

NORTH MIAMI ELEMENTARY SCHOOL STUDENT HANDBOOK



The mission of NMES is to develop inquisitive minds that take the initiative to solve real-world problems with integrity.

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Troy Hudson, Administrative Assistant/School Counselor

**** The administration reserves the right to make amendments to this handbook as needed. ****

TABLE OF CONTENTS

<u>Part</u>	<u>Topic</u>	<u>Page</u>
Part 1	Our School	3
Part 2	Academics	5
Part 3	Assessment	8
Part 4	Athletics	9
Part 5	Attendance	10
Part 6	Cafeteria	11
Part 7	Enrollment / Withdraw	13
Part 8	Health and Wellness	13
Part 9	School Safety	15
Part 10	Student Supplies	18
Part 11	Student Conduct	20
Part 12	Technology	22
Part 13	Title I	28
Part 14	Transportation	31
Part 14	Miscellaneous	32

PART 1: OUR SCHOOL

NMES Vision Statement

Our school vision guides our school improvement decisions and daily practice. It is based up 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 in 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.

Classroom

1. Keep desk neat and orderly.

2. Keep waste paper off the floor.
3. Use a soft voice the building and in the classroom.
4. Students should not leave homeroom area without permission.
5. Students should be truthful in their dealings with classmates and adults.
6. Laser pointers are not allowed.

Movement in Building

1. Students walk in a single line.
2. Walk on right side of hallways and stairs, using the handrail on the stairs.
3. Students shall not talk as they move throughout the halls.
4. Do not cross a line of moving students.
5. Students shall walk in the building.
6. Students are not to chew gum at school.

Movement to and from Buses

1. After a student gets off the bus, he/she must get on the sidewalk and stay on the sidewalk. He/she must not step off the sidewalk in the bus loading zone.
2. Going to the buses, all students must stay on sidewalk until they get to their bus. Please stay to the right side of the sidewalk when entering and exiting the building.
3. Students must walk to and from buses.
4. If a student misses his/her bus, we will radio the driver and they will return to the elementary to pick-up the student.

Restrooms

1. No climbing on the dividers, toilets, urinals, sinks or other items in the restrooms.
2. All waste paper shall be placed in the trash.
3. Do not be wasteful of paper products.

Playground

1. 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.
2. When ground conditions are muddy, students will play only on blacktop areas. Announcements will be made in advance.
3. Students will line up and be requested to enter the building quietly at the end of a recess period.
4. Kickball or other base games may be played on the northeast field.
5. Playground equipment: In order to make the equipment last and provide safe use, the following rules must be observed:
 - A. Only one student is to sit, not stand in a swing.
 - B. 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.
 - C. One person is to sit on each end of the teeter board.
 - D. Students should not stand between teeter boards as others are using the equipment. Bouncing someone up and down on the teeter board is not permitted.
 - E. Each student is to go down the slide in a forward, sitting position.
 - F. Students are not to jump from a fast moving swing or climb up the slide.
6. 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 causes a person to be at risk of injury will be eliminated.
7. When the whistle blows, children will stop playing, return equipment and line up immediately.

8. Rocks, sticks, ice and snow are not to be thrown or kicked.
9. All teachers at all grades will be consistent in enforcing these rules. These expectations will be shared in the classroom before students arrive on the playground.

School Bus

1. The student should be ready and waiting at the boarding location when the bus arrives.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous language, profanity, or indecent conduct shall not be tolerated.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. 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 signal of the driver, look both ways, and then proceed in front of the bus. The student shall not cross the road from the back of the bus.
7. Students will not be permitted to leave the bus without prior arrangements being made between parents and driver.
8. Be courteous to fellow students and the bus driver.
9. Treat bus equipment respectfully. Damage to seats and other school bus equipment will be paid for by the student.
10. In case of a road emergency, remain in the bus unless directed by the driver to do otherwise.
11. The driver will discuss behavior problems with the parent as necessary to encourage students to behave properly on the school bus.

PART 2: ACADEMICS

eLEARNING

NMCS utilizes eLearning days approved by the Indiana Department of Education for professional learning and training of staff. Teacher will send home devices and student work the night before the scheduled eLearning day. 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.

GRADING

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

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 1-6 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

GRADE REPORTS

All students in grades K-6 will receive a report card for each of the four quarters. Report cards will be sent home five 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 in grades 1-6 will receive a citizenship grade each grading period. This grade will count toward scholarship awards. Citizenship grades are based upon: 1) observing school and classroom rules, 2) being considerate of others, 3) respecting persons in authority, 4) accepting suggestions and criticisms, and 5) specific positive or negative behaviors that occur during each grading period. Citizenship grades reflect overall behavior and not only that displayed in the classroom. This includes lunch, recess, special class, bus, athletic events, and any other times in which students are under the supervision of North Miami Elementary School.

HOMEWORK

Homework should be 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 a varying need 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 activity.

Skill development lessons are usually assigned to all students and are closely related to the regular current class work. Analysis of weakness 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 90-minute reading block. Teachers provide whole group instruction at grade level and small group instruction at instructional level. Student progress is checked regularly using a variety of assessments, such as STAR reading (computer) and teacher-created tests.

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 Leadership Team meets 4-6 times each year to review the plan, study student data, investigate new reading materials and instructional strategies, and plan professional development for staff.

RESPONSE TO INTERVENTION / GENERAL EDUCATION INTERVENTION PLAN

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. RTI opportunities will be utilized and occur outside of the regular math and reading classroom instruction. Frequent monitoring of the progress of students in the RTI groups will allow them to move in and out of the groups based on need.

A "General Education Intervention" (GEI) plan is assigned to a student who consistently does not meet grade level expectations in reading and/or math. 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 GEI 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 GEI Team, parents are notified by letter.

The teacher continues the modifications and monitors the student's progress at least every 3-4 weeks using progress monitoring assessments. The GEI Team meets monthly to review student progress and determine additional intervention for the student as needed. Teachers will request a meeting with the GEI Team to discuss a student who continues to show 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 three levels of screeners: universal screeners, level 1 screeners and level 2 screeners. The screenings 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 screeners:

- Universal Screeners: Phonological Awareness Literacy Screening (PALS) and the Arkansas Rapid Letter Naming Assessment (AR-RAN)
- Level 1: PALS and AR-RAN (These assessments are IDOE approved for both levels.)
- Level 2: Phonological Awareness Test, 2nd Ed. (PAT-2) and Brigance Comprehensive Inventory of Basic Skills II (CIBS II)

If the PALS/AR-RAN indicate the need, a Level 2 screener will be given. If the school determines that a Level 2 screener should be administered, parents will be contacted and sign permission for the assessment to be given. If any of the screeners indicate that a student has the characteristics of dyslexia, under SEA 217 the school must use the response to intervention process to address the needs of the student.

NOTE: The screenings are 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. Students who have been medically diagnosed with dyslexia will be evaluated by the school to see if they meet the qualifications for 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 advised to avoid scheduling appointments during testing windows.

Indiana law requires all third graders to take the IREAD-3 test. This occurs in March each school year. If a student does not pass, they must attend summer school for remediation and retesting. 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 potentially be exempt from summer school or mandatory retesting.

PART 4: ATHLETICS

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, but also by 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 to participate in as many activities as possible.

Programs Offered – Both intramural and interscholastic programs are available.

Intramural Programs:

Girls – Volleyball, Basketball, and Soccer

Boys – Football, Basketball, Wrestling, and Soccer

Interscholastic Programs:

Girls – 5th and 6th grade basketball, 6th grade volleyball

Boys – 5th and 6th grade basketball

Girls and Boys in 6th grade are offered interscholastic programs at the Middle School as well, including cross country, wrestling, soccer, and track.

Physicals– Committed to the safety of our student athletes, physicals are required for all interscholastic 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 – 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 aforementioned ones, 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 eligibility of that student. 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 Mr. Storm for additional information.

PART 5: ATTENDANCE

ATTENDANCE POLICY

Please help us at school by instilling in your child the importance of good attendance. Good 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 9:00am.

Excused absences are 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:

1. Illness verified by note from parent(s)/guardian(s) (limit of 3 per semester)
2. Illness verified by note from Physician
3. Family funeral
4. Military Connected Families (e.g. absences related to deployment and return)
5. Dental/Orthodontist or other medical appointment **with** an excuse from the doctor
6. Death in the family
7. Court appearance
8. Dismissal from school by the school nurse (The following day is not automatically excused)
9. Verification of a childhood disease (example: chicken pox) by the school nurse
10. Head lice - one week maximum
11. Failure of the school bus to pick-up child
12. 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:

1. Illness verified by note from parent(s)/guardian(s) after the allotted three per semester
2. Vacation
3. Missed the bus
4. Car trouble
5. Oversleeping
6. Assuming school is closed
7. Baby-sitting/childcare for younger siblings
8. Truancy
9. Working
10. Needed at home
11. 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 **eight 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:

4th unexcused absence – Administration will contact parent(s)/guardian(s) via phone with attendance policy reminders.

6th unexcused absence – Administration conferences with student and a letter is sent to parent(s)/guardian(s) regarding the student’s standing with the school.

8th unexcused absence – Administration will utilize local and state agencies, as needed, to improve student attendance. Conferences will be held with parents regarding truancy.

GUIDELINES FOR MARKING PARTIAL DAY ABSENCES

Tardiness - Three tardies to school will be counted as one day of absence. Students are considered tardy after 8:30 AM.

Credit - Credit will be given for make-up work for all excused absences. Credit will also be given for unexcused absences within the eight-day/semester limit.

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, we will not prepare 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.

Attendance Awards - Students will receive certificates for perfect attendance or outstanding attendance.

PART 6: CAFETERIA

BREAKFAST AND LUNCH PROGRAM

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 as follows:

Breakfast	\$ 1.60 per day
Lunch	\$ 2.30 per day
Milk	\$.40

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 on 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.

Reduced Prices:

If your child has qualified for reduced prices, they are \$0.40 for lunch and \$0.30 for breakfast. Alternate beverages are the responsibility of parents and students including storage/refrigeration.

LUNCH ARRIVAL/RECESS TIMES

10:45	KDG
11:00	1 st Grade
11:15	2 nd Grade
11:25	3 rd Grade
11:40	4 th Grade
11:50	5 th Grade
12:00	6 th 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 on-line payments through Revtrak or with cash or check. On-line payment instructions and the portal to Revtrak are located on our website, www.nmcs.k12.in.us, under the parents section. Cash or checks can be sent to school with your child in an envelope labeled lunch.
- A student may charge up to 10 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees at both breakfast and lunch.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- The Food Service Manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges. The automated call system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The Food Service Manager will also send home letters each week to parents of students who carry negative balances.
- The Food Service Director will work with the building principal when a student reaches the maximum unpaid limit to notify parent(s) or guardian(s) that an alternative meal will be given until the balance is paid in full.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- All accounts must be settled. Negative balances not paid in full will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- A staff member may charge up to \$16.25 as long as they establish and maintain a good credit history of making payments on their food service accounts. If a staff member exceeds this amount no purchases will be allowed until it is paid in full.
- Lunch account balances of students who graduate or withdraw from the Corporation that are positive will be handled in one of the following manners:
 - If siblings remain in our district the positive balance will be transferred equally to the siblings.
 - If the balance is \$10 or less it will be moved to a lunch donation account to help offset the cost of lunches for students school administration determine are unable to pay in full unless a notice is received by mail within 10 days requesting a refund.
 - If the balance is more than \$10 a refund will be issued.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

PART 7: ENROLLMENT/WITHDRAW

ENTRANCE REQUIREMENT

The Indiana General Assembly recently amended I.C. 20-43-4-5 allowing school corporations to receive state funding for kindergarten (KG) students who are at least age five by September 1, 2019 for the 2019-2020 school year. The same provision moves the date to October 1, 2020 for the 2020-2021 school year.

Note: I.C. 20-33-2-7 still 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. School corporations may adopt an appeal procedure to allow a parent to request a “waiver” for a student who is not at least five years of age on August 1.

For a student to be considered for early entrance at NMES, the parent must speak directly to the elementary principal concerning the request, provide a letter from the child’s preschool teacher that states the child is kindergarten ready, and set an appointment for the school to administer the Bracken School Readiness Assessment. Only students who score in the average, advanced or very advanced categories will be considered for a waiver for early entrance into kindergarten.

For grade one, a child must be six years of age on or before August 1. 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 the chicken pox immunization.

PART 8: HEALTH AND WELLNESS

HEALTH POLICIES

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 enrollment each year, each student will be required to have an updated health record on file. This record informs the school nurse of any conditions your student may have and includes imperative information such as allergies and medications. If there is a specific health condition that may warrant specific treatment at school, parents must provide information from their medical doctor stating the diagnosis and treatment of the condition to the school nurse.

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 a prescription medication, and of the legal custodian in the case of a nonprescription/over-the-counter medication.

Medication must be kept in original containers/package 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 no longer allowed to transport prescription medication on the school buses. Prescription 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 from a supply sent from home. A written consent from the legal custodian must be provided with the said medication. Non-aspirin pain reliever may be dispensed by the school nurse in emergency situations.

The school personnel dispensing medication (school nurse 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 finger stick or monitoring this process. The nurse will also monitor students who wear self-administering insulin pumps daily. Upon absence of the school nurse, the MS/HS nurse will administer/monitor this service.

Nurse Referral Form:

A duplicate nurse referral form will be used to log daily student visits to the nurse's office. This form allows for better communication amongst the nurse, teacher, and parent/guardian.

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. Danielle Galbraith, Troy Hudson and Jennifer Roach 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-6), annual immunization check (grades pre-K-6), height and weight screening (grades 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 losses and/or with a history of ear problems are monitored and screened during the year.
4. Any student will be tested upon request by parent and/or school staff.
5. The speech language pathologist will also screen all kindergarten in addition to the above required by law.

Parents will be notified of failed screening results.

Note: A screening by audiometer/pure tone hearing screen reveals how a person hears various sounds.

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 – Two or more times 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 – Two or more times in a 24-hour period.

Difficulty breathing, sore throat, swollen glands, loss of voice, barking/hacking cough that will not subside.

Scratching of 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 requires more attention that the school can provide without hurting the health, safety or well being of the other students in our care.

PART 9: SCHOOL SAFETY PROCEDURES

STUDENT ARRIVAL AT SCHOOL

The arrival time for students riding the bus is 8:05 a.m. For parents delivering their students to school by car, please follow the rules to insure your child's safety:

1. We ask that you deliver your child no earlier than 8:00 a.m. to the back door.
2. Please use the circle drive on the east side of the building. The bus parking lot is not available for drop off or pick up of students during arrival and dismissal times.
3. Students are not counted tardy until 8:30 a.m.

EARLY STUDENT ARRIVAL

Students who arrive prior to the start of the school day are reminded to be seated in the cafeteria. 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 pick up your child/children for appointments and/or examinations. All students must be signed out in order to be released.

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 SAFETY DURING DISMISSAL

Student dismissal time is 3:13 p.m. for K – 3 and 3:15 p.m. for 4 – 6. Announcements will be at 3:05 p.m. For the safety of your child please help us in carrying out the following policies:

1. Students who ride home with brothers or sisters or are attending an activity at the high school will ride their bus across the parking lot and exit at the middle/high school.
2. If a student misses their bus, we will radio the driver to return to the elementary to pick them up.
3. Changes to your child/children's transportation must be made to the elementary office before 2:30 p.m.

CAR RIDER - EAST DOOR DROP-OFF/PICK-UP GUIDELINES

All car riders will be dropped off/picked up at the east doors. Students will not wait in the office after school for parents to pick them up. This is to ensure that all car/foot traffic and bus traffic are kept in two separate, distinct locations.

A green pick-up pass must be present when picking up your child. If a pick-up pass is needed, see Mr. Hudson or the school office. Passes will also be distributed during registration, open house or in the office. If you do not have a green pick-up pass, you will need to meet your student in the main office for pick-up.

Please use the following procedures for the east door:

1. If picking up students at the end of the school day, please wait until the first grade recess is over before pulling around the large loop on the basketball courts.
2. Stay in your vehicle; your child/children will be brought to you.
3. Do not park and enter the building.
4. Be courteous to other parent drivers.
5. Stay in the order that you arrive.
6. Be sure all vehicle doors are closed before departure.

7. 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.
8. Be alert and pay attention to children exiting building.

SAFETY DRILLS

It is vital that students and staff are able execute the correct actions in case of emergency. In order to be prepared for a variety of possible scenarios, drills are completed and “safety scenarios” discussed regularly among students and staff. According to new 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 new version of 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:

- A. KDG-2nd Temperatures/Wind Chill 28°
- B. 3rd-6th Temperature/Wind Chill 25°

Teachers will honor a note from home when a child is returning from an illness, or when other health conditions warrant that they remain inside. For periods longer than one week, a doctor’s excuse will be required. 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.

DECISION TO DELAY OR CANCEL

NMCS understands that our decision to open or close 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:

1. Information on road conditions from the County Highway Department, transportation staff, sheriff’s department, and actually driving the roads.
2. 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.
3. Amount of snow and ice accumulated.
4. Whether precipitation is continuing.
5. Power outage that affects heating or electricity in our facilities.
6. Temperature and wind chill as we consider the students that wait outside for the bus each day.
7. 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 to the radio and television stations on school closings.

The decision must be made by 6:00 a.m. or earlier so we can notify radio and TV stations, bus drivers, and other staff.

Keep in mind, 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.

AT SCHOOL REGISTRATION, 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

We welcome parent and grandparent visitors to NMES provided you notify your child's teacher in advance. Parents and grandparents are welcome for special programs presented by classes or grade groups. We will continue with our policy of allowing pre-school age children to attend events with parents; however, please do not send a pre-school child to school with a brother or sister. Students are expected to remain at school on program days. All parents planning to volunteer in the classroom must have a criminal background check on file at the central office. Children from other schools may visit when prior arrangements have been made and administration has approved their visit.

PART 10: 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 approximately six weeks before taking 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.

STUDENT SUPPLY LISTING

These are the supplies that the teachers have requested for your child to have at the beginning of school. Some of these supplies will need to be replaced during the school year.

<i>Kindergarten</i>	<i>First Grade</i>
<ul style="list-style-type: none">• Paint Shirt with name (one adult size M or L white t-shirt)• Two boxes of Kleenex• One bottle of Elmer's school glue (4 oz.)• Four small glue sticks• Four boxes of 24 Crayola regular crayons• One child size beach towel or regular size bath towel• Book bag or regular backpack• Gym shoes (no high tops)	<ul style="list-style-type: none">• Four boxes Crayola crayons (24 count)• Three bottles Elmer's white glue (4 oz.)• Two glue sticks• Yellow #2 pencils (24 count - Ticonderoga preferred)• One yellow highlighter• One pair Fiskars scissors• Two pocket folders• One plastic school box

<ul style="list-style-type: none"> • Headphones 	<ul style="list-style-type: none"> • Three large boxes of Kleenex • Backpack • Gym shoes
<p><u>Second Grade</u></p> <ul style="list-style-type: none"> • Two pack Paper Mate pink pearl erasers • Two Expo dry erase markers (low odor – black) • Scissors • One box of Crayola crayons (24 count) • Yellow # 2 pencils (24 count - Ticonderoga preferred) • Three pack of Elmers glue sticks • Small school box • Two boxes of Kleenex • Two folders (no trappers, please) • Wooden Ruler with inches and centimeters on it • Backpack (no wheels, please) • Gym shoes • Headphones or Earbuds 	<p><u>Third Grade</u></p> <ul style="list-style-type: none"> • Two boxes of Kleenex • One pkg. of cap erasers OR 2 small pink erasers • One box of crayons (24 count) • Scissors (pointed, not blunt tip) • Three large glue sticks OR six small glue sticks • Three regular ruled notebooks (no college rule) • Two folders with pockets • Small school box • Two highlighters (any color) • One box colored pencils • Yellow #2 pencils (24 count - Ticonderoga preferred) • Backpack • Gym shoes • Headphones or Earbuds
<p><u>Fourth Grade</u></p> <ul style="list-style-type: none"> • One box of 24 colored pencils or crayons • Yellow #2 pencils (24 count - Ticonderoga preferred) • Scissors • One large glue stick or two small glue sticks • One bottle of Elmer’s school glue • Small school box • Two composition books • Two boxes of Kleenex (family size) • One pocket folder • One quart size Ziploc bags (girls) • One gallon size Ziploc bags (boys) • Backpack • Gym shoes • Headphones or Earbuds 	<p><u>Fifth Grade</u></p> <ul style="list-style-type: none"> • Two boxes of Kleenex • Crayons or colored pencils (24 count) • Scissors • Pack of glue sticks • Small school box • Yellow #2 pencils (24 count - Ticonderoga preferred) • One highlighter (any color) • Two folders (one take home and one stay at school) • Two packages loose leaf notebook paper • One composition notebooks • Two spiral notebooks • Backpack • Gym shoes • Headphones or earbuds
<p><u>Sixth Grade</u></p> <ul style="list-style-type: none"> • Crayons (24 count) • Two boxes of Kleenex • Small school box • Scissors • Yellow #2 pencils (24 count - Ticonderoga preferred) • Large glue stick • One or two black dry erase markers • Colored pencils • Black and blue pens • Three spiral bound notebooks (70 page) • One folder • Filler paper (one package 100 sheets) • Backpack • Gym shoes • One box of gallon size Ziploc bags • Headphones or Earbuds 	<p><i>Please be sure to put your student's name on all of his/her supplies prior to sending them to school.</i></p>

PART 11: 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 to be placed on a student's school-owned device. The Responsible Use Policy and iPad Handbook is found on pages 20-24.

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:

1. Students will explain their situation/side of the event that occurred.
2. Staff or administration will work with other staff or students to gather any additional information.
3. A decision will be made regarding the infraction and consequences may, or may not, be applied.
4. If unsatisfied with results, student may request a meeting with the superintendent.

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, it usually will distract 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:

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

STUDENT EXPECTATIONS

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 administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.

<u>Behavior</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Battery/Physical Attack	1 Day OSS	5 Days OSS	10 Days OSS
Bomb Threat	5 Days OSS	10 Days OSS and recommendation for expulsion	Expulsion
Cell Phones/Electronic Devices	Verbal warning by teacher or staff.	Teacher will confiscate the device. Student will serve an after school detention. 1 Day (4 th -6 th) after school detention. 1 Day Recess detention (K-3 rd).	Confiscate the device and turn into office. Parent must pick up the device after school hours and the student will serve 1 Day ISS. Further violations considered insubordination.
Disrespect	Teacher contacts parents and administration documents incident.	1 Day (4 th -6 th) after school detention. 1 Day Recess detention (K-3 rd).	1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, student will serve 1 Day OSS, see insubordination.
Dress Code *Grades K-3 rd will be at the discretion of the teacher and administration. * Change of clothing is required when dress code is broken.	Grades 4 th -6 th Verbal warning by teacher or staff.	1 Day (4 th -6 th) after school detention.	Grades 4 th -6 th , 1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, see insubordination.
Drugs/Alcohol/Paraphernalia	Up to 10 day OSS, possible recommendation for expulsion. MCSD notified.	10 day OSS, recommendation for expulsion. MCSD notified.	n/a
Failure to Comply with NMES Rules	Teacher contact parent, teacher detention... other consequences deemed appropriate by administration.	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration. See insubordination.	Teacher/Administration contact parent, teacher detention... 1-10 days OSS, other consequences deemed appropriate by administration Insubordination.
Fighting	1-5 days suspension, other consequences deemed necessary.	3-5 day OSS, MCSD possibly notified.	5-10 day OSS, MCSD possibly notified, possible recommendation for expulsion.
Intimidation/Harassment/ Threats	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
Insubordination	1-3 days suspension, other consequences deemed appropriate by administration.	3-5 days suspension, other consequences deemed appropriate by administration.	5-10 days suspension, other consequences deemed appropriate by administration.
Profanity	Warning, possible detention	Parent notification, detention, other consequences as deemed necessary.	1-5 days suspension. Further violations considered insubordination.
Possession of a Firearm/Weapon with intent	5-10 days OSS, MCSD notified, possible expulsion.	10 days OSS, MCSD notified, expulsion.	n/a
Theft	1-5 days suspension. Restitution made.	5-10 days ISS/OSS. Restitution made. MCSD Notified	10 day OSS, MCSD notified, recommendation for expulsion

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 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 4:30pm.

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.

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 and 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.

Cyber-bullying 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, 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.

PART 12: 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 upon appropriate use standards.

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

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

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

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

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

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

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

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

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

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

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

9. Search and Seizure/Due Process – A staff/student’s network accounts are not private. A staff/student’s should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers or file servers may lead to discovery that the staff/student has violated this policy, or the law. The technology director and/or systems 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 on technology resources, the staff/student must immediately notify the technology director. The staff/student should not demonstrate the problem to other users. No user should use another individual’s logins. Attempts to log in to the network with a stolen identity or as a system administrator will result in cancellation of the staff/student’s privileges and possible employment termination or educational expulsion. If a staff/student is identified as a security risk or has a history of problems with other computer systems, North Miami Community Schools may deny access to technology resources.

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

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

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

TECHNOLOGY HANDBOOK: 1:1 TECHNOLOGY INITIATIVE

1.0 Overview

The focus of the 1:1 program for North Miami Community Schools (NMCS) is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is essential for that future. NMCS is pleased to integrate 1:1 technology and the vast range of software available to the district. We believe that the 1:1 initiative will enhance learning for all students. The information contained within this document applies to all NMCS devices used in our schools, and may include any other device deemed by the administration to come under these guidelines.

The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program. NMCS reserves the right to make any additions to these guidelines as necessary in order to insure the effectiveness of this program as well as the safety and well-being of our students. This handbook is intended to promote responsible use and protect students, staff, and the district from liability resulting from any misuse of the devices. Technology, on or off campus, must be used in accordance with the mission and philosophy of NMCS as well as the district Responsible Use Policy. The device remains the property of NMCS at all times. There is no assumption of privacy.

NMCS reserves the right to inspect student devices, and the content, at any time. Misuse of the device may result in disciplinary action. Above all, the 1:1 device program at NMCS is an academic program, and the policies governing the use of the device support its academic use. To maintain the integrity of the 1:1 program, all students and parents/guardians must acknowledge and agree to the following conditions of use:

2.0 GENERAL INFORMATION

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

2.2 Returning your device Devices, with original cases and cords will be returned during the last week of the school year. If a student transfers out, withdraws, is expelled or suspended from NMCS during

the school year, for any reason, the device will be returned at that time. Failure to return the device will be considered theft.

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

3.0 CARE OF THE DEVICE

3.1 General Care

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

3.2 Carrying the device

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

3.3 Screen Care

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

3.4 Security

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

4.0 USING YOUR DEVICE AT SCHOOL

4.1 Forgotten or uncharged devices 30 A working device is required for each class. If your device is left at home or is not charged, you will not be excused from any missed homework or assignments.

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

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

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

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

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

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

5.0 MANAGING YOUR FILES

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

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

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

6.0 CONTENT MANAGEMENT

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

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

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

7.0 RESPONSIBLE USE

7.1 State of Responsibility - The use of NMCS technology resources is a privilege, not a right. This privilege is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the district technology resources may be denied and appropriate disciplinary action may be applied.

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

7.3 School Responsibilities NMCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My device to track a lost or stolen device. The school agrees to provide: o Internet access at school o Curricular apps and content o Due diligence in internet filtering o Support and guidance to aid students academically and assure student compliance with these guidelines. 7.4 Student Acceptable Use Policy This policy can be found at:

http://www.nmcs.k12.in.us/apps/pages/index.jsp?uREC_ID=274191&type=d&pREC_ID=60394

8.0 DAMAGED DEVICES

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

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

PART 13: 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 October for all families in the school. Information will be shared about the Title 1 program. The annual meeting, Octoberfest, will be held in the early evening, with childcare provided if needed. 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.

Student reading levels will be included on the report cards.

The school prepares a monthly newsletter with calendar items and other important information. Title 1 also provides a monthly publication entitled "Helping Children Learn". 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.

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.

Opportunities will be provided by the school staff for parents to attend workshops on helping their children improve reading, math, and study skills. Additional information sessions will be provided to address topics of interest to parents. Scheduled family events will provide opportunities for families to learn how to improve student success in language arts and math-related areas.

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

Parents will be given opportunities to volunteer at school in The Parent Place, a workroom designed just for volunteers. The Family InfoCenter (a resource library for parents and children) and well-equipped work spaces are housed in this area. Parent input will also be requested on committees to review the Title 1 Family Involvement Policy, the Home and School Compact, and the Corporation Family Involvement Policy.

Parents will be included on the Title 1 Planning Committee to review the Family Involvement Policy, the Home and School Compact, and other aspects of the Title 1 program, as needed.

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 child is ready to learn by providing adequate rest, food, and care;
- Helping 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 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' RIGHT 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

Principal: Danielle Galbraith

Admin. Assistant/Guidance: Troy Hudson

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 Mr. Storm at North Miami Elementary School.

Sincerely,

Danielle M. Galbraith, Principal
North Miami Elementary School

PART 14: TRANSPORTATION

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

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.

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

If infraction occurs so late in 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 the following year.

Balloons and suckers are NOT allowed on the bus.

PART 15: MISCELLANEOUS

BOOK RENTAL

Book rental fees are for one school year and should be paid at registration or no later than final day of 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 <https://nmcs.revtrak.net/>. Partial payments must be arranged with the elementary treasurer.

FIELDTRIPS

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. 6th grade).
2. A letter will be sent to parents in advance giving details of the trip.
3. Parents attend fieldtrips 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 fieldtrip destination.

Students may be denied participation in a fieldtrip due to excessive absences or a citizenship grade lower than a C- in grades 1-6. The administration will make the final determination in the enforcement of this policy. Students that are denied fieldtrip participation due to the 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.

Fieldtrips within 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 by *Interstate Studios* 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 PROGRAM AND PARTY DATES

Fall Programs (performance dates to be announced) – Grade 1, Grade 3, Grade 4 and Grade 5

Spring Programs (performance dates to be announced) – Grade K, Grade 2 and Grade 6

Sixth grade graduation will be held the last day of school at 10:00 a.m.

Kindergarten graduation will be held the last day of school at 1:00 p.m.

October

December

February

Fall Festival

Classroom Christmas Parties

Classroom Valentine Parties

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 application 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 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 omissions relating to protected rights based upon age, race, color, national origin, religion, sex, and handicap condition including limited English proficiency.
4. Compliance Coordinator
 - a. The building principal for allegations of building level violations to students or building patrons.
 - b. The superintendent for allegations and violations of a corporate level such as policy or practice
5. Complaint Officer is the Superintendent of Schools
6. The Process
 - A. Level One
 1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance officer described in #4 above. The complaint shall stipulate the specific act or omission, the date of same and parties involved.
 2. The compliance officer shall initiate investigation of circumstances of the complaint within seven (7) calendar days of the written receipt of the complaint.

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

B. Level Two

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

North Miami Community Schools reserves the right to share student information with local and state agencies when directly related to the safety and/or well-being of the student.