

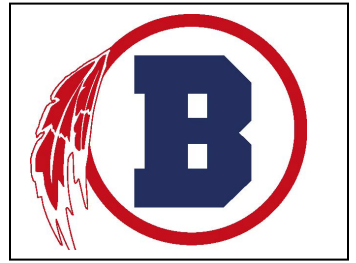
# 2024-2025 STUDENT HANDBOOK





# BELLMONT ELEMENTARY SCHOOL

## 2024-2025



### Parents and Students:

The teachers and staff of Belmont Elementary School welcome you to a new school year. To help you enjoy your experiences, we offer the following suggestions:

- Get to know your school. Become familiar with the classroom locations, school office, counselor's office, nurse's office, library, cafeteria, and playground.
- Get to know the principal, teachers, and staff. We are all here to serve you.
- Study and learn as much as you can. We are available to help with any problems you may have and will be better able to do so if you ask for help.

*Good at  
Learning.  
Good at Life.*

We are proud of our school, faculty, students, and staff. We are all dedicated to providing the highest quality education and best learning environment possible. It is our sincere hope that your experience will be one filled with

happiness and success. To help ensure a safe and productive learning environment for students, staff, parents and visitors, there must be rules, procedures, and guidelines for how things are done here at Belmont Elementary. Please familiarize yourself and to review with your child those things in this handbook. Teachers will also review this handbook with students at the beginning of the school year.

Additionally, we urge parents to support their school, teachers, and programs. Parents' positive attitude and support make a significant difference in student performance and attitude toward learning.

Finally, parents are most welcome to visit school at any time. A scheduled appointment is more convenient to make sure the person one wishes to speak to is available, but not necessary. Teachers are available for conferences at a time to be mutually arranged and also during their plan period. Teachers' plan periods are scheduled for various hours of the school day. For your convenience, please call the school for the time that the teacher with whom you wish to confer will be on his/her plan period. It is our wish that every parent would visit our school a minimum of once each year.

Please feel free to contact us at school should you have any questions at all. We will be most happy to help!

### HANDBOOK STATEMENT

This Handbook replaces information in any prior Handbook and other written material on the same subjects. Further information regarding student's rights and responsibilities is available from the North Adams Community Schools Policies and additional information distributed to all students enrolled in a North Adams School. Information in this booklet is based upon policies and regulations approved by the Board of School Trustees of North Adams Community Schools. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the status of the Board's policies and the school rules. If any of the policies or administrative guidelines referenced herein are revised after July 2024, the language in the most current policy or administrative guidelines are available from the building principal and on the NACS web site.

<b>Core Values</b> .....	3
<b>Guiding Principles</b> .....	3
<b>Our Mission</b> .....	3
<b>Our Vision</b> .....	3
<b>PBiS</b> .....	3

### **Building Information**

After School Events .....	3
<u>Birthdays and Other Special Days</u> .....	3
Change of Address/Phone .....	4
Child Abuse/Neglect .....	4
Citizenship .....	4
Communication .....	4
Counseling Services .....	4
Dress Code .....	4
<u>Equal Education Opportunity</u> .....	4
Fire and Tornado Drills .....	5
Flag Etiquette .....	5
Gym Class .....	5
Internet Use .....	5
Lifelong Guidelines .....	5
Lifeskills .....	5
Lost and Found .....	5
<u>Lunch/Breakfast Program</u> .....	5
Media Center .....	6
Metal Detectors .....	6
Office and Teachers' Rooms .....	6
Phone Policy .....	6
Recess .....	6
School/Personal Property - Cell phones, Electronics .....	6
<u>Vehicle Idling Policy</u> .....	6
Visitors .....	7
Volunteers .....	7
Water Bottles/Contents .....	7

### **NACS Medical Policies**

Anonymous Crisis Hotline .....	7
Clinic/Health Services .....	7
Control of Non-casual Communicable Diseases .....	7
<u>Immunizations</u> .....	7
Lice Policy .....	8
Medication Policy .....	8
Meningococcal Disease .....	8
Student Well Being .....	8

### **Academic Performance Policies**

Academic Standards .....	9
Dyslexia .....	9
Homework Requests .....	9
Honor Roll .....	9
Ideas For Helping Your Child With Homework .....	9
Notification- Family Education Rights .....	9
Parent-Teacher Conferences .....	9
Promotions .....	9
Special Education .....	9
<u>Suggestions and Complaints</u> .....	9
Surveys, Analyses, Evaluations .....	10
<u>Title 1 Programs</u> .....	10
Title 1 Parent Right to Know Letter .....	11
McKinney-Vento Homeless Assistance Act .....	11

### **Attendance Policies**

Attendance .....	12
<u>Attendance Review Committee</u> .....	12
Change in Routine .....	13
Closing School .....	13
Enrolling in the School .....	13
Maximum Number of Absences .....	13
Recording and Reporting .....	13
Request to Leave School .....	13
School Hours .....	13
Tardiness .....	13
Unexcused Absences .....	13
Withdrawals .....	13

### **Attendance Guideline Chart**.....14

### **Compliance Information**.....15

### **Discipline Policies**

Basic Conduct Rules .....	17
Disciplinary Action .....	17
Discipline Referral Slips .....	17
<u>Grounds for Suspension or Expulsion</u> .....	17
Suspension or Expulsion Procedures .....	18
<u>Out of School Suspension</u> .....	18
Teacher Suspension of Students .....	19

### **NACS Pupil Safety/Bus Conduct Expectations**

Bus Rules of Orderly Conduct .....	19
<u>Consequences</u> .....	19
Bus Video .....	20
Distinctive Offenses .....	20



## CORE VALUES

1. **Community**—You are welcome and belong here. We are a school family.
2. **Respect**—Treat each other (and yourself) with grace, kindness, and courtesy, even when speaking your own truth.
3. **Growth**— Each person has a unique potential and purpose. Our starting and ending points may be different, but we each must continue growing, striving toward realizing that potential and purpose.

## GUIDING PRINCIPLES

1. Students are at the center of every decision.
2. Students and staff deserve to learn and work in a safe, nurturing environment.
3. Consistent immersion in intentional, evidence-based programming (whether academic, social-emotional, or behavioral) delivered through best practices in instruction is most likely to maximize student learning and growth.
4. Each of us is part of a larger community to which we have a responsibility to protect, support, and grow.
5. Open and transparent communication builds trust between stakeholders.
6. Accountability coupled with compassion promotes resiliency, a key trait of a growth mindset.
7. High quality staff who continually work to improve their craft are vital to the success of our organization and students.
8. Parent involvement and supportive community partnerships promote student growth and achievement.
9. Fiscal responsibility is a non-negotiable to achieving and sustaining our goals.

## OUR MISSION

North Adams Schools provides our students opportunities, experiences, and relationships which support them in reaching their potential and realizing their purpose.

## OUR VISION

Good at learning. Good at life.

## OUR POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBiS)

BE BRAVES.

Be

Respectful

Attentive

Valiant

Effortful

Selfless

## BUILDING INFORMATION

**AFTER SCHOOL EVENTS-** Events are for members of the organization only. Students are to be picked up after the function by a member of their family or someone authorized by the family with a written and signed note.

**BIRTHDAYS AND OTHER SPECIAL DAYS-** Students are welcome to bring in treats to celebrate a special day or event; however, **this treat must be a pre-packaged, store-bought item.** To protect the safety of students with allergies, it is necessary for items to display the ingredients as part of the label. Please coordinate the date and time of the treat with the classroom teacher. Balloons and flowers should be delivered to the student's home and not the school. These items will not be delivered to the classroom, as they pose a disruption to the learning environment. In addition, balloons and glass vases are not permitted on the bus. Birthday invitations should be mailed to friends. Invitations will not be passed out at school.

### CELL PHONES AND ELECTRONICS

In order to avoid disruption of the educational environment and protect the student's rights of privacy, students are prohibited from possessing/using cellular telephones, including cameras and electronic communication devices (ECDs) on school property, at school sponsored events, and on school buses or other vehicles provided by NACS. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

Any non-educational electronic device (DS, Switch, Gameboy, PSP, cell phone, MP3, IPOD, etc.) shall not be brought to school and will subject the possessor to discipline for violating NACS electronic device policy.

Any personal EED brought onto school grounds is done so at the possessor's own risk. NACS is not responsible for theft, damage, or loss of any such device. EEDs (Kindle, IPAD, Nook, I-POD with educational aps, etc.) that can be used as an e-reader (for reading books) will be allowed at the student's own risk. Wi-Fi capable devices are allowed, but students may not utilize Wi-Fi on school grounds or when using school transportation. Any device with mobile web browsing capabilities (smart phones, etc.) will not be allowed. Student's using devices in a non-educational way or without teacher permission will be subject to discipline according to the NACS electronic device policy and will lose future EED privileges.

Students can only use EEDs while in a classroom and with that classroom teacher's prior written permission. Student use of EEDs in the classroom is solely at the discretion of the classroom teacher and administration.

EEDs that can be used for reading purposes only (original Kindle or Nook) may be read in the gym before school starts and during inside recess. All other EEDs must remain in backpacks at these times. EEDs capable of gaming, watching movies, playing music, or other types of activities (IPADS, Kindle Fire, etc.) may not be used in the gym before school or during inside recess. No EEDs can be taken to lunch or outside recess.

**CHANGE OF ADDRESS/PHONE-** It is very important that all students notify the office immediately of any change of address or telephone number. If a student moves outside the school district, he/she must attend school in the district in which he/she resides, unless state law provides otherwise.

**CHILD ABUSE/NEGLECT-** The Indiana Juvenile Code requires any individual who has reason to believe a child is a victim of child abuse or neglect to report it to Child Protective Services. All school personnel are obligated under this law. Any staff member who has reason to believe that a child is a victim of abuse or neglect must file a report immediately with the Child Protection Services. The concept of privileged communication does not apply where child abuse and neglect are concerned. Reporting sources are provided immunity from criminal and civil liability if reports are made in good faith. Reporting sources remain anonymous during investigations but may be required to testify in court if court action becomes necessary. If any staff member has reason to believe that a child is being physically or sexually abused by an employee of a public or private institution, the staff member will follow the same reporting procedure outlined above. (IC 31-33-5-1, as hereinafter amended)

**CITIZENSHIP-** It is each student's responsibility to display qualities of good citizenship. A student's best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, and when leaving school grounds. Teachers desire that student become good citizens, and therefore, will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect to our country's flag, appreciation of the Constitution of the United States, respect for parents and home, and recognition of the dignity and necessity of honest labor are characteristics expected of all our students. Our goal is not to just have a strong discipline program, but also to teach responsibility for one's own actions. In addition, we hope that students will demonstrate an understanding that these expectations will not only help them in the classroom, but also in society. Along with these expectations, we practice Lifelong Guidelines, *Mega Skills* and Standards to Live By (Life skills). These skills apply to all age groups in all situations, thus the term.

**COMMUNICATION-** Communication between school and parents is encouraged by NACS. School communication will mostly come in the form of newsletters, School Messenger, emails, and Facebook. When contacting the school, please realize that teachers, principals, and other staff members often do not have time to field phone calls or unscheduled visits during the school day. Calls to teachers during the day will be sent to their voice mail to avoid interrupting their time with students. Other staff members will take phone calls if they are available. Otherwise, they will gladly return your call when they are able. Unless it is a matter of student safety, meetings need to be scheduled in advance. Please call or email the staff member you wish to meet with to schedule a meeting. Please be respectful of staff member's family time. Unless it is a matter of student safety, all communication initiated by guardians should be during staff work hours of 7:30am-3:30pm. This is especially true in instances where guardians have a staff member's personal cell phone number. A quick call or text may not seem like much at the time, but teachers have many students. Calls and messages outside of work time add up. Staff members may return communication outside of work hours at their discretion. If possible, communication should be through official NACS phones and email.

**COUNSELING SERVICES-** Guidance counseling services are planned to help each student obtain the most out of the school program. All students are encouraged to come to the guidance counselors' office and talk with a counselor regarding any concerns they might have. Often, a counselor helps students with educational program planning, study habits, personal and home concerns, health problems, social questions, career plans, and decision making. Students should feel free to discuss their interests, plans, and difficulties with a counselor. The counselor will also make classroom presentations on topics of interest to all students that will enhance the development of proper school and social growth. At times during the year, some students may be asked to become members of small groups that meet regularly with a counselor. Students may also be asked to attend individual sessions whenever a counselor can be of assistance.

**DRESS CODE-** Students are allowed to wear clothing that does not disrupt the learning process and is in good taste. Throughout life, many social responsibilities dictate appropriate attire and appearance. In keeping with this concept, faculty and staff expect students' appearance at school to reflect neatness, cleanliness, and appropriate dress. In addition, students should consider the temperature-controlled environment of some buildings and the current weather conditions in choosing appropriate dress that will not only comply with dress code regulations but will also make provision for the students' health and comfort. Violators of the dress code will be sent to the principal's office. The building principal is the final judge of appropriate attire. Students will be asked to wear clothing the school has available. If appropriate attire cannot be obtained, the students will be assigned to supervised study for the remainder of the day. Repeated violations of the dress code will subject a student to further disciplinary action. School attire should conform to the following regulations not intended to be all inclusive:

**A. Health and Safety**

1. Unsafe clothing or wearing apparel should not be worn during the school day or at school activities.
2. Shoes must be worn.

**B. Appropriate Dress**

1. Students will not be permitted to display or wear items that glorify, advertise, or promote the use of or engagement in alcohol, tobacco, illegal substances, sexual conduct, violence, gang symbols and/or signs, or related activities on clothing, binders, books, and book bags.
2. Students will not be permitted to wear clothing or apparel depicting or expressing obscenities or satanic references.
3. Students will not be permitted to wear apparel, jewelry, or any other item(s), including extremely dark lipstick and/or fingernail polish, coloring of hair, glitter, and stickers/tattoos, that disrupts the learning atmosphere, is not in good taste, or could prove injurious to oneself or other students — this could include nose rings, body rings, chains attached to such rings, or chains attached to pocket watches or billfolds.
4. Extremely baggy and/or sagging pants will not be allowed. This may include other types of clothing that may be very large or baggy.
5. Tank tops, blouses, shirts, or dresses with open backs, low necklines, thin straps, strapless, open-down sides, or bare midriff design are not allowed.
6. Tight-fitting, leotard-like pants are not permitted unless a dress or long top is worn over the pants.
7. Students are not allowed to wear hats, sunglasses, or visors in the building.
8. For students' safety, footwear must provide a firm walking surface and good balance. Shoes must be secured to back of the foot by strap and have full enclosure around the toes. TENNIS SHOES ARE RECOMMENDED. FLIP FLOPS AND SLIPPERS ARE NOT PERMITTED.  
(IC 20-33-8-12, as hereinafter amended)

**EQUAL EDUCATION OPPORTUNITY-** It is the policy of the North Adams Community School to provide an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student based on race, color, creed, age disability, religion, gender, ancestry, national origin, place of residence within the boundaries of NACS, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the NACS Civil Rights Compliance Officer, Tiffany Heine. She may be reached by calling 260-724-7146 or emailing her at [heinet@nadams.k12.in.us](mailto:heinet@nadams.k12.in.us). Procedures on filing a complaint are available on the school website under Board Policies.

**FIRE, TORNADO AND SAFETY DRILLS-** Fire, tornado and safety drills will be held periodically throughout the school year. Instructions are posted in each classroom. Each student should become familiar with the posted procedure. If unsure of procedure, each student should check with the classroom teacher. During all drills, be sure to move quickly and quietly to assigned areas. (IC 20-34-3-20)

**FLAG ETIQUETTE-** The Flag represents the hard work and sacrifice of millions of Americans who have helped make the United States one of the greatest powers in the world's history. The Pledge of Allegiance and the National Anthem have deep meaning for all Americans. Saying the Pledge and singing the Anthem are traditional ways for all people to state their loyalty and love for the United States and its Flag as well as their beliefs in its Democratic principles. The Pledge of Allegiance and the Anthem requires us to stand with the right hand over the heart. Civilians should always show full respect to the Flag by standing at attention and men should always remove their hats. (IC 20-30-5-0.5, as hereinafter amended)

**GYM CLASS-** Non-marking gym shoes shall be worn in all gym classes. If, for any reason, a child should be unable to participate (for more than one day), we require a signed excuse from your physician.

**INTERNET USE AND POLICY-** Our goal in providing Internet resources to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Students enrolled in North Adams Community Schools have implied parent/guardian permission to access Internet resources. Parent/guardians may revoke Internet access for their student at any time, by notifying the school in writing. Guidelines for Internet use are established, reviewed, and enforced by the NACS staff. NACS staff will supervise the student Internet learning experience and has installed an Internet filtering software. Any user who does not comply with the Internet Acceptable Use Policy will lose Internet privileges for at least one week. Repeat violations will result in more severe sanctions up to and including permanent termination of Internet access privileges.

It is a violation of the policy:

1. To access, upload, download or distribute obscene, abusive, sexually explicit, or inappropriate language and or materials.
2. To violate federal, state, or local laws, including but limited to copyright laws.

Students are not to respond to unsolicited online contact and are required to advise supervising NACS staff immediately regarding such contact. Both NACS staff and student Internet users should safeguard personal information such as name, address, telephone number, etc. (IC 20-30-5.5-.3, as hereinafter amended).

**LIFELONG GUIDELINES-** Trust; Truth; Active Listening; No Put Downs; Personal Best

**LIFESKILLS-** They form the basis for agreement between teacher and students, as well as agreement among students' behavior and expectations (social and academic). Please learn about these special skills (ask your child!) and do everything you can to reinforce these *life skills* at home.

Teamwork -to help each other to complete a job	Friendship -to make and keep a friend through mutual trust and caring
Motivation -to encourage, stimulate and help each other	Confidence -to believe you can complete the job
Perseverance -to try and try again until the work is done	Integrity -to be honest, sincere, and sound moral principle
Initiative -to do something because it needs to be done	Flexibility -willing to change plans when necessary
Organized -to plan, arrange and implement in an orderly way	Sense of Humor -to laugh and be playful without hurting others
Effort -to try your hardest	Common Sense -to use good judgment
Problem Solving -to seek solutions in difficult situations	Responsibility -to be accountable for your actions
Patience -to wait calmly for someone or something	Curiosity -a desire to learn or know about a full range of things
Cooperation -to work together toward a common goal	Caring -to feel concern for others

**LOST AND FOUND-** Throughout the school year, many items are turned in to the office as lost and found items. Valuable items found will be kept in the office and must be identified for collection. Other items like clothing, lunch boxes, and recess equipment will be placed in a collection area designated by school personnel. At the end of each nine weeks, any items which have not been claimed will be taken to charitable organizations or used in our clinic/health office. Owners may regain lost articles by checking the collection area or calling at the office and identifying the items.

#### **LUNCH/BREAKFAST PROGRAM**

The lunch program operates under the Indiana Department of Education Office of School and Community Nutrition and must observe basic rules and policies of this division. The lunch program also must be self-supporting with basic prices established by the Board of School Trustees. Due to Federal and State regulations, carry-in food from commercial establishments is not permitted.

#### **CHARGING**

NACS Food Services is not required by State or Federal mandate to provide meals to students whether they are non-paying or pay full or reduced price. However, we do understand that an occasional emergency makes it necessary. The procedures are as follows:

1. It is strongly encouraged that parents/guardians make meal payments in advance. Choose our preferred methods of check or e-funds
2. Monitor student purchases using e-funds <https://payments.efundsforschools.com/v3/districts/55521>
3. Funds may be transferred between student accounts in the same household with parent/guardian permission
4. Ala carte or extra purchase will not be permitted for any account in the negative and all meal charges must be repaid in full.
5. Attempts to contact student households will be made twice weekly with automated calls.



6. Parents will be notified that their student accounts will be deducted for any checks reported insufficient funds. Outstanding amounts will be sent to Collections Officers and further fees will be applied.
7. Biannually (January and June) households with accounts with a deficit balance of \$25.00 will be sent to collections officers and incur additional fees. Please note student fee balances roll forward each year and accumulate if collections attempts fail. Students must have all fees paid in full to participate in their senior year commencement ceremony. Student fee balances will be tracked using a fiscal yearly ledger July thru June for each department including Food Service Student Lunch Accounts.

### **REFUNDS**

1. Positive student account balances will be carried forward from year to year.
2. No cash refunds. A refund will only be granted if the account balance is \$10.00 or more and requested by the parent/guardian. Students are encouraged to spend down their accounts to a zero balance.

### **GENERAL**

1. All money deposits need to be placed in an envelope with the student's name, POS ID number and amount of deposit.
2. Visit our Food Service Department at [www.nadams.k12.in.us](http://www.nadams.k12.in.us) We offer several options including online payments, student transaction history, nutrition education, menus, and breakfast and lunch prices.
3. A student photo ID card will be used to access the account. If an ID card is lost or destroyed, a new card will be required.
4. Sack lunches are permitted in cafeteria, but, please, no soft drinks.
5. Milk is available for purchase regardless of meal status (paid, free, reduced) for \$.50
6. Lunch Menu is published in advance and selections are subject to change due to availability, supply chain issues and weather-related conditions.
7. Students requiring a special diet or food substitutions must have a Special Diet Request Form on file and updated annually.
8. Information on free and reduced lunch is available online [www.nadams.k12.in.us](http://www.nadams.k12.in.us) or at registration, in the school office.
9. National School Lunch and Breakfast Program shall meet, at a minimum, nutrition requirements established by local, State, and federal regulations
10. A la carte/additional items available shall meet Smart Snacks nutrition standards.
11. Belmont offers breakfast and lunch at no cost to students in elementary as part of the Community Eligibility Provision (CEP) offered by the U.S. Department of Agriculture National School Lunch Program. An application is required for textbook assistance.
12. One of Food Service's goals is to share the message of nutrition and wellness via our department's website and through the implementation of the District Wellness Policy. We view school mealtimes as an opportunity for students to recharge physically and emotionally and to connect socially.

**Nondiscrimination Statement-** In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

**MEDIA CENTER-** The purpose of the instructional media center is to provide a variety of materials and services to assist staff and students in the teaching - learning process. Any materials borrowed from the media center must be checked out — materials usually have a two-week loan period. Students are responsible for the items they check out. Magazines, newspapers, and resource materials should be returned to the proper place. Students may be asked to pay replacement costs for lost or damaged items.

**METAL DETECTORS-** NACS Board has adopted policy allowing trained school staff to use metal detectors for random student searches and non-random searches. Non-random searches may be conducted when there is reasonable suspicion that a student may be in possession of an illegal or unauthorized metal-containing object or weapon.

**OFFICE AND TEACHERS' ROOMS-** Students shall not be behind desks/counters in the office except by permission. Likewise, the teachers' room is for the use of teachers and staff members only. Students are not permitted in the room.

**PHONE POLICY-** To prevent disruption to the classroom, phone calls received for staff members will only be forwarded to classrooms during the teacher's prep times. All other calls received during the day will be forwarded to the teacher's voicemail. Anyone needing to leave information regarding after-school changes or homework requests should contact the school office.

**RECESS-** Recess will be held outside unless weather demands it be inside. If the temperature or wind chill factor is below 20 degrees, inside recess will automatically be in effect. Other reasons for inside recess are rain, excessive snow, ice, etc.

### **SCHOOL/PERSONAL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property or equipment will be required to pay for the damage done.

- Print the student's name in ink on all books, tablets, gym shoes, and folders for which the student is responsible.
- Do not bring things of great value from home.
- Do not bring large sums of money from home.
- Toys and play items should not be brought to school.

### **VEHICLE IDLING POLICY**

This policy is to limit vehicle emissions that might be brought into school buildings as mandated by 410 IAC 33-4-3. This will improve the health of students and staff through reduced exposure to these emissions. This policy applies to all public and private vehicles on the school campus. The school shall post signs in areas where idling is prohibited. Questions regarding this policy can be directed to the North Adams Indoor Air Quality Coordinator at 724-7146 extension 2176.

**a)** Drivers of vehicles are required by law to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed) **b)** The employer of the bus driver shall inform the bus driver of these requirements. **c)** Teachers and school staff shall be informed of this policy at the start of each school year. **d)** During student / parent orientations, parents, and all students shall be informed of this policy. **e)** Any complaints of non-compliance are to be filed with the Superintendent's office. **f)** Any complaints of non-compliance will be reviewed, and action taken as necessary.

**Exemptions to Idling Policy:**

**1. Safety of Children or Emergencies:** **a)** Use of lift equipment during loading or unloading of individuals with special needs. **b)** Use of heater or air conditioning during loading or unloading of individuals with special needs. **c)** Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns. **d)** Use of bus headlights or flasher warning lights for safety or visibility purposes. **e)** For other safety or emergency issues.

**2. Hot or Cold Weather:** **a)** If bus drivers are at a location more than 15 minutes, a waiting area should be provided for their use after turning off the bus engine. **b)** From (beginning date) to (ending date) if necessary and the bus has air conditioning, the bus may idle for a minimal period to cool the bus prior to loading, or while students remain on the bus. **c)** If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.

**3. Maintenance Operations:** **a)** (When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.) Buses may idle as necessary as part of a pre-trip safety inspection. **b)** If necessary to make emergency repairs to vehicles. (For example, jump starting another vehicle)

**VISITORS-** Parents are welcome to visit the school or the classroom. It is always a source of better understanding for parents, teachers, and administrators to become better acquainted. Please call the office or contact the teacher (other than class time) a day in advance to arrange an extended visit or conference. Since the safety of all our students and staff is our primary concern, we require that visitors always report to the office immediately upon your arrival.

**VOLUNTEERS-** Our schools are very fortunate to have many community members who are willing to give of their time and talents. Volunteers are very key people in our efforts to provide a quality education. All volunteers are required to report to and sign-in at the front office. We ask that volunteers wear a name tag so our staff members can get to know them.

#### **WATER BOTTLES/CONTENTS**

Bellmont has several water bottle filling stations located throughout campus. Students are encouraged to use these stations to stay hydrated throughout the school day in order to ensure a healthier educational experience. Water bottles must be used for water only. Packet mixes promoting health in ways of hydration, electrolytes, etc., which are commercially available for purchase locally, may be added to water provided they are sugar-free as well as dye free.

## **NACS MEDICAL POLICIES**

**ANONYMOUS CRISIS HOTLINE-** The North Adams Community Schools Crisis Hotline, (260)724-3333, can be used to anonymously report a crisis or concern. The hotline is checked once a day and information is forwarded to the appropriate administrator. In case of an immediate emergency, call the school directly or 911 if there is an immediate threat of bodily injury or loss of life. This hotline should be used to anonymously report tips regarding crimes or the mistreatment of staff or students (harassment, bullying, etc.) This hotline should not be used to file complaints. Complaints should be addressed by calling the schools directly and speaking with the staff member involved or their supervisor. When calling the anonymous hotline, please be certain to give enough information for school officials to investigate your concern (building name, grade level, names of people involved, specific concern, specific location of concern, time, and date, etc.).

**CLINIC/HEALTH SERVICES-** A health clinic is available, for limited use, for those students who become ill or injured during the school day. Children with contagious illnesses or fevers should not be sent to school. **Students with a temperature of 100° or above will be sent home. Students must be vomit-free and fever-free for 24 hours before returning to school.** Please take care of injuries prior to sending your child to school.

Health records should be updated promptly as needed during the school year. Emergency information should also be current. The student should know the family physician, hospital preference, and how to reach a parent in the event of illness or accident.

Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the parent will be notified regarding a possible physical or emotional problem. If medication is to be taken at school (including over-the-counter drugs such as Tylenol, cough drops or herbal remedies), an official permission slip to administer medication must be signed and returned to the school nurse. Medication will only be dispensed after following the requirements listed on the medication permit. The permit is available by contacting the school nurse. No medication, **including over-the-counter medication**, is to be in students' possession during school hours, except for that which is considered to be life-saving medication, as prescribed by a physician. A physician's order must be on file with the school for a child to possess such medication. (IC 20-33-8-13) A parent will need to deliver and pick up any medication needed during the school day. (For more information, refer to our **Medication Policy**.)

Before coming to Kindergarten, students are required to have a visual exam using the "modified clinical technique" conducted by an eye care professional. The nurse conducts required non-invasive physical examinations of each student in the following grade and at teacher/administrator request or as deemed necessary.

Vision - All 3<sup>rd</sup> and 5<sup>th</sup> Graders

Hearing - All 1<sup>st</sup> Graders and 4<sup>th</sup> Graders

**CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES-** NACS has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff and student's health will be reviewed by a panel of resource people, including the Adams County Health Department. NACS will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

**IMMUNIZATIONS-** Prior to entering Kindergarten, students must provide documentation that complies with the rules set forth by the Indiana State board of health that all immunizations required by law are current, including to but not limited to:

DTap – 5

Polio – 4

Measles – 2

Rubella – 2

Hepatitis A--2

Hepatitis B – 3

Mumps – 2

Varicella (Chicken Pox) – 2

The state department of health may expand or modify the list of communicable diseases that require documentation of immunity as medical information becomes



available that would warrant the expansion or modification in the public's interest. The state department of health shall adopt rules under IC 4-22-2 (as hereinafter amended) specifying the:

- (1) immunization required.
- (2) child's age for administering each vaccine;
- (3) adequately immunizing doses; and
- (4) method of documentation of proof of immunity.

Parents are required to furnish, no later than the first day of school, a written statement of the student's immunizations, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school. The statement must include the student's date of birth and the date of each immunization. Upon the twentieth day of school, if immunization documentation is not on file, the student will be excluded from school until the documentation is provided (IC 20-34-4, as hereinafter amended). Immunization reports are required to be submitted to the Indiana State Department of Health via CHIRP, the Indiana immunization registry, for Kindergarten, 1<sup>st</sup> Grade, and 6<sup>th</sup> Grade.

**LICE POLICY-** Whenever a student is found to be infested with head lice, his/her parent/guardian will be notified of the infestation and requested to pick up the student. Additionally, the student will be told of the infestation and reassured that it is a very treatable condition and nothing to be ashamed of. The student also will be educated in the transmission of lice and told not to share combs, hats, etc., with others.

When the parent picks up the student, the parent will be informed that the student needs to be treated before s/he returns. The student will be permitted to return to school after it is confirmed that the child is free of any live lice. The parent will be provided with information concerning treatment and any necessary follow-up procedures and will also be shown by a staff member the evidence of the student's infestation. The parent will be informed that other family members might be infested and need treatment.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. Transmission of lice most often occurs by direct contact with the head of another infested child as lice do not jump or fly. Indirect contact can include personal belongings of an infested child (combs, brushes, hats, pillows, and bedding).

Procedure for treatment and follow up:

- A. If head lice are confirmed at school, the actions described above will be taken.
- B. Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.
- C. The school health staff are readily available to discuss treatment and follow-up of head lice.

**MEDICATION POLICY-** for prescription or non-prescription medicine to be administered at school, written permission must be granted by the parent/guardian or by the physician in the case of a prescription drug, unless in the case of an emergency. (IC 34-30-14-2, as hereinafter amended)

**Procedure for dispensing medication at schools:**

1. No prescription medication shall be given or dispensed unless the dispensing school personnel has on file a medication authorization form signed and completed by the doctor and legal custodian of the child. Such consent shall be valid for no more than one (1) year. Parent may withdraw consent (in writing) at any time.
2. At each school, at least two (2) delegated individuals should have the sole responsibility of giving or dispensing all medication. One (1) should normally do the dispensing with the other available if needed.
3. All medication prescribed for an individual child should be kept in the original container bearing the original pharmacy label and the child's name. The pharmacist will provide an additional bottle with proper label, upon request.
4. All medication should be kept in a secure place, inaccessible to students.
5. All medication should be destroyed or returned to the legal custodian when no longer useful or needed. Destruction of the medication should be done to ensure no other student can obtain it. **The school corporation can no longer, under state law, send home medication with a student when it is no longer needed or at the end of the school year. Medication that is kept at the school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to:**
  - A. The student's parent; or**
  - B. An individual who is at least 18 years of age; and designated in writing by the student's parent to receive the medication.**
6. Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions if the following conditions are met:
  - A. The student's parent has filed an authorization with the school for the student to possess and self-administer the medication.
  - B. A physician states in writing that:
    1. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
    2. the student has been instructed in how to self-administer the medication; and
    3. the nature of the disease or medical condition requires emergency administration of the medication.
  - C. The authorization and statement described in subsections A and B must be filed with the student's school annually.

**MENINGOCOCCAL DISEASE-** Indiana State Law IC 20-30-5018 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness.

One type of meningitis is caused by a bacteria called *Neisseria meningitidis*. Infections caused by these bacteria are serious and may lead to death. Symptoms of an infection with *Neisseria meningitidis* may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease.

There is a vaccine (Menactra) that can prevent most cases of meningitis caused by these bacteria in people over the age of 2. The United States Centers for Disease Control and Prevention (CDC) recommends vaccination against this disease for all children and adolescents 11-18 years of age. Children ages 2-10 who have sickle cell anemia or problems with their immune systems should also receive this vaccine.

Beginning with the 2010-2011 school year, one dose of Menactra was required for students in grades 6-12. This is a new legal requirement (IC 410 IAC 1-1-1). All students entering grades 6-12 will need to have a record of this immunization in the state immunization registry (CHIRP) or a signed written statement from a medical

provider prior to the start of the school year.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health  
<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention  
<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health  
<http://www.doe.in.gov/sservices/sn.htm>

**STUDENT WELL BEING-** Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures, such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/he must notify a staff person immediately. All students must have an emergency medical card completed, signed by apparent or guardian, and filed in the school office. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the school office.

## ACADEMIC PERFORMANCE POLICIES

**ACADEMIC STANDARDS-** North Adams Community Schools uses the Indiana Academic Standards for English/Language Arts, Math, Science, and Social Studies. Indiana Academic Standards can be found on the Department of Education website at: <http://www.doe.in.gov/standards>.

**DYSLEXIA-** In accordance with Indiana Senate Enrolled Act 217, all North Adams students in grades K-2 will be given a universal screener to determine if they are at risk for dyslexia. Guardians of students who are determined to be at risk will be notified and the school will proceed according to the Reading Plan. Guardians who wish to opt out of the universal screener need to submit a signed and dated letter indicating so to the school office no later than 5 days after the first day of school. Further information can be found on the Department of Education website: <https://www.doe.in.gov/search/node/dyslexia>.

**HOMEWORK REQUESTS-** Homework is an out-of-school assignment that contributes to the student's educational development. It should be an extension of the class work and related to the curriculum's objectives being studied. Homework may include additional practice exercises, reading of material on a specified subject or unit, an in-depth extension of classroom activities, or independent project work. Homework requests must be received by 10:00 a.m. (through the main office) in order to receive the assignments at the end of the school day.

**HONOR ROLL-** As a student at our elementary school, you work extremely hard to achieve the goals you have set for yourself. Your teachers, counselors, and principals would like to honor you for your diligent efforts. Students in grades 3-5 must receive a "B" or above in all reported subjects to earn the distinction of being placed on the honor roll. The names of honor roll students are posted and published in the newspaper(s) each semester.

### IDEAS FOR HELPING YOUR CHILD WITH HOMEWORK

1. Communication between home and school will make homework more effective.
2. Provide your child with suitable study conditions (desk or table, adequate lighting, books, and supplies).
3. Reserve a time for homework and provide an area free from distractions.
4. Encourage your child to do his/her personal best.

### NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

On August 21, 1974, the United States Congress adopted the "Family Educational Rights and Privacy Act of 1974" dealing with student records. In broad outline, this act provides for the following:

1. The act concerns the student records of both elementary and secondary schools.
2. The parents' right under this act extends until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.
3. Parents have the right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of students.
5. A record must be kept for each student showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without parent's consent. School officials, including teachers who have legitimate educational interests, officials of other schools or school systems where a transfer is made, and certain representatives to the State and Federal Government, with various limitations.
7. Any person may receive the records, if the parent(s) execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. Parent(s) may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if a reasonable effort is made to provide the parents and/or student with advance notice.

Parents and Students over 18 years of age are afforded the right to file a complaint with the U.S. Department of Education concerning alleged failures by the North Adams Community Schools to comply with the requirements of the Family Educational Rights and Privacy Act. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C., 20202-4605

**PARENT-TEACHER CONFERENCES-** Conferences are held at the request of the teachers or parents to confer about the student's progress. Teachers are available for conferences at a time to be mutually arranged and during their plan period. Teachers' plan periods are scheduled for various hours of the school day. Conference appointments requested by parents should be made 24 hours in advance. Annual fall and spring conference days are set on the district calendar. This is a time for parents to meet with teachers, set annual goals, and learn strategies to make the year academically successful for students.

**PROMOTIONS-** Students must pass in three (3) of four (4) solid subjects or be recommended for placement into the next grade by the teaching staff. Parent and teacher recommendations will be considered, but the final decision rests with the school administration. In addition, the "Indiana Learning Evaluation Assessment Readiness Network" (ILEARN) and/or the NWEA Test will have a major influence on the decision.

**SPECIAL EDUCATION-** The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to NACS programs and facilities. NACS has specific responsibilities under these two laws, which include identifying, reviewing and, if the student is determined to be eligible, affording access to appropriate educational accommodations. Students are entitled to a free appropriate public education in the "least restrictive environment." NACS provides a variety of special education programs for students identified as having a disability as defined by the Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, NACS encourages the parent to be an active participant. To inquire about the procedure, please contact the building principal.

**SUGGESTIONS AND COMPLAINTS (5710)-** The primary purpose of these procedures is to clarify channels of communication available to parents/students when they have complaints about certain actions, policies, or procedures and to provide ways for parents/students to present suggestions for the improvement of the system.

#### **A. Suggestions**

1. Parent/student suggestions, in contrast to complaints, should be of a constructive nature and contribute toward the realization of the educational goals of the Corporation.
2. Staff members should be open to the opinions of parents/students who seek to contribute toward the betterment of the school.
3. Parents/students shall be encouraged to approach appropriate staff members directly and offer suggestions. If advisable, and if the suggestion cannot be dealt with at that level, the staff member should relay the suggestion to the principal.
4. Parents/students may submit a suggestion in writing to the principal who shall consult with the appropriate staff members.
5. Parents'/students' suggestions should be given proper consideration.
6. If the parent/student feels his/her suggestion has not received a satisfactory hearing or is dissatisfied with the action, he/she should use the complaint procedure referred to below.
7. In all cases, the parent/student shall be informed of the disposition of his/her suggestion. When a suggestion has been offered in writing, the response shall be made in writing. (NACS 5710, as hereinafter amended)

#### **B. Complaints**

Parent/student complaints involve academic matters, disciplinary action, and/or student social, physical, or operational conditions. Parents/students should use the procedures described in Policy 9130 to resolve any complaints.

**SURVEYS, ANALYSES, EVALUATIONS-**The NACS School Board respects the privacy rights of parents and their children. No student shall be required, without prior written consent of the student, if an adult, or his/her parents, to participate in any survey, analysis, or evaluation not directly related to academic instruction in which the primary purpose is to reveal information concerning:

- A. the student's or parents' political affiliation(s);
- B. mental or psychological problems potentially embarrassing to the student or his/her family;
- C. religious beliefs or practices;
- D. sex behavior or attitudes;
- E. illegal, anti-social, self-incriminating, or demeaning behavior;
- F. critical appraisals of other individuals with whom respondents have close, family relationships;
- G. legally recognized privileged and analogous relationships, such as those with lawyers, physicians, and ministers;
- H. income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period after the request is received by the principal. The information a parent may access includes:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

**TITLE I PROGRAMS** - In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. The Superintendent shall ensure that the Title I plan contains a written statement of guidelines developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents to better ensure their attendance at meetings and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program; information concerning school performance profiles and their child's individual performance will be communicated to parents;
- F. parents will be assisted in providing help to their children in achieving the objective of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- G. timely responses will be given to parental questions, concerns, and recommendations;

- H. the Corporation will provide coordination, technical assistance, and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- I. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- J. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, and Even Start;
- K. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:

- A. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the schools' obligations to develop an involvement plan;
- B. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as childcare, transportation, home visits or similar aid;
- C. involve parents in an organized, on-going, and timely way in the development, review, and improvement of parent involvement activities;
- D. provide participating students' parents with:
  - 1. timely information about the Title I programs;
  - 2. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected;
  - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
- E. develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents, and the student for academic improvement, including:
  - 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
  - 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
  - 3. the importance of parent/teacher communication on an on-going basis through at least annual parent/teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and to observe and participate in classroom activities.

20 U.S.C. 6318 et seq., Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200 et seq. NACS 2261.01, as hereinafter amended

**TITLE I PARENTS' RIGHT-TO-KNOW NOTIFICATION LETTER-** In accordance with the Elementary and Secondary Education Act, section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from the North Adams Community Schools District to every parent of a student in a Title I 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 regarding the professional qualifications of your student's classroom teachers 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;
- Whether the student is provided services by a paraprofessional, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have any questions or concerns, please feel free to contact your school principal at: 260-724-3137

**THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT** is reauthorized by Title IX, Part A of the Every Student Succeeds Act (ESSA). This legislation ensures the educational rights and protections for children and youth experiencing homelessness and provides for equal access to an appropriate education so that they may experience success in school. **A family is considered "homeless" if he/she is:**

- Living in a shelter, motel, vehicle, or campground;
- Living on the street;
- Living in an abandoned building, trailer, or other inadequate accommodation;
- Doubled up with friends or relatives because you cannot find or afford housing; or
- Waiting for a foster-care placement

Students who are homeless have certain rights under Federal law, including:

- The right to go to school, no matter where you live or how long you have lived there;
- The right to continue in the school you were in before you became homeless;
- The right to enroll in school immediately, even if missing records and documents normally required for enrollment such as a birth certificate, proof of residence, previous school records, or immunization/medical records;
- The right to transportation to school, according to current District transportation guidelines;
- The right to enroll, attend classes, and participate fully in all school activities while the school arranges for the transfer of records;
- The right to have access to the same programs and services that are available to all other students including transportation and supplemental educational services;
- The right to attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited;
- The right to enroll and attend classes without giving a permanent address;
- The right to attend the school of your choice while a dispute over your enrollment is being resolved, or, if the school district sends your child to a school other than the school of your choice, you have the right to a written explanation and the right to appeal that decision.

For more information or to request specific support for a homeless student, contact:

Taylor Oliver  
 North Adams Student Services Director  
 260-724-3137  
[olivert@nadams.k12.in.us](mailto:olivert@nadams.k12.in.us)

## ATTENDANCE POLICIES

To receive a complete and well-rounded education, students must be present in school regularly. Consequently, every child between seven (7) and eighteen (18) must attend school unless legally sufficient reasons exist for nonattendance pursuant to Indiana's Compulsory Attendance Statute. The Corporation's educational program is predicated on the student's presence and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **VERIFIED ABSENCES**

A verified absence is an absence reported to the school by phone or email by a parent or guardian before 9:00 A.M. on the day of the absence. Failure to report an absence by 2:00 P.M. on the following day will result in the absence being recorded as unexcused. Phone calls should be made each day during an extended illness unless otherwise arranged with the Assistant Principal. Parents who find it necessary to call before regular business hours (7:30 A.M. – 3:30 P.M.) may call the automated attendant and leave a message concerning the absence.

Verification of all absences, including healthcare appointments, is required, and will be kept on file. The verification statement must be from a parent/guardian, a physician, or an appropriate official, and must include the dates of the absence. Please have healthcare providers' offices fill out our North Adams Medical Form, available on the North Adams website, for verification, and have your student bring it into school upon return. If access to the district document is not available, the note from the healthcare professional must have the following information minimally to be considered: dates and times (check-in/check-out) child was seen, how long child should be absent for the diagnosed condition, and if this is an on-going medical issue that may require additional absences. In the case of the last item, a Release of Information (ROI) may be required to corroborate the accommodation needed.

Notes from doctors' offices will be reviewed in the determination as to whether an absence due to illness or injury is excused or unexcused. Please understand that State law provides school administration discretion as to whether to accept medical notes or not, and, as such, notes from healthcare providers occasionally may not equate to excuse absences. Notes from doctor's offices wherein the student was not evaluated directly by a healthcare professional will not be considered as verification of absence.

### **EXEMPT ABSENCES (COUNTED AS PRESENT)**

Exempt absences are those absences allowable by State law. Students must not be marked absent, are allowed to make-up classroom work, and will receive an opportunity to earn classroom participation credit. These absences do not count toward the Limited Absence Policy. Exempt absences are:

- Witness in judicial proceeding (IC 20-33-2-16)
- Parent to produce certificate of child's incapacity on demand (IC 20-33-2-18)
- Public school children; religious instruction (IC 20-33-2-19)
- Student or a member of the student's household participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the student's school principal. (Maximum 5 days) (IC 20-33-2-17.7)

#### **Recognized Belmont Elementary School Exempt Absences:**

- School sponsored/authorized activities
- Deaths and funerals of members of the household or immediate family: mother, father, mother-in-law, father-in-law, brother, sister, child, aunt, uncle, brother-in-law, sister-in-law, and grandparents.
- Serious illness in immediate family (those living in the same home).
- Extenuating circumstances must be approved by the building principal.

### **EXCUSED ABSENCES (PER SEMESTER)**

Excused absences include the preceding exempt absences plus those absences that occur with parental knowledge and the school's approval. Students will be allowed to make-up only classroom work. Participation credit is not included. **These days count toward the Five (5) Day Limited Absence Policy (per semester).**

- Personal illness not requiring a doctor's treatment.
- Medical and dental appointments.

*\*If a student misses three (3) or more consecutive days due to illness, a doctor's verification may be required. Failure to provide documentation upon request and within six (6) business days may result in recorded absences being marked as unexcused.*

### **UNEXCUSED ABSENCES (INCLUDING ARRIVAL AFTER 10:29 A.M.) PER SEMESTER**

Any absence that is not exempt, excused, or any tardy with arrival time after 10:29 A.M. with no parent contact made prior to the tardy will be coded as unexcused and may result in disciplinary action\*.

*\*Clause for Disciplinary action: Consequences from multiple tardies and unexcused absences may be interchangeable when issuing discipline and may not be viewed as multiple accounts and may result in a more severe disciplinary action.*

Students will not be allowed to make-up classroom work or receive participation credit. These absences count toward the Five (5) Day Limited Absence Policy.

Examples of unexcused absences are

- Failure to provide a note or parent phone call within 24-hours of prior absence
- Vacation days that conflict with school being in session. When school is in session, students are required to be here.
- Vacation days conflicting with district-wide and state achievement testing dates

- Car breakdown/repair
- Oversleeping/alarm did not go off
- Hair appointments
- Any absence which is not exempt or excused

**For consequences for Unexcused Absences from School (per semester), please see the Attendance Disposition Chart for Grades K-4 below.**

Five (5) or more unexcused absences within a 10-week rolling period will result in a mandatory parent meeting during which a plan will be put in place to get students to school. Contact with the Prosecutor's Office may be made, as well.

### **TRUANCY**

A student shall be considered truant each day or part of the day she/he is inexcusably absent from his/her assigned location. A student will be considered tardy rather than absent if she/he is in his/her assigned location within sixty (60) minutes after the official start of the school day. Failure to report to an assigned area or being outside the building without authorization is considered truancy. Unexcused absences will be considered truancy if proper notification is not received within 24 hours of the absence.

**For consequences for offenses of truancy per school year, please see the Attendance Disposition Chart for Grades K-4 below.**

### **HABITUAL ABSENCE**

Under I.C. 20-33-2-25, the "Superintendent or 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. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 30-40.

### **EXTENDED ILLNESS**

To qualify for the extended illness policy, a student must meet one or more of the following guidelines:

- In-patient or outpatient hospital treatment
- Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school.
- Other long-term illness or injury that results in being under a physician's care for three or more consecutive days.
- If one of these guidelines is met, the student must present verification as described previously from a healthcare provider.

In the event of school cancellation and e-learning day, students are expected to log-in to Canvas and follow the procedure for checking in for attendance purposes. Students without Internet access are to call in to school and leave a message stating that they are unable to log-in to Canvas. Failure to do so will result in an unexcused absence. Students are expected to complete all e-learning assignments by the due date given to them by their individual class teachers.

### **TRUANCY PREVENTION POLICY- SEA 282 (IC 20-33-2.5) (Signed by the governor on March 13, 2024)**

- Requires school boards to adopt a policy that will apply to students in grades K through 6 who are absent **5 days within a 10-week period unless the absence is (1) excused or (2) in conformity with a note on file from a physician, therapist, or other professional under a student's IEP, service plan, or 504 plan**
- Policy must include (1) a requirement that a school provide written notification to a parent of a student who has missed 5 days and (2) a requirement that the school schedule an attendance conference with the parent of the student within 5 school days
- The conference must be scheduled at a date/time convenient to the parent but also within 5 days of notification
- The school must hold the conference even if parent does not attend/must develop a plan to prevent future absences
- The plan may include wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, the period the plan will be in effect (no longer than 45 school days)

### **TARDIES**

Students who are not in their assigned locations at the beginning of the school day must report to the principal's office to sign-in. When school personnel detain a student, preventing him/her from reporting to class on time, they will issue a pass or otherwise communicate to appropriate staff to prohibit the student from being classified as tardy.

See the Attendance Disposition Chart for Grades K-4 below for consequences of tardies.

### **OTHER ATTENDANCE ITEMS**

**Attendance Review Committee** - All schools shall have an attendance review committee. This committee will review special cases and make recommendations to the principal. The principal is the school's official attendance officer and his/her decision is final.

**Leaving School During School Day-** A request to have a child excused from school early should be sent with the child on the morning of the early dismissal. **The time and reason for leaving should be included.** A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up their child. All students will be dismissed from the office. All visitors must report to the office immediately upon entering the school and are not to report to classrooms. The person picking the child up will need to sign him/her out. This gives the school an up-to-the-minute account of all students in an emergency.

No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parent. No student will be released to any government agency without a proper warrant or written parental permission except in an emergency determined by the principal.



**Make-Up Opportunities-** A student may make-up units of study with a properly certificated teacher for approved absences if approval has been granted by the principal. Students will be given the opportunity for making-up work missed due to approved absences. The time for completion of make-up work shall be commensurate with the absence.

**School Closures-** In the event of snow or any weather condition which causes school to be delayed or cancelled, an announcement will be sent out via School Messenger, on Facebook and Instagram, and on various radio/TV stations. The release of such information is made to the media as soon as such a decision is reached. **Please do not call the school! Lines need to be open to remain in contact with the Administration Building and the Transportation Department.**

Radio stations with closing information include: WZBD (92.7 FM), WOWO (1190 AM), WMEE (97 FM), WMRI (107 FM), WBTU (93.3 FM)  
Television stations with closing information include WANE (15), WPTA (21), WKJG (33), WFFT (55)

In the event of an emergency early release, it is vital that you and your child have prearranged what they should do. In these situations, there is not enough time to make plans for individual students.

**School Hours – School hours for NACS Elementary Schools are 8:00 AM – 3:00 PM. School doors will open half an hour (7:30 AM) before each school day begins.** All students should be off school property or in the presence of an adult within 15 minutes of dismissal.

**ENROLLING IN THE SCHOOL-** In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the NACS open enrollment policy or enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations,
- E. signed permission to obtain official records from the last school attended

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

**Vacations During the School Year-** Every effort to schedule family vacations during school breaks should be made. In the event a vacation occurs during the year, approval should be sought from the building administrator. Despite approval these absences are considered unexcused unless the principal deems the absence as an educationally related non-classroom activity, if the activity meets the conditions set out in I.C. § 20-33-2-17.5. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The Corporation will only approve a student's absence for a vacation when she/he will be in the company of his/her own parent/guardian (as opposed to another student's parents) unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, she/he will be considered inexcusably absent from school and subject to truancy regulations.

**Withdrawals-** To withdraw from school, a parent must notify school personnel in writing so that records can be completed and sent to the school where the student is transferring.

#### **ATTENDANCE DISPOSITION CHART FOR GRADES K-4 (SEE BMS STUDENT HANDBOOK FOR GR. 5 ATTENDANCE DISPOSITIONS)**

<b>TARDIES</b>	<b>DISPOSITIONS</b>
1 <sup>ST</sup> -7 <sup>TH</sup>	Documented; Contact with parent to improve timeliness
8 <sup>TH</sup> -10 <sup>TH</sup>	Lunch/recess detention (LRD)** possible depending upon reasons for tardies; Letter mailed home to parent
11 <sup>TH</sup> +	LRD's; Meeting with Administration
<b>UNEXCUSED ABSENCES*</b>	<b>DISPOSITIONS</b>
1 <sup>ST</sup> -4 <sup>TH</sup>	Documented; Contact parents after 3 <sup>rd</sup> unexcused minimally
5 <sup>TH</sup>	LRD; Contact Parent; Meeting Scheduled to Create Truancy Prevention Plan
6 <sup>TH</sup>	LRD; Letter Delivered to Home;
7 <sup>TH</sup> -9 <sup>TH</sup>	LRDs; Report Filed with Prosecutor's Office for Failure to Insure Attendance
10 <sup>TH</sup>	LRDs; Update reports to Prosecutor's Office; File report with DCS

*\*Remember that after five excused absences, all subsequent absences in that semester are considered unexcused unless the child is sent home by the nurse, has a modified attendance plan in an IEP or 504, has a CI, or has the approval of administration (some examples of which are described above).*

*\*Time during recess or before/after school may be assigned by school administrators in addition to the above listed consequences if a student has missing work or is struggling academically due to absences and lost instructional time.*

## COMPLIANCE INFORMATION

During school registration all families are given a detailed listing of the following compliance issues. Some of these policies have been highlighted and summarized throughout this handbook. For a more detailed explanation of these policies please refer to the North Adams Community Schools website at [www.nadams.k12.in.us](http://www.nadams.k12.in.us) under "Policies" or obtain a copy from the Belmont Middle School office.

### ANTI-HARASSMENT (Policy # 5517)

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages 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 and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### ASBESTOS INFORMATION (Policy # 8431)

In accordance with the EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of North Adams Community Schools is available for review and copying by students, staff, and guardians during normal business hours.

### BLOOD-BORNE PATHOGENS (Policy # 8453.01)

North Adams Community Schools has implemented guidelines to ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment. They have also established appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure and have provided for record-keeping of all of the above which complies with both Federal and State laws. North Adams Community Schools has also developed an exposure control plan.

### COMPLIANCE OFFICER for NORTH ADAMS (Policy # 3122)

Questions concerning a possible violation of a student's Civil Rights or rights under the Family Education Rights and Privacy Act (FERPA) should contact the **North Adams Civil Rights Compliance Officer:**

Tiffany Heine  
260-724-7146  
[heinet@nadams.k12.in.us](mailto:heinet@nadams.k12.in.us)

### DIRECTORY INFORMATION (Policy # 8330)

North Adams Community Schools designates the following items as directory information: student's name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1 of each school year.

### EMERGENCY MEDICAL AUTHORIZATION (Policy # 5341)

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the Corporation will adhere to the instructions on the authorization form. The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

### LATE ARRIVAL AND EARLY DISMISSAL (Policy # 5230)

A request to have a child excused from school early should be sent with the child on the morning of the early dismissal. The time and reason for leaving should be included.

A child will be released only to the parents unless the school has been notified by the parents that they have granted permission for someone else to pick up their child.

All students will be dismissed from the office. All visitors must report to the office immediately upon entering the school and are not to report to classrooms. The person picking the child up will need to sign him/her out. This gives the school an up-to-the-minute account of all students in the event of an emergency.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

### IMMUNIZATION (Policy #5320)

The School Board requires that all students be properly immunized against whooping cough, poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, and mumps. Every child who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop the necessary information and needed materials.

#### **MATTERS REGARDING INSTRUCTIONAL MATERIALS (Policy # 9130)**

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

#### **NONDISCRIMINATION and ACCESS to EQUAL EDUCATION (Policy # 2260)**

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

#### **NONEMERGENCY INVASIVE PHYSICAL EXAM (Policy # 5310)**

Bellmont Middle School will NOT conduct any "Nonemergency Invasive Examinations". However, the nurse does conduct the required non-invasive physical screening of each student in the 10th grade for hearing. Additionally, hearing, vision, and/or a breathalyzer screening can be administered at the request of a teacher/administrator.

#### **PARENTS' RIGHT-TO-KNOW**

In accordance with the Elementary and Secondary Education Act (ESSA), Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Adams Community School District to every parent of a student in a Title I 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 regarding the professional qualifications of your student's classroom teachers 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.

#### **PESTICIDE CONTROL**

Pesticide control will be applied at various times throughout the year to prevent pests which can inhabit the school. This is an ongoing process. The application will be made in strict compliance with label instructions provided by the manufacturer of the pesticide. If you would like more information about the chemicals used or a schedule of application, please call the school office.

#### **REPRODUCTIVE HEALTH AND FAMILY PLANNING PROGRAM (Policy # 8453)**

NACS has adopted a comprehensive Health Education Program which includes education on human sexuality and venereal and other non-casual communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire knowledge, skills, and attitudes necessary to maintain good health.

Arrangements may be made to view the instructional materials by parents. If you wish to review any or all of the programs, please contact the building principal. Your student is required to participate in these courses, but the law allows you the right to have your child excused from participating in classes based on religious grounds. Written notification must be received by the building principal in order to honor a request to excuse.

#### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (Policy # 2416) and STUDENT RECORDS (Policy # 8330)**

Student records shall be available only to students and their parents, eligible students, designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). Indiana Code 20-33-7 provides for the following: SEC. 1. as used in this chapter, "education records" means information that:

1. is recorded by a nonpublic or public school; and
2. concerns a student who is or was enrolled in the school.

SEC. 2(a) except as provided in subsection; (b) a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to their child's education records.; (c) A nonpublic or public school may not allow a noncustodial parent access to the child's education records if:

1. a court has issued an order that limits the noncustodial parent's access to the child's education records; and
2. the school has received a copy of the court order or has actual knowledge of the court order.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent must request the amendment of a student record in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

# DISCIPLINE POLICIES

**BASIC CONDUCT RULES-** A few fundamental rules are essential for the successful operation of any organization. If everyone following these few rules, which are not intended to be all-inclusive, everyone's hours at school will be more enjoyable:

1. Student behavior will allow teachers to teach and students to learn. Behavior that disrupts teaching and learning is not allowed.
2. Students should demonstrate respectful behaviors towards other students, staff, and visitors. Bullying and other forms of harassment are prohibited.
3. Hallway behaviors should model our number code and voices should be held at a zero.
4. No gum/candy.
5. School property should be treated with respect and left unharmed.
6. No radios, headphones, tape players, CD players, cellular phones, beepers, electronic games, or other pieces of electronic equipment that may disrupt the learning atmosphere (unless specifically requested by teachers).
7. **All toys, collectable cards, etc. should be left at home.** We cannot be responsible for lost, stolen, or broken items, especially those that should not be on school property.
8. Use of profanity and/or other objectionable language will not be tolerated.
9. Fighting will not be allowed — students can expect stern disciplinary action if they are involved.
10. Students are to only be in supervised areas throughout the school day and at school functions.
11. No toy guns, knives, or weapons of any kind should be brought to school.

**DISCIPLINARY ACTION-** The following are possible disciplinary actions. When administering discipline, the student's age, severity of the offense, and any previous misconduct will be considered. In all cases, it is deemed important that student safety is preserved and that consequences correspond with the considerations listed above. Consequences available to school personnel in matters of discipline include, but are not limited to, the following actions:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Assignment of additional work
- Rearrangement of class schedule
- Requiring students to remain in school after school hours to do additional schoolwork or for counseling
- Restriction of extracurricular activities
- Removal from class
- Assignment of a special course of study or to an alternative education program
- Removal from school-sponsored transportation
- Referral to juvenile authorities
- Suspension from school
- Expulsion from school

**DISCIPLINE REFERRAL SLIPS-** Discipline referral slips are forms that teachers fill out when sending a student to administration for discipline. Many times, these will be shared with parents so the school and the parent can work as a team in correcting problems.

## GROUND FOR SUSPENSION OR EXPULSION-

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention or attempting to prevent by the physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any manner to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person (IC 20-33-9-1.3; as hereinafter amended). Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student (IC 35-45-2-1, 35-45-

2-2, & 20-33-8-0.2; as hereinafter amended).

8. Threatening (whether specific of general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon (IC 35-47-5-2.5; as hereinafter amended).
11. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind (IC 35-48 et seq, as hereinafter amended) or any paraphernalia used in connection with the listed substances. This rule includes the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
12. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function (IC 35-48-1-9; as hereinafter amended).
13. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
15. Failing to respond to questions completely and truthfully from a staff member regarding a school-related matter including potential violations of the student conduct rules or state or federal law.
16. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
17. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (IC 20-33-8-15; as hereinafter amended).
20. Possessing or using an electronic device in a manner which constitutes an interference with school purpose or educational function, an invasion of privacy, an act of academic dishonesty, or is profane, indecent, or obscene.
21. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
  - A. Engaging in sexual behavior on school property
  - B. Engaging in sexual harassment of a student or staff member
  - C. Disobedience of administrative authority
  - D. Willful absence or tardiness of students
  - E. Engaging in speech or conduct, including clothing, jewelry, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
  - F. Violation of school corporation's acceptable use of technology policy or rules
  - G. Violation of school corporation's administration of medication policy or rules
  - H. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic-drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind
  - I. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
22. Any student conduct rules the school building principal or designee establishes and gives notice of two students and parents.
23. Possession of firearms, deadly weapons, or destructive devices (IC 20-33-8-16; as hereinafter amended).
24. The penalty for possession of a firearm:
  - A. 10-day Out of School Suspension pending expulsion from school for one calendar year.
  - B. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
  - C. The grounds for suspension or expulsion listed above apply when a student is:
    - i. On school grounds
    - ii. Off school grounds at a school activity, function, or event
    - iii. Traveling to or from school or a school activity, function, or event

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

**SUSPENSION PROCEDURES-** When an administrator (or designee) determines that a student should be suspended, the following procedures will be followed:

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

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the administrator (or designee) (IC 20-33-8-18, as hereinafter amended).

**EXPULSION PROCEDURES-** When an administrator (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

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

The Board of School Trustees has voted not to hear any expulsion appeals. Instead appeals for expulsion must be filed with the County Court. (IC 20-33-8-19, as hereinafter amended)

#### **OUT-OF-SCHOOL SUSPENSION**

1. Students receiving out-of-school suspension (OSS) will be able to make up work missed. Credit for completed assignments will be at the discretion of individual teacher(s) and/or teacher teams.
2. During the OSS period, students are not permitted on school property.
3. Students may not participate in any extracurricular activities for the entire duration of the suspension period.
4. The parent/guardian must contact the school to discuss the necessary procedures for the student's re-entry into school.

**TEACHER SUSPENSION OF STUDENTS-** Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to prevent an interference with the educational function of which he/she is in charge.

## **NACS PUPIL BUS SAFETY AND CONDUCT EXPECTATIONS**

School bus drivers are expected to keep order, maintain discipline among the students while on the bus and along the route, treat each student with kindness and respect, see that no child is mistreated while in his/her charge, and use every care for the safety of the students in his/her charge. Students are expected to demonstrate good behavior and to follow all school rules from the time the student is within eyesight of the bus driver while waiting to be picked up through when walking away after disembarking. Failure to abide by bus and/or school rules may result in consequences ranging from a verbal warning to the loss of bus riding privileges.

#### **BUS RULES OF ORDERLY CONDUCT**

Below is a non-exhaustive list of guidelines and rules for appropriate student conduct when on a school bus. Students are expected to:

1. Arrive at loading stations prior to the expected time.
2. Ride one's assigned bus unless given express permission by the building administration. A student may not ride a different bus for non-school related activities such as extracurricular activities, babysitting, visiting friends, etc. Emergency requests will be extended consideration by the building principal or designee.
3. Sit in the seat directed by the bus driver or bus monitor upon entering the bus.
4. Always remain in their seats until the bus comes to a complete stop and students are at their expected bus stop.
5. Refrain from eating or drinking on the bus.
6. Refrain from throwing any objects at any time.
7. Refrain from using inappropriate, vulgar, or profane language.
8. Speak at an appropriate volume for a small, enclosed space.
9. Refrain from engaging in inappropriate contact or violence of any kind.
10. Have permission from the driver to open or close any windows or doors.
11. Be always respectful toward staff and other students on the bus.
12. Avoid any actions which may distract the bus driver.
13. Refrain from being under the influence of or possessing any illegal/illicit substances, paraphernalia, tobacco, vaping paraphernalia, or alcohol.
14. Refrain from knowingly possessing, handling, or transmitting any object which could reasonably be considered a weapon on the bus.
15. Maintain the condition of the bus and any other property stored/transported on the bus.
16. Refrain from recording or taking a picture of any person on the bus without the express permission of every person in the frame, video, or audio track. Additionally, students may listen to music or watch videos on their devices on the bus as long as the content is considered school appropriate and the volume is at a level so as not to disrupt others.

#### **CONSEQUENCES:**

Should a student's behavior be determined by the bus driver to require redirection, the bus driver may:

1. Change the student's seat,
2. Have a conversation with the student,
3. Contact the student's parent/guardian,



4. Require the student to stay on the bus until all other students have disembarked at his/her stop, or
5. Write a discipline referral to be given to school administration.

School administration may apply any consequences as outlined in the student code of conduct for that building, such as loss of recess, lunch detentions, after-school detentions, ISS, RISQ, out of school suspension, or recommendation for expulsion. Additionally, for bus incidents, administration may also require students to clean the bus, as appropriate for the infraction, or remove the student from the bus for a day up to a year.

#### BUS VIDEO:

The School Board has authorized the installation of video cameras on school buses for the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded, the video may be viewed by the driver, Supervisor of Transportation, the School Resource Officer, and/or administration and may be used as evidence in the investigation.

Since these videos are considered part of a student's record, they may be viewed only in accordance with federal and State law. Videos are for school use only and may not be shared with others unless subpoenaed in a legal proceeding.

#### DISTINCTIVE OFFENSES:

The following list provides some examples of distinctive disciplinary offenses, their categorization, and associated disposition. This list is not exhaustive, and dispositions for infractions not covered on this list will be determined by the Administration.

Minor Offenses		Disposition*
Yelling	<ul style="list-style-type: none"><li>• <b>1st Offense:</b> Warning or School-Appropriate Disposition</li><li>• <b>2nd Offense:</b> Detention (Lunch, Recess, or After-School)</li><li>• <b>3rd Offense:</b> Thursday/ Friday Night School</li><li>• <b>4th Offense:</b> ISS</li></ul>	
Bouncing over bumps		
Playing music/videos too loudly		
Moving seats		
Horseplay		
Eating/Drinking on Bus		
Public Display of Affection		
Leaving Trash on Bus		
More Significant Offenses		Disposition*
Vandalism to bus	Restitution/School-Appropriate Disposition/Loss of bus privileges from one day up to a year	
Throwing objects	School-Appropriate Disposition/Loss of bus privileges from one to five days	
Possession of weapon	School-Appropriate Disposition/Loss of bus privileges from one day up to a year/Police Report	
Fighting ( <i>Battery</i> )	<b>1st Offense:</b> School-Appropriate Disposition/3 days loss of bus privileges/Police Report <b>2nd Offense:</b> School-Appropriate Disposition/Loss of bus privileges/ Police Report **Cumulative for year	
Fighting ( <i>Pre-Meditated or with/ Bodily Injury</i> )	School-Appropriate Disposition/Loss of bus privileges from 5 days to year/Police Report	
Inappropriate contact	School-Appropriate Disposition/Loss of bus privileges from one to five days	
Possession of, distribution of, or under the influence of illegal/illicit substance, paraphernalia, or alcohol	<b>1st Offense:</b> School-Appropriate Disposition/Loss of bus privileges 10 days/Police Report <b>2nd Offense:</b> School-Appropriate Disposition/ Loss of bus privileges from one semester to a year/Police Report *Cumulative for Year	
Possession of, distribution of, or use of vape or tobacco	<b>1st Offense:</b> Confiscation/School-Appropriate Disposition/1 day loss of bus privileges/Police Report <b>2nd Offense:</b> Confiscation/ School-Appropriate Disposition/3 days loss of bus privileges <b>3rd Offense:</b> Confiscation/ School-Appropriate Disposition/5-10 days loss of bus privileges *Cumulative for Year	

<b>Actions that distract driver</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
<b>Disrespect/Insubordination to bus driver or monitor</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
<b>Refusal to Identify Self</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
<b>Failing to observe safety practices in proximity to bus (<i>i.e., crossing a road to/from a bus stop unsafely, touching a bus as it is in motion, failing to stay a safe distance from bus as it approaches stop, pushing/shoving/horseplay while bus approaches/pulls away</i>)</b>	Education opportunity about bus safety/Contact with parent or guardian/ School-Appropriate Disposition/Potential loss of bus privileges from 1 day up to 1 year

\*Administration reserves the right to modify any discipline action. Consequences for any act of student misconduct taking place at the end of the school year may be carried over to the following school year.