENT

### 6.1 Originally Installed Apps/Software

The software/apps and profiles installed by NMCS must remain on the device in usable condition and be easily accessible at all times.

### 6.2 Software Management

Devices will be monitored through our Mobile Device Management (MDM) system. This is how school-issued software is distributed. Storage space is limited on the device. For that reason, NMCS reserves the right to delete personal apps and data that interfere with the storage necessary to run academic applications.

### 6.3 Device Restore

It is possible that, at some point, your device will need to be restored. NMCS does not accept responsibility for loss of apps, or data.

## 7.0 RESPONSIBLE USE

### 7.1 State of Responsibility

The use of NMCS technology resources is a privilege, not a right. This privilege is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this

document, privileges may be terminated, access to the district technology resources may be denied and appropriate disciplinary action may be applied.

#### 7.2 Parent/Guardian Responsibilities

- Discuss with your child(ren) the values and the standards you expect them to follow with regard to the use and care of the device and the internet.
- The parents release North Miami Community Schools and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use, district technology. This includes, but is not limited to, claims arising from the unauthorized use of the device to purchase products or services.
- The parents understand that it is impossible for NMCS to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate device use to the respective building administration.
- Parent supervision is an expectation of the 1:1 device program. The district cannot control all aspects of student use, especially while student is off campus. Please remember that students are subject to the same guidelines in school and out.

#### 7.3 School Responsibilities

NMCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My device to track a lost or stolen device.

The school agrees to provide:

- Internet access at school
- Curricular apps and content
- Due diligence in internet filtering
- Support and guidance to aid students academically and assure student compliance with these guidelines.

#### 7.4 Student Acceptable Use Policy

This policy can be found at:

[http://www.nmcs.k12.in.us/apps/pages/index.jsp?uREC\\_ID=274191&type=d&pREC\\_ID=603945](http://www.nmcs.k12.in.us/apps/pages/index.jsp?uREC_ID=274191&type=d&pREC_ID=603945)

### 8.0 DAMAGED DEVICES

NMCS recognizes the need to protect the investment by both the district and the student/parents. This section outlines the various areas of protection.

- Student or parent must report any damaged or lost devices to school administration by the end of the next school day.
- Stolen devices must be reported to school administration and to police immediately.
- Damaged device must be taken to the designated place in your school building for assessment.
- The technology department will make final determination of repair/replacement.
- Students/parents are responsible for the costs of repair/replacements of any device that is lost, stolen, damaged or not returned.
- Students/parents are responsible for repair/replacements costs for damage done to another student's device.

## **SECTION V – STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

North Miami Community Schools 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.

North Miami Community Schools have 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, choir, band, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **DANCE DECORUM AND POLICIES**

Students need to be aware of certain procedures that take place before and during North Miami High/Middle School dances. Tickets to prom are sold only on a pre-sale basis; no tickets will be sold at the door. Dances in the North Miami cafeteria will have tickets available at the door. North Miami High/Middle School dances are for North Miami High/Middle School. Students wishing to invite a non-North Miami High/Middle School guest must complete the appropriate form(s) and receive approval for the guest's attendance from administration. Any approved guest must provide picture ID and be under the age of twenty-one (21). The administration reserves the right to exclude any North Miami High/Middle School student or non-North Miami High/Middle School guest from any extra-curricular activity including dances.

Students are expected to behave themselves in an appropriate manner during all dances. Students who are not conducting themselves in what is deemed an appropriate manner will be asked to leave the dance.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

### **STUDENT EMPLOYMENT/WORK PERMITS**

Work permits are issued by the high school issuing officer. Students must secure an "Intention to Employ" card, have it signed by his/her prospective employer and parent, and return the card to the high school issuing officer.

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

The school may deny a work permit to a student whose academic performance does not meet the School's standards or whose attendance is not in good standing. North Miami Community Schools also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

## **SECTION VI – STUDENT CONDUCT**

### **ATTENDANCE**

Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.

A student's attendance is essential to learning - learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program.

Students who have good attendance records generally achieve higher grades, enjoy school more, and are much more

employable after leaving high school. At the end of the year, each student's daily attendance data is transferred to his/her permanent records. Attendance is also recorded on all students' transcripts. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development as students and responsible adults.

Accordingly, it is incumbent to use every reasonable measure to assist students in developing positive attendance habits. The Indiana Compulsory Attendance Law (20-3-2-20) requires students to attend school regularly. The responsibility for a student being present in school rests with the student and his/her parents. The school will assist the parents and student in this responsibility. The cooperation of the student, parents and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance. In preparation for life-long learning, students and parents or guardians must assume responsibility for achieving excellent attendance.

### **ATTENDANCE REPORTING PROCEDURES: (20-3-2-20)**

When a student is absent from school, the following procedure must be followed:

1. It is expected that a parent or guardian call the school (985-2931) before 10:00 AM of the day the absence occurs to notify the school of the absence.
2. The following should be included on a voice mail message:
  - The student's name (first, middle, and last) and grade (\*please include the correct spelling of the name)
  - The name of the person making the call and the relationship to the student
  - The reason for the absence
  - The date(s) of the absence(s) and periods if not for the entire day
  - A telephone number so the call can be verified
  - If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school
3. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the students first & last name, date, time and length of the appointment on professional letterhead with phone number and address.
4. All phone calls and verification notes must be received by the Attendance Office within 24 hours of the student's return to school. If a note or phone call is not received within 24 hours, the absence will be considered **UNEXCUSED**. The day of return is the first 24 hours. The attendance voice mail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents/guardian to report absences to the school promptly.

### **PRE-ARRANGED ABSENCES**

1. Requires three (3) days prior notice and approval by administration.
2. Students are responsible for all make-up work, see classroom teacher(s).
3. A request must be in writing with administration approval on a North Miami Pre-arranged Absence form.
4. If pre-arrangements for student absence(s) are not approved, students may not be able to make up missed work

### **CLASSIFICATION/DEFINITIONS OF ABSENCES**

Absences shall be classified as Excused, Unexcused, in accordance with the following definitions: (The following may include but are not limited to)

1. **Excused Absence** - All of the below must be accompanied with proper documentation within 48 hours of returning to school and **Does Not** count toward attendance limit:
  - a. Pre-arranged approved absences (requires three [3] day prior notice)
  - b. Any absence approved by the administration
  - c. Bereavement (Father, Mother, Sibling, Grandparent, Aunt, Uncle)
  - d. Court Appearance
  - e. Doctor Visit
  - f. Hospital Stay



- g. Incarceration
- h. Military Business
- i. Suspensions (ISS, OSS) (ISS-100% make up / OSS-70% make up)
- j. Appearance by Subpoena in Court
- k. Authorized School Field Trip
- l. Parent Call-ins/Excuses (up to 3 per semester)
- m. Exhibiting (or exposure to) COVID-19 Symptoms

NOTE: Virtual learning via Schoology is available for students unable to be physically present.

**2. Unexcused/Countable Absence** (Counts toward attendance limit):

- a. Cutting Class (student receives 0% credit for make-up work.)
- b. Absences not verified within 48 hours - no note, no phone call
- c. An ill student leaving school without the nurse's consent
- d. Illness/Injury with parent call but no doctor visit (Counts toward attendance limit).  
 Note: Only the first day of the illness will count toward the five (5) day semester limit
- e. Truancy /Leaving School without permission (student receives 0% credit for make-up work)
- f. Missing the Bus
- g. Car Trouble
- h. Oversleeping
- i. Assumed School Closing (when the school district does not officially declare school closed)
- j. Working
- k. Babysitting
- l. Parent Call-ins (beyond 3 per semester)

Exceptions to compulsory attendance designated in the law and for which the student's absence is not to be recorded or penalty awarded are: (20-3-2-14 to 17.5)

1. Ordered to Active Duty in the Indiana National Guard/Reserves
2. Service as a Page or as an Honoree of the Indiana General Assembly
3. Service on the election board, or assist in the election process
4. Absences Due to Bus Problems
5. Jointly appointed by the governor and the superintendent of public instruction to serve as a member of the state standards task force.

*All absences in the above category must be supported by appropriate documentation.*

**EARLY DISMISSAL/LEAVING FOR PROFESSIONAL APPOINTMENTS**

Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian and permission from an assistant principal or his/her designee. A signed note or a phone call from the parent or guardian must verify this permission. Students are required to attend pep sessions, convocations, and other approved programs. When a student needs to leave school before the end of the school day, the following steps must be followed:

1. The parent or guardian should either call the Office at 985-2931 or send a note to the office.
2. The office will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the office to sign-out. All students leaving the building without permission or without signing-out will be subject to the same consequences assigned for Truancy.
4. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals should be presented at that time.
5. Students sent home from the Nurse's Office must present their pass from the nurse to the office and sign-out. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. In case of an injury which needs medical attention, an attempt will be made to consult with the parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.
6. Students will not be allowed to leave school or miss class to run errands such as returning home for books or materials.

## **ABSENCES**

Considering the importance of the student/teacher relationship in quality instruction, it is critical that students be present in class. Therefore, a student must not be absent from the classroom over 10 total periods of instruction per semester. This policy counts both excused and unexcused absences, but does not count exempt absences.

**A STUDENT MUST NOT BE ABSENT MORE THAN FIVE (5) TIMES PER SEMESTER WITHOUT VERIFICATION FROM A DOCTOR.**

1. Parents will be notified when a student reaches five (5) absences without verification from a doctor. If the student misses another day without a doctor's note, a meeting must be held with the student and parent(s) and the Attendance Review Committee. The committee will determine what course of action should be taken for the remainder of the semester. This may include entering into an attendance contract.
2. Parents and probation department will be notified when a student reaches eight (8) total absences for the semester.
3. Parents will be notified when a student reaches ten (10) total absences for the semester. Upon reaching the tenth absence for the semester, a meeting must be held with the student and parent(s) and the Faculty Attendance Review Committee. The Committee will determine what course of action should be taken for the remainder of the semester. At this point, absences may be considered "habitual," and may result in any/all of the following:
  - a. Temporarily or permanent suspension of driving privileges to school.
  - b. Student's driver's license revoked.
  - c. Work permit revoked.
  - d. Referral to alternative program
  - e. Removal from class(es).
  - f. Loss of credit(s).
  - g. Other appropriate actions.

## **ATTENDANCE REVIEW COMMITTEE**

The Attendance Review Committee is composed of a member from administration, guidance counselor, classroom teacher, and the attendance secretary. The Committee will review and render judgment on attendance questions relating to the ATTENDANCE POLICY of the student handbook. The committee will consider the information presented by the Assistant Principal and student (or his/her representative) and determine the appropriate action or consequences.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

North Miami Community Schools 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.

Students who are unable to attend school shall not attend any school activity the day of the absence without the approval of the Principal; this includes students who are assigned ISS, OSS, or Expulsion during the date of the event.

## **TRUANCY**

Students are responsible for being in their assigned room or area at all times unless given permission by a school official. Violations of the Attendance Policy will be grouped into three categories:

1. Truancy or Leaving School Grounds - An absence is considered a truancy if the student is absent from class and off school grounds without the knowledge and consent of a parent or guardian and the school.
2. Skipping - An absence is considered a skip if the student is absent from class without the knowledge or consent of the school but remains on school grounds.
3. Out of Area - A student in any area of the building or school grounds without permission is considered out of area. Students must report immediately to office once arriving on school grounds.

## **CONSEQUENCE:**

Truancy from school for one period - One (1) ISS (In School Suspension) will be assigned and a referral notice will be sent home. Truancy from school for multiple periods - Three (3) ISS (In School Suspension) will be assigned and a referral notice will be sent home. All other consequences assigned due to attendance issues are cumulative. If you fail to attend any as-

signed detentions, ISS, or OSS, other consequences will be added and the initial consequence will still be accomplished.

**TARDY POLICY**

The purpose of the North Miami tardy policy is to promote student responsibility and improve the efficiency of instructional time. Having positive attendance records helps students obtain (and maintain) jobs, and helps to qualify them for scholarships, college/university acceptance, as well as other incentives/prizes offered by North Miami Middle/High School.

Every student who is tardy –late to class without a pass of “excuse”– by a student will be documented by the teacher. Students arriving to school after the tardy bell are required to sign-in at the Main Office, get a pass to enter class, and report directly to class. Failure to comply will be classified as a truancy or cutting.

Tardy (per semester, per class) Continuum:

1. 1st & 2nd tardy - Warning issued and documented.
2. 3rd tardy - One (1) - 60 minute detention after school will be assigned by teacher and a notice will be sent home.
3. 4th tardy - Two (2) - 60 minute detention after school will be assigned by teacher and a notice will be sent home.
4. 5th tardy - One (1) ISS (In School Suspension) will be assigned and a referral notice will be sent home.
5. 6th tardy – Parent conference is scheduled with guidance/administration. An attendance contract will be developed and signed.
6. Additional tardies, and/or violations of the established attendance contract, may result in suspensions, expulsion, and other penalties including, but not limited to:
  - a. Student’s driver’s license revoked
  - b. Change of placement/Removal from class
  - c. Student’s work permit revoked
  - d. Loss of Credit

**NORTH MIAMI CODE OF CONDUCT - RIGHTS AND RESPONSIBILITIES**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
<b><u>I. EDUCATION</u></b>	
<p>A. Eligible students whose parents or guardians reside within the areas served by the North Miami Schools and cash transfer tuition students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children, pregnant students, and disabled students regardless of the severity of their disability. Attendance in school is mandatory in Indiana from age seven or from the time of official enrollment until the age of eighteen.</p>	<p>A. It is a joint responsibility of the student and parent or guardian to see that the student attends school regularly:</p> <ol style="list-style-type: none"> <li>1. To be on time to school and each class assigned</li> <li>2. To have appropriate supplies, texts, and/or equipment on hand when required for class</li> <li>3. To have assignments prepared</li> <li>4. To understand and obey rules and regulations</li> <li>5. To accept authority of school personnel</li> <li>6. To seek help when it is needed</li> </ol>
<p>Research indicates a positive relationship between attendance and grades. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and</p>	

discipline problems.	
B. No student shall be subjected to corporal punishment, suspended, or expelled from the North Miami Schools without appropriate level of due process being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.	B. To have the parent or guardian notify the school of the student's absence C. To obtain and complete assignments for all absences D. To understand due process and its basic principle, which is to provide justice, not evasion
<b>II. <u>CLASSROOM CONDUCT</u></b>	
A. Students have the right to learn and grow as an individual without the aid or interference of other students. By using, promoting, or aiding other students with their work is inappropriate and against academic standards.	A. To do your own assignments, test, quizzes, homework, project or any class assignment. B. To keep your eyes on your own assignment, test quizzes, homework, project, or any class assignment. C. To refrain from any form of communication deemed unnecessary by the classroom teacher.
<b>III. <u>FREE SPEECH AND EXPRESSION</u></b>	
A. Students may express publicly or privately, in writing or orally, their opinions, concerns and ideas as long as that expression does not interfere with the right of others in the school setting.	A. To see that the student's expression is offered in an appropriate manner at an appropriate time and place so that it does not interfere with an educational function or school purposes, present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule.
<b>IV. <u>SAFE SCHOOL ENVIRONMENT</u></b>	
A. Students are entitled to a safe school environment in which to learn.	A. To monitor one's own behavior so that harm to self or others does not occur B. To help forestall, when possible, wrongful acts by other students or individuals C. To advise staff members when the safety of individuals or property is threatened
<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
<b>V. <u>PERSONAL PROPERTY</u></b>	

<p>A. Students have the right to have personal belongings secure within the educational setting.</p> <p>B. Students shall be provided the rules regarding searches of lockers and their contents. Lockers and other storage areas remain the property of the North Miami Schools. Where possible, searches shall be conducted in the presence of the students. The principal may request law enforcement officials to assist in a search. A student may be searched when there is reasonable suspicion to believe the student possesses any illegal item or an item that will cause harm to that student or any other person.</p>	<p>A. To keep personal property in appropriate places.</p> <ol style="list-style-type: none"> <li>1. To keep locker combinations confidential and to use only their assigned locker.</li> <li>2. To refrain from bringing to school any materials or items that would be disruptive or dangerous.</li> <li>3. To respect the property rights of all others.</li> <li>4. To refrain from transporting or keeping illegal and/or dangerous items on school property.</li> </ol>
<p><b>VI. <u>INDIVIDUAL FAIR TREATMENT AND RESPECT</u></b></p>	
<p>A. Students have a right to expect courtesy, fairness, and respect from school personnel and other students.</p>	<p>A. To treat others in the educational setting with courtesy, fairness, and respect.</p>
<p><b>VII. <u>DRESS AND GROOMING HABITS</u></b></p>	
<p>A. Students may dress and groom themselves in any manner that is not disruptive to the educational program and dangerous to themselves or others.</p>	<p>A. Dress and exhibit grooming habits appropriate for the educational activity.</p> <p>B. To refrain from grooming in the classroom or where it would constitute an interference with an educational or school purpose.</p> <p>C. To wear required safety devices or attire that ensures the student's safety or unrestricted movement. <b>See dress code</b></p>
<p><b>VIII. <u>PRIVACY</u></b></p>	
<p>A. Student's educational records will be protected and any disclosure will be consistent with legal requirements specified in the state and federal law.</p>	<p>A. To keep school personnel promptly informed about changes in addresses, phone numbers, emergency contacts, etc.</p>
<p><b>IX. <u>FACILITIES, FACULTY, AND CURRICULUM APPROPRIATE TO NEEDS</u></b></p>	
<p>A. Students' right to a public education assumes that a diversified curriculum will be taught by appropriately licensed teachers in clean, equipped facilities.</p>	<p>A. To contact appropriate persons and to use appropriate channels to make needs known.</p> <p>B. To refrain from destroying or damaging school property.</p>
<p><b>X. <u>EXTRA-CURRICULAR Activities</u></b></p>	
<p>A. Students who express an interest in and meet the qualifications for participation in any extra-curricular activity may not be denied participation on the basis of age, sex, race, color, creed, national origin, disability, or ability to pay.</p>	<p>A. To be enrolled in school, to become informed about the rules for participation, and to understand that ability may govern participation in certain activities.</p>

## **GROUNDS FOR SUSPENSION OR EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct include, but are not limited to, the following:

### **1. DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonable certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing substantial and material disruption or obstruction of any lawful, mission, process, or function of the school if a substantial material disruption is reasonably certain to result from his/her urging.

While this list is not intended to be exclusive, the following acts when done for the purpose of causing substantial and material disruption or obstruction of any lawful mission, process, or educational function shall constitute grounds for expulsion.

- A. Occupying any school building, school grounds;
- B. Blocking the entrance or exit of any school building, corridor, or room therein with the intent to deprive others of lawful access to or from, or use of, the building, corridor, or room;
- C. Setting fire to or substantially damaging any school building or property;
- D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school class, activity, or of any lawful meeting or assembly on the school campus; and
- E. Continuously and intentionally making noise or action in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

### **2. DAMAGE, VANDALISM, DESTRUCTION, AND/OR THEFT OF SCHOOL PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

### **3. DAMAGE, VANDALISM, DESTRUCTION, AND/OR THEFT OF PRIVATE PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

### **4. PHYSICAL INJURY TO ANY PERSON**

Intentionally causing or attempting to cause physical injury, by placing hands on another individual in a rude or insolent manner, or intentionally behaving in such a way as could reasonably cause physical injury to any person:

- A. On the school grounds during and immediately before or immediately after school hours, this includes the bus stop and in route to and from the bus stop.
- B. On the school grounds at any other time when the school is being used by a school group; or
- C. Off the school grounds at an educational function or event.

### **5. THREATENING OTHER STUDENTS OR STAFF**

A student shall not threaten or intimidate any student or staff for any purpose. Appropriate measures necessary to correct these situations, including disciplinary action or legal action, shall be taken. Offenses of this nature may result in legal prosecution.

### **6. WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, or transmit any object that can be reasonably considered a weapon:

- A. On the school grounds during and immediately before or immediately after school hours, this includes the bus stop and in route to and from the bus stop.
- B. On the school grounds at any other time when the school is being used by a school group; or

C. Off the school grounds at an educational function or event.

#### **7. INSUBORDINATION**

It is the responsibility of the North Miami Middle/High School staff to control and direct student activities. Any student behavior that challenges the authority of a staff member will not be tolerated. Examples of this type of behavior would include, but not be limited to, the following:

- A. Refusing to follow directions
  - B. Leaving the classroom without permission
  - C. Arguing with a staff member
  - D. Using inappropriate language or making inappropriate comments
- Students who violate this policy may be subject to suspension and/or expulsion.

#### **8. FOLLOWING INSTRUCTIONS**

A student shall not fail in a substantial number of instances to comply with directions of teacher or other school personnel during any period of time when the student is properly under their supervision, and where such failure constitutes an interference with school purposes or an educational function.

#### **9. CLASSROOM ACADEMIC BEHAVIOR and/or RELUCTANT LEARNER**

Students are to consistently work up to their academic potential. Student apathy is a major concern among educators. Student apathy would consist of not bringing materials to class, not participating in class activities, and failing to complete class assignments. Students who engage in this type of behavior will be expected to meet with staff as necessary and are subject to detention, suspension and/or expulsion, or other disciplinary actions.

#### **10. UNLAWFUL ACTS**

A student shall not engage in any activity forbidden by the laws of the state of Indiana which constitutes interference with school purposes or an educational function.

#### **11. REPEATED DISCIPLINARY VIOLATIONS**

A student shall not violate or repeat violations, of any rules validly adopted under state law and all amendments thereafter. A student found to consistently violate the rules adopted under this handbook and to excessively interfere with the educational purposes of North Miami Community Schools could be subject to further disciplinary actions including expulsion.

#### **12. HABITUAL OFFENDER**

A student who has engaged in misconduct that led to Out of School Suspension on two separate occasions will be considered a "habitual offender". Any future incidents of student misconduct may result in a suspension and the recommendation for expulsion. The student and his/her parent(s) will be notified when the student is considered a "habitual offender".

#### **13. INAPPROPRIATE USE OF ELECTRONIC EQUIPMENT**

A student shall not engage in any activity which constitutes an interference with school purposes or an educational function. Examples of this would include, but not be limited to, the following:

- A. Sending or possession of pornographic pictures, images, etc. through an electronic device (sexting, web sites, etc.)
- B. Engaging in harassment or bullying through texting, social media, chat rooms, etc.

#### **14. SUBSTANCE ABUSE POLICY**

North Miami Community Schools has a responsibility to protect the health and safety of all students by making every effort to ensure a drug free environment wherein learning can take place. The school has a "DRUG FREE" zone that extends 1000 feet beyond school boundaries as well as to any school activity and transportation. This means that any activity – sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement may be contacted.

#### **ALCOHOL AND OTHER DRUG USE POLICY PARAMETERS**

- A. Knowingly possess, use, provide, or transmit to another person or be under the influence of: any substance which is, looks like, or which is or was represented to be a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, prescription pill, inhalant, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily

based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind (use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision).

- B. The possession, sale, manufacture, transmission, purchase, or use of alcohol and other drugs (refer to (A) above) or drug paraphernalia or being under the influence of alcohol and/or other drugs on school grounds or at a school sponsored activities are strictly prohibited. This includes:
  - a. On school grounds during and immediately before or after school
  - b. On school grounds at any other time when school is being used by any school approved group, or
  - c. Off school grounds at any school sponsored activity, function, or event.
- C. Reasonable suspicion that one will find evidence of a violation of law or school rule is cause for school officials to use appropriate measures as provided by law, including but not limited to:
  - a. Call the police
  - b. Searching student lockers
  - c. Searching the person and personal possessions of the student
  - d. Detaining them, etc.
- D. Use of Breath-Test Instruments. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion the student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on the school property with at least one (1) other staff member or administrative staff present as a witness to the test.

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

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

#### **DISPOSITION PROCEDURES FOR SECONDARY STUDENTS**

The following applies to students at North Miami Middle/High School (grades 7-12) attending school or school related events. Statutory due process will be followed in cases of suspension, expulsion or exclusion from school. The disposition of each offense may be decided at the discretion of the building principal in conformance with this policy.

- A. Witnessed Offense: Student is found to be under the influence of/or in possession of alcohol/drugs:
  - a. Parent or guardian will be notified.
  - b. Proper legal authorities will be notified.
  - c. Student can be suspended from school for 1-10 days and potentially a recommendation of expulsion made to the Superintendent.
- B. Dealing: Dealing is defined as selling, providing, transmitting, or manufacturing alcohol or other illegal drugs, or substances represented to be illegal drugs
  - a. Parent or guardian will be notified.
  - b. Proper legal authorities will be notified.
  - c. Student can be suspended from school for 1-10 days and potentially a recommendation of expulsion made to the Superintendent.
  - d. If disciplinary due process results in expulsion, it will be recommended that documented proof of a chemical assessment by a certified alcohol/drug counselor be provided to the principal prior to re-admittance to school after the period of expulsion expires at NO COST to North Miami Community Schools.

#### **TOBACCO**

The use and/or possession of tobacco products and/or ignition devices at school is prohibited. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, electronic cigarettes, lighters, rolling papers, etc. Violators using or in possession of above said products will be subject to the following disciplinary procedures.

- A. First Violation: The student will be assigned 3 days of ISS or Out of School Suspension and be required to complete a tobacco education program.



B. Second Violation: The student will be assigned 5-10 days Out of School Suspension, and possible expulsion.

#### 15. POSSESSION OF A FIREARM

A. No student shall possess, handle or transmit any firearm on school property.

B. The devices are considered to be a firearm as defined in section 921 of Title 18 of the United States Code.

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer
4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
5. 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 centimeter in diameter.
6. 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.

C. The penalty for the possession of a firearm: 10 days Out of School Suspension Pending Expulsion with the recommendation of Expulsion for one calendar year made to the Superintendent and law enforcement shall be notified. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

D. The Superintendent or their designee shall notify the county Prosecuting Attorney's Office when a student is expelled under this rule.

#### 16. LEWD BEHAVIOR

Any student engaging in lewd behavior or sexual activity on school grounds will be subject to suspension and/or expulsion.

#### 17. BULLYING, HARRASSMENT, AND INTIMIDATION (IC 20-33-8-0.2).

It is a violation of school rules to physically or verbally threaten, bully, harass or intimidate others while under the supervision of North Miami Schools. Students who experience such harassment or intimidation for any reason should report the incident to a school counselor or administrator immediately for investigation. "Bullying, Harassing" behavior is behavior directed toward another person for a non-school purpose after that person has clearly stated or shown that the behavior is unwelcome.

A. Examples of this include, but are not limited to the following:

1. Cyberbullying, sexting, intimidation, picking on, harassment, hazing, social media posts, web posts, etc.

B. Discipline For Bullying and/or False Reporting of Bullying

1. Discipline will vary from a verbal warning, after school detention, meeting with principal, meeting with guidance counselor, completion of Social Skill Packet, ISS, OSS, and/or expulsion depending upon the severity and number of instances.

**NOTE: Depending on the severity of the behavior, a student may be arrested and charged with a criminal offense.**

### DISCIPLINARY OPTIONS

#### 1. MINOR DISCIPLINE REFERRAL (MDR)

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can write up a student for a minor classroom discipline issue including, but not limited to, tardiness to class, language, preparedness, disruption during instruction, put-downs of other students, throwing objects, refusing to work, dishonesty, touching/PDA, attitude, electronic devices, food or drink, dress code, etc. Once a student has accumulated three minor discipline referrals in a grading period (9 weeks) the teacher will call the students' parents and send an office referral. Teachers are expected to use the MDR in conjunction with parent phone calls and conference with student and parent(s) to resolve minor student discipline. If this method does not work then the student will be referred to the administration for further discipline.

## **2. CLASS SUSPENSION**

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the hall from class for a maximum of five days. This option should be used in conjunction with written or telephone notification to parents.

## **3. SINGLE CLASS IN SCHOOL SUSPENSION**

This option is intended to be used by the building administrator as a means of providing a cooling off period for teachers and students who have experienced classroom difficulty which requires separation of the teacher and student without removing the student from all of his/her classes. Completion of a disciplinary referral and a teacher placed phone call to the parent is required if this option is used. The student will be held in ISS, the Library, or the office until she/he is emotionally ready to reenter the classroom routine.

## **4. LUNCH DETENTION**

This option is provided for teachers as a means for handling minor discipline issues in the classroom such as, but not limited to, missing assignments. The student is to serve lunch detention with the teacher whom they receive the lunch detention from. Students are not to serve lunch detentions in the office. Lunch Detentions are not an alternative to After School Detentions.

## **5. AFTER SCHOOL DETENTION**

After School Detention (ASD), is designed to provide disciplinary consequences for minor behavior and attendance problems. This program is part of our commitment to keeping students in the classroom where they can benefit from the expertise of the classroom teacher. Students may be assigned to ASD by administration or staff who have had successful communication with a parent/guardian about the detention. Students may not change their detention dates, but a parent may request to change the date. Failure to serve a detention will result in having that detention rescheduled with additional discipline.

GUIDELINES:

- A. Report to the office or detention room by 3:30 P.M.
- B. Bring books, paper, and assignments to work on for the entire time.
- C. You will be assigned a seat where you will complete your work.
- D. No cell phones, sleeping, eating, or distracting other will be permitted in ASD.
- E. You will be released from ASD at 4:30 P.M.
- F. You must provide your own transportation home.

## **6. IN SCHOOL SUSPENSION**

In School Suspension is for those offenses that normally could have resulted in Out of School Suspension but with administrative approval may be used. Work completed while in ISS will result in FULL credit.

GUIDELINES:

- A. Report to the office or ISS room by 8:10 A.M.
- B. It is the student's responsibility to get any work for ISS the day before they are supposed to serve ISS.
- C. If a student has multiple days of ISS they could alternate from being in ISS to being in the regular class each day. This ensures that the student is able to see their teacher for any work they missed while in ISS (Example: If a student has 3 days of ISS they would serve Monday, Wednesday, and Friday in ISS and be in their regular classes on Tuesday and Thursday).
- D. Bring books, paper, and assignments to work on for the entire time.
- E. You will be assigned a seat where you will complete your work.
- F. No cell phones, sleeping, eating, or distracting others will be permitted in ISS
- G. You will be released from ISS at the end of the School Day.

## **7. OUT OF SCHOOL SUSPENSION**

Out of School Suspension is reserved for the most serious disciplinary infractions and for those students who are habitual offenders. This option will be used as a preliminary to expulsion. Work missed while on OSS should be completed and submitted for FULL CREDIT.

## 8. EXPULSION

This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses.

## 9. DRIVERS LICENSE INVALIDATION

Indiana Law prohibits the Bureau of motor vehicles from issuing a driver's license or permit to a student under the age of 18 if any of the following is true about the student:

- A. S/he exhibits habitually truancy
- B. S/he has had at least a second suspension from school for the school year.
- C. S/he has had an expulsion from school; or an exclusion from school due to misconduct.
- D. S/he has withdrawn from school, for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit revalidation upon the earliest one of the following events:

- A. The student turns 18;
- B. The end of the semester in which the student is reinstated in school; or
- C. The suspension, expulsion is reversed after a hearing conducted under Indiana Law.

The law requires school officials to report to the Bureau of Motor Vehicles:

- A. That a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled, or excluded; and
- B. When a student has been suspended (twice), expelled, or excluded. Furthermore, the BMV may not issue a driver's license or permit to a student who is:
  - 1. At least 13 but less than 15;
  - 2. Habitually truant; and
  - 3. Identified in a list submitted to the BMV; until the student turns 18.

## 10. SOCIAL PROBATION

Students who are not meeting the basic expectations for a student at North Miami Middle/High School may be placed on Social Probation. Students on Social Probation are not allowed to attend school sponsored events, such as sporting events, concerts, plays, and dances. Social Probation may be imposed for any of the following:

- A. A student is failing one or more classes
- B. A student has been suspended for violating school rules
- C. A student has violated the school attendance policy

Students and parents will be notified when a student is placed on Social Probation.

### OUT OF SCHOOL SUSPENSION PROCEDURE

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

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

### EXPULSION PROCEDURE

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

- 1. The superintendent or designee may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- A. Legal Counsel
  - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
  3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
  4. At the expulsion meeting, the principal or designee will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action to the student and the student's parent.

In School Suspension (ISS), Out of School Suspension (OSS), and/or expulsion from North Miami Middle/High School includes the denial of participating in and/or attending all extracurricular and school sponsored activities.

The grounds for suspension or expulsion listed above apply when a student is:

- A. On school grounds immediately before, during, and after school hours and at any other time when the school is being used by a group;
- B. Off school grounds at a school activity, function, or event.
- C. Traveling to or from school or a school activity, function, or event. In addition to the grounds listed above, 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 that takes place during weekends, school breaks, and the summer when a student may not be attending classes.

## **SECTION VII - DRUG TESTING OF STUDENTS**

### **INTRODUCTION**

This program does not affect the current policies, practices, or rights of the North Miami Community Schools with respect to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

The Board recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of both students and staff. It jeopardizes the efficiency and the quality of the educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, and deterioration of the organs of the body, addictions, and conditions that substantially inhibit a person from performing to his/her fullest natural ability.

To try to teach a dulled and passive mind is a nearly fruitless endeavor. Appropriate amounts and rates of learning cannot occur when a mind fed by substance-filled blood is present.

There has been a great amount of research generated on the topic of adolescent substance abuse. Within the body of this research, there is a general consensus that there are certain behaviors which can help identify those adolescents who are using drugs on a regular basis. Those behaviors include areas that can be easily identified in a school setting such as truancy, tardiness, verbal and physical abuse toward staff or classmates, vandalism, absenteeism, and a sudden drop in grades. These behaviors are not conclusive on their own that a student is using drugs, but they are indicators that point to the possibility. A purpose of the policy is to help identify and intervene with those students who are using drugs as soon as possible and to involve the parents immediately.

### **LEGAL OBLIGATIONS**

The Board believes it has the responsibility to address illegal drug use in the school community based upon:

1. Indiana Code that directs the school corporation to plan for and maintain drug free schools.
2. Indiana Code that sets health measures to be governed by school officials. More specifically, code that establishes the

responsibility of schools to assist children found to be ill or in the need of treatment.

3. Federal law, specifically the DRUG FREE SCHOOL AND COMMUNITY ACT OF 1986. United States Code 3324(a) requires School Corporations to adopt and implement a program designed to detect and respond to illegal drug use at school.

## **GOALS**

The intent of this policy is not so much to discipline students, but rather to deter drug use amongst North Miami Middle/High School students. Parents can seek the appropriate assistance when informed of drug use by their child(ren). Substance abuse is not expected of any student who participates fully in school. Appropriate procedures are in place to address such problems.

The extra-curricular and co-curricular activity programs at North Miami Middle/High School are an integral part of the school system and the community. The recognized value of these programs participation to a student's personal development has given these activities a high priority in the total school program. All students are encouraged to participate in these extra-curricular and co-curricular programs in the school, but the opportunity for such participation is not a right. It is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One such condition shall be an agreement by the student to submit testing for the use of drugs, alcohol and tobacco products, if selected, in accordance with the testing program.

## **TESTING PROCEDURE**

A student in grades 7 through 12 and his/her parent must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:

1. Drive a car to school;
2. Participate in school sponsored clubs, co-curricular and extracurricular activities, athletics or the competitive portion of the band and choral programs;
3. Students who desire voluntary testing.

**The drug testing consent form is valid for the entire high school career of the student or until both the student and parents have signed to opt out of the pool.**

In addition, parents may request drug testing of their son or daughter.

Students will be testing randomly as they are drawn by the testing laboratory from one large pool of those agreeing to be tested. Testing times will occur randomly. Each student will be assigned a number and that number will be placed in the pool for the drawing. School officials will have no control over whose number is drawn.

No student will be given advance notice or early warning of the testing. A strict chain-of-custody will be enforced to eliminate invalid tests or outside influences.

The student will be discretely escorted to the testing site by a member of the administrative staff. A urine specimen will be given on site and will involve supervision by contracted drug testing personnel.

A student will remain under supervision until he/she has produced an adequate specimen. If he/she cannot produce a specimen when taken to the testing area, the student will be given no more than 32 ounces of water. If, after two hours he/she is unable to produce a specimen, he/she may complete an oral fluid test instead.

All specimens registered 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 sample by temperature. If this occurs, another sample must be produced. If it is proven that tampering, diluting, masking, or cheating has occurred during the testing, the student will become ineligible for all the items previously listed for 365 days from that date. This will be reported to the parents.

The test result will remain confidential. Only the principal, assistant principal, athletic director, and the sponsor/coach (if positive), along with the student and his/her parent will know the result. Negative results will not be reported.

If the student tests positive, he/she, along with the parent will meet with the principal, assistant principal, or athletic director at a mutually agreeable time and site. During this meeting the administrator will explain to the student and the parent that the student will lose all of the activities/privileges described above. The administrator will encourage the parent to seek professional help.

Parents have the right and opportunity to speak with the physician who is the Medical Review Officer concerning any test result. The student or his/her parents may appeal by requesting that the split urine sample be tested again by the lab at a cost to the student or his/her parent.

## TEST RESULTS

The program is not intended to be punitive or disciplinary in nature. The purpose of this program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent/guardian and to educate, help, and direct students away from drug, alcohol, and tobacco abuse and towards a healthy, safe, and drug free participation in school activities.

The length of the restriction will be based upon the standards that are stated in the consequences section of the policy. The student will be tested at the end of the restriction from activities. Two positive results from testing are indicative of continued substance use and will mean that the student will be encouraged to seek a professional evaluation paid by the parent. The student will not be allowed to return to the restricted program for 365 days.

### CONSEQUENCES OF POSITIVE TEST RESULTS

STUDENTS DRIVING TO SCHOOL – A 45 day suspension of driving privileges will be imposed. The student may resume driving to school after a retesting which produces a negative result. Students who test positive for tobacco use only, will not have their driving privileges restricted, but parents will be notified.

STUDENTS INVOLVED IN EXTRACURRICULAR AND/OR COCURRICULAR – The suspension will be in accordance with the Athletic Handbook Policy. See page 49.

## SECTION VIII - NMMS/HS DISCIPLINARY CHART

<p>The following matrix is intended to serve as a “guide” that administration will generally follow.</p> <p>However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.</p>			
BEHAVIOR	1ST	2ND	3RD
Battery/Physical Attack	10 day OSS. MCSD called. Recommendation for Expulsion	*****	*****
Bomb Threat	10 day OSS, MCSD notified, recommendation for expulsion.	*****	*****
Cheating/Plagiarism	Zero for assignment, Parent contact, Detention is option.	Zero for assignment, Parent contact, Detention and/or ISS, possible failure for term.	Zero for assignment, Parent contact, ISS, possible failure for term.
Disrespect	Teacher contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration

Dress Code Violations	Verbal warning, Change clothing. Refusal / Further violations will be considered insubordination.	Written referral, Change clothing and/or 1-3 days ISS. Refusal/ Further violations will be considered insubordination.	Written referral, Change to school issued clothing and 3-5 days ISS. Further violations will be considered insubordination.
Driving/Parking Violations	Verbal Warning	Loss of driving privileges for 1-10 days	Loss of driving privileges for 10-180 days plus other consequences deemed appropriate by administration
Drugs/Alcohol/Paraphernalia	Up to 10 day OSS, possible Recommend-for expulsion. MCSD notified.	10 day OSS, Recommend-for expulsion. MCSD notified.	*****
Failure to Comply with NMHS/MS Rules	Teacher contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration Insubordination.	Teacher/Administration contact parent, teacher detention... 1-10 days OSS, other consequences deemed appropriate by administration Insubordination.
Fighting	3-5 day OSS, MCSD possibly notified.	5-10 day OSS, MCSD possibly notified.	10 day OSS, recommendation for expulsion. PCSD possibly notified.
Habitual Offender	Insubordination Penalty #1	Insubordination Penalty #2	Insubordination Penalty #3
Intimidation/Harassment/Threats	1-3 days ISS other consequences deemed appropriate by administration	3-5 days ISS other consequences deemed appropriate by administration	5-10 days ISS/OSS other consequences deemed appropriate by administration
Hazing	5-10 days OSS, possible recommendation for expulsion	*****	*****
Insubordination	1-3 days ISS/OSS other consequences deemed appropriate by administration	3-5 days ISS/OSS other consequences deemed appropriate by administration	5-10 days ISS/OSS other consequences deemed appropriate by administration
Profanity	Verbal Warning	Written Referral – Administrative discretion on penalty	Insubordination consequences begin
Public Display of Affection	Verbal Warning	Written Referral – Administrative discretion on penalty	Insubordination consequences begin

Theft	1-5 days ISS/OSS. Restitution made. MCSD Notified	5-10 days ISS/OSS. Restitution made. MCSD Notified	10 days OSS, MCSD notified, recommendation for expulsion
Tobacco Smoking/Electronic Cigarettes/ Vaping	3 days ISS/OSS, Tobacco Education	5-10 days OSS, possible expulsion.	10 days OSS, recommendation for expulsion
Truancy	Making up 1 day of ISS	Making up 2 days of ISS Contact MC Probation/Prosecutors Dept.	Habitual Truancy – 3-5 days OSS pending expulsion, contact MCPD & BMV
Weapons/Firearms – W/Intent	10 days OSS, MCSD notified, Possible expulsion recommendation.	*****	*****
Bullying (A-Confirmed) Bullying (B-Accusation – Not Confirmed)	A-Parent notification, social packet I, bullying contract, follow up w/counselor. B-Parent notification, bullying awareness document.	A-Parent notification, social packet II, violation of bullying contract, 1-10 days ISS/OSS. Follow up w/counselor.	A-Parent notification, 2nd violation of bullying contract, 5-10 days OSS pending expulsion, follow up w/counselor.

## **SECTION IX - ATHLETICS**

### **IHSAA ELIGIBILITY RULES**

Participation in athletics is a privilege earned by meeting the standards set by your school, conference, and the IHSAA. If you have any questions regarding your eligibility, contact the athletic director or principal BEFORE you endanger your athletic eligibility, rather than AFTER it is too late. For more information, refer to the **North Miami Schools Student/Parent Athletic Handbook**.

#### **AGE**

A student whose twentieth birthday occurs before the scheduled date of the IHSAA State Finals in a sport shall be ineligible.

#### **PARTICIPATION**

A student athlete may not participate in a "like" sport during that high school season without written IHSAA permission.

#### **GRADES (C-18-1)**

According to the IHSAA guidelines regarding minimum course enrollment and grades for participation, North Miami students must be enrolled in and passing five (5) classes in order to be eligible.

#### **SCHOLASTIC: INELIGIBLE/ELIGIBILITY**

- Ineligibility: Is for any athlete who has not met the scholastic requirements as set forth by the IHSAA Minimum classes passed per grading period. An athlete may participate during practices, attend contests but an athlete cannot participate in any contest while on scholastic ineligibility.
- Eligibility: An athlete will become eligible the Friday after the grading period ends while school is in session: does not include school vacation breaks, as long as the athlete has met the scholastic requirements set forth by the IHSAA. Any athletes that have lost eligibility due to academics can regain Academic eligibility at the conclusion of the next grading period.



### **ILLNESS AND INJURY (C-9-14)**

If you are absent for five (5) to ten (10) consecutive days, you must practice four (4) practices prior to game participation. If greater than ten (10) days, you must practice six (6) practices prior to game participation.

### **CONDUCT AND CHARACTER**

If you do not represent your school in a becoming manner, if your habits, conduct or character in or out of school during the school year or during the summer are such as to reflect discredit upon your school, you are ineligible for further interscholastic athletic competition. For further explanation, refer to the **North Miami Schools Student/Parent Athletic Handbook**.

### **PHYSICAL EXAMINATION CERTIFICATE**

You must have a completed certificate on file dated after April 1 preceding the current school year to be eligible to participate in the out-of-season or in season activities. If you do not have a completed certificate on file, you are ineligible for further interscholastic athletic competition.

### **PARTICIPATION IN PRACTICES, GAMES, CONTESTS, OR SCRIMMAGES**

If you participate as a member of any other similar team in the same season, not under the direct supervision and management of our school; if you participate in a tryout or demonstration as a prospective college athlete; if you participate in a demonstration, coaching school or clinic outside the State of Indiana; or if you participate out of season in a basketball or football practice, game, contest, demonstration, exhibition or scrimmage, you are ineligible for further interscholastic athletic competition, per the IHSAA.

There are beginning and ending practice and contest dates for all IHSAA sports. If you have a question concerning your participation and/or eligibility in any sport, consult the high school Athletic Director.

### **UNDUE INFLUENCE**

If a person uses undue influence to retain or secure you as a student or to retain or secure your parents or guardians as residents, you are ineligible for further interscholastic athletic competition.

### **TRANSFERRING STUDENT ATHLETE**

If you are transferring to North Miami Schools, you must report immediately after enrollment, with your parent/guardian, to the Athletic Office to complete the **IHSAA Transfer** form. This is for any High School student that does NOT start their freshman year the first day of school at North Miami High School. Middle School athletes do NOT need an IHSAA Transfer.

**NCAA Eligibility Guidelines** Students should see the Athletic Director or their guidance counselor for information regarding academic requirements for the NCAA. Additional information can be found by accessing the NCAA Eligibility Center Web site through a link located on the North Miami Athletic Home Page.

### **NORTH MIAMI STUDENT-ATHLETES CODE OF ETHICS**

I, as a middle/high school athlete (including cheerleaders), am continually on display and open to sharp criticism. Therefore, it is my responsibility to conduct myself as a responsible individual in school, setting a good example for my peers. Also, it is my responsibility as a representative of my school to be on my best behavior away from school, especially at athletic events. I will show courtesy of the officials, the opposing teams, and also the students from the opposing school. I will not take from my opponents the joy of victory nor will I add to their despair in defeat. Lastly, it is my responsibility to encourage my team and give it the confidence needed to be a winner, for a team cannot win without support and I am that support. I will practice respect and effective communication with my coaches, parents, administrators, and my teachers. This is setting an example for future Warriors.

### **CODE OF CONDUCT FOR ATHLETES, CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES**

1. The participant should be aware of the policies of the IHSAA in regard to participation in interscholastic activities. (Found on physical forms)
2. The participant is expected to display good sportsmanship at all times or expect to be placed on the bench until ready to do so.
3. The participant may not participate in a game or practice on a day when he/she is not present in school, and will be prepared with consequences from their team according to their unexcused absence policy. Exception would be a prearranged absence approved by the Administration or an excused absence, such as a documented doctor's appointment.

- Student-athletes must be present by the beginning of 3<sup>rd</sup> hour (10:00am) in order to participate in events.
4. A participant who begins practice in one sport may not change sports after the tenth practice day of sport he/she is presently in. If student is cut after the tenth day, the Principal and coaches of sports involved will meet concerning athlete's status. The Principal or his designee will make the final determination. \*The student MAY participate in weight/conditioning program.
  5. Any **participant** (In School or Out of School) suspended or expelled from school will not participate or attend any inter-school contest(s) during the days of the disciplinary action. Suspension of school activities ends midnight of the final day. If suspension spans the weekend to the following week, (example Friday to following Monday), Saturday activities are also suspended.
  6. Only participants practicing or participating in games or meets are to be in the dressing room after normal school hours. Those not out for a sport in season and not under supervision of a coach should not be present.
  7. The gym is not a hallway! When moving from one part of the building to another, use the hall. Do not interrupt practices.
  8. All participants using cleats in outdoor sports are to remove shoes when entering or before leaving the building.
  9. Hallway doors are not to be used as exits and entrances. Participants are to use only outside locker doors. The exception to this is girls' varsity and junior high track teams who do not have outside exits in lockers. The north double doors are to be used by these teams.
  10. Theft or serious offense of "*conduct not becoming of an athlete/participant*", or the use or possession of alcohol, smoking or any illegal substances will result in:
    - a. First Offense – Participant will be suspended for 50% of the contest dates of the event he or she is presently involved in when the infraction occurred. (Based on regular season contests) If 50% of the contests do not remain, then the unused part of the percentage will carry over into the next season in which the student participates. If infraction occurs out of season, the participant will lose 50% of the contest dates in the activity he/she next participates.
    - b. Second Offense - Participant will be suspended for 100% of the contest dates of the event he or she is presently involved in when the infraction occurred. (Based on regular season contests) If 100% of the contests do not remain, then the unused part of the percentage will carry over into the next season in which the student participates. If infraction occurs out of season, the participant will lose 100% of the contest dates in the activity he/she next participates.
    - c. Third Offense - Participant will not be permitted to participate in any School Sponsored Sport for 365 days.
    - d. Fourth Offense - Participant will not be permitted to participate in any sport the remainder of his/her high school career.
    - e. Self-reporting – We believe the importance of integrity and owning up to one's mistakes. Students who self-report theft, possession/use of alcohol, smoking, or any illegal substances shall be subject to a lesser consequence by half in accordance with the level of offense (1<sup>st</sup> offense would be reduced to 25%, 2<sup>nd</sup> offense would be reduced to 50%, etc.).
  11. While attendance at social functions is up to the participant and parents, attendance at parties where alcohol and drugs are present will be considered a violation of the athletic code of conduct. Participants are expected to avoid such occasions.
  12. Participants are not permitted to wear apparel that advertises directly or indirectly alcohol, drugs, and/or tobacco products at school or after school functions.
  13. All other behavior not becoming of North Miami High School participants will be disciplined in a manner established by the head coach of the sport/activity in which they are participating. The head coach/sponsor must present this to the Athletic Director, and/or Principal. A Student with behavior not becoming of North Miami Middle/High School participants may also have extended consequences from the Athletic Department and Administration.
    - a. Definition for "Behavior or Conduct unbecoming of" – Any behavior or engagement in activity that would harm the team/the individual/ the community.
  14. Each sport's program will have an award's program. This includes middle school, freshman, junior varsity & varsity. Each season will have an ALL Sports End of Season program. It will be up to the discretion of the Varsity Coach to have the individual sports program at the conclusion of this program, or at another date/time s/he determines.
  - 15). Award programs are for the participants and are considered a part of the season. A lot of work and time goes into honoring participants after a season has been completed. It is the responsibility of the participant to attend and accept this

- honor in a gracious manner. Failure to attend an awards program without an emergency excuse and contact with the coach of that sport will result in forfeiture of the award. Earned points will still be counted on the athlete's record.
- 16). Participants are expected to adhere to the rules and regulations established by the head coach/sponsor of the program in which they are participating. Participants are expected to attend their respective sports Parent/Athlete Meeting.
  - 17). Student participants must use school provided or arranged transportation both to and from away contests unless alternate transportation is approved by the Athletic Director and Coach of that team. For events where coaches do not typically allow students to leave with parents, a Travel Release Form requesting this permission must be presented to the Athletic Director 24 hours prior to departure from North Miami Middle/High School unless it is an emergency situation. A student participant will not be released from a coach/sponsor's supervision until said coach/sponsor has visual contact with the parent or guardian responsible for transporting the student athlete and a signed copy of the transportation form. Athletes that are not granted permission to drive separate from the bus to the contest will not be allowed to participate or sit with the team. The athlete will be a spectator.
  18. Participants must have good behavior on away game team buses. There will be no horseplay, loud talking, yelling, or throwing items out of windows, etc. Hands and arms are to be kept inside the bus, and you are to stay in your seat at all times for obvious safety reasons.
  19. Athletic/Club discipline appeal process. All disciplinary action taken by the head coach/sponsor of a program may be appealed by the participant. This appeal process should begin with a conference between the student, his/her parents, and that program's coaching/sponsoring staff. If this does not resolve the situation, then the matter should be brought to the attention of the Athletic Director and the Principal for further consideration. In either case, the matter will be reported to the Athletic Council.
  20. Weight Room Policy. Students may use weight room only when supervised by a coach, with the sport in season taking precedence. Anyone working out in the weight room must be dressed out for work, with no street clothes allowed. No food allowed in the weight room at any time. When leaving the weight room, make sure all free weights are put on racks. Do not leave free weights on the bars. When leaving weight room area make sure the lights are turned off and the doors are locked.
  21. Dressing Room and Equipment Room. Clean dressing rooms are essential for health reasons as well as team morale. Every effort should be made on the part of athletes to help the custodians keep our facilities clean. No one except managers or coaches should ever enter the equipment room. The coaches will see that this is strictly enforced. No one except a coach or manager with a coach's permission should enter the medical supplies storage areas.
  22. **Duration: All infractions that occur in #10 & #11 above are to be enforced the entire sports career of the student in high school.**

### HIGH SCHOOL ELIGIBILITY

Each coach that is responsible for an athletic team shall make certain that an athlete is eligible before allowing him/her to participate in inter-school contests, or in some cases, practices. The coach's primary responsibility is one of keeping an accurate up-to-date roster of athletes and making this information available to the athletic director.

The following requirements must be met in order for an athlete to compete in inter-school athletics:

1. Incoming 9th graders start without any academic deficiencies.
2. An athlete must be officially involved in school during the school year to compete.
3. Physician's certificate must be on file in the Athletic Director's Office before any physical participation on school grounds will be allowed.
4. Verification of school insurance or insurance release form signed by the parents must be on file in the Athletic Director's Office.
5. A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in each sport shall be ineligible for inter-school athletic competition in that sport. A student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for inter-school athletic competition in that sport.
6. Transfer and foreign exchange students must have on file a "transfer student form" from his former school that is complete in every detail.
7. Students must meet the requirements of IHSAA regarding amateur standing.
8. Athlete must meet all IHSAA rules as spelled out on page 26 in the North Miami student handbook.

### MIDDLE SCHOOL ACADEMIC ELIGIBILITY

1. At the end of each grading period each athlete must be passing five (5) classes.
2. Any athlete not meeting this requirement will be suspended from athletics. A middle school athlete suspended for academic reasons will not be allowed to participate in any contests during the (4.5) week probation period.
3. At mid-point (\*4.5 weeks), the Athletic Director will send a report to the teachers. If a passing average is being maintained, the athlete will be reinstated to the team after the results are secured.

\*The four and one-half (4.5) week probation period starts the week **after** grade cards are distributed to students, not the first school day after end of the grading period.

#### CONSENT FOR UNRESTRICTED RELEASE OF CONFIDENTIAL INFORMATION ACKNOWLEDGMENT OF ATHLETIC HANDBOOK.

Consent to unrestricted communication between any state agency court, probation department police agency or prosecuting attorney and the school administration.

The purpose of the disclosure and need for disclosure is that an athlete is a representative of the school corporation and his/her activities reflect upon the ability and responsibility related to participation in athletic activities.

4. **Follow all High School drug, alcohol, smoking, electronic cigarette, and illegal substance policies above.**