

*THE MISSION OF NMES IS TO DEVELOP INQUISITIVE  
MINDS THAT TAKE THE INITIATIVE TO SOLVE REAL-  
WORLD PROBLEMS WITH INTEGRITY.*

**2023-2024**



# **NORTH MIAMI ELEMENTARY SCHOOL STUDENT HANDBOOK**

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Dean of Students, Kristina Manning

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# PART 1: OUR SCHOOL

## NMES Vision Statement

Our school vision guides our school improvement decisions and daily practice. It is based upon the ASCD Whole Child Initiative (2015) to ensure that we are developing all aspects of our students.

North Miami Elementary School's staff, parents, and community focus on the development of the whole child to ensure that all students are safe, healthy, engaged, supported, and challenged. We are committed to preparing our students for a rapidly changing world by providing a strong academic foundation, developing inquisitive minds, and instilling the core values of integrity, perseverance, and compassion for others.

We acknowledge every child comes to us with specific strengths and areas of need, so our teaching practices are proactive and responsive to the needs of our students. We provide experiences that help our students discover their potential, achieve academic growth, and succeed in a safe, caring environment. We value the input and encourage the participation of every member of our school community, knowing that each person's contribution is essential to our success.

## NMES Belief Statements

Our school beliefs expand on the school vision by describing what we believe concerning our students, programs, and curricular development.

- We believe children excel in an environment where they feel safe, valued, and respected. (safe)
- We believe each student's future success is directly linked to the development of healthy physical, social, emotional, and intellectual habits. (healthy)
- We believe students learn best when they are actively engaged in daily instruction and activities in the school. (engaged)
- We believe students must be supported through personalized learning and building positive relationships with staff who support their academic and personal growth. (supported)
- We believe all students should have access to a challenging, comprehensive curriculum that develops critical thinking, reasoning skills, and problem-solving competencies. (challenged)
- We believe technology is an important tool that enhances the lessons taught in the classroom and encourages open communication between home and school. (technology)
- We believe clear and open communication between students, staff, families and the community is essential to creating and nurturing positive partnerships. (communication)
- We believe in welcoming, encouraging, and fostering family involvement in the school. (parental involvement)
- We believe all students are capable of being leaders and positive examples in the school and the community. (leadership)

## **NMES Procedures**

The following procedures are practiced to maximize the safety and efficiency of the learning environment.

### **Schedule**

7:50 - 8:20	Parent drop-off of car riders at the back entrance.
8:05	Bus riders and car riders who are waiting are dismissed to class
8:30	School begins
10:45 - 12:40	Lunch and recess by grade level
3:05	End of day announcements and car dismissal
3:13	Bus Dismissal

### **Classroom**

- Keep the desk neat and orderly.
- Keep waste paper off the floor.
- Use a soft voice in the building and in the classroom.
- Students should not leave the classroom without permission.
- Students should be truthful in their dealings with classmates and adults.
- Laser pointers are not allowed.

### **Devices**

- When students are moving through the building, their electronic devices should be off and held with two hands.
- Devices should be stored in their backpacks or book bags when they are entering or exiting the building.
- Personal devices must be stored in backpacks and off when in the building.

### **Movement in Building**

- Students walk in a single line on the right side of the hallways and stairs, using the handrail on the stairs.
- Students should not cross a line of moving students.
- Students should be courteous and respectful to others learning and not talk while walking through the building while school is in session.

### **Movement To and From Buses**

- Students must walk to and from their bus.
- When departing or going to their bus, students must walk on the sidewalk and not walk in the bus loading zone.
- If a student misses his/her bus, the office will radio the driver to return to the elementary to pick up the student as long as they are close enough to do so.

### **Restrooms**

- There is no climbing on the restrooms' dividers, toilets, urinals, sinks or other items.
- All waste paper shall be placed in the trash receptacle.
- Do not be wasteful of paper products.

## **Playground**

- Students are to play in designated areas. These areas are the entire playground except areas between sidewalks and the building or between blacktop areas and the building.
- When ground conditions are muddy, students will play only on blacktop areas. Announcements will be made in advance.
- Students will line up and be requested to enter the building quietly at the end of a recess period.
- Kickball or other base games may be played on the northeast field by 4th - 6th grade students only.
- Playground equipment
  - Only one student is to sit, not stand in a swing.
  - Unless swinging or walking to or from a swing, students should stay clear of the mulch area around the swings. This includes walking through or standing in this area.
  - One person is to sit on each end of the teeterboard.
  - Students should not stand between teeterboards as others are using the equipment. Bouncing someone up and down on the teeterboard is not permitted.
  - Each student is to go down the slide in a forward, sitting position.
  - Students are not to jump from a fast-moving swing or climb up the slide.
- Unnecessary roughness on the playground is not allowed. Unnecessary roughness includes tackle football and fighting. Any kind of game that causes contact such as pushing, shoving, kicking, or in any way causing a person to be at risk of injury will be eliminated.
- When the whistle blows, children will stop playing, return equipment, and line up immediately.
- Rocks, sticks, ice, and snow are not to be thrown or kicked.
- All teachers in all grades will be consistent in enforcing these rules. These expectations will be shared in the classroom before students arrive on the playground.
- All students will go outside when the weather permits. There is no alternative option when students are outside. Students must submit a doctor's note with a diagnosis and specific dates if the child is to remain indoors for a medical condition.

## **School Bus**

- The student should be ready and waiting at the boarding location when the bus arrives.
- Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous language, profanity, or indecent conduct will not be tolerated.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- If crossing the road, students will wait for the driver's signal, look both ways and then proceed in front of the bus. The student shall not cross the road from the back of the bus.
- Students will not be permitted to leave the bus without prior arrangements being made between parents and drivers.
- Be courteous to fellow students and the bus driver.
- Treat bus equipment respectfully. Damage to seats and other school bus equipment will be paid for by the student.

- In case of a road emergency, remain in the bus unless directed by the driver to do otherwise.
- Issues on the bus will be handled based upon severity.
  - Minor Infractions, such as not staying seated, writing on seats, general behavioral issues will result in the driver discussing the issue with the parent as necessary to encourage students to behave properly on the school bus.
  - Major Infractions or when a student does not change the behaviors the driver has spoken to the parent about will result in a referral to the office.

### **Questions on Concerns**

Any questions or concerns should be directed in the following manner:

1. Please contact your child's classroom teacher or bus driver. We ask that you allow staff 24 hours to reply Monday through Friday. If you reach out to staff over the weekend, staff will reply by the end of the next day school is in session.
2. If your question or concern is not addressed or needs to be escalated, please contact Mrs. Galbraith or Mrs. Manning in the elementary office. We ask that you allow the administrators 24 hours to reply Monday through Friday. If you reach out to administrators over the weekend, administrators will reply by the end of the next day school is in session.
3. If you need to escalate the question or concern further, please contact the Central Office and speak with Mr. Hanson.

## **PART 2: ACADEMICS**

### **eLearning**

NMCS utilizes eLearning days approved by the Indiana Department of Education for events such as inclement weather, no power or water, etc. In the event of an eLearning day, the teacher will send home devices and student work the night before if at all possible. There will be time scheduled during the eLearning day for parents to contact the teacher with questions that may arise.

Students will have **48 hours** to complete the eLearning assignments following the eLearning day. For example, if the eLearning day is scheduled for Wednesday, all assignments will be due on Friday. If assignments are not handed in, the student will be marked as an unexcused absence for the eLearning day. Students will also receive a zero in the grade book for the missing assignment.

### **Grading**

Assessments in the following areas may be used for student grades for each of the nine-week grading periods:

#### **Language Arts (Reading, Writing, English, Spelling)**

- Comprehension
- Vocabulary
- Oral reading/fluency
- Word Study
- Phonics/phonemic awareness
- Reading Level
- Essential Skills - Indiana Language Arts Standards

- Elements of good writing (word choice, sentence fluency, organization, editing skills, idea development)

### Math

- Problem-solving
- Math facts
- Daily work
- Homework
- Essential Skills - Indiana Math Standards

### Social Studies

- Comprehension of chapter/unit material
- Special projects
- Essential Skills - Indiana Social Studies Standards
- Map skills

### Science

- Comprehension of chapter/unit material
- Special projects, experiments
- Essential Skills – Indiana Science Standards

The elementary grading scale for grades 2nd - 6th is as follows:

99-95% A	76-73% C
94-90% A-	72-70% C
89-87% B+	69-67% D+
86-83% B	66-63% D
82-80% B-	62-60% D-
79-77% C+	≤59% F

### **ZAP Program - Zeros Are Preventable**

Zeros Are Preventable (ZAP) is a program designed to increase the responsible behavior of students who have demonstrated a pattern of failing to complete and turn in assignments on time. It is first and foremost an expectation of high academic standards for all students. This program is designed to encourage students to turn in class/homework in a timely manner. Third through sixth graders will participate in the ZAP program.

Here is how it works:

1. A student fails to turn in their class/homework.
2. In order to prevent the student from earning a zero, the teacher will hand them a ZAP Notice which tells them the time and date they are to report to ZAP.

3. The teacher will then notify the dean of students via e-mail that the student has been assigned to ZAP for a specific date and time.
4. The student reports to ZAP **with a notice from the teacher**. The student does the work in ZAP.
5. The teacher will assess a deduction for how many days late the work is.
6. If the student fails to show up for ZAP, the dean of students will notify the teacher through e-mail and the teacher will give the student a written notice of an additional day of ZAP. If a student fails to attend the 2<sup>nd</sup> day, then they will go to ISS until work is completed. They will not be allowed to return to class until all of the work is completed.
7. If a student does not finish the work in ZAP then the student will remain in ZAP until the work is complete. If students continuously fail to complete their work in ZAP, then further disciplinary action may be used.
8. In the event of a school delay, ZAP will be canceled for the day.
9. Students with missing work may lose the ability to attend extra-curricular and special events (such as field trips, programs, and Fun Friday) until the work is completed.

ZAP is offered 4 days a week on Tuesday through Friday mornings at 7:05 am in the library. The dean of students is the facilitator assigned on these days. This designated time will be outside of core content instruction (language arts, social studies, science, and math). **Teachers are responsible for letting the student know in advance that they have been assigned to ZAP, contacting the student's parents, and emailing a notice for attendance purposes.**

### **Grade Reports**

All students in grades K-6 will receive a report card for each of the four quarters. Kindergarten and first grade uses standards-based report cards, while 2nd - 6th grade uses traditional grades. Report cards will be sent home five school days following the last day of each grading period.

As you examine your child's report card, remember that all grade levels provide flexible grouping in math and reading. The card may indicate that your child is performing below, at, or above his/her grade placement. Please consider this information along with the grades. For example, two third-graders receive a "B" in math. One student may be in a target group placement while the other may be in an average placement. Report cards also include a space for citizenship.

Students will receive a citizenship grade each grading period. Citizenship grades reflect overall behavior displayed in the classroom, lunch, recess, special class, bus, athletic events, and any other times in which students are under the supervision of North Miami Elementary School. Citizenship grades count toward scholarship awards. Citizenship grades are based upon the following:

- Following school and classroom rules and procedures
- Treating others with kindness and respect
- Organizing and using materials appropriately
- Displaying self control
- Demonstrating a strong work ethic



## **Standards-Based Report Cards**

Students in Kindergarten and 1st grade receive standards-based report cards.

Reporting student progress is an essential part of the communication and partnership between home and school. We believe that it is our district's professional responsibility to provide parents and students with information that accurately reflects a student's level of performance and progress in meeting academic and social standards. This report card is designed to provide a "snapshot" of grade-level standards and communicates an individual student's progress toward independently meeting those expectations.

A standards-based report card is designed to identify the critical grade-level state standards students should master prior to entering the following grade level.

Instead of traditional letter grades, students receive a numerical rating based on their level of mastery. The rating will be as follows:

- 4 Student has moved beyond the grade-level standard
- 3 Student has mastered the grade-level standard
- 2 Student is working towards grade-level standard
- 1 Student has not mastered grade-level standard

## **Homework**

Homework is meaningful, positive, and with purposes related to any one or more of four major categories:

- A. Enrichment
- B. Preparatory
- C. Reinforcement
- D. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have varying needs for this type of homework. In contrast to enrichment assignments, reinforcement lessons are on a daily basis and are also on a one-to-one basis with the teacher.

Preparatory homework is normally intended to familiarize the student with a content or topic area to serve as a basis for subsequent activities.

Skill development lessons are usually assigned to all students and are closely related to the regular current classwork. Analysis of weaknesses and strengths is noted regularly by the teacher.

## **Reading**

Core reading instruction in phonics, fluency, vocabulary, and comprehension is provided for all students during the daily reading block. Teachers provide whole-group instruction at the grade level and small-group instruction at the instructional level. Student progress is checked regularly using a variety of assessments.

Elementary schools are required by law to submit an annual reading plan to the Indiana Department of Education defining the goals, remediation, professional development, assessments, and materials used for reading instruction. The North Miami Elementary School Reading Team meets to review the plan, study student data, investigate new reading materials and instructional strategies, and plan professional development for staff.

### **Multi-Tiered System of Supports (MTSS)**

Individual and small group intensive instruction is provided for students who do not meet grade-level expectations in reading and/or math. Students are identified using data from assessments, classroom performance and screenings, and benchmark testing. Intervention opportunities will be utilized and occur outside of the regular math and reading classroom instruction. Frequent monitoring of the progress of students in the intervention groups will allow them to move in and out of the groups based on need.

An MTSS plan is assigned to a student who consistently does not meet grade-level expectations in reading, math, and/or behavior. This student may need modified instruction, such as extended time, adjusted lessons, or additional small group/individualized instruction in order to show progress in learning. The classroom teacher identifies any student in need and documents modifications and student progress over a period of time. The MTSS Team meets with the teacher to review the documentation and provide suggestions for further interventions. Once a student is identified as needing a general education intervention by the MTSS Team, parents are notified by the classroom teacher who will share the intervention plan with them.

The teacher continues the modifications and monitors the student's progress at least every 3-4 weeks using progress monitoring assessments. The MTSS Team meets monthly to review student progress and determine additional interventions for the student as needed. Teachers will request a meeting with the MTSS Team to discuss a student who continues to show a lack of progress, even with the interventions and modifications, which may result in additional interventions, modifications, retention, and/or further educational testing for the student.

## **PART 3: ASSESSMENT**

### **Senate Enrolled ACT 217: Dyslexia Screening Law**

SEA 217 requires all schools to screen every kindergarten through second-grade student for risk factors of dyslexia each year using state-approved screeners. The screening must include the six components of literacy: phonological and phonemic awareness, sound-symbol recognition, alphabet knowledge, decoding, rapid naming, and encoding.

North Miami will utilize the following universal and Level I screener:

- Amplify M-Class

**NOTE:** The screening is to identify students who show risk factors for dyslexia, not to diagnose students with dyslexia, as that can only be done by a medical professional. Dyslexia is not covered under Indiana Article 7 Special Education Law. The school will evaluate students who have been medically diagnosed with dyslexia to see if they meet the qualifications of a student with a specific

learning disability as outlined in Article 7.

### **Standardized Testing**

Students participate in standardized testing required by the Indiana Department of Education. Students in grades 3 – 6 will participate in ILEARN each April and May. Keep in mind that attendance, sleep, and nutrition impact a student's performance on standardized tests. Families are encouraged to avoid scheduling appointments during testing windows.

Indiana law requires all third graders to take IREAD-3. This assessment occurs in March of each school year. If students do not pass, they must attend summer school for remediation and a retest. Special education students must also take the IREAD-3 test. The IEP (or ILP) case conference for that student will address the reading deficit, allowing the student to be exempt from summer school or mandatory retesting potentially.

Beginning with the Spring 2022 assessment, Indiana allows school districts to assess second-grade students in IREAD. In the event a second-grade student passes IREAD, he/she will not need to take it again in the third grade. Second-grade students will not be retained or required to attend summer school if they do not pass the IREAD-3 assessment.

## **PART 4: ATHLETICS / SCHOOL EVENTS**

### **Athletic Policy Philosophy**

By providing extra-curricular athletic programs, NMES offers student-athletes opportunities for growth; lessons of teamwork, discipline, perseverance, and overall character development. We strive to offer the best experience in our athletic programs by providing shared goals for teams and growing each individual. As a representative of North Miami Community Schools, we expect student-athletes to display good sportsmanship at all times. We encourage each student to explore interests and participate in as many activities as possible.

### **Programs Offered**

Girls and boys in 6<sup>th</sup> grade are offered sports programs at the Middle School.

### **Physicals**

Committed to the safety of our student-athletes, physicals are required for all sports programs, including volleyball, basketball, and all middle school athletics. Annual physicals ensure that student-athletes are healthy at the onset of his/her athletic season. Forms, available in the front office of the elementary, must be completed before participation is allowed.

### **Academic Eligibility for 6th Grade**

Please be reminded that "student" comes first in the phrase, "student-athlete." A student wishing to participate in our athletic programs must be earning at least a "C-" in citizenship and a "D-" in any core subject. A student becomes ineligible as soon as he/she earns a "D+" in citizenship or an "F" in any core subject. A student's ineligibility begins when the report card is issued to the student. Students who choose to participate in middle school athletics, or athletic programs outside the ones mentioned

above, are under the same eligibility requirements. Parents are encouraged to reinforce the importance of academics, and any “higher” standard set by parents will be supported by North Miami coaches and administration.

### **Attendance**

Being in school every day is more important than being at practice. For this reason, a student must be aware of the school’s current attendance policy. Should an attendance problem occur, school officials will decide the student’s eligibility. Any student absent from school on the same day as practice or a scheduled event will not be eligible to participate.

### **Insurance**

Any student wishing to participate in any of our athletic programs must have insurance and provide proof of insurance to the school. If you do not have insurance and wish to participate in a school-sponsored athletic program, please contact Mrs. Galbraith for additional information.

### **School Events**

All school events hosted at North Miami Elementary are for currently enrolled students with North Miami School Corporation. All additional family school events are hosted for currently enrolled North Miami community school students and their families.

- Any in-district families or individuals wishing to attend a school event that are not currently enrolled students should obtain the Events Application Form from the office, complete a full background check, and submit payment two weeks prior to the event.

## **PART 5: ATTENDANCE**

### **Attendance Policy**

Please help us at school by instilling in your child the importance of good attendance. Regular school attendance will help make your child a responsible adult and a good attendee in the workplace. Regular school attendance is one of the most important factors to successful achievement in school, and daily school attendance is required by law. While there are times when students are sick and need to stay home to keep from spreading illness to other students, it is important for students to be at school as much as possible. In monitoring attendance, there is a distinction between “excused” and “unexcused” absences.

If a student will be absent for the day, parents must notify the school no later than 9:00 am by calling (765)985-2251 ext 4223.

### **Excused Absences**

- Absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include the following:
- Illness verified by note from parent(s)/guardian(s) (limit of 3 per semester)
- Illness verified by note from a physician

- Family funeral or death in the family
- Military-Connected Families (e.g. absences related to deployment and return)
- Dental/Orthodontist or other medical appointments with an excuse from the doctor
- Court appearance
- Dismissal from school by the school nurse (The following day is not automatically excused)
- Verification of a childhood disease (example: chickenpox) by the school nurse
- Head lice - one-week maximum
- Failure of the school bus to pick up a child

In situations, as determined by the administrators, unexcused absences, are absences not covered under the definition of excused. These include (but are not limited to) the following:

- Illness verified by note from parent(s)/guardian(s) after the allotted three per semester
- Vacation
- Missed the bus
- Car trouble
- Oversleeping
- Assuming school is closed
- Babysitting/childcare for younger siblings
- Truancy
- Working
- Needed at home
- Suspension from school

Any school absence extending more than three days will require a doctor's note. Furthermore, if a student is absent for additional days beyond what the doctor's note permits, each of these days will be considered unexcused.

Each student is allowed to accumulate a total of sixteen unexcused absences each year or no more than ten unexcused absences per semester. Under Indiana Code (IC) 20-33-2-25, "an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services."

NMES will be utilizing the following continuum of interventions for unexcused absences per semester. At each student's:

- 1st - 4th unexcused absences - Call from office
- 6th unexcused absence - Administration will call and an attendance letter will be mailed.
- 8th unexcused absence - Administration conferences with the student and a letter is sent to the parent(s)/guardian(s) regarding the student's standing with the school. Students may be placed on an attendance contract.
- 10th unexcused absence - The administration will utilize local and state agencies (Department of Child Services), as needed, to improve student attendance. Conferences will be held with parents regarding truancy.

### **Tardiness**

Students will be marked tardy if they arrive after 8:30 AM. Three tardies to school will be counted as one day of unexcused absence.

### **Outstanding Attendance**

We recognize the importance of a student's daily attendance at school. It can be difficult to be present 100% of the time. We recognize outstanding attendance as a student being present for 96% of the grading period. This equates to no more than two excused days during a grading period. Students arriving late or leaving early will have a partial day absence. Students will be recognized for outstanding attendance.

### **Guidelines for Marking Partial Day Absences**

When a student arrives or leaves early, a parent must physically enter the building to sign a student in/out. The time will be recorded on the student's attendance. This will be marked as a partial day in attendance.

### **Homework Policy Regarding Absences**

Teachers will not prepare homework in advance for unexcused absences such as vacations. Also, unless an illness extends beyond two (2) days, they will not prepare for work to go home. If absent only one (1) day the work will be made up at school.

### **Notes From Home**

The day following each absence, regardless of excused or unexcused nature, the student will submit a note to his teacher from the parent stating the reason for the absence.

### **Credit**

Credit will be given for makeup work for all excused absences. Students have the number of days they were marked excused to complete and return all work. If a student was absent for two days, they will have two days to complete the missing work upon their return to school. Credit will also be given for unexcused absences within the ten-day/semester limit.

## **PART 6: CAFETERIA**

### **Breakfast and Lunch Programs**

Students who pack a lunch from home will have limited access to a microwave to warm or heat meals. During the lunch period, all students have access to one microwave only. Students who need to use the microwave may have less time to eat due to the wait. Students should not bring energy drinks or caffeinated beverages (pop) as part of their lunch meal from home.

Lunch and breakfast money will be collected any day of the week. You may also pay online via the school website. Lunch and breakfast prices are determined at the beginning of each school year and can be found on the school's website

Our computerized lunch program will continue to manage your child's lunch account this year. Some items to remember with this program:

1. Money (check or cash) should be sent to school in a sealed envelope with the student's name and ID number included in or on the envelope. You may also go to the school's website to make an online payment at any time.

2. We encourage you to make advance payments to your child's lunch account. Any amount can be deposited.
3. Negative balances in a student's account will generate a letter to parents two times weekly. These notification letters will be sent home with your child. Please acknowledge these letters and send money immediately.
4. Parents may call and request an account balance for their child.

All lunch prices, including reduced prices, can be located on the corporation's website.

### **Lunch Times**

10:45	All Day PK and Kindergarten
11:00	1 <sup>st</sup> Grade
11:15	2 <sup>nd</sup> Grade
11:25	3 <sup>rd</sup> Grade
11:40	4 <sup>th</sup> Grade
11:50	5 <sup>th</sup> Grade
12:00	6 <sup>th</sup> Grade

### **Policy for Charging Meals**

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 online payments through the online payment program or with cash or check. Online payment instructions and the portal are located on our website, [www.nmcs.k12.in.us](http://www.nmcs.k12.in.us), under the parent 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.
- 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 works with the building principal when a student reaches the maximum unpaid limit to notify the 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, a 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 will determine those who are unable to pay in full unless notice is received by mail within 10 days requesting a refund.
- If the balance is more than \$10, a refund will be issued.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

## PART 7: ENROLLMENT/WITHDRAW

### Entrance Requirement

I.C. 20-33-2-7 requires a student to be at least five years of age on August 1 of the school year to participate in a KG program at a school corporation unless the student is waived into kindergarten if they meet the school's early entrance requirements.

For a student to be considered for early entrance at NMES, the student must meet the following requirements:

- Attended a preschool for at least one school year.
- Have a letter of recommendation from the preschool teacher stating the child is kindergarten ready.
- Score in the average, advanced or very advanced category on the Bracken School Readiness Assessment

To be considered for early entrance, the parent must do the following:

- Speak directly to the elementary principal concerning the request
- Provide a letter or report card with a statement from the child's current preschool teacher that states the child is kindergarten ready
- Set an appointment for the school to administer the Bracken School Readiness Assessment.

For grade one, a child must be six years of age on or before August 1 to enter as a first grade student. All immunization requirements, according to state law Sec. 10.1 Statement of Immunization History must be met before entering school, grades K-6. This also includes chickenpox immunization.



## **Enrollment and Withdrawal**

Parents enrolling children are asked to provide the school with the following information:

- Proof of birth date, immunization records (see Immunizations)
- Proof of residency (current utility bill, rent receipt, lease agreement, deed of ownership, etc.)
- Clarification of custody, when applicable
- Any school records provided upon withdrawal from previous school

Parents withdrawing a child from school are asked to give the school at least one week's notice if possible.

## **Transfer Student**

### **Non-Resident - Board Policy**

- Requests for the transfer of non-resident students into NMCS made by another governmental unit shall be considered.
- The Superintendent shall have the authority to approve transfers after considering the following factors:
  1. Class loads in each building.
  2. The agreement of parents to provide necessary transportation.
  3. The recommendation of the principals involved.
- New Resident Transferring From Accredited Private Schools
  - Credits from a private in-state school shall be accepted at face value if the school is commissioned by the Indiana State Board of Education.
  - Credits from private out-of-state schools shall be accredited at face value if the school is accredited by the appropriate governmental agency in that jurisdiction with the responsibility for accrediting schools.
- New Resident Transferring From Non-Accredited Private Schools/Home Schools
  - Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified at the time of enrollment. In order to determine grade placement and/or credit, the Superintendent may require a battery of tests from the corporation assessment program or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed by the private school or home school.
  - Testing shall be administered under the auspices of the enrolling principal, and the principal shall place the student and grant credit based on the test results.
  - The tests and procedures used to appraise eligibility for credit and/or placement may include but are not limited to, standardized achievement tests, criterion-referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

The building principal will look at the following criteria prior to making a recommendation to the superintendent:

- The student is in good standing at his/her resident school. Good standing is determined by attendance, behavior, and academic progress.
- Class size of the grade level in which the student is enrolling.
- The transfer shall not place an undue burden on the school.
- All school-required documentation (birth certificate, immunizations, and documentation have been met).

### **Emergency Telephone Numbers / Change of Address**

Parents/guardians must keep the school informed of the current home, work, and “in case of emergency” telephone numbers and home addresses. In case of a student’s accident or illness, these phone numbers and home addresses are the school’s only way of getting in touch with the parent/guardian.

### **Custody**

The school office needs to be notified of any change in the status of custody of each child. Children will only be released to the legal guardian noted on the enrollment form unless the office has been notified of other arrangements by the custodial parent(s). We require a copy of custody papers to be on file at the school the child attends.

## **PART 8: HEALTH AND WELLNESS**

### **Head Lice**

Upon recognition of lice or nits, the student’s parent/guardian will be notified. Following recommended treatment, students must return to the school nurse to be checked prior to attending class.

### **Health Record Form**

Upon initial enrollment and at the beginning of each school year thereafter, parents must provide updated health for each student. This record informs the school nurse of any continuing or new conditions the student may have and includes imperative information, such as allergies and medications. If there is a specific health condition that may exclude a student from one of the school health policies, parents must provide information from a medical doctor stating the diagnosis and treatment of the condition to the school nurse. If at any point in the school year, there is a change in the student’s medical diagnosis or treatment, the parent must contact the school nurse immediately to update the student’s information and medical documentation.

### **Illness**

Students will be sent home for temperatures of 100 degrees and above, diarrhea, and/or vomiting. Students should be fever-free, without the aid of medicine, for 24 hours before returning to school.

## **Medication**

No medication (prescription or over-the-counter; including injectable insulin, cough drops, sore throat lozenges, sprays, or oils) shall be given/dispensed unless the dispensing school personnel has a medication authorization on file. This will include written and dated instructions of the M.D. and legal custodian of the student in the case of prescription medication and of the legal custodian in the case of nonprescription/over-the-counter medication.

Medication must be kept in original containers/packages with the student's name, dosage to be given, and time to be given all noted on the container/package.

It is the responsibility of the legal custodian to make sure medication is delivered safely to the school nurse. **Students are not allowed to transport any medication on school buses**. All medication must be transported by an adult.

All administered medication must be documented on appropriate record sheets medication given, dosage given, time given, and by whom given.

Non-aspirin pain relievers (Acetaminophen/Ibuprofen) may be dispensed to students if supplied by parents. Written consent from the legal custodian must be provided with the said medication. Nonprescription pain relievers may be dispensed by the school nurse in emergency situations.

The school personnel dispensing medication (school nurses or delegated individuals) will secure medications at all times.

Medications should be picked up from the nurse's office within one week after the last dose or prior to the end of the school year. Medications left at school after this time will be destroyed in the presence of a witness.

The school nurse is responsible for administering injectable insulin and/or glucose testing by fingerstick or monitoring this process. The nurse will also monitor students who wear self-administering insulin pumps daily. In the absence of the school nurse, the nurse designee will administer/monitor this service.

## **Nurse Referral Form**

A nurse referral form will be used to log daily student visits to the nurse's office. This form allows for better communication between the nurse and the teacher.

## **School Nurse Absence**

Delegated individuals will have the sole responsibility of dispensing all medication in the absence of the school nurse and the substitute nurse. Administrators or another staff member designated by the school nurse will act in the school nurse's absence.

511 IAC 7-21-8 Sec. 8. (a) (8)

### **Screenings**

The school nurse will schedule and administer MCT Vision Screening (grade 1), vision screening (grades K, 1, 3, 5), annual immunization check (grades pre-K-6), dental program (grades 1&3), hand washing program (grade 1), head lice inspection twice per year (grades K-6), and puberty program (grades 4-6). Indiana Law (Code 20-34-3-14) states that every school corporation shall conduct annual hearing screenings as follows:

1. All students in grades 1, 4, 7, and 10 are screened.
2. Students new to the corporation are screened.
3. Students with known hearing loss and/or with a history of ear problems are monitored and screened during the year.
4. Any student will be tested upon request by parents and/or school staff.
5. The speech-language pathologist will also screen all kindergarten students in addition to the above required by law.

Parents will be notified of failed screening results.

### **Suspicious Eye/Suspicious Rash**

When a student presents with a suspicious-looking eye or rash, parents will be contacted to come and pick up the student. The parent will be given a form to have a doctor complete after examining the student. Once the student is cleared/treated by the doctor and the parent has the completed form, the student can return to school.

### **Symptoms Requiring Removal From School**

- Students who have a temperature of 100 degrees or higher.
- Students who have a fever and at least one of the following accompanying symptoms: sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Vomiting – in a 24-hour period. Do not bring your child if they have vomited in the night and seem to “feel better” in the morning.
- Diarrhea – in a 24-hour period.
- Difficulty breathing, sore throat, swollen glands, loss of voice, barking/hacking cough that will not subside.
- Scratching of the body or scalp, lice, suspicious rash, suspicious eye, or any other spots that resemble childhood diseases, including ringworm.
- Students who are irritable, continuously crying, or require more attention than the school can provide without hurting the health, safety, or well-being of the other students in our care.

## **PART 9: LITTLE WARRIORS PRESCHOOL**

Little Warriors Preschool is North Miami's Community Preschool. It is certified through the Indiana Family and Social Services Administration's Child Care Developmental Fund and is also a Paths to Quality Level 3 certified preschool. These certifications verify that all health, safety, adult-to-student ratio, staff education and training, learning environment, and high-quality curriculum standards have been met through the State of Indiana. The preschool program facility is inspected both through paperwork submission, as well as at least one onsite visit every year to maintain our certification.

## **General Information**

- Little Warriors Preschool serves both three and four-year-old children.
- Preschool is Monday through Thursday only. Students do not attend on Friday.
- Half-day preschool is available for students who are three- and four- years old no later than August 1<sup>st</sup> of the current school year.
- Full-day preschool is available for students who are four no later than August 1<sup>st</sup> for the current school year. It is designed to prepare students who will potentially enter kindergarten the following year.
- There is no early entrance allowed for preschool.

## **Daily Schedule**

- 8:30 Arrival through the Warrior Arena doors
- 10:45 Full-day preschool eats lunch
- 11:00 Half-day preschool dismissal
- 3:05 Full-day preschool dismissal at the back door with all other elementary students.

## **Delay Schedule**

- |                      |                           |
|----------------------|---------------------------|
| • Full Day Preschool | 10:30 - Regular Dismissal |
| • AM Preschool       | 10:30 - 12:30             |
| • PM Preschool       | 1:00 - Regular Dismissal  |

## **Communication**

The preschool teachers write a newsletter that they send home each week. The newsletter shares information about what each class is learning and upcoming events.

## **Curriculum**

The Little Warriors curriculum is aligned with the Indiana Foundations Standards for Young Children. Little Warriors uses the following curriculums to meet the Indiana standards: Scholastic My Big Day, Zoo Phonics, and AI's Pals (social/emotional development).

## **Program Evaluation**

Each spring teachers and parents are asked to complete a program evaluation to share their experience and to help fine-tune the program in an effort to meet the needs of the students in the most effective way possible.

## **Special Services**

North Miami Elementary School, in coordination with Wabash Miami Area Program for Exceptional Needs, strives to provide every student with a free and appropriate education. There are times when a case conference committee deems that a preschool student with an Individual Educational Plan is best served through participation in Little Warriors Preschool.

When this occurs, the case conference committee will meet and create a plan that outlines what services are needed to ensure the special education student is successful in the community preschool setting. Some of the topics to consider during the case conference shall include but aren't limited to the physical room environment, access to materials, and adaptive behavior and self-help support needed.

## **Tuition and Payments**

- Little Warriors Preschool is a self-sustaining community preschool that is funded solely through student tuition. No funds other than student tuition are used to pay for the staff, classroom items, and materials used each day.
- Tuition is a flat weekly fee despite days attended during the week. The exception is for the week of Thanksgiving, where tuition is half of what it normally would be since school is in session on Monday and Tuesday only per the school year calendar.
- Full-day weekly tuition is \$60.
- Half-day weekly tuition is \$35.
- Tuition must be paid every Monday unless another arrangement is discussed and approved by the school principal.
- Parents must agree to and sign the payment agreement upon enrolling their student.
- A non-refundable deposit (the cost of one week's tuition) will be due at the time of registration.
- There will be no payment due the final week of May. The deposit paid at registration will be credited to the account at that time for the final week of preschool.
- Students who leave the program prior to the final week in May will not receive credit for the registration fee towards their final week in the program.
- Payments can be made via check, cash, or online. The online system does have a recurring payment option for convenience.
- Late notices will be given if the weekly payment is not received.
- In the event that a parent/guardian does not pay the weekly fee two weeks in a row, the child will not be able to attend again until the past due and the current amount for the week is paid in full. Once that is paid, the child can attend class again.
- After three weeks of non-payment, the child's spot can be given to another child if there is a waiting list for the session the child is in at the time.

# **PART 10: SCHOOL SAFETY PROCEDURES**

## **Student Arrival at School**

- Bus Riders: Dropped off in the front of the school at 8:05am
- Car Riders: Dropped off in the back circle drive
  - 7:50 - 8:20 - Doors open for students to enter the building. Note: Do not drop your student off in the front of the building, as this is for bus traffic only.
  - 8:20 - 8:30 - Car riders enter through the main office door.
  - 8:30 and beyond - Park in the parking lot, walk in with your student and sign them in.

## **Early Student Arrival**

Students who arrive prior to the start of the school day are reminded to be seated in the small gym. Students may move to their classrooms upon dismissal by the morning bell at 8:05 a.m.

## **Release of Children During School Day**

It is imperative that we keep track of each student who leaves school during the day. Please come to the front office to sign out and pick up your child for appointments. All must be signed out to leave.

### **Entrance to the Building During the School Day**

To increase student safety, the elementary building is locked during the day. Please use door #1 if you must enter the building for any reason during the day.

### **Student Dismissal**

- Bus Riders: Staff escort students to the buses at 3:13pm.
  - Students who ride home with brothers or sisters or attend an activity at the high school will ride their bus across the parking lot and exit at the middle/high school.
  - If a student misses their bus, we will radio the driver to return to the elementary to pick them up.
- Car Riders: Picked up at the back door along the circle driveway.
  - Students will not wait in the office for parents to pick them up.
  - A car rider hang tag must be present in the vehicle to pick a student up.
  - Please use the following procedures for the east door:
    - Stay in your vehicle; your child/children will be brought to you.
    - Do not park and enter the building.
    - Be courteous to other parent drivers.
    - Stay in the order that you arrive.
    - Be sure all vehicle doors are closed before departure.
    - If your child has not exited the building when you get up to the door, pull up and to the right so other vehicles can get around you.
    - Be alert and pay attention to children exiting the building.

### **Hang Tags**

- Hang tags can be picked up from the office.
- One hang tag is given for free and is good for the entire time the student is enrolled at NMES.
- You can purchase a replacement hang tag in the main office for \$5.00.

### **Safety Drills**

It is vital that students and staff are able to execute the correct actions in case of an emergency. In order to be prepared for a variety of possible scenarios, drills are completed, and safety scenarios are discussed regularly among students and staff. According to legislation (**IC 20-34-3-20**), schools are required to conduct one fire drill per month, one tornado drill per semester, and one manmade occurrence/intruder drill per semester. The law allows schools to conduct an additional tornado drill or manmade occurrence/intruder drill as a substitute for a fire drill up to two times a semester (not in consecutive months).

### **Extreme Weather**

Students will spend recess outdoors during the school year. Recess is a 20-minute period. Your child will be asked to go out for that period of time. Recesses will be held outside except when it is raining or the temperatures/wind chill are below 28°F.

Students will need a doctor's note when a child is returning from an illness, or when other health conditions warrant that they remain inside. It is also expected that children should have hats, gloves, boots, and coats in cold weather.

### **School Delay or Cancellation**

If school is delayed or canceled due to inclement weather, an instant alert message will be sent. Also, information will be broadcast on several local radio and TV stations.

NMCS understands that our decision to open or close the school in bad weather impacts our families. We also understand that our students are better served both academically and socially by being in school. As always, our top priority is the safety of our students.

Please understand that we make the decision to open or close in bad weather based on careful analysis of all relevant factors, such as

- Information on road conditions from the County Highway Department, transportation staff, sheriff's department, and actually driving the roads.
- We must give careful consideration to the roads in our district. Even if your road looks clear, travel elsewhere in the district may be dangerous.
- The amount of snow and ice accumulated.
- Whether precipitation is continuing.
- Power outage that affects heating or electricity in our facilities.
- Temperature and wind chill as we consider the students that wait outside for the bus each day.
- Weather predictions, while not always accurate, are also considered.

The superintendent of schools is responsible for the final decision. This is based on the above factors, recommendations, and personal travel and assessment of road conditions.

An instant alert notification will be sent to all school families and staff. You may also tune in to the radio and television stations on school closings.

Keep in mind that even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions worsen during the school day, we may need to have an early dismissal. Adequate notice will be given to all parents in this circumstance. It is imperative that you tell us where to deliver your child in the event that we close early. While our staff does their absolute best in this process, we know that often no perfect decision exists. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. Also, discourage teenagers from driving in bad conditions.

### **Visitation During the School Day**

To ensure the utmost safety, we do not allow visitors in the building during a typical school day. ***This includes having lunch with a student.***

Parents and grandparents are welcome for special programs presented by classes or grade-level groups. Students are expected to remain at school on program days. If a student leaves before the end of the scheduled school day, they will be marked as an **unexcused absence** for the remainder of the day.



## **Volunteers**

All persons planning to volunteer in the classroom, for a field trip, or event must have a criminal background check on file at the central office.

# **PART 11: SCHOOL SUPPLIES**

## **Labeling of Student Items**

Your child's clothing should be marked for easy identification. Items of clothing such as sneakers, sweaters, coats, boots, hats, gloves, jackets, lunch boxes, and backpacks can be identified more easily when marked. Lost items will be kept for approximately six weeks before being taken to Goodwill.

## **Sneakers**

All children will be required to have sneakers for P.E. Please label and send them to school during the first week of school.

## ***North Miami Elementary School Supply List 2023 - 2024***

Below you will find the school supply list for the year. The school will provide many of the student's supplies for the year, so parents will not have to purchase as much as they have in years past.

**Supplied from Home:** *Please purchase and send these items to the school.*

**Supplied by the School:** *These are the items that will be provided by the school. Please do not purchase them.*

### **Little Warriors Preschool**

#### **Supplied from Home:**

- Fiskars Scissors
- Two Boxes of Kleenex
- Regular Size Backpack
- Paint Shirt with Name (Adult Size M or L T-Shirt)
- One Child Size Beach Towel or Regular Size Bath Towel for rest time (Full day students)

#### **Supplied by the School:**

- Pencils
- Elmer's School Glue/Glue Sticks
- Crayola Crayons
- Crayola Markers
- Pocket Folders
- Hand Sanitizer/Clorox Wipes

### **Kindergarten**

#### **Supplied from Home:**

- Fiskars Scissors
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones
- Paint Shirt with Name (Adult Size M or L T-Shirt)

#### **Supplied by the School:**

- Pencils
- Elmer's School Glue/Glue Sticks
- Crayola Crayons
- Dry Erase Markers
- Erasers
- Pocket Folders
- Hand Sanitizer/Clorox Wipes
- Ziploc Baggies

### First Grade

#### Supplied from Home:

- Fiskar Scissors
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones
- Water Bottle

#### Supplied by the School:

- Pencils
- Elmer's Glue Sticks
- Crayola Crayons
- Expo Dry Erase Marker
- Erasers
- Highlighters
- Pocket Folders
- Hand Sanitizer/Disinfectant Wipes
- Ziploc Baggies

### Second Grade

#### Supplied from Home:

- Fiskars Scissors
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones - No earbuds

#### Supplied by the School:

- Pencils
- Elmer's School Glue/Glue Sticks
- Crayola Crayons
- Colored Pencils
- Expo Dry Erase Marker
- Erasers
- Highlighters
- Hand Sanitizer/Disinfectant Wipes
- Pocket Folders
- Ziploc Baggies

### Third Grade

#### Supplied from Home ~ Purchase:

- Fiskar Scissors (Pointed)
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones
- One Regular Ruled Notebook (single subject)

#### Supplied by the School:

- Pencils
- Elmer's School Glue/Glue Sticks
- Colored Pencils
- Highlighters
- Pocket Folders
- Hand Sanitizer/Clorox Wipes
- Ziploc Baggies

### Fourth Grade

#### Supplied from Home ~ Purchase:

- Fiskar Scissors (Pointed)
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones
- Two Composition Wide Ruled Notebooks
- One Pack of Loose Leaf, Wide Ruled Paper

#### Supplied by the School:

- Pencils
- Elmer's Glue Sticks
- Crayola Crayons
- Colored Pencils
- Expo Dry Erase Marker
- Pocket Folders
- Hand Sanitizer/Clorox Wipes
- Ziploc Baggies

### Fifth Grade

#### Supplied from Home:

- Fiskar Scissors (Pointed)
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones

### Sixth Grade

#### Supplied from Home:

- Fiskar Scissors (Pointed)
- Two Boxes of Kleenex
- One Plastic School Box
- Regular Size Backpack
- Gym Shoes
- Headphones

<ul style="list-style-type: none"> <li>• Composition Wide Ruled Notebook</li> <li>• Two Regular Ruled Notebooks (single subject)</li> <li>• One Pack of Loose Leaf, Wide Ruled Paper</li> </ul> <p><b>Supplied by the School:</b></p> <ul style="list-style-type: none"> <li>• Pencils</li> <li>• Elmer's Glue/Glue Sticks</li> <li>• Crayola Crayons</li> <li>• Colored Pencils</li> <li>• Expo Dry Erase Marker/Regular Markers</li> <li>• Pocket Folders</li> <li>• Hand Sanitizer/Clorox Wipes</li> </ul>	<ul style="list-style-type: none"> <li>• Water Bottle</li> <li>• Two 1" Three Ring Binders</li> <li>• Composition Wide Ruled Notebook</li> <li>• Two Packs of Loose Leaf, Wide Ruled Paper</li> </ul> <p><b>Supplied by the School:</b></p> <ul style="list-style-type: none"> <li>• Pencils</li> <li>• Elmer's School Glue</li> <li>• Crayola Crayons</li> <li>• Highlighters</li> <li>• Expo Dry Erase Marker</li> <li>• Erasers</li> <li>• Pocket Folders</li> <li>• Hand Sanitizer/Clorox Wipes</li> <li>• Ziploc Baggies</li> </ul>
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***Please put your student's name on all supplies, including the tongue of their gym shoes.***

## PART 12: SPECIAL EDUCATION



### Wabash – Miami Area Program For Exceptional Children

Marquette Community Schools • MSD of Wabash County • North Miami Community Schools • Peru Community Schools • Wabash City Schools

246 North 300 West  
Wabash IN, 46992-8889  
Phone (260) 563-8871  
Fax (260) 563-2749

#### Annual Written Notification

##### Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for Wabash City Schools School System to access you or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by the Wabash City Schools School System and Wabash Miami Area Exceptional Children Program does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Wabash Miami Area Program Director of Special Education at 260-563-8871.

## PART 13: STUDENT CONDUCT

### **Digital Citizenship**

Our expectation of students to responsibly use technology and to behave appropriately with both personal and school-owned devices is what we consider "digital citizenship." Classroom teachers communicate his/her procedures regarding technological use in the classroom. Generally, there is a simple way for students to notice when electronic devices are, or are not, being used. Students will be expected to share with his/her teacher at any point how they are using electronic devices. Any misuse may result in appropriate restrictions being placed on a student's school-owned device. The Responsible Use Policy and iPad Handbook is found in this handbook.

### **Personal Appearance of Students**

The primary requirement for appropriateness of dress is that students be reasonably neat and clean. If a child's clothing is so unusual that it attracts attention to him/her, it usually will distract him/her in the classroom. When this happens, the business of education is interrupted. In this case, the child will be asked to correct the situation or the parent may be contacted.

Dress code items include, but are not limited to

- Patches or pictures which are profane or suggestive cannot be worn to school.
- Clothing displaying alcohol, tobacco, and/or drug slogans or advertisements will not be permitted.
- Any attire that causes unnecessary increased risk beyond the normal demands of school maintenance is not permitted, as well as any that create unsafe conditions (skate shoes, etc.).
- No hats or hoods are to be worn in the building unless designated by the administration as "hat day".
- For upper elementary (grades 4-6), students should exhibit common decency with their clothing:
  - Shirts should always cover any undergarments.
  - No midriffs, halter tops, or tank tops.
  - For tight-fitting, "yoga" pants, the front and rear should be covered by shirt, skirt, or shorts.
  - Shorts and skirts must be at or below the fingertips when the student stands with arms at the sides.
  - There should be no skin showing through rips or tears above the fingertips as well.

### **Employability Skills**

Senate Enrolled Act 297 states that each school within a school corporation shall include interdisciplinary employability skills standards established by IDOE, in conjunction with the Department of Workforce Development, and approved by the State Board of Education, in the school's curriculum.

Indiana's Employability Skills Standards allow students to be prepared for the ever-changing needs of today's workforce. The expectation is for students to work through the standards in multi-subject areas. As students move through grade levels, they will work with and experience the standards at

those grade bands (K-2, 3-5, 6-8, 9-10, and 11-12).

The standards are based on the National Employability Skill Standards from the Office of Career, Technical, and Adult Education (OCTAE), the Indiana Department of Workforce Development's Employability Skills Benchmarks, the Governor's Work Ethic Certificate, and the Indiana Department of Education's Social Emotional Learning Competencies. The standards are arranged within four key areas: Mindsets (M), Work Ethic (WE), Learning Strategies (LS), and Social and Emotional Skills (SE).

In order to meet the required employability standards set forth by the State of Indiana, life skills are taught to entire classes using an approved curriculum that is age-appropriate. Parents can request to review the material at any time.

### **Student Expectations**

We are the Warriors.

Warriors have *integrity* and do the right thing.

- Here we treat others with *kindness* and *respect*.
- We are *honest* so others know they can trust us.
- We are *patient* and remain calm so we can better understand what is happening around us and make decisions that make things better and not worse.
- We *cooperate* with one another and help one another whenever needed.

We are the Warriors, and we work each day to make our school a place where everyone feels safe and valued.

Warriors take *initiative*.

- We take the initiative to do what needs to be done.
- We are responsible for all of our actions and words. We organize our thoughts and things so others understand us better.
- We persevere through difficult situations and be flexible when things need to change.

Warriors are *inquisitive*.

- We focus on solving problems in a positive way that helps those around us.
- We use our creativity to offer new solutions and ideas to our school and our world.

### **Consequences**

At North Miami Elementary School, we expect our students to be respectful of teachers and peers, to treat others how s/he wants to be treated and to provide his/her best effort on a consistent basis. The following matrix is intended to serve as a guide that the administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.

<b><u>Behavior</u></b>	<b><u>1<sup>st</sup></u></b>	<b><u>2<sup>nd</sup></u></b>	<b><u>3<sup>rd</sup></u></b>
<b>Battery/Physical Attack</b>	1 Day OSS	5 Days OSS	10 Days OSS
<b>Bomb Threat</b>	5 Days OSS	10 Days OSS and recommendation for expulsion	Expulsion
<b>Cell Phones/Electronic Devices</b>	Verbal warning by teacher or staff.	The teacher will confiscate the device. Students will serve after-school detention.  1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.  1 Day Recess detention (K 3 <sup>rd</sup> ).	Confiscate the device and turn it in to the office. Parents must pick up the device after school hours and the student will serve 1 Day ISS. Further violations are considered insubordination.
<b>Disrespect</b>	Teacher contacts parents and administration documents incident.	1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.  1 Day Recess detention (K 3 <sup>rd</sup> ).	1 Day ISS, with an additional day, added for every offense. After 3 Days of ISS, the student will serve 1 Day of OSS, see insubordination.
<b>Dress Code</b> *Grades K-3 <sup>rd</sup> will be at the discretion of the teacher and administration.  * Change of clothing is required when the dress code is broken.	Grades 4 <sup>th</sup> -6 <sup>th</sup> Verbal warning by teacher or staff.	1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.	Grades 4 <sup>th</sup> -6 <sup>th</sup> , 1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, see insubordination.

<b>Failure to Comply with NMES Rules</b>	Teacher contact parent, teacher detention... other consequences deemed appropriate by the administration.	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by the administration. See insubordination.	Teacher/Administration contact parent, teacher detention... 1-10 days OSS, other consequences deemed appropriate by administration Insubordination.
<b>Fighting</b>	1-5 days suspension, other consequences deemed necessary.	3-5 day OSS, MCSD possibly notified.	5-10 day OSS, MCSD possibly notified, a possible recommendation for expulsion.

<b>Intimidation/ Harassment/ Threats</b>	Detention, possible 1 day of suspension, other consequences deemed appropriate by administration	1-5 days suspension, other consequences deemed appropriate by administration	5-10 days suspension, other consequences deemed appropriate by administration
<b>Insubordination</b>	1-3 days suspension,	3-5 days suspension, other	5-10 days suspension, other

	other consequences deemed appropriate by the administration.	consequences deemed appropriate by the administration.	consequences deemed appropriate by the administration.
<b>Profanity</b>	Warning, possible detention	Parent notification, detention, other consequences as deemed necessary.	1-5 days suspension. Further violations are considered insubordination.
<b>Possession of a Firearm/ Weapon with intent</b>	5-10 days OSS, MCSD notified, possible expulsion.	10 days OSS, MCSD notified, expulsion.	n/a
<b>Public Display of Affection</b> (Dating relationships are not allowed at the elementary level.)	Verbal Warning	Written Referral – Administrative discretion on the penalty. Call home to parents.	Grades 4 <sup>th</sup> -6 <sup>th</sup> , 1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, see insubordination.
<b>Theft</b>	1-5 days suspension. Restitution made.	5-10 days ISS/OSS. Restitution made. MCSD notified	10 days OSS, MCSD notified, and the recommendation for expulsion
<b>Toys and Trading Cards</b>	Verbal Warning	Item removed until the end of the day.	The parent is contacted to pick up the item(s).
<b>Tobacco Products Vapes Drugs / Alcohol/ Paraphernalia</b>	Up to 10 day OSS, possible Recommend expulsion. MCSD notified.	10 days OSS Recommend expulsion. MCSD notified.	Consequences deemed appropriate by the administration.

### 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.

### 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 a recommendation for expulsion. The student and his/her parent(s) will be notified when the student is considered a “habitual offender”.

### Substance Abuse Policy

North Miami Community Schools have 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.

As stated, these rules are established for the well-being of our students. Special circumstances may cause the administration to amend or adapt the typical disciplinary process, which will be implemented at the discretion of the administration.

After-school detention will be utilized in grades 4-6 for some disciplinary offenses, primarily for missing work. Students should be picked up at 4:30 pm.

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. Under Indiana Code (IC) 31-33-5-1, the school has a duty to report if there is reason to believe a child is a victim of child abuse and/or neglect. There are repercussions, including a Class B misdemeanor, if the school fails to report suspected abuse or neglect under Indiana Code (IC) 31-33-22-1.

### **Due Process Rights**

- The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures. The following will be applied:
- Students will explain their situation/side of the event that occurred.
- Staff or administration will work with other staff or students to gather any additional information.
- A decision will be made regarding the infraction and consequences may, or may not, be applied.
- If unsatisfied with the results, students may request a meeting with the superintendent.

### **Reasonable Force Policy**

There are circumstances and/or conditions under which employees are permitted to touch students appropriately. Maintaining a safe and orderly school environment, administering first aid, and attending to health needs. Typical examples of the circumstances include, but are not limited to:

- Intervening in fights
- Preventing accidental injury
- Protecting oneself
- Providing appropriate care to disabled students
- Moving through a crowd to address an emergency
- Appropriate use of Handle With Care by trained staff members

### **Bullying, Harassment, and Intimidation**

There are different types of bullying – physical, verbal, social/relational, electronic, or a combination of any of these. According to the law, a bullying incident has three main characteristics: it is repeated, intended to cause physical/emotional harm, and involves some imbalance of power. Under 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.

**Examples of Violations of This Rule:** Picking on or bothering a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.

**Bullying Will Not Be Tolerated.** Students will be severely punished. Each circumstance will be reviewed, and punishment will be based on the type and severity of the infraction as deemed by the administration.

**Cyberbullying** is any offense by which the act of sharing, sending, or posting harmful or cruel text or images using the Internet or other digital communication devices. **Sexting** is an offense by which the act of sharing, sending, or posting sexually explicit messages or photos electronically, primarily between cell phones, the Internet, or other digital communication devices. Discipline will range from detention to expulsion depending on the severity and offense brought forth by the offender. Please be advised: Bullying that takes place off campus can bring disciplinary action if it causes a distraction/interruption to the learning environment.

### **Academic Dishonesty/Cheating**

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores, will result in consequences that may include:

- Receiving a zero for the assignment
- Lunch detention
- In-school suspension
- After school detention

## **PART 13: TECHNOLOGY**

### **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 on 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 the 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 the building administrator or the technology director any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not “friend” or follow staff/students 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. Staff/students should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers, or file servers may lead to the discovery that the staff/student has violated this policy or the law. The technology director and/or systems administrators 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 with 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 the 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 the 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, or intimidate another student, employee, or other person are prohibited. Interference with another's work is similarly prohibited and may represent the destruction or theft of intellectual property.

**12. Public Access to Documents** – North Miami Community Schools 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.

## **IPAD HANDBOOK**

### **1.0 Overview**

The focus of the iPad 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, and one of the learning tools of the twenty-first century is the iPad.

NMCS is pleased to integrate iPad technology and the vast range of applications (apps) 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 iPads 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 ensure 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 iPads. Technology, on or off-campus, must be used in accordance with the mission and philosophy of NMCS as well as the Responsible Use Policy for Students.

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

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

## **2.0 General Information**

### **a) Receiving your iPad**

- iPads will be distributed at the beginning of each school year.
- Parents and students must sign and return the Technology Responsible Use Policy for Students before the iPad will be issued.

### **b) Returning your iPad**

- iPads, with original cases, cords, and charging bricks will be returned at the end of each school year.
- If a student transfers out, withdraws, is expelled, or is suspended from NMCS during the school year, for any reason, the iPad will be returned at that time.
- Failure to return the iPad will be considered theft.

### **c) Personal iPad**

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

## **3.0 Care Of Your iPad**

### **a) General Care**

- Cords must be inserted and removed carefully.
- Students are responsible for keeping their iPad battery charged for each school day using the appropriate cord and brick.
- iPads should remain in the school-issued case at all times.
- iPads should be kept away from food and liquids.
- Avoid exposure to extreme temperatures.
- Do not alter, in any way, the iPad, case, cord, or brick.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged or malfunctioning iPads must be taken to the designated place in your school building.
- Do not upgrade the iOS unless directed by technology staff.
- Do not remove or circumvent the management system installed on the iPad. This includes removing restrictions or “jailbreaking” the device.

### **b) Carrying Your iPad**

- iPads must always remain in the school-issued protective case.
- Do not leave the iPad unattended at any time.

### **c) Screen Care**

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

### **d) Security**

- Students are responsible for the safety and security of their school-issued iPad.
- iPads should not be stored in a vehicle and should never be left in view in a vehicle, locked or

unlocked.

- Labels, stickers, screen protectors, and cases placed on the iPad by the technology department shall not be removed or tampered with.
- Do not lend your iPad to anyone.

#### 4.0 Using Your iPad At School

##### a) Forgotten or Uncharged iPads

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

##### b) Sound

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

##### c) Content

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

##### d) Use of Camera and Audio Recording

- iPads 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 iPad 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 the 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 restrooms.***

Any violation of this directive will result in disciplinary measures.

##### e) Internet at Home

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

#### 5.0 Managing Your Files

- Students may save documents directly on the iPad using Google Drive, Schoology, or other cloud-based storage, or email documents to teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.
- If printing is necessary, the document can be emailed to a teacher or printed from the student's cloud account on a desktop computer.
- NMCS does not guarantee 100% uptime on our network. The district is not responsible for lost or missing data.

#### 6.0 Content Management

##### a) Originally Installed Apps/Software

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

#### b) App Management

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

#### c) iTunes Accounts

- In order for students to use apps on their iPad, the student will need to have access to an iTunes account.
- Currently, children under the age of 13 are restricted from owning an iTunes account.
- If you are a student creating your own account, or if you are a parent creating an account for your child, please go to the following website for instructions on creating an account:  
<http://support.apple.com/kb/HT2534>.

#### d) iPad Restore

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

#### e) iOS Upgrade

- Apple periodically releases updates to their iOS. Depending on the nature of each update, a visit to the technology department might be required.

### 7.0 Responsible Use

#### a) Student 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 the 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.

#### b) 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 iPad 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 iPad 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 iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 iPad program. The district cannot control all aspects of student use, especially while a student is off-campus. Please remember that students are subject to the same guidelines in school and out.



#### c) School Responsibilities

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

#### d) Student Responsibilities

- Use school-issued devices in a responsible and ethical manner
- Follow the guidelines in this document
- Report to a building administrator any communications containing inappropriate or abusive language or subject matter.
- Return their iPad, original case, cord, and charging brick at the appropriate time following district procedures.
- Students should not misrepresent themselves as the author or creator of the content found online or from other sources.

#### e) Prohibited Activities

- Using school devices or networks for illegal activities. This includes copyright and/or license violations
- Using the iPad for plagiarism.
- Unauthorized downloading of apps and software. This includes “jailbreaking” the device
- Accessing and/or using websites or materials that are not in direct support of the curriculum or are inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs capable of hacking are a direct violation of these guidelines and must not be used in or out of school.
- Gaining any unauthorized access to any part of the network
- Invading the privacy of any individual.
- Using or allowing the use of another person’s login
- Being a passive observer or an active participant with any unauthorized activity
- Participating in cyber-bullying of any person
- Using objectionable language, photos, or content (i.e. racist, terrorist, abusive, explicit, threatening, stalking, demeaning or slanderous)
- Modifying files that do not belong to you
- Accessing or attempting to access websites that are blocked by our filter.

### 8.0 Discipline

During the school year, students may have their access restricted based on attendance, discipline, or academic achievement. Students who have had access curtailed will have their status reevaluated at the end of each grading period.

## 9.0 Damaged iPads

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

- Students or parents must report any damaged or lost iPads to the school administration by the end of the next school day.
- Stolen iPads must be reported to the school administration and to the police immediately.
- Damaged and/or malfunctioning iPads must be taken to the designated place in your school building for assessment.
- The technology department will make a final determination of repair/replacement.
- Damaged iPads that are not in a school-issued case, or were not in the case at the time of damage, will be the complete financial responsibility of the student/parent.
- Students/parents are responsible for the costs of repair/replacements as follows:
  - Damaged iPad – First incident - \$50.00
  - Damaged iPad – All other incidents – the full cost of repair/replacement
  - Destroyed/unrepairable iPad – every incident – full cost of replacement
  - Lost/damaged cord – every incident -\$19.00
  - Lost/damaged brick – every incident \$19.00
  - Lost/damaged case – every incident \$40.00
- Students/parents/guardians are responsible for the full replacement cost (every incident) of not returned, intentionally damaged, lost, destroyed, stolen, unrepairable, and jailbroken iPads.
- Students/parents are responsible for repair/replacement costs (every incident) for damage done to another student's iPad.
- Failure to pay these fees within 14 days will result in restrictions being placed on the student's iPad. This will block all personal content on the iPad and restrict it to academic use only. The restriction will be removed upon receipt of the fees

## PART 14: TITLE I

### Title I Services

North Miami Elementary School is a Schoolwide Title 1 school. All students are eligible to receive additional assistance if needed during the year. Family events and parent workshops are open to all families. The following are Federal requirements for all schools receiving Title 1 funds:

- To provide all families with a copy of the NMES Family Involvement Policy\*
- To provide all families information on the "Right to Know" teacher qualifications\*
- To convene an annual meeting for parents to explain the NMES Title 1 program
- To collect from all families the signed Home and School Compact\*, a promise from parents, students, and teachers to work together for success

\*The Family Involvement Policy, Right to Know letter, and Home and School Compact are all included in this section of the Parent/Student Handbook.

### Highly Qualified Teachers

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Miami Community Schools to every parent of a student in a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This

information shall include the following:

1. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
2. If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
3. The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. At this time, all of the teachers at North Miami Elementary School have met all Indiana qualifications and licensing criteria for the grade level and subject matter that they teach.

All of the North Miami Elementary School paraprofessionals have either met or are in the process of meeting the *No Child Left Behind Act of 2001* qualifications for continued employment. If you have questions or concerns, please feel free to contact Mrs. Galbraith at North Miami Elementary School.

### **Title I Family Involvement Policy**

North Miami Elementary School recognizes that educating students and helping them achieve success is a shared responsibility between the school and the home. Schools and parents must work together to ensure that students develop the necessary skills for success in life.

North Miami Elementary School intends to follow the family policy guidelines in accordance with the *Elementary and Secondary Education Act of 2001* (ESEA) as listed below. This policy is distributed to parents of all students participating in the Title 1 program at North Miami Elementary School.

### **Annual Meeting**

NMES will hold our annual Title 1 meeting in September for all families in the school. Information will be shared about the Title 1 program. The annual meeting, Fall FunFest, will be held in the early evening. Parents will be notified of the meeting time through the newsletter, on the school website, and in written notices sent home with their children. Attendance will be recorded.

### **Communication with Parents**

Parent/Teacher Contacts are made as needed throughout the year to communicate classroom expectations, curriculum requirements (including Indiana State Standards), and student achievement.

The school prepares a monthly newsletter with calendar items and other important information.

Individual classroom teachers prepare newsletters and make individual phone calls to share grade-level activities and information with parents. Parents are encouraged to take the initiative in calling their child's teacher or making an appointment for a conference when they have questions and concerns. The school website is another source of school information for families. The elementary and NMCS have Facebook accounts that are updated with important information.

### **Conferences**

Communication will be made regarding parent/teacher conferences. If you would like to meet with your child's teacher, please feel free to contact them any time during the school year to schedule a meeting.

### **Opportunities for Parent Involvement**

Many types of parental involvement are needed in a school-home-community partnership that will help all children to succeed. NMES values both the at-home contributions and those which take place at school. Reading to children at home, talking with them at a family meal, assisting with homework, and providing balanced meals and regular bedtimes are all as important as serving on committees and volunteering at school.

Scheduled family events will provide opportunities for families and students to interact with the school community.

Families will be encouraged to continue supporting student learning during the summer break through opportunities such as web-based programs for reading and math.

### **Parent/School Compact**

I agree to work in partnership with NMES staff (Title 1 "Parent-School Compact"), with the common goal of growing my child academically and socially, by each of the following:

- Ensuring homework is completed and returned on time;
- Encouraging positive attitudes toward school;
- Ensuring the child is ready to learn by providing adequate rest, food, and care;
- Helping the child get to school on time and to attend regularly and consistently;
- Spending time each day engaged in child's learning process;
- Monitoring child's academic growth, communicating with the teacher(s);
- Trusting that teachers will work as professionals to provide a positive learning environment, address students' individual needs, and communicate to maintain a productive partnership with parents.

### **Parents' Rights to Know Information**

Parents have the right to know if their child's teacher is highly qualified, as defined by ESEA. Information will be included in the School Parent/Student Handbook for all parents at the time of registration.



## NORTH MIAMI ELEMENTARY SCHOOL

632 E County Road 900 N Denver, Indiana 46926  
PH: 765-985-2251 FAX: 765-985-2058

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Miami Community Schools to every parent of a student in a Title 1 school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

At this time, all of the teachers at North Miami Elementary School have met all Indiana qualifications and licensing criteria for the grade level and subject matter that they teach.

All of the North Miami Elementary School paraprofessionals have met the *No Child Left Behind Act of 2001* qualifications for continued employment.

If you have questions or concerns, please feel free to contact Mrs. Galbraith at North Miami Elementary School.

Sincerely,  
Danielle M. Galbraith, Principal  
North Miami Elementary School

## PART 15: TRANSPORTATION

Our goal is to provide safe transportation for students at all times. Driving a school bus is a huge responsibility; however, supervising a busload of students adds to the responsibility. It is imperative that students behave appropriately.

#### Pick-Up/Drop-Off Procedures:

1. Students must stand a minimum of 20 feet back from the road while waiting on the bus.
2. Students must wait for the driver to signal them when it is safe to get on the bus.
3. For students in grades K – 2<sup>nd</sup>: An adult must be visible when a driver drops the student off at the end of the day.

***If there is no adult visible, the driver will not allow the student to disembark. The student will remain on the bus, and the driver will let the office know there was no one visible. The office will then call the student's guardian to set up where the guardian can go to pick up the student.***

School bus drivers are to have control of all school children transported. The driver shall keep order, maintain discipline among children while on the bus, treat children in a civil manner, and see that no child is imposed upon or mistreated while in his/her charge. All drivers will enforce the following rules:

1. No eating/drinking.
2. Remain seated, facing forward.
3. Keep hands/feet to yourself.
4. No loud or inappropriate verbal disruptions.
5. Balloons and suckers are NOT allowed on the bus.

When behavior goes beyond the three simple rules, the driver will do the following:

1. Call attention to the problem and instruct the student to correct the behavior.
2. If the student does not correct the behavior, the driver can move the student to a designated seat for a period of time and/or give a written bus discipline referral. When a referral is completed, the student cannot be transported until the referral is returned to the driver with a parent's signature.
3. If the problem persists, additional referrals will be sent home. With each new referral, the student is assigned the next "level," whose disciplinary actions include possible bus suspensions and/or parent meetings.

If the discipline problem is major in nature – vandalism, fighting, use (or possession) of drugs, tobacco, weapons, sexual behavior, lewd or profane behavior, or other major infractions listed in the student handbook, the following procedure will be used.

1. Immediate referral to the school administrator.
2. The school administrator will then determine what action will be taken:
  - A. In-house action by the administrator.
  - B. In or out-of-school suspension.
  - C. Expulsion
  - D. Denial of the privilege to be transported to or from school.

If an infraction occurs so late in the school year that denial of transportation or expulsion for that semester would not be feasible, then the student's disciplinary action may carry over to the first semester of the following year.

## PART 16: MISCELLANEOUS

### **Book Rental**

Book rental fees are for one school year and should be paid at registration or no later than the final day of the first semester of the current school. The fee covers digital instructional materials, textbook supplements, and student fees. Make checks payable to *North Miami Elementary School*, or you can pay online. Partial payments must be arranged with the elementary treasurer.

### **Field Trips**

Most field trips are of educational nature and are included in our school program. The following procedures will be used:

1. Trips will be by corporation bus (unless otherwise scheduled, i.e. 6<sup>th</sup> grade).
2. A letter will be sent to parents in advance giving details of the trip.
3. Parents attend field trips at the invitation of the classroom teacher.
4. All chaperones must have a criminal history check on file at the central office. This is required by law.
5. Parents are not allowed to meet students at their field trip destination.
6. All students will ride the bus with their group to and from the field trip destination.

Students may be denied participation in a field trip due to excessive absences or an unsatisfactory rating in citizenship in grades K-6. The administration will make the final determination in the enforcement of this policy. Students that are denied field trip participation due to their citizenship grade will be suspended from school attendance on the day of their trip. Parents will receive notification of this suspension one week prior to the trip. Field Trips within the central Indiana area are authorized if they have sufficient educational merit and are approved by the building principal and superintendent. Signed permission slips must be on file.

### **School Pictures**

Pictures are taken in the fall and spring and are available for purchase by the parents. All interscholastic and extra-curricular photographs will be provided by *Memories by Di Photography*.

### **School Programs**

School programs will be announced ahead of time. Dates will be announced on the newsletter, Facebook page, and class communications.

- Sixth-grade graduation will be held on the last day of school.
- Kindergarten graduation will be held on the last day of school.

### **Student Birthdays**

Birthday treats and celebrations must be arranged with the classroom teacher. Student birthdays can be celebrated with store-bought pre-packaged treats. Due to concerns for students with food allergies or restrictions, we ask that all treats are store-bought. Birthday invitations can be distributed to the entire class. It must go to all students in the homeroom class. We do not distribute to any other classes or grade levels.

### **Telephone Use**

The school has two incoming telephone lines. Students may use these to make necessary calls (forgotten lunch or backpack) if they have a phone pass from their teacher.

### **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 applicable information.

### **Statement of Non-Discrimination**

North Miami Community Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subject to unlawful discrimination on such a basis.

In addition, The North Miami School Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourage those within the school corporation community, as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The board will investigate all allegations of harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the corporation superintendent, Kenneth Hanson, North Miami Community School Corporation, P.O. Box 218, Denver, Indiana 46926, phone number 765-985-3891.

For further information, clarification, or complaint regarding Title IX or Section 504, please contact the following persons:

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

Mr. 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. Galbraith, Elementary School Principal  
North Miami Elementary School  
632 E 900 N, Denver, Indiana 46926 Phone: 765-985-2251

Mr. 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 of 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. The 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 the parties involved.
    2. The compliance officer shall initiate an investigation of the 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 days 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 an extension of stipulated time allowances if a request is made in writing by either party and so agreed upon 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.