

BELLMONT MIDDLE SCHOOL

GOOD AT LEARNING.



GOOD AT LIFE.

2024-2025

Student Handbook

Principal: Mrs. Kristie Schlemmer

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Assistant Principal: Ms. Abbey Bowers

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BELLMONT MIDDLE SCHOOL 2024-2025

WELCOME

The administration and staff would like to welcome you to the 2024-2025 school year at Belmont Middle School. This student handbook has been prepared to help you be successful at BMS, and it is the responsibility of each student to become familiar with its contents. This information is in compliance with the approved policies of North Adams Community Schools Board of Education. School days begin at 7:55AM and students must be in their classrooms at that time.

Every student who attends Belmont Middle School is encouraged to take advantage of the vast academic and extracurricular opportunities that are made available for you. The more you get involved with YOUR middle school and what it offers, the more inclined you will be to have great success both academically and socially throughout your high school years. Remember, your success at Belmont Middle School hinges on a combination of your attendance, attitude, effort, and by your involvement in school activities. We hope that every member of Belmont Middle School will model Belmont Pride throughout this school year and make this a great year for all BMS stakeholders.

MISSION STATEMENT

Through a nurturing environment, Belmont Middle School and its students, parents, staff, and community strive to meet our students' needs and help them develop academic and life skills necessary to grow and succeed as productive citizens.

CONTACT INFORMATION

Bellmont Middle School	www.nadams.k12.in.us	260-724-3137
Mrs. Kimberly Hiatt	Superintendent	260-724-7146
Crisis Hotline	260-728-3333	

ADMINISTRATION EXTENSIONS

Mrs. Kristie Schlemmer	Principal	4001
Ms. Abbey Bowers	Assistant Principal/K-12 Attendance	4010
Mr. Timothy L. Myers	Athletic Director	3002
Mrs. Becca Vanderkolk	Guidance	4004
Mr. Aaron Bergman	Assistant Athletic Director	
Mrs. Taylor Oliver	Student Services	4005

TEAMS

Bellmont Middle School students and teachers are members of teams. The Team Teachers are:

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Mrs. Melanie Wolpert	Mrs. Rhonda Johnson	Mrs. Stacy Krull (TL)
Mrs. Tonni North-(TL)	Mr. Mike Keller-(TL)	Mrs. Sharice Bowen
Mrs. Nicole Rich	Mrs. Catherine Pohlman	Mr. Ben Fawbush
Mrs. Becky Ruble	Mr. Joel Frederick	Mr. Derek Trobek (Spanish1)
	Mr. Aaron Bergman	Mr. Dane Fuelling (German 1)
		Mr. Andrew Werling (Engineering and Tech)
		Mr. Jeremy Miller

RELATED ARTS (RAS)

Mr. Aaron Bergman
Mrs. Rachel Kesar
Mr. Joel Boucher
Mrs. Kenzie Wilson
Mr. Jeremy Miller
Mrs. Jaime Macklin
Mr. Brad Smazenko
(TL-Team Leader)

READING INTERVENTIONIST TEACHER

Mrs. Marisa Mailloux

SPECIAL EDUCATION

Ms. Lyne Weiland
Mrs. Brienne Brown
Mr. Brett Braatz

THE REST OF THE TEAM . . .

The rest of the school's staff works to support the teachers teaching, and students learning.

Principal – Mrs. Kristie Schlemmer
Assistant Principal—Ms. Abbey Bowers
Athletic Director – Mr. Tim Myers
Assistant Athletic Director—Mr. Aaron Bergman
Guidance Counselor –Mrs. Becca Vanderkolk

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Student Services–Mrs. Taylor Oliver
Receptionist/Office Secretary/Athletic Secretary – TBA
Student Services/Guidance Secretary –TBA and Kaylee Claghorn
School Resource Officer – Officer Andrew Elwell
Nurse –Mrs. Laura Linder
Testing/Tech– Mr. Joe Wolpert
Library Media Specialist- Mrs. Laura Christner
Computer Tech- Mrs. Prayer Hirn
LMC Paraprofessional –Mrs. Elizabeth Lengerich
Intensive Supervised Study Coordinator – Ms. Deb Shannon
Special Education Paraprofessionals – Ms. Haley Heller, Mrs. Kaitlyn Sheets, TBA
Head Custodian – Mr. Terry Free
Custodians – Mrs. Kathy Conrad, Mr. Mike Miller, Mrs. Becky Wible
Food Service Director- Mrs. Erin Ripley-Stewart
Assistant to the FS Director- Mrs. Penny Henkenius
Cafeteria Manager—Mrs. Heather Hartman

GENERAL INFORMATION

ANONYMOUS CRISIS HOTLINE- The North Adams Community Schools' Crisis Hotline, (260)728-3333, 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 the mistreatment of staff or students (harassment, bullying, etc.) or crimes relevant to the schools, staff, or students. This hotline should not be used to file complaints. Complaints should be addressed by calling the school directly and speaking to a school official. 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.).

AUTHORITY OF ADULTS

ALL of the employees of Belmont Middle School have the responsibility, in addition to those of their specific role, to insure the safety of students and the smooth running of the school program. If any adult employee corrects any student – whether the employee is administrative, faculty, secretarial, cafeteria, custodial, bus driver, or substitute – the student is expected to accept such correction.

BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES AND EVENTS

We encourage all students and parents to attend these activities. The behavior expected of students is the same at extra-curricular events as it is during the school day. The following is a list of guidelines that will help everyone enjoy the activities more:

- When students arrive at an activity, they are to pay admission fee and find seats in the bleachers; they are not to stand around in groups or run around the facility.
- If students must use the restroom or get something from concessions, it is expected that they return to their seats as soon as one or the other is accomplished.
- Students are not permitted to leave the event and return. No pass outs.
- Students are not to play football, tag, soccer, climb the bleachers or play any other games while attending the after-school activity – no horseplay.
- All comments and cheers must remain positive.
- We hope students enjoy the activities, support their team and make it enjoyable for others by following these simple expectations.
- Show Belmont Pride at all times. Have the opposing schools leave talking about the neat, positive environment that Belmont Middle School provided.
- **No one who has attended ISS/OSS or RISQ for any part of the day will be permitted to attend any North Adams event for that day.**

*Students who choose to run around, do not stay in the stands, and/or create problems during any activity will be removed and asked not to return to future events.

CANDY, GUM AND DRINKS

No gum is allowed in the library, gymnasiums, computer labs, band/choir classes. Gum is permitted in academic classrooms on a provisional basis. The privilege to chew gum may be revoked if it is not properly disposed of or causes a disruption. Candy is not allowed in the building for any reason unless given by a classroom teacher for a special reason. Water is the only drink allowed in any classroom, provided it is in a clear container.

CARE OF BUILDING, GROUNDS AND EQUIPMENT

Students should have pride in our school and take the responsibility for not littering, marking, or otherwise defacing the building, grounds, or equipment. Deliberate and willful destruction of school property will result in a student's being held financially responsible and/or other disciplinary action being taken.

DELAYS/CLOSINGS AND SCHOOL MESSENGER COMMUNICATION

North Adams Community Schools provides school delay/closing information, district/school announcements, and emergency information through School Messenger Communication System. Home phone numbers and primary e-mail addresses from PowerSchool, our student information system, will automatically be included in this system. If you would like to add/change phone numbers or e-mail addresses used for this communication system, please go to <https://contactme.schoolmessenger.com> and sign up for a School messenger Contact manager account. All new students will receive an access code for you to register with this account. Contact your child's school if you did not receive or would like us to resend and access code for your child.

Additionally, for all weather-related school announcements, you may also choose to listen to radio stations: WZBD 92.7 FM; WOWO 1190 AM, WMEE 97.3 FM, WQHK 1380 AM, and WBCL 90.3 FM. Information will also be displayed on television stations channel 21 WPTA and channel 15 WANE.

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FIELD TRIPS

An important part of every child's education are the opportunities to travel away from the school for a "being there" experience that adds to the learning that takes place in the classroom. Our teachers plan a variety of interesting and worthwhile field trips throughout the year and consider each of these an integral part of the school's curriculum. We expect every student to attend each trip, unless absent from school or suspended in-or-out-of-school for disciplinary reasons. In each of these cases, the cost of the trip will not be refunded. Students must be in good standing academically, in attendance, as well as behaviorally in order to attend.

HALL PASSES

All students must have a pass in his/her possession when moving about the building during class time. Hall passes are to be used for restroom breaks or visits to the nurse, guidance department or office. Asking to leave class should be on a limited and/or emergency basis. Lunch Room Detentions (LRD) are issued for students who are out of passes or do not have their passes on them.

HOMEWORK PROGRAM

Students who do not stay current with their work or consistently fail to turn in their homework may be required to stay after school, during lunch recess, Thursday Night School, or ISS/TAP. The purpose is not punitive, rather, the time spent after school is designed to help the student achieve academic success. If a student fails to attend a properly assigned after-school homework session, the student will receive corrective consequences (i.e., disciplinary).

IDENTIFICATION BADGES

All North Adams Community Schools' students and staff members must be in possession of an identification badge (ID) that is always readily available while on school grounds. This is a safety requirement and must be used at lunch for food/drink purchases.

LEAVING SCHOOL BUILDING OR GROUNDS

Any student needing to leave the school building or grounds should first report to the main office to receive permission from the building principal or his/her designee. Students will be allowed to leave the grounds only with permission from a parent/guardian and the understanding that there is a penalty for being out of class to retrieve forgotten materials from home. All students must sign out upon leaving and sign in upon return. Any student who does not follow these guidelines is considered truant and discipline action will take place.

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.
2. With Phone System Messaging, students may not charge more than a total of one week of meals.
3. All students will be permitted to charge if the Phone System Messaging is not in operation.
4. If a student already has a negative charge on their account, they will be offered an alternative lunch for a minimal fee. This fee will be added to the student's debt.
5. No a la carte or extra items may be charged, and all meal charges must be repaid in full.
6. Students will not be allowed to charge meals after the first week of April in each school year. Funds may be transferred between student accounts in the same household with parent/guardian permission.

REFUNDS

1. Positive student account balances will be carried forward from year to year.
2. Negative student account balances cannot be carried over from year to year.
3. 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
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 the cafeteria but, please, no soft drinks.
5. Milk is available for purchase regardless of meal status (paid, free, reduced).
6. The lunch menu is published in advance and selections are subject to change due to availability 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 at registration or in the school office.

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.

LUNCH CARDS

- Students will be given a photo identification lunch card during the first semester. **This card is used to access their account for their lunches and other items available in the cafeteria. If the card is lost or destroyed (bent or mutilated in any way that it will not scan) the student will be assessed a fee for a new card. This fee also applies to students on free or reduced lunches. The use of old cards and library receipts are also permitted.**
- **Students must present ID card for express service.**
- Students without ID cards will need to wait at the end of the serving line for last name lookups.

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MEDICATION POLICY

Subject to the terms of the North Adams Community Schools Substance Abuse Policy, all prescriptive and non-prescriptive medication will be kept secured in the clinic. Non-prescriptive medication will be dispensed only with the signature of a parent on file. Prescriptive medication must be in the original container. Office staff will give the student medication as needed.

NEXT DOOR NEIGHBOR

Our school is 180 feet from Belmont High School. There will be many times when our students and staff have specific reasons to go into the high school building – meetings, programs in the auditorium, swimming, attending some courses, etc. However, unless there is a specific reason to go there, our students will not be permitted to go into that building before, during, or after the normal school day. The same expectation is in place for high school students visiting our building.

Even though both schools share the same campus, each has its own building and general grounds. All students are expected to respect this sharing of space and cooperate in allowing each school to have its own area and identity.

In addition, the wooded area behind both buildings and the outer high school student parking lot area are off limits to middle school students immediately BEFORE and AFTER school.

Middle School students in unauthorized areas of BHS will be considered truant.

Middle School students are also not permitted in the elementary school section of the building except when entering or exiting through the bus doors or with express permission of school staff.

PHYSICAL EDUCATION DRESS AND PARTICIPATION

All students are expected to wear the required PE shorts, a shirt, and rubber-soled shoes for their physical education class. All students present for school will be expected to participate in the class activity unless there is a documented reason by a doctor on file at school as to why they should not. Repeated failure to participate may be grounds for disciplinary action.

POWERSCHOOL & CANVAS

PowerSchool and Canvas are online programs that are designed for parents and students to monitor the progress of their children at any given time throughout the school year. Parents should contact the BMS guidance office and request to be set up with a PowerSchool user account to monitor student progress. www.powerschool.nadams.k12.in.us/public/

PROMOTION, PLACEMENT, AND RETENTION

The staff of BMS is committed to helping every student achieve to their ability. If a student is not making satisfactory progress academically, it may be necessary to consider retaining the student in the same grade. In order to determine if a student should be promoted, placed, or retained, the staff of BMS will carefully review a variety of factors related to that student's development. Also, before any decision to retain is made, parents will be consulted and have an opportunity for input on the decision.

SCHOOL BUS TRANSPORTATION

School bus drivers must have control of all school children conveyed between the children's homes and the school and return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. Bus riders must immediately enter the school upon arrival to school. **Students are responsible for all school rules when they are on the school property, including riding the school bus and waiting at the bus stop.**

Providing transportation for children to and from school is not required, therefore riding the bus is a privilege, not a right. Any student who does not abide by rules and guidelines creates a safety hazard for all other passengers and the bus driver. The violation of any of these rules and guidelines could result in a child being removed from the bus. If a child is suspended/removed from the bus, it is the guardian's responsibility to maintain school attendance with the laws of the State of Indiana.

SCHOOL RESOURCE OFFICER (SRO)

Decatur Police Officer, Andrew Elwell, is the School Resource Officer (SRO) for North Adams Community Schools. The SRO works and reacts on behalf of Belmont Middle School in a variety of ways but still functions as a law enforcement officer when/if laws are violated.

SEARCH AND SEIZURE

The following is a brief synopsis of the North Adams Community Schools Search and Seizure Policy. A copy of the entire policy is available for review in the building principal's office. It is the policy of North Adams Community Schools that school officials, pursuant to the North Adams Community Schools Search and Seizure Policy may subject any student, or his/her personal property, possessions or vehicle to search and seizure. Evident of a violation of a school rule or law uncovered during any such search may, in addition to its use in school disciplinary proceedings, be turned over to law enforcement officials.

- A) **Lockers/Desks/Coatracks:** All lockers/desks/coatracks are the property of North Adams Community Schools and may be searched at any time for any reason. **NO STUDENT AT NORTH ADAMS COMMUNITY SCHOOLS SHALL HAVE ANY EXPECTATION OF PRIVACY WITH RESPECT TO SUCH LOCKER/DESKS/COATRACKS OR ITS CONTENTS.**
- B) **Vehicles:** Any person parking a vehicle on any North Adams Community Schools grounds is deemed to consent to allow school officials, upon reasonable suspicion that a search would uncover evidence of a violation of law or a school rule, to search the vehicle. A vehicle owner's consent to such search is implied from the granting of permission to drive the vehicle to school.
- C) **Personal Property:** All book bags, purses, jackets, briefcases and the like are subject to search, upon reasonable suspicion that a search would uncover evidence of a violation of a law or school rule, if brought onto North Adams Community Schools' property, riding to and from school on a Corporation bus or other Corporation vehicle, or at a school-sponsored activity.
- D) **Refusal To Submit:** If any student refuses to consent to a search authorized pursuant to the North Adams Community School Search and Seizure Policy, North Adams Community Schools administration will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon that presumption to assess appropriate penalties or next steps.
- E) **Reasonable Cause/Reasonable Suspicion:** Reasonable cause/reasonable suspicion shall be deemed to exist when, from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the discovery of evidence of a violation of a school rule or of law. The alert of a trained detection or search canine shall be deemed to create reasonable suspicion.
- F) **Cell Phone and Personal Devices:** Temporary seizure of a cell phone or personal device is allowable when possession or use of said device is disallowed. Search

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of a cell phone is only allowable if school officials possess credible evidence that the device was being used for an unlawful activity or other student misconduct. Search is not allowable simply for possessing or using the device when disallowed.

STUDENT ASSEMBLIES

Student assemblies and other programs are held periodically throughout the school year. Whether guests are present or not, each student is personally responsible for the impression made by this school. Unacceptable and disruptive conduct would include whistling, uncalled-for clapping, boisterousness, booing, etc. and is subject to disciplinary action.

STUDENT LOCKER/COAT RACK USAGE

Every Grade 6-8 student shall, to the extent that availability permits, be assigned a locker by the administration of Belmont Middle School for the exclusive use of the student during the school year. Students are not permitted to share lockers. The combination to each student's locker is given to that student only and should be guarded carefully. **Students are not permitted to "flip" their locker to keep it unlocked and must keep locker closed. Purses and book bags are expected to remain in lockers throughout the school day. Pictures, posters, etc., are not to be taped in lockers or on locker doors.** Abusing lockers in any way such as kicking, punching, jamming open with foreign objects, etc. is subject to disciplinary action. Lockers should always remain neat and clean and may be subject to inspection by the administration if reasonable suspicion exists that indicates the locker is being misused (IC 20-33-8-32; as hereinafter amended). Items that are to be stored in the locker are:

1. School issued books and supplies
2. Other school related books and supplies which are necessary and proper for the student's personal use.
3. Items of personal hygiene
4. Jackets, coats, sweaters, and hoodies/sweatshirts may be stored when necessary.
5. Student clothing that is necessary for physical education classes and school sponsored activities may be kept as long as the clothing is clean and does not omit any odor of any type.
6. Cell phones and/or smartwatches.

At any time, entering a locker or handling materials in a coatrack that is not specifically issued to a particular student is subject to disciplinary action.

TELEPHONE USED

Phones, voicemail, e-mail and fax machines are provided for educational communication purposes. Unauthorized use of phones, voicemail, e-mail, and faxes by students is prohibited. For the purposes of this policy, "unauthorized use" shall mean and include any use which is not specifically authorized by the building principal, any use which is not intended for educational purposes, or use in violation of applicable federal or State law. Any unauthorized use may result in punishment up to and including, suspension/expulsion, and in appropriate circumstances referral to the appropriate legal authorities for investigation of criminal liability.

As students' communication devices are to be in their lockers during the school day, parents are asked to refrain from calling, messaging, or texting their sons/daughters during the school day. Additionally, parents are asked to encourage their student(s) to follow appropriate school procedures when needing to make contact with a parent. If a parent needs to be in contact with their son/daughter, they should call the school and leave a message that will then be delivered to the student at an appropriate time so that valuable class time is not lost. If the call is an emergency, students will be called to the office to take the call.

A phone is available for student use in the BMS main office. Classroom phones are not for student use under any circumstances.

CELLPHONE/ ELECTRONIC COMMUNICATION DEVICE POLICY

Appropriate use of digital devices and social media is part of being a responsible citizen in today's society. It is the goal of Belmont High School to educate students on digital citizenship, positive communications, and possible legal ramifications of inappropriate digital conduct.

- With administrative approval, students may be permitted to use cell phones before school, after school, and during passing periods.
- **Students who are in the nurses' clinic will leave their cellphones and iPads with the nurse.**
- Students are prohibited from using personal communication devices or any device that has the capability of taking still pictures or videos in any school situation where a reasonable expectation of personal privacy exists (i.e., locker rooms, restrooms, pools, changing area). If students need to use a personal communication device to manage their health care needs or in the event of **an emergency, the students show go, when possible, to an area with a reasonable expectation of personal privacy.**
- **Recording video or audio or taking pictures of any student, staff member, or other person as well as any events during the school day, before or after school hours, on Corporation property, during school-sponsored activities, or on Corporation transportation that involve the breaking of school rules, violating State/federal laws, or portraying someone in a situation that could be perceived as embarrassing without proper consent is consider an invasion of privacy and is not permitted. Additionally, posting or sharing those videos, audio clips, or pictures with the perceived intent to bully, harass, or embarrass students or staff is prohibited. Any unauthorized use may result in a punishment up to and including suspension/ expulsion.**
- **If there is reasonable suspicion that violations of these rules, North Adams policy, or State/federal law involve illegal activity, administration will refer the matter to local law enforcement and/or DCS. The phone may be turned over to law enforcement depending upon the situation and content on the phone.**
- **Failure to comply-or an attempt to hide and/or use a device is insubordination and subject to disciplinary action. Additionally, failure to provide school staff with the personal communication device when confiscation is warranted for failure to comply with these rules is considered gross insubordination.**
- Students are prohibited from using a personal communication device to capture, record, and/or transmit test information or any other information in a manner constituting **fraud, theft, cheating, or academic dishonesty.** If a student receives such information on his/her personal communication device, **he/she should immediately report the communication.** Failure to do so may result in being considered involved in fraud, theft, cheating, or academic dishonesty.
- **Large, over-the-ear headphones are prohibited unless otherwise arranged with administration.**

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- Temporary seizure of a cell phone or personal device is allowable when possession or use of said device is disallowed. Search of a cell phone is only allowable if school officials possess credible evidence that the device was being used for an unlawful activity or other student misconduct. Search is not allowable simply for possessing or using the device when disallowed.

TEXTBOOKS

Textbooks are rented to students. These textbooks are the student's responsibility for care and use. If excessive damage is noted to a book just issued to a student, the student should ask the teacher to note the damage. In this way, the student will not be held liable for the damage at the end of the year. In the event the book is damaged, destroyed, or lost during the school year, the student is subject to the cost of rebinding or replacing the book.

VISITORS

All visitors to Belmont Middle School must enter through the main entrance and report directly to the main office to sign-in. While a visitor in the building, all visitors are required to wear a visitor tag. Students should not bring visitors to school. This practice can easily interfere with regular classroom work, seating arrangements, and study. Parent visitation to classrooms/ eating lunch at the school is acceptable if scheduled ahead of time and a background check has been conducted in advance. The principal must approve visitation by students from other schools.

SCHOOL-WIDE PROCEDURES & EXPECTATIONS

ADDRESSING ADULTS

All adults that our students come in contact with should be addressed as Mr., Mrs., Ms., or Miss and his or her last name. This procedure reinforces the life skills of respect and integrity and promotes a professional environment.

CLASSROOM DISMISSAL

1. Ensure all assignments are recorded for the day
2. Clean up area.
3. Wait for the teacher to dismiss the class.
4. Leave the room quietly in an orderly fashion.
5. Listen quietly to announcements at beginning and end of day.

CAFETERIA: GOING TO LUNCH

1. Return materials to locker or desk.
2. Get a drink or use the restroom if needed.
3. Walk quietly down your hallway to the cafeteria.
4. Walk to a table and quietly sit down.

CAFETERIA: RETURNING FROM LUNCH

1. Make sure table and floor are picked up. Make sure all food is thrown away. Food and drink (except water) may not leave the cafeteria.
2. Wait to be dismissed by person in charge.
3. Push in chair and walk quietly back to the classroom or to recess using the correct hallway and/or stairs.
4. Get a drink or use the restroom, if needed.
5. Be prepared for the next class and arrive on time.

MORNING TARDIES

1. All students will be in their rooms at **the 7:55 a.m. bell**. Students will be marked tardy after the 7:55 a.m. bell.
2. Any students entering class or building after the **7:55 a.m. bell** must report to the Office.

NURSE'S CLINIC

1. Student requests a visit to nurse clinic with substantial reasoning.
2. Teacher signs a pass.
3. Students go **DIRECTLY** to nurse.
4. Nurse signs a pass back to class (with time noted).

PRIOR TO START OF EACH SCHOOL DAY

1. Doors open at 7:30 A.M.
2. Students are to go into school, grab breakfast if they want it, go up the stairs by the engineering room, go to their lockers, and report to class. No lingering in hallways.

SEEING A COUNSELOR

1. You must always have a pass.
2. You may sign-up to see a counselor before and after school or between classes by using the form found on Canvas.
3. The counselor will call for you to be released from class.

STUDENT PASSES

Teacher/Office/Nurse/Guidance Request- PASSES

1. Get a pass from the teacher.
2. Perform teacher errand.

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3. Return directly to class.
4. Return signed office pass to the teacher.

Student Requests- PASSES

1. Teacher will fill out the pass in ink with the destination, date, and time you are leaving.
2. Go directly to the desired destination.
3. Return directly to class.
4. If you have visited the nurse, guidance or office, have the adult write the time you left to return to class and initial the pass.

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 may 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.

STUDENT CODE OF CONDUCT (POLICY 5600)

The following types of student conduct (but not limited to what is listed) shall be considered in violation of school rules and shall be dealt with according to the guidelines prescribed when occurring on school grounds, during and immediately before or immediately after school hours, or at any other time when the school is being used by a school group, off school grounds at a school activity, or traveling to or from school or a school activity. Misconduct during routine bus travel to or from school may also result in suspension of riding privileges. See **BMS Office Discipline Guide** below for consequences.

Academic Dishonesty/Cheating – Any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include plagiarism, forgery, disallowed usage of AI content, unauthorized copying or sharing of information, and all other forms of academic dishonesty.

Academic Dishonesty/Plagiarism – Intentionally taking the written composition of another person, or parts of passages of another person's writings, or the ideas or language embodied in another person's writings and passing them off as the product of one's own mind. Plagiarism shall include not only cases where students exactly duplicate the literary work of another person, but also all cases where unfair use of such a work is made by lifting out a portion or portions.

Bullying – overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - (2) has a substantially detrimental effect on the targeted student's physical or mental health;
 - (3) has the effect of substantially interfering with the targeted student's academic performance; or
 - (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- (1) Participating in a religious event.
 - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
 - (5) Participating in an activity undertaken at the prior written direction of the student's parent.
 - (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

As added by P.L. 106-2005, SEC.6. Amended by P.L.285-2013, SEC.5

All staff are instructed to aggressively address anything that potentially looks like a bullying situation.

Cell Phones, Smart Watches and Electronic Media

Possession of a cell phone, smart watch, or other electronic media (iPods, MP3 players, etc.) by a student is a privilege, which may be forfeited by the student if he/she uses the device during teacher defined prohibited times throughout the school day. No other electronic devices besides the school issued iPads are permitted in classrooms. Cell phones are prohibited in the locker rooms, restrooms, or classrooms at any time during the school day. Prohibited uses of these devices during these times includes, but is not limited to, making and/or receiving calls, sending/receiving text messages, taking/sending pictures, making recordings, listening to music, etc. E-Readers are to be used for reading only. This includes any activity off school property which may negatively affect the educational process at the school, or while engaged in school sponsored activity.

Any student who is in violation will be subject to discipline according to the rules for **prohibited objects**. If a student has their phone outside of allowed times a teacher will ask the student for the phone, and it can be picked up in the main office at the end of the day. If this happens a second time a parent or guardian will be asked to pick the device up from the front office. If a student continues to have their cell phone on them during prohibited times, it will be considered insubordination and the student will be subject to further disciplinary actions. Additionally, the use of any cell phone, smart watch or electronic media device in a manner which could endanger another or in a way that could be considered a disruption to the educational process of others could be subject to suspension/expulsion/prosecution depending on the severity of the offense as determined by school officials and/or law enforcement.

Parents are asked to refrain from calling or texting your sons/daughters on their cell phones or smart watches during the school day. Additionally, please encourage them to follow appropriate school procedure for contacting you as well by not using their device. If a parent needs to be in contact with their son/daughter, please call the school and leave a message that will then be delivered to the student at an appropriate time so that valuable class time is not lost. If the call is an emergency, students will be called to the office to take the call.

A phone is available for student use in the BMS main office. Classroom phones are not for student use under any circumstance. **Because students do have a phone**

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available in the main office, use of cell phones and/or smart watches during the school day (talking or texting) is prohibited. Although cell phones, smart watches and electronic media are allowed at BMS, they are to be in each student's locker and turned off from 7:45-3:00 each day. For further explanation, please see **Electronic Communication Devices (ECD's)/Prohibited Objects.**

Important Notice to Students and Parents Regarding Cell Phone and/or Smart Watch Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4I, for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 18 years of age or who appears less than age 18.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2010, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in several Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

For information on exemptions to these felonies, see I.C. 35-42-4-4(f).

Digital devices (e.g., cellphones, laptops, etc.) thought to contain illicit material may be confiscated by law enforcement.

Conduct Unbecoming a Student at BMS - Including, **but not limited to**, undue display of affection, disrespectful conduct, cheating, uncooperative behavior, littering, graffiti, horseplay, disruptive behavior, forging passes or notes, and use of vulgarity, profanity, racially charged language or abusive language. The consequences for general misbehavior may range from discussing the problem in private with the student to a suspension from school (either in-school or out-of-school). Consequences may also include contacting parents, referral to guidance, followed by disciplinary consequences.

Cult and Gang Activity – Cult and gang activities will not be tolerated at BMS or school sponsored activities and will be considered unlawful (IC 35-45-9-1-et seq. as hereinafter amended).

Defamation - Defamation will include any libelous or slanderous communications or content, including AI-generated content, that administration deems **harmful to a student's or staff member's reputation.**

Disrespect with profanity towards staff – Any student who chooses to verbally disrespect a staff member and while doing so intentionally uses profanity directed toward that staff member, will be subject to immediate disciplinary action.

Dress Code – It is our goal that Belmont Middle School be a haven for students and that the culture of the school is positive. Throughout life many responsibilities dictate appropriate attire and appearance. In keeping with this concept, the staff of Belmont Middle School expects students' appearance to meet standards of decency, safety, and cleanliness. While the selection of clothing worn at school is the responsibility of the parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of the student's attire. School attire should conform to the following general regulations that are not intended to be all inclusive. If administration determines dress is not appropriate, students will be asked to change. They will not be sent home. They will go to the nurse and get different appropriate clothes from there. If a parent takes the student home instead of allowing him/her to change, the student will be marked unexcused.

1. Students will always wear school appropriate footwear. Slippers are not allowed unless announced by BMS administration.
2. **All headgear including, but not limited to, bandanas or hoods are not to be worn during the school day.**
3. **Pajamas are not to be worn during the school day.**
4. Shorts and skorts are allowed at Belmont Middle School. However, any clothing worn below the waist must be no higher than two (2) inches above the knee.
5. The front, back, midriff, and sides must be always covered. Shirts worn must be long enough to be able to be tucked in under any circumstance. (Sitting forward, reaching up, etc.) Tank tops and tube tops are unacceptable. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or of sheer design is not acceptable. No undergarment should be showing or worn as an outer garment (this includes boxer shorts).
6. Jackets and coats are to be worn **ONLY** when entering and leaving the building and are not to be taken to the classroom. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
7. Shorts, skirts and dresses must be no shorter than 2 inches above the knee without leggings. Slits in skirts and dresses must also not extend higher than these measures. Boxer shorts are not allowed to be worn by themselves.
8. Clothing that has been cut, ripped, torn, or manufactured with holes is permitted, provided excessive skin above the knee and/or underwear is not visible.
9. Attire may not be worn that could cause personal injury or present a health hazard to the student or others or that may damage school property; this includes spikes or studs on clothing or jewelry, chains, including chains on wallets or exceptionally long chains.
10. Clothing and/or accessories that has pictures, writing, etc. which promotes, is suggestive of, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted. Interpretation of such meanings is at the discretion of the administration.
11. Clothing that has pictures, writing, etc. which represent violence, death, destruction, gore, blood, or the macabre is not permitted.
12. Gang or secret organization paraphernalia or apparel is not permitted at school. Interpretation of such meanings is at the discretion of the administration. Any clothing or items considered by the school administration to be disruptive to the educational process will not be permitted.
13. Anything that may be worn in such a way that is judged disruptive to the educational environment by the administration.
14. Blankets are not to be brought to school or worn in the classroom.
15. No distractive apparel worn such as tails, cat ears, wigs, etc.

NOTE: The administration reserves the right to make the final judgment concerning the appropriateness of the student's attire.

Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

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Fighting – Physical aggression between students or toward a student causing or intending to cause bodily harm (IC 20-33-9-1.3; Battery; as hereinafter amended).

General Misbehavior – Including, **but not limited to**, undue display of affection, disrespectful conduct, cheating, uncooperative behavior, littering, graffiti, horseplay, disruptive behavior, forging passes or notes, and use of vulgarity, profanity, or abusive language. The consequences for general misbehavior may range from discussing the problem in private with the student to an expulsion from school. Consequences may also include contacting parents, referral to guidance, detention, TAP, ISS, OSS, or a referral to the RISQ program.

Hall Passes – Passes for the restroom, locker, clinic, drink, etc. are all to be signed by the teacher. **Teachers reserve the right to issue passes at their own discretion. Passes are a privilege, not a right.**

Any student wishing to visit the LMC or the Resource Room, during the day, must use a pass. Failure to maintain possession of a pass may result in loss of LMC privileges.

Harassment/Intimidation – Verbal or written torment, assaults, or threats, sexual comments or touching directed toward another student or staff member (IC 35-45-2-1 & 35-45-2-2; as hereinafter amended).

Insubordination – Refusal to follow a reasonable directive from a faculty or staff member.

Obligation to Report – As a means of ensuring a safe campus for all, each and every student ***shall have the obligation*** to report to Teaching Staff and/or Administrative Personnel (i.e. guidance staff or main office staff) IMMEDIATELY upon the personal observance of any weapon and/or direct threat to the health or safety of any student, staff, or other person on the campus, or on any NACS bus or other property belonging to NACS. Failure to comply with such obligation may result in the witnessing party being subject to discipline, up to and including suspension and/or expulsion. For purposes of this provision, WITHOUT LIMITATION, we include incidents of fighting, undue restraint, and physical attacks to be direct threats to safety.

Plagiarism – Intentionally taking the written composition of another person, or parts of passages of another person's writings, or the ideas or language embodied in another person's writings and passing them off as the product of one's own mind. Plagiarism shall include not only cases where students exactly duplicate the literary work of another person, but also all cases where unfair use of such a work is made by lifting out a portion or portions.

Prohibited Objects – Possession and/or use of cell phones, MP3 players, laser pointers, pagers, two-way radios, or other electronic audio/video devices are not permitted outside of their locker between 7:30 A.M.-3:00 P.M (arrival to school till they leave school). Students have access to their lockers during passing periods and electronic devices must remain in the lockers throughout the day. If they are on a person instead in the designated area, the phone will be taken to the front office, if an ongoing pattern of insubordination occurs disciplinary consequence will follow.

Public Display of Affection – Any public display of affection is inappropriate behavior in school, at school events, or on the bus no matter what gender. Repeated violations will be referred to the Assistant Principal.

NOTE: The administration reserves the right to make the final judgment concerning the appropriateness of any physical contact.

Repeated Violation of Rules – Students who violate different rules or repeatedly violate any rule validly adopted by the principal, superintendent, or Board of Education will be subject to withdrawal, suspension, or expulsion.

Theft – The stealing of another student's property or school property is regarded as a major disciplinary offense and students found guilty will be punished and be expected to make full restitution.

Tobacco and/or Substitutes– Use or possession of items connected with smoking, chewing, etc. Items (tobacco, cigarettes, e-cigarettes, vapes, JUULs, lighters, matches, etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 18 and in possession of a tobacco product, a law enforcement officer will be summoned to issue a citation to the student for illegal possession of the tobacco product (IC 35-46-1-10.5; as hereinafter amended).

Unauthorized Area – After arriving to school, no student is permitted in any area not designated on the student's pass.

Unlawful Activity – A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or (2) the student's removal is necessary to restore order to protect persons on school property. Unlawful activity during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions (IC 20-33-8-15; as hereinafter amended).

Vandalism – Any student who recklessly, knowingly, or intentionally causes significant damage to school property (vandalism) be charged with a criminal misdemeanor and suspended from school pending a parent conference and will be required to make financial restitution.

Weapon- Any device made and/or used with the intent of harming another individual.

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BELLMONT MIDDLE SCHOOL OFFICE DISCIPLINE GUIDE

Violation	1 st Offense Report Pen- alty	2 nd Offense	3 rd Offense	
1	Academic Dishonesty Cheating/Plagiarism (per class) (Including use of Artificial Intelligence generators)	"0" on assignment/ ASD-1hour	Possible "F" for 9 weeks/ Thursday Night School, -3-5pm	Possible "F" for semester/ 1-3 day ISS/RISQ
2	Bus Violation	Warning/LRD/possible bus suspension	After-school Detention/ possible 1-5 day bus sus- pension	Thursday Night School, / 1-5 day bus suspension
3	Conduct unbecoming a student at BMS	1-3 day ISS/RISQ/possi- ble expulsion depending on scenario	1-3 day RISQ/possible ex- pulsion depending on sce- nario	3-5 day RISQ/possible expul- sion depending on scenario
4	Conflict/drama/unresolved banter be- tween 2 parties	mediation with guidance warning	mediation with guidance and admin detentions	ISS/RISQ
5	Disregard of cafeteria rules	Clean up/LRD	Clean up/ After-school Detention	Clean up/ Thursday Night School,
6	Distribution/Possession of inappropri- ate subject matter	1-3 day ISS/RISQ/ Police Report	1-3 day ISS/RISQ/ Police Report	5-10-day RISQ/ Request Exp./ Police Report
7	Distribution of drugs, alcohol, stimu- lants	10-days RISQ Request Exp./ Police Report	10-days RISQ Request Exp./ Police Report	10-days RISQ Request Exp./ Police Report
8	Downloading Inappropriate media/con- tent	1-3 day ISS/RISQ; possi- ble police report	1-3 day ISS/RISQ; possible police report	10-day RISQ/
9	Dress code/proper attire	warning/change in nurses clothing	LRD/change	ISS/change
10	Electronic Comm. Devices (ECD's)/ Prohibited Objects	Confiscation/ Parent Call/FNS	Confiscation/ Parent Called and parent must pick up device from school/ISS/student must turn phone into office daily in AM and pickup in PM	Confiscation/ Parent Call/ISS/RISQ/ student must not have phone at school an- ymore
11	Electronic Comm. Devices (ECD's)/ Prohibited Objects (In a locker room/restroom)	1-3 day ISS/RISQ; possi- ble police report	1-3 day ISS/RISQ; possible police report	10-day RISQ/ Request Exp.; police report
12	False Reporting	ISS 1-3 days	3-5 days ISS/RISQ	RISQ
13	Fighting (Battery)	3 days RISQ/ Police Re- port	5 days RISQ/ Police Report	10-day RISQ/ Request Exp./ Police Report
14	Filming without consent	1-3 days ISS/device taken away	3-5 days RISQ/device taken away	10 days RISQ/Possible ex- pulsion/device taken away
15	Filming without consent involving stages of undress	10-days RISQ Request Exp./ Police Report	10-days RISQ Request Exp./ Police Report	10-days RISQ Request Exp./ Police Report
16	Food/drink outside cafeteria	Confiscate/ Warning	Confiscate/LRD	Confiscate/ASD
17	Forgery of staff/parent signature/False attendance call	1 days ISS	3 days ISS	3-5 days RISQ/possible ex- pulsion

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18	Horseplay	LRD/loss of privilege of being in halls or recess without adult supervision	After-school Detention/loss of privilege of being in halls or recess without adult supervision	TNS/ISS/loss of privilege of being in halls or recess without adult supervision
19	Insubordination	1-3 days ISS	1-3 days ISS/RISQ	RISQ
20	Invasion of Staff Personal Property	1-3 day ISS/RISQ	1-3 day ISS/RISQ	10-day RISQ/request expulsion
21	iPad Misuse	After-school Detention; iPad Suspension	Thursday Night School, 1 Month iPad Suspension	1-3 days ISS/RISQ Semester iPad Suspension
22	iPad Misuse involving inappropriate images/content	RISQ/Student Resource Officer involved police report/loss of iPad for quarter	RISQ/ Student Resource Officer involved police report/loss of iPad for semester	RISQ/ Student Resource Officer involved police report/expulsion
23	Littering	Clean up	Clean up/ After school detention	Clean up/ Thursday Night School,
24	Minor physical contact	Thursday Night School/1-3 days ISS	3 days ISS/3 days RISQ	3-5 days RISQ
25	Missing Fri-Night School	ISS following day	3 day ISS/RISQ	3 day RISQ
26	Missing after school assigned detention	1 chance to Reschedule detention through parent contact/TNS is issued if missed the rescheduled time.	If rescheduled the next time is a no-show: next step up in consequences.	If rescheduled the next time is a no-show: next step up in consequences.
27	Missing Lunch Recess Detention	Added LRDs	1 hr detention ASD	Thursday Night School,
28	Misuse of Locker	LRD/After-school Detention	ASD/TNS School	1-3 day ISS
29	Misuse of pass/ unauthorized area	LRD/After-school Detention	ASD/TNS	1-3 day ISS
30	Obscenity/Profanity directed toward staff	1-3 day ISS	3 days ISS/RISQ	RISQ
31	Overt use of obscenity/profanity	Thursday Night School,	1-3 day ISS	1-3 day ISS/RISQ
32	Physical attack on a staff member	Expulsion/ Police Report	Expulsion/ Police Report	Expulsion/ Police Report
33	Physical attack on a student /Causing injury to another person (Battery)	10-day RISQ/ Request Exp. Police Report	10-day RISQ/ Request Exp. Police Report	10-day RISQ/ Request Exp. Police Report
34	Possession of a weapon (firearm, knife, club, etc.)	Request Exp. for 1 calendar year Police Report	Request Exp. for 1 calendar year/ Police Report	Request Exp. for 1 calendar year/ Police Report
35	Possession of drugs, alcohol, stimulant, marijuana, inhalant	10-day RISQ/ Request Exp./ Police Report	10-day RISQ/ Request Exp./ Police Report	10-day RISQ/ Request Exp./ Police Report
36	Possession or use of lighters, smoke bombs, ammunition, firecrackers, etc.	1-3 day ISS/RISQ/ Police Report	1-3 day RISQ/ Request Exp./ Police Report	10-day RISQ/ Request Exp./ Police Report
37	Provocation/Instigating/taunting/provoking	ISS/RISQ	RISQ	RISQ/ expulsion
38	Removal from after school detention for violation of rules	Thursday Night School,	1-3 day ISS/RISQ	1-3 day RISQ

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39	Removal from Thursday Night School,		3 days ISS+ Reschedule TNS	3 days RISQ+ Reschedule TNS
40	Removal from ISS for violation of rules	3 day RISQ	5 day RISQ	10-day RISQ/ Request Exp.
41	Removal/Failure from RISQ for violation of rules	10-day OSS/ Request Exp.	10-day OSS/ Request Exp.	10-day OSS/ Request Exp.
42	Repeated classroom infractions	Thursday Night School,	1-3 day ISS	1-3 day ISS/RISQ
43	Selling of legal items while at school	After-school Detention	Thursday Night School,	1-3 day ISS
44	Smoking/chewing/possession of tobacco and/or illegal substance (i.e. vapes, jules, e-cigarettes)	Confiscation/ 3 day ISS/RISQ Police Report	Confiscation/ 3-5 day RISQ/ Police Report/ Must complete 4-30 minute sessions in EverFi on side effects of vaping	Confiscation/ 10-day RISQ/ Request Exp./ Police Report
45	Tardy to class	Teacher Assigned	Teacher Assigned	Teacher Assigned
46	Tardy to school	Warning	Warning/LRD	ASD/TNS
47	Theft	Restitution/ 1-3 day ISS/RISQ/ Request Exp.	Restitution/ 1-3 day RISQ/ Request Exp./ Police Report	Restitution/ 10-day RISQ/ Request Exp./ Police Report
48	Threatening behavior (Bullying) or harassment	1-3 day ISS/RISQ	1-3 day ISS/RISQ	10-day RISQ/ Request Expulsion
49	Truancy from class/10-45min	TNS	1-3 days ISS/RISQ	1-3 days RISQ
50	Truancy 45 min -1 day of school	1-3 days ISS/RISQ truancy report sent to prosecutor's office	3 days RISQ truancy report sent to prosecutor's office	5 days RISQ truancy report sent to prosecutor's office
51	Under influence of drugs, alcohol, stimulant, marijuana, inhalant	10-days RISQ Request Exp./ Police Report	10-day RISQ/ Request Exp./ Police Report	10-day RISQ/ Request Exp./ Police Report
52	Unexcused Absence	warning	ASD 1 hour	Thursday Night School,
53	Unintentional damage to school property	Restitution/ Thursday Night School,	Restitution/ 1-3 day ISS	Restitution/ 1-3 day ISS/RISQ

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54	Use or threatening use of a weapon	10-days RISQ Request Exp ./ Police Report	10-days RISQ Request Exp./ Police Report	10-days RISQ Request Exp./ Police Report
55	Vandalism (intentional)	Restitution/ 1-3 day ISS/RISQ/ Request Exp.	Restitution/ 1-3 day RISQ/ Request Exp./ Police Report	Restitution/ 10-day RISQ/ Request Exp./ Police Report
56	Vulgar language/racial slurs	1-3 days ISS/RISQ	1-3 days ISS/RISQ	3-5 days ISS/RISQ
57	Writing on desks lockers, walls, books, etc. (graffiti)	Cleanup	Clean up/ Thursday Night School,	Clean up/ 1-3 days ISS

Any 4th report on the same behavior, regardless of whether it is from one classroom or several classrooms/areas, may result in 10-day RISQ and request for expulsion (Repeated Rules Violation).

Any form of ISS involvement in consequences may include restitution with community service on the school campus.

The 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; may also be carried over to high school for 8th grade students

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.

ANY ACT not listed but deemed to be an interruption of or interference with the orderly process of learning will be dealt with on an individual basis.

IC 20-8.1-5-7 The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. Counseling with a student or group of students;
2. Conferences with a parent or group of parents;
3. Assigning students additional work;
4. Rearranging class schedule;
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling; or
6. Restriction of extracurricular activity.

BMS TRANSPORTATION RULES

North Adams Community Schools Pupil Safety and Bus 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 extra-curricular activities, babysitting, visiting friends, etc. Emergency requests will be extended consideration by the building principal or designee.

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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 example 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 Administration.

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

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Leaving Trash on Bus	Possession of, distribution of, or use of vape or tobacco	1st Offense: Confiscation/School-Appropriate Disposition/1 day loss of bus privileges/Police Report 2nd Offense: Confiscation/ School-Appropriate Disposition/3 days loss of bus privileges 3rd Offense: Confiscation/ School-Appropriate Disposition/5-10 days loss of bus privileges *Cumulative for Year
	Actions that distract driver	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	Disrespect/Insubordination to bus driver or monitor	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	Refusal to Identify Self	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	Failing to observe safety practices in proximity to bus (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)	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.

DISCIPLINE FORMAT AND PROCEDURES

SUPERVISION OF STUDENT BEHAVIOR

All faculty members, administrators, custodians and office staff have the responsibility and authority at all times and in all areas to correct any act of misbehavior. Any of these persons may send a student to the Assistant Principals Office.

TEACHERS AS DISCIPLINARIANS

Because Belmont is an extension of your home, teachers, who work to educate you, stand in place of your parents/guardians, and require the same respect that your parents/guardians deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Any student who disrupts the educational process in the classroom will receive the appropriate disciplinary action as listed in the Office Discipline Guide. Insubordination to teachers or staff members will not be tolerated and will result in the appropriate disciplinary action.

Additionally, it is understood that each teacher will handle as much of their own discipline within the classroom as possible. Teachers submit a classroom management plan to the principal at the beginning of the school year and therefore will address discipline according to those plans. These plans are shared with students on the first day of class and are reviewed as needed throughout the school year. By following these classroom management plans, it is understood that teachers' consequences will understandably differ from those outlined in the BMS Student Handbook.

LUNCH DETENTION

30-minute lunch and recess period/daily

Lunch detentions are assigned by the BMS staff members and monitored by the supervised study coordinator. The assigning staff member will attempt one parent phone call and/or email in the event that the student is receiving multiple referrals from that same staff member. The student will also receive a copy of each detention slip. A student may receive a lunch detention on the same day as the behavioral infraction. Students will work on pertinent schoolwork for the entire detention period, while remaining seated and quiet. Recreational activities, sleeping, talking, or other disruptive behaviors are not permitted. Any violation of these rules or other rules set forth by the detention monitors will be considered as a more serious behavioral violation.

AFTER SCHOOL HOMEWORK DETENTION (THIS IS SIMILAR TO FNS BUT FOR HOMEWORK PURPOSES ONLY AND NOT CONSIDERED A CONSEQUENCE LIKE FNS)

Detentions are assigned by BMS classroom teachers or administration. A 24-hour advanced notice will be given to students. The assigning teacher will attempt one parent phone call and/or email in the event that an after-school homework detention is assigned. The student will also receive a copy of each detention slip to take home to the parent/guardian. Students will work on pertinent schoolwork during detention for the entire detention period, while remaining seated and quiet. Recreational activities, sleeping, talking, or other disruptive behaviors are not permitted. Any violation of these rules or other rules set forth by the detention monitors will be considered as a more serious violation. Homework detentions occur on Fridays 3:00-5:00.

AFTER SCHOOL OFFICE DETENTION

Tuesdays and Thursdays 3:00-4:00

Detention may be assigned to a student by a teacher or by other school officials for reasons such as disruptive behavior, tardiness, or for failure to follow other rules and regulations of the school. If a student fails to serve an office-assigned detention with a teacher, parents and/or the assistant principal will be notified.

Disruptive behavior, sleeping, and talking are not permitted. Misbehavior will result in the student being held accountable for a serious behavioral infraction (e.g. RISQ).

THURSDAY-NIGHT SCHOOL (TNS)

Thursday (3:00-5:00)

Thursday -Night School may be assigned to a student by the principal or the assistant principal for consequence purposes. The hours are 3:00 PM until 5:00 PM.

Students are expected to abide by the TNS rules. They are to be quiet, stay seated, work, and no passes out. Failure to abide by the rules or to successfully complete

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the Thursday -Night School will result in an additional disciplinary action. Failure to show up for TNS without parent rescheduling it before the day of will result in 1 day ISS.

TEMPORARY ALTERNATIVE PLACEMENT (TAP)

In the event that a student needs to be removed from the classroom period for a period of time, TAP may be assigned to a student by the principal or the assistant principal. The principal or the assistant principal may decide when/if individual students are ready to reenter the classroom.

INTENSIVE SUPERVISED STUDY (ISS)

ISS is assigned to students by the principal or assistant principal for certain infractions according to the discipline policy and at other times according to his/her discretion. Students will work on pertinent schoolwork for the entire suspension period, while remaining seated and quiet. Failing to cooperate during ISS will result in out-of-school suspension for a period equal to the remaining time assigned to ISS. **Students are not allowed to attend or participate in any extra-curricular events on the day of an ISS** (IC 20-33-8-14; as hereinafter amended).

If there are an insufficient number of ISSs remaining in the current semester, a two-day Intensive Supervised Study or out-of-school suspension will be assigned. No student may serve more than 8 ISSs in one semester. The 9th will result in 10 days of RISQ plus a request for expulsion for repeated rules violation.

Note: Only an exempt absence will excuse a student from ISS the day of the ISS.

RISQ ALTERNATIVE TO OUT-OF-SCHOOL SUSPENSION PROGRAM

(Reduce Misbehavior, Improve Attitude, Teach Skills, Creating Quality Students)

The RISQ Program is a Court Administered Alternative to Out-of-School Suspension, which provides community-based efforts designed to deal with students in our schools who have not been successful after other discipline has been administered. The program is composed of supervised educational activities, behavior modification and skill building activities in addition to performing community service work projects.

Historically students who are disruptive or behave inappropriately and are suspended from school are placed under parental supervision for the duration of their Out-of-School Suspension. However, these students often lack supervision and structure due to parents' work schedules. While serving in a traditional out-of-school suspension setting, suspended students frequently repeat the same disruptive behaviors that are often the same or worse than the ones that got them in trouble at school initially. They do so in the home and in the community and continue these unacceptable behaviors once they return to school. As a result, these students continue to fall behind educationally and often begin to get into trouble with law enforcement.

While assigned to the RISQ program students are not allowed to attend any extra-curricular events (trespassing). When a student is unable to complete a RISQ assignment, due to failure, the school will take further disciplinary action that will include a lengthy Out-of-School Suspension (up to 10 days) and a possible request for expulsion will be made.

Three RISQ visits are reserved for those students who have been unable to change their behavior through previous consequences. The duration of RISQ is at the school's discretion and may vary from 3-10 days. Students are also not allowed to attend any extra-curricular events during RISQ and are not allowed on the school campus. Removal and/or failure from the RISQ program may lead to expulsion. If the RISQ program is determined not to be an option by the administration, the student will not receive credit for missed class time during OSS (IC 20-33-8-14; as hereinafter amended).

Any student returning from RISQ after a second referral will be required to attend a mandatory re-entry conference at Belmont Middle School that will include, but not limited to, the student's parents, grade level team, school counselors, administrators, RISQ coordinator and the school resource officer.

NOTE: A student receiving 10 suspension days (in-school, out-of-school, or a combination of both) in one-semester or a total of 15 suspension days in one school year will be considered a repeated rules offender and will be subject to immediate due process procedure. A student suspended for 10-days may remain in school on a Probationary Continued Education Agreement (Form 16) at the administration's discretion. The student and parents understand the agreement to remain in school on a Form 16 waives the right to due process in the event of an infraction requiring any further suspensions.

EXPULSION

Expulsion is a last resort penalty designed for those students who, despite ample opportunity, refuse or fail to abide by the rules of this institution. Except as otherwise dictated by North Adams Community Schools policy, the standard expulsion shall be for the balance of the then current semester and the next. Students may be reenrolled pending the outcome of a review by the expulsion examiner before the second semester of the expulsion begins. If the expulsion is issued within the final three (3) weeks of a semester, the expulsion shall extend to the following semester. Expulsion terms may be reduced at the sole discretion of the school principal or his/her designee upon consideration of the student's record, the magnitude of the offense, and other special circumstances. Students who have been expelled are not permitted on the school campus or to attend any school or school-related functions. No student may be expelled for a period greater than the maximum permissible duration (IC 20-33-8-14; as hereinafter amended).

GROUND FORS SUSPENSION AND 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 exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.
 - D. Prevention 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. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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-

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33-9-1.3; as hereinafter amended).

5. 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).
6. 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).
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind (IC 35-48 et seq, as hereinafter amended). Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. 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).
9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. 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).
11. 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 to:
 - A. Engaging in sexual behavior on school property
 - B. Disobedience of administrative authority
 - C. Willful absence or tardiness of students
 - D. 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
 - E. Possessing, use, 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.
12. Possession of firearms, deadly weapons, or destructive devices (IC 20-33-8-16; as hereinafter amended).

The penalty for possession of a firearm:

- 10-day Out of School Suspension pending expulsion from school for one calendar year.
- The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- The grounds for suspension or expulsion listed above apply when a student is:
 - a. On school grounds
 - b. Off school grounds at a school activity, function, or event
 - c. Traveling to or from school or a school activity, function, or event

In addition to the grounds listed above, a student may be suspended or expelled for **engaging in unlawful activity on or off school grounds** if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity 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 a principal (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
 - C. The student will be provided 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 parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal (or designee).

RISQ PROCEDURES

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

1. Student is suspended from school
 - A. Student and/or parent/guardian meet with school official
 - B. Student is referred to the RISQ Program as a Court Administered Alternative to Out-of-School Suspension (IC 20-33-8.5; as hereinafter amended).
2. Student and parent/ guardian attend the Court hearing and Intake meeting with Community Corrections personnel at the Adams County Courthouse, 2nd Floor, (112 S. 2nd Street) at 8:15 AM on the first full day of the suspension period.
3. Student is ordered to participate in the RISQ Program (classroom and community service) for the duration of the Court Administered Alternative to Out-of-School Suspension (CAOSS).
4. Student returns to school. All assignments will be placed in a sealed packet and given to the student to submit to school officials upon return. Special provisions may be made for the return of tests or quizzes.
5. Student will meet with an administrator on the date of their return before school and before returning to regular class attendance to conduct a Re-entry Conference
6. RISQ Program staff will provide to the school a Summary Discharge Report and Community Service Evaluation upon the student's completion of the program.

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EXPULSION PROCEDURES

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

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

*Please note: The North Adams Community School Board does not hear expulsion appeals

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled or any violation(s) of such rules (IC 20-8.1-5.1 and 511 IAC 7-15; as hereinafter amended). Administrators may take the following disciplinary actions:

SUSPENSION

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's Individualized Education Program (IEP) is not a suspension. Students with disabilities may be suspended up to ten (10) cumulative school days in a school year.

Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal or his/her designee, wherein the student is entitled to:

1. A written or oral statement of the charges against the student.
2. If the student denies the charge, a summary of the evidence against student.
3. An opportunity to explain the students' conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

EXPULSION

An expulsion is defined as separation from school attendance or a related service for more than five (5) consecutive school days. Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting, the case conference committee must meet to review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:

1. Request the appointment of an independent hearing officer to contest the committee's determination
2. Request an expulsion meeting
3. Waive the right to an expulsion meeting

In the event of the expulsion of a student with disabilities, educational and related services may not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR POSSESSION OF A FIREARM

If a student with disabilities is in possession of a firearm on school property, the principal may suspend the student in accordance with the above provision on suspension or exercise in-school discipline measures or any other discipline actions set forth in the student's individualized education program.

A case conference committee meeting shall be convened as soon as possible to determine an appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled, if the case conference committee determines there is no causal relationship, the student must be expelled for a period of at least one calendar year, subject to modification only by the superintendent. During the expulsion period, the student shall continue to receive educational services as determined by the case conference committee.

Legal Reference: **20 U.S.C. 1415; IC 20-33-8-16; 511 IAC 7-15-1; 511 IAC 7-15-2**

STUDENT ATTENDANCE POLICIES

North Adams School Corporation has approved an attendance policy that asks and expects parents to report a child's absence to the school at the earliest possible time but in no event later than 9:00 A. M. the day of the absence. When reporting an absence, a 24-hour automated attendant can be reached by calling 724-3137. After dialing, follow the instructions for leaving a message. Verification of the absence is the responsibility of the parents (IC 20-33-2-27; as hereinafter amended).

Every day of attendance at school is important. Research demonstrates that students who regularly attend school achieve high grades, enjoy school more,

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and increase their chances of becoming functional, responsible adults. In addition, when students are to attend school and be on time for classes, they develop self-discipline and responsibility. Attendance and participation in class are essential if the student is to gain the maximum benefit of the educational program. Students who miss a class will never be able to retrieve completely that learning experience. The interaction with the teacher and fellow students can never be duplicated.

Accordingly, if students are to receive maximum benefits from the educational programs at Belmont Middle School, students need to be in attendance on all prescribed school days except those excused by policies of Belmont Middle School approved by the North Adams Community School Board or exempted as mandated by the State of Indiana. Regular and punctual school attendance is expected, encouraged, and enforced. School attendance is an area of cooperation between the school, the parents, and the student so the whereabouts of each student will be always known during the school day. **If a student is ill from school, he/she may not be allowed to attend any school function (extra or co-curricular) that day or evening.**

CLASSIFICATION OF ABSENCES

VERIFIED ABSENCES

A verified absence is an absence that has been 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.

POWERSCHOOL ATTENDANCE CODES

Reason	Code
Present	P
Unverified (No parent phone call or note)	A
Tardy (Arriving between 7:55-10:29 A.M.)	T
Excused (Parent verified absence)	EXC
Unexcused (No parent verification or absence was avoidable)	UNX
Truant	TRU
Excessive Absences (5+unexcused absences/10+excused absences)	EAB
Medically Excused Absence	MED
Certificate of Incapacitation Full day/Half Day	CI/HCI
Intensive Supervised Study	ISS
Out-of-School Suspension	OSS
Alternative to Out-of-School Suspension (RISQ)	RISQ
Funeral	FNRL
Absence Exemption	AE
Half Day Excused	HX
Half Day Unexcused- Level 1 (Arriving between 10:30-11:30 A.M.)	HU

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TAP: Temporary Alternative Placement	TAP
Half Day Funeral	HFNR
Homebound	HB
Half Day Medical	HMED

FIVE (5) DAY LIMITED ABSENCE POLICY (PER SEMESTER)

Students who have reached five (5) non-exempt absences per class period per semester will have reached the limit of allowed absences that BMS students may miss without penalty. **Doctor' appointments will not count towards the Five (5) Day Limited Absence policy if the student returns a North Adams Medical document completed by a certified healthcare provider, or note from a certified healthcare provider with the same information requested on that document, within two days of returning to school. Please note that medical notes may or may not be accepted due to insufficient information.** Additionally, a request of an ROI (Release of Information) may be made if the student has more than ten absences at any point in the year without sufficient verification from a certified healthcare provider of a diagnosis that would require a modification of a student's attendance plan.

Also, if a physician has completed a Certificate of Incapacity (CI) that verifies the student should not be in school attendance if their medical diagnosis considers them incapable to continue their education in the normal school setting, then those absences associated with the CI will not count toward the five (5) Day Limited Absence policy.

For consequences after 5th absence (per semester, see the Attendance Disposition Chart for Grades 5-8 below:

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:

- Service as a page/honoree of the Indiana General Assembly (IC 20-33-2-14)
- Service on precinct election board/political candidates/parties (IC 20-33-2-15)
- 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)
- 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 Middle 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 10:29AM)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

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- Any absence which is not exempt or excused

For consequences for Unexcused Absences to 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 Prosecutor's Office may be made, as well.

ol (per semester), please see the Attendance Disposition Chart for Grades 5-8 below.

TRUANCY PREVENTION POLICY (per new 2024 Indiana Code 20-33-2.5)

This legislation requires school boards to adopt a policy that will apply to students in grades k through 6 who are absent 5 unexcused days within a 10-week period. When a student has five (5) or more unexcused absences within a 10-week period, the school must:

- Provide written notification to the parent of the student's attendance record and the parent's responsibilities to comply with Indiana compulsory attendance laws;
- Hold an attendance conference with the parent to review and develop a plan to prevent future absences of the student within five (5) school days. The conference must be scheduled at a date/time convenient to the parent, but also within five (5) days of notification.
 - The school must hold the conference even if parent does not attend and must develop a plan to prevent future absences, which may include various options (i.e., wraparound services, referral for counseling, mentoring, disciplinary or legal actions the school will take) as well as the period the plan will be in effect (no longer than 45 school days)

If the student meets the definition of habitual truant, the Superintendent or attendance officer is required to report the student to the county prosecutor or DCS in accordance with I.C. 20-33-2-25. The juvenile court may determine the child to be a delinquent under I.C. 31-37-2-3 or that the student's parent(s) may be subject to prosecution under I.C. 35-46-1-4.

TARDY TO SCHOOL (PER SEMESTER) (STUDENT ARRIVES BETWEEN 8:01AM- 10:29AM)

If a student is late arriving to school, it is the student's responsibility to report directly to the Attendance Office to sign in. When a student arrives, the time will be documented, and it may be considered an unexcused absence (circumstances may vary) (see unexcused absence policy above).

For consequences for Tardies to School (per semester), please see the Attendance Disposition Chart for Grades 5-8 below.

Parents and students are reminded that because bus service is provided for students, problems such as, but not limited to, missing the bus, oversleeping, car trouble and problems related to driving are not excused reasons for tardiness.

TRUANCY

Any absence from one class, a portion of one class, or more than one class without permission from a parent and/or the school is truancy. Failure to report to an assigned area, being more than three minutes late to class without permission 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 absence. If the student is declared by the school to be a habitual truant and is under the age of 18, the State shall, upon notification of the school, deny the student any permit or license to drive until such time the school notifies the state of the student's change in attendance, or the student reaches 18 years of age. (IC 20-33-2-11; as hereinafter amended)

For consequences for offenses of truancy per school year, please see the Attendance Disposition Chart for Grades 5-8 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 IC30-40.

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.

E-LEARNING ATTENDANCE

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.

ATTENDANCE APPEALS

If a parent wishes to explain their child's attendance issues, a meeting may be scheduled with an administrator and guidance counselor.

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A student risks expulsion if the attendance policy is violated more than once while in attendance at BMS.

NOTE: The above guidelines were developed with and based on Indiana's Compulsory Attendance Laws (IC 20-33-2 et seq, as hereinafter amended).

ATTENDANCE DISPOSITION CHART FOR GRADES 5-8

TARDIES	DISPOSITIONS
1 ST , 2 ND , 3 RD	Documented
4 TH , 5 TH , 6 TH	Lunch/recess detention (LRD); Letter mailed home to parent
7 TH , 8 TH	1 HR After-School Detention (ASD); Meeting with Administration
9 TH	Friday Night School (FNS); Meeting with Administration
10 TH	1 ISS; Meeting with Administration
UNEXCUSED ABSENCES*	DISPOSITIONS
1 ST	Documented
2 ND	1 HR ASD
3 RD , 4 TH	THURSDAY Night School; Contact Parent;
5 TH	1 ISS; Contact Parent; Meeting Scheduled to Create Truancy Prevention Plan
6 TH	3 ISS; Letter Delivered to Home; Report Filed with Prosecutor's Office for Failure to Insure Attendance
7 TH	3 RISQ; Update report to Prosecutor's Office; Report filed with DCS
8 TH	5 RISQ; Update reports to Prosecutor's Office and DCS
9 TH +	Recommendation for Expulsion; Update to Prosecutor's Office and 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).*

OTHER REFERENCED LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW

(Included but not limited to)

Please refer to the Indiana laws below. For a full listing of Indiana laws, please go to the following web site: <http://www.in.gov/legislative/ic/code/title20>

IC 20-33-9 et seq, as hereinafter amended "Reporting Requirements"

IC 20-33-2-9; as hereinafter amended; Exit interviews; withdrawal requirements

IC 9-24-2-1; as hereinafter amended; Suspended and expelled students and dropouts

IC 20-33-8-1; as hereinafter amended; "Principal"

IC 20-33-8-10; as hereinafter amended; Disciplinary powers of principals

HEALTH CLINIC GUIDELINES (POLICY # 2413)

Each year, a parent or guardian is to sign and return the Emergency Medical Care Consent form.

1. Health counseling, first aid, dispensing of medications and emergency treatment is available for all students by the school nurse or assistant.
2. In an emergency medical situation, the school nurse will take the appropriate action to secure the proper medical care. We will follow the parent's/ guardian's direction from the Student Emergency Information form when attempts to notify the parents/guardian have failed and there is a serious illness or injury.
3. It is the standard procedure of North Adams Community Schools that all medications will be administered at home. Under exceptional circumstances, medication may be administered by authorized school personnel under the following guidelines:

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- A. The medication must come to school in the original prescription bottle, labeled with the prescription date, student's name and exact dosage to be administered. Medications brought to the school should be taken to the health clinic upon arrival to school.
 - B. Students are not to keep the medication in their possession or in their lockers at school. Violation of this policy may result in disciplinary action. HOWEVER, some students need to carry and or administer their own medications such as asthma inhalers, bee sting injections, insulin or other medications must have a dated and signed permission slip from both the physician and parent/guardian and the form MUST be on file with the health clinic.
 - C. The school will not be liable for lost or stolen medications brought to or from school by the student or those carried by the student. Parents are advised to bring the medications to the school. The parent/guardian accepts the legal responsibility for the safe arrival of this medication to school.
 - D. A STUDENT MEDICATION PERMIT must be completed and signed by the parent/guardian must be signed and filled out completely before the first dose of any medication can be given to the student. This note will include the name of the medication, the dosage, the time and date(s) to be given and the condition or illness the student is taking the medication for, the student's name, date and signature of parent /guardian.
 - E. Only the amount of medication needed at school should be sent. Medications will not be sent home without a written permission slip from parents. (a form is in the health clinic) At the end of the school year, parents are responsible to pick up their student's medication or the medication will be destroyed. Medications will not be re-used from one school year to the next.
 - F. A copy of the Medication Guidelines is available in the health clinic.
4. All students are required by law to be immunized against certain childhood diseases. Belmont follows the states guidelines for grades 9 through 12: (Policy #5320):
 - A. DPT (or form of) – 3 doses
 - B. Polio – 3 doses
 - C. MMR – 2 doses
 - D. Hepatitis B – 3 doses – recommended, not required
 - E. Varicella – 1
 5. Immunization records must be on file with the school within 20 days of enrollment. The nurse is responsible to see that all students have specified immunizations up to date to attend school.
 6. Various health screenings will be given to each student in the following grades and at a teacher's request or as deemed necessary:
 - A. Vision – all 8th graders and new students.
 - B. Hearing – all 7th graders and new students.ANY parent choosing to sign a waiver objecting to these screens may do so at the beginning of the school year. Obtain your copy in the health clinic. The waiver must be filed with the school and will be maintained with the student's health records. New waivers must be filled out every year. Parents will be notified in writing if a student needs professional care. In addition, individuals or classes may be screened for head lice as deemed necessary. (Policy #5310).
 7. All administration of medicines shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.
 8. Students who need to carry and/or administer their own medications, such as asthma inhalers, bee sting injections and other medications must have a dated and signed permission slip from both the physician ordering the medication and the parent/guardian on record in the health clinic and in the student's possession.
 9. If at any time during the school year a student develops a medical condition such as diabetes, seizure disorder, asthma, allergies, blood disorder, pregnancy, etc, his or her condition should be reported to the health clinic and any necessary forms completed. If there has been any change in the existing conditions, that information should also be reported.
 10. It is extremely important that the school is able to contact the parent/legal guardian in case of illness or injury. Please provide the school with information concerning the necessary emergency phone numbers, changes in emergency phone numbers, employee information or address changes so that we can contact you as possible if needed.
 11. Nurse authorization is required before students leave after the nurse contacts the parent(s).
 12. Generic forms of Advil, Tylenol and cough drops will be available to the students when deemed necessary AND the parent or legal guardian has checked the appropriate medication areas and signed their permission on the Student Emergency Information form. Only the recommended label dose will be given to the students.
 13. The Student Emergency Information form will be kept in the health clinic and new forms are to be completed each new school year (The previous school year's form become void upon the completion of the last day of school).

NORTH ADAMS COMMUNITY SCHOOLS SUBSTANCE ABUSE POLICY (POLICY #5530)

PURPOSE STATEMENT

The North Adams Community School Corporation, to ensure the highest possible standards of learning, as well as the safety, health and well-being of our students endorses a substance abuse policy which will:

- Aid students to abstain from the use of controlled substance
- Intervene early when student use is detected
- Take corrective disciplinary action when necessary
- Provide follow-up for students

POLICY STATEMENT

No student shall possess, use, have consumed, distribute or transport any of the following substances on school premises before, during or after school hours at school or in any other school district location as defined below.

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1. Any controlled substance or dangerous drug as defined by State and federal law, without regard to amount, including, but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate unless prescribed by a medical doctor. (See # 7 below)
2. Alcohol or any alcoholic beverage.
3. Glue, aerosol paint, or any other volatile chemical substance which when inhaled could produce a mind-altering condition or behavior-altering condition.
4. Any substance that represents a controlled substance or which is represented in nature, appearance, or effect to be a controlled substance, or if unpacked or packaged in a container normally used in delivery of a drug, or if a person says that a substance is, or may be sold as a drug, this will be considered to be a "look alike drug."
5. Any other intoxicant, mood-changing, mind-changing, mind-altering, behavior-altering drug or simulated controlled substance.
6. Steroids of all types.
7. Any prescription medication or treatment, unless same is reported to the school nurse prior to the start of the school day. The school nurse, in his/her sole discretion, shall determine if the student or the nurse shall retain possession of any prescription during the school day.
8. Possession of drug paraphernalia.

DEFINITION

Each prohibited substance referred to in this policy shall be referred to as "controlled substance" for the purpose of this policy and shall include alcohol or any alcoholic beverage.

School District Location means in any school building and on any school premise; on any school owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; and off school property when the presence of the student is directly related to his/her transportation to or from school or a school-sponsored activity.

PROCEDURES: POSSESSION OR CONSUMPTION OF A CONTROLLED SUBSTANCE

If a student or other person is observed in possession of or is suspected to be under the influence of controlled substances at a school district location or any school-sponsored function, an attempt will be made to isolate the individual from the rest of the group by the school official seeing or having the suspicion (the "initially responsible person").

1. A school administrator or his/her designee will be notified immediately by the initially responsible person and shall make an independent evaluation of the situation. If alcohol use is suspected, an alco-sensor test will be administered to determine the presence of alcohol.
2. The guardians of the child will be notified to come to the location by the school administrator. If the guardians cannot be contacted, a school administrator or his/her designee will be responsible for the child until guardians can be notified.
3. In cases where the individual is suspected to be under the influence of a controlled substance, a drug test will be administered in accordance with testing procedures in effect from time to time. If a parent or guardian cannot be contacted, and it is determined by the administration to be in the best interest of the student to conduct a drug test, then acting in *loco parentis*, a non-invasive drug test may be authorized without presence of parent or guardian.
4. If a positive test result for alcohol or drugs is achieved, local law enforcement shall be notified by the administrator or his/her designee. Also, no individual who is suspected to be under the influence of a controlled substance shall be permitted to leave except to the custody of local law enforcement or the parents/legal guardians of the individual unless all testing has been conducted, all results are negative, and the school administrator reasonably believes the individual is not under the influence of a controlled substance.
5. In cases where the individual is observed in possession of a controlled substance, local law enforcement authorities will be notified, and custody of the individual will be delivered to such local law enforcement.
6. The refusal by any individual to submit to the alcohol/drug testing required pursuant to this policy shall, for purposes of school policy only, cause that individual to be deemed to have tested positive and be subject to immediate enforcement of applicable penalties.
7. A conference will be arranged with the guardians at the earliest convenience. At the conference, penalties for the offense will be discussed and assessed. The school administrator shall determine the applicability of waivers or implement the revocation of the waivers, subject to the guidelines outlined in the penalty schedule.

SELLING AND DISTRIBUTING

It is against school policy to possess, sell, use or distribute controlled substance at any School District Location, as those terms are defined in this policy. If any student is observed to be selling or distributing any controlled substance, the material will be confiscated, and the local law enforcement authorities will be notified as will the guardians of the individual. The student will be subject to the penalty schedule in the order listed beginning with the penalty prescribed under the **third offense**.

PENALTY SCHEDULE

All students will be subject to the following penalties for a violation of those offenses as defined under "Policy Statement," at any time while enrolled at North Adams Community Schools. A person is considered enrolled for the time span from the first day they participate in a school activity in the North Adams Community School system until graduation or early withdrawal from the system. Offenses will be non-cumulative from school year to school year, although penalties may carry-over to the next school year if incurred late in the current school year.

1st Offense: 10-day RISQ. The suspension could be waived or shortened if the student and parent(s) agree to a Drug/Alcohol Needs assessment by a Certified Substance Abuse Counselor and follow its recommendations.

2nd Offense: Expulsion from school for the maximum permissible time period. Student could be reinstated after a documented program of an alcohol/drug abuse rehabilitation program is complete.

3rd Offense: Expulsion from school for the maximum permissible time period.

Violations will not transfer from the elementary school level to the middle school or from the middle school to the high school level.

Applicability of waivers or revocation of waivers will be determined by the school administrator in his/her sole discretion based on the discipline record of the individual student.

*Documentation of the Drug/Alcohol Needs Assessment, as well as its recommendations, must be provided in order for the lesser penalty to take effect. Documentation of ongoing compliance must also be provided. Failure to do so would reinstate the original penalty. All information will be kept confidential and shared only with the involved faculty/administrator, counseling staff and the student's guardians.

Voluntary Referral: Students who have never been subject to the penalties of this policy may voluntarily refer themselves to school for help in solving an alcohol/drug

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abuse problem. No penalties will be assessed for previous use if the student undergoes a Drug/Alcohol Needs Assessment, and the recommendations are followed. Subsequent voluntary referrals or violations will cause the student to be subject to the penalty schedule.

ATHLETIC PROGRAM GENERAL INFORMATION

“PURSUING VICTORY WITH HONOR”

The athletics program is an integral component in the middle school curriculum. Consequently, it follows that the athletic program is compatible with middle school philosophy. In essence, students are given the opportunity to develop proficiency in the basic skills in a variety of sports. Another concept of the program is to provide the athlete with a smooth transition from many exploratory athletic experiences to more advanced athletic organizational patterns.

INTERSCHOLASTIC ATHLETICS

Bellmont Middle School offers the following interscholastic athletic activities:

BOYS SPORTS

Fall

Cross Country (6, 7, 8)

Football (7 & 8)

Early Winter

Basketball (7 & 8)

Winter

Wrestling (6, 7, 8)

Swimming/Diving (6, 7, 8)

Spring

Soccer (6, 7, 8)

Track (6, 7, 8)

GIRLS SPORTS

Fall

Cross Country (6, 7, 8)

Volleyball (6, 7, 8)

Early Winter

Basketball (7 & 8)

Winter

Swimming/Diving (6, 7, 8)

Spring

Soccer (6, 7, 8)

Track (6, 7, 8)

LEGAL REPORTING WAIVER & WAIVER AND RELEASE

At the start of each school year, all prospective Belmont Middle School athletes will be required to sign and have on file a “Legal Reporting Waiver” and a “Waiver and Release” to participate in any sport.

NORTH ADAMS ATHLETIC CODE

Students participating in athletics at BMS must have a signed athletic code of conduct on file with the head coach before being allowed to participate in a contest. Please read the athletic code carefully as it contains academic and conduct requirements.

PARENT/FAN CONDUCT

A sports parent and fan “code of conduct” has been developed to make sports participation as enjoyable as possible for the kids. Parents and adult fans are expected to show good sportsmanship at all events. Failure to do so could result in ejection from the event, and possibly banning from all BMS events.

PARTICIPATION POLICY

Bellmont Middle School has an open participation policy in most sports. Football, Cross Country, Wrestling, Swimming/Diving, Track and Soccer are sports in which no cutting takes place. **Non-BMS students who attend a private or parochial school within NACS boundaries and plan on attending Belmont High School are permitted to participate on BMS teams with the release of their home school athletic director. Home-schooled students may not participate on BMS athletic teams.**

PHYSICAL MANDATES

Students participating in athletics at BMS must have a current physical examination statement on file with the Athletic Director. No exceptions.

SPORTSMANSHIP

A student-athlete should actively practice the **LIFESKILLS**. Participation in athletics is not a right; it is a privilege, which is most definitely earned. Student athletes are advised to practice the necessary **LIFESKILLS**, which will enable them to participate as a member of an athletic team in good standing.

BELLMONT MIDDLE SCHOOL ATHLETIC INFORMATION 2023-2024

ATHLETIC EXTRA-CURRICULAR ELIGIBILITY POLICY

ACADEMIC

Because participation in extra-curricular activities is a privilege that must be earned, BMS has minimum academic standards that students must meet in order to participate in athletic contests with students of other schools. These requirements are that a student participating in an athletic season must be passing all subjects on a weekly basis. Failure to do so would render the student-athlete ineligible for the following week’s athletic contests. Specifically, a student receiving an overall grade of an “F” at the end of a week will not be eligible to play in games during the week following the grade check. At the end of the week of ineligibility, another grade check will occur. If the

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student were passing all classes at that time, he or she would regain eligibility. If the student were not passing all subjects, he or she would again be ineligible for the next week's athletic events. This pattern of checking grades will continue throughout the athletic season. During any period of ineligibility, the student must continue to practice remaining a member of the team. Coaches have the option whether to allow any ineligible athletes to travel with the team or sit with the team during events. **If a particular student would remain ineligible for a period of four consecutive weeks, they will be ineligible to compete for the team for the remainder of the season.** All students representing Belmont Middle School in extra-curricular athletic activities are subject to these same standards.

ATTENDANCE

To be eligible to participate in any athletic extra-curricular school activity, including practice sessions, a student must have been in school the last one-half (in by 11:30 AM) day school was in session prior to the activity, or the Friday before a Saturday event. On days when school is canceled, if school policy permits conduct of an activity, everyone is considered present as pertaining to this regulation. Any student serving in ISS, OSS, or RISQ will not be allowed to participate in any extra-curricular activities or practices on that day. In addition to any other applicable penalties, during an out-of-school suspension period, which will include weekends and holidays if suspensions extend beyond such periods, a student will not be allowed to actively participate in practices or contests. Coaches, sponsors, and/or directors of activities are responsible for enforcement.

CODE

The North Adams Community Schools encourages participation in extra-curricular and inter-scholastic activities because they provide students the opportunity to cultivate good habits and to develop their mental and physical abilities. The following are rules of conduct for students participating in these activities. These rules shall apply throughout the calendar year, beginning from the time the student is enrolled until the time the student's senior season is completed. **BE WARNED: THESE RULES APPLY EVEN WHEN SCHOOL IS NOT IN SESSION.**

RULES OF CONDUCT

General

- All rules prescribed by the Student Code of Conduct and Attendance Policy listed in the Student Handbook currently in effect shall always apply to participants.
- Athletes shall always conduct themselves to promote knowledge and learning generally and to maintain an orderly and efficient educational system.
- Athletes shall follow any additional rules and regulations established by the individual sponsor or coach responsible for the field of activity in which the athlete is engaged. These rules will be established by the sponsor or coach prior to the beginning of said activity, in writing and distributed to the athlete.
- When a rule violation occurs, and an athlete is to serve a suspension for that violation then he/she must finish that sport season in good standing with the team/coach. Failure to comply will result in revocation of said penalties and must be served prior to participation in contests in any other sport.
- If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.

A. Category A Rules

1. All rules prescribed by the Student Code of Conduct and Attendance Policy listed in the Student Handbook currently in effect shall always apply to participants.
2. Participants shall not possess, use, consume, buy, sell, or transfer any tobacco products at any time.
3. Participants shall always conduct themselves to promote knowledge and learning generally and to maintain an orderly and efficient educational system.
4. Participants shall follow any additional rules and regulations established by the individual sponsor or coach responsible for the field of activity in which the participant is engaged. These rules will be established by the sponsor or coach prior to the beginning of said activity, in writing and distributed to the participant.

B. Penalties for violation of Category A Rules

1st Offense – The student will be suspended for 20% of the scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.

2nd Offense – The student will be suspended for 50% of the scheduled contests during that sport season. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.

3rd and any Subsequent Offense – The student shall be prohibited from participation in any activity for a period of one (1) calendar year from the date of the determination of the commission of said violation.

When the basis for assessment of penalties is a violation of the BMS student code of conduct and attendance policy the extra-curricular penalty only applies if the curricular penalty involves an out-of-school suspension or expulsion.

If a disciplined athlete tries out for a sport that he/she has previously participated and is cut or dismissed the penalty carries over to the next sport of previous participation. Athletes who have completed the term of their out-of-school suspension but have not yet fulfilled these penalties will be permitted to practice with the team.

C. Category B Rules refer to North Adams Substance Abuse Policy which is applicable to all enrolled students.

D. Penalties for Violation of Category B Rules

All students will be subject to the following penalties for possession, use, consumption, distribution or transportation of any "controlled substance" as that term is defined under the North Adams Community Schools Substance Abuse Policy (which definition includes, without limitation, alcohol or any alcoholic beverage), even if the violation occurs off school premises and/or at a non-school sponsored activity, at any time while enrolled at North Adams Community Schools.

1st Offense – Suspension for 50% of scheduled contests during that sport season. Suspension may be reduced to 25% if a Drug/Alcohol Needs Assessment is done and its recommendations completed. If the total punishment cannot be fulfilled during that sport season, the remaining percent of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.

2nd Offense – Suspension for 80% of scheduled contests during that sport season. Suspension may be reduced to 40% if a Drug/Alcohol Needs Assessment is done and its recommendations completed. If the total punishment cannot be fulfilled during that sport season, the remaining percentage of the penalty will be carried over into the next sport season in which the athlete had previously participated during the prior year.

3rd and any Subsequent Offense – Student shall be prohibited from participation in any athletic extra-curricular activity for a period of one (1) year from the date of determination of the commission of the violation. Students could be reinstated after completion of a documented program of alcohol/drug abuse rehabilitation.

Violations will not transfer from the elementary school level to the middle or from the middle school to the high school level.

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Eligibility for penalty reduction following completion of Drug/Alcohol Needs Assessment and its recommendations is subject to a strict requirement that such program be commenced with fifteen (15) calendar days of notice of the violation and to the delivery of due documentation of completion of such assessment and its recommendations. If the recommendations require a continuing compliance program, due documentation of such compliance will also be required for penalty reduction eligibility. Failure to comply will result in revocation of penalty reductions and reinstatement of original penalties. All information will be kept confidential and shared only with those who involve faculty/administration, counseling staff and student parents/guardians.

Jamborees and IHSAA controlled scrimmages do not count toward suspensions. The athlete will be allowed to participate in these contests. If a disciplined athlete tries out for a sport that he/she has previously participated in and is cut or dismissed the penalty carries over to the next sport of previous participation. Athletes who have completed the term of their out-of-school suspension, but have not yet fulfilled these penalties, will be permitted to practice with the team.

Any penalty reductions/revocations are subject to reversal, in discretion of the school administrator and/or Athletic Director, upon consideration of the following behaviors with respect to the affected student:

- Repeated truancy
- Belligerent and disrespectful of staff and other students
- Disruptive in classes
- Use of threat or violence on school grounds
- Vandalism
- Engaging in any activity forbidden by the laws of the State of Indiana
- Other activities or behaviors that the administrator deems relevant in his/her discretion

Voluntary Referral: Students who have never been subject to the penalties of this policy may voluntarily refer themselves to school for help in solving an alcohol/drug abuse problem. No penalties will be assessed for previous use if the student undergoes a Drug/Alcohol Assessment, and the recommendations are followed. Subsequent voluntary referrals or violations will cause the student to be subject to the penalty schedules at the next higher level.

E. Category C Rule

Any participant who is determined by the school to have committed an act which meets the definition of a crime under city, state or federal law shall be deemed to have violated a Category C Rule.

F. Penalties for Violating Category C

1. If the act which constitutes a Category C Rule violation is classified as a misdemeanor, extra-curricular penalties will be assessed as a Category A violation.
2. If the act which constitutes a Category C Rule violation is classified as a felony, the participant shall be removed from extra-curricular participation for a period of one (1) year from the date the school makes its determination of a violation.

G. Conduct Constituting a Violation of Multiple Rules

Any conduct which could be found to be a violation of more than one category of these rules shall be dealt with in the manner which results in the maximum penalty hereunder for such violation.

APPEAL PROCESS

Any athlete who is penalized, or his/her parent(s), may request an appeal hearing by notifying the principal in writing: within five (5) days after the receipt of written notification of the athletic suspension. A review committee consisting of Principal, Athletic Director, and coach shall hear such appeal and decide its outcome. The determination of the committee is final and binding.

ATHLETIC PARTICIPATION (DUE TO WEATHER CONDITIONS)

When school has been cancelled due to inclement weather, all middle school athletic events and practices will be cancelled.

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 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.

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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:

Civil Rights Compliance Officer

Tiffany Heine
260-724-7146

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 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.

METAL DETECTORS- NACS Board of Education has adopted policy allowing trained school staff to use metal detectors for random student 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.

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)

Belmont Middle School will NOT conduct any "Nonemergency Invasive Examinations". However, the nurse does conduct 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

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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 manufacture 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 disease 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.

LIBRARY MEDIA CENTER GUIDELINES

The Belmont Middle School Library Media Center provides "physical and intellectual access to resources and tools required for learning in a warm, stimulating, and safe environment." (Standards for the 21st Century Learner) All students have the right to use the facilities and services in a manner that is socially responsible and respectful of the rights of others. Behavior guidelines are defined in the school handbook. Failure to follow these guidelines may result in disciplinary action including but not limited to loss of LMC privileges.

OPEN LIBRARY

All students visit the library once a week with language arts classes. However, we understand there are times when a student needs to use the library at other times. Times can be arranged by a teacher or during these open library times:

- Daily:** 7:30-8:00 a.m.
Thursday: 7:30 a.m.-3:30 p.m.

Students must have a signed library pass to use the library during open library times. Students are required to have an ID card or iPad with barcode to come to the LMC.

CIRCULATING PROCEDURES

- General collection **books** may be checked out for a **two-week** period and may be renewed once provided there is no request for the book.
- All overdue items will be declared lost, notices will be sent, and bills will be sent to parents/guardians if books are not returned.
- Failure to pay the value or replace lost items will be considered theft of property.

LOSS AND DAMAGE

In case of lost or damaged materials, the borrower is liable for the cost of replacement.

ONLINE RESOURCES

The following resources can be found on the the Cymbalo Page under Library and Computer Services or in Clever. All BMS students may use these resources at school or at home. Many other resources are listed on this homepage for student use as well.

[Type here]

World Book Online: Username: nacs Password: braves
(At home: bmshome)

Country Reports: Username: 1000bhs Password: braves

NACS COMPUTER POLICY

Computers/Computer networks are provided to students for educational purposes. Unauthorized use of computers/computer networks is prohibited. Any unauthorized use may result in punishment up to and including, suspension/expulsion, suspension or loss of computer privileges at all North Adams Community School facilities, and in appropriate circumstances referral to the appropriate legal authorities for investigation of criminal liability. For a full description of the North Adams Computer Policy, please visit our website at www.nadams.k12.in.us under "Board Policies."

IC 35-43-2-3; as hereinafter amended; Computer trespass

IC 35-43-1-4; as hereinafter amended; Computer tampering

Students are prohibited to check personal email, visit chat rooms, and logging onto any personalized web-based sites i.e.) Facebook, Myspace.

All North Adams students have supervised, age-appropriate access to our computer network and the internet. As the parent/guardian, you can deny this access by requesting an **Internet Denial Form** from the school office.

Access to the North Adams Community Schools' network, including the Internet, is provided solely for educational purposes and research. Use of these resources is a privilege, not a right. Inappropriate use or failure to comply with the Corporation's computer use policies and guidelines may result in suspension or denial of that privilege. All North Adams students are required to sign a **Student Network/Internet Acceptable Use and Safety Agreement**. As minors, a parent/guardian signature will also be required.

North Adams Community Schools provides students with opportunities that will highlight their successes and /or talents. Technology, media releases, and public display of student work are a few ways students can gain recognition for their efforts. Students may be recognized through videotaping, audio recording, pictures, etc. via school newsletters, school video news, district/school website or local newspapers. As the parent/guardian, you can deny media/website/public display by requesting a **Media/Website/Public Display Denial Form** from the school office.

All North Adams parents have access to their child's schedule, attendance, and grade information through PowerSchool. Username/password can be requested from the school office.

BMS NETWORK POLICY VIOLATION CONSEQUENCES

If a student violates NACS Student Computer Policy or Internet Acceptable Use Policy, he/she will be disciplined. The teacher and network technician will keep records of violations.

- | | |
|-------------|---|
| 1st Offense | Warning/loss of iPad for 24 hours |
| 2nd Offense | ASD/Student will lose network privileges for one week. |
| 3rd Offense | TNS/Loss of network/device privileges for an entire semester. |

GUIDELINES FOR ETHICAL TECHNOLOGY USE BY STUDENTS

Any BMS student is expected to conduct himself/herself in an ethical manner while using the technology at BMS. The following guidelines may be used to address unethical student use of technology.

CONSEQUENCES FOR FALSELY USING OTHERS LOG-ON/PASSWORD AND MISUSE OF TECHNOLOGY

- | | |
|-------------|--|
| 1st Offense | Loss of device privileges for three (3) school weeks |
| 2nd Offense | Loss of device privileges for nine (9) school weeks |
| 3rd Offense | Loss of device privileges for one (1) semester |

BMS LAB RULES

1. An adult must be present in order for any student to use a computer
2. No food or drink is allowed in a lab.
3. Treat all lab equipment with respect
4. Only visit sites that are specifically assigned by the classroom teacher.

BMS STUDENT IPAD AGREEMENT

TO THE STUDENT

The iPad is the school's property, but you have one to consider for your use for educational purposes, innovation, and creativity. Responsible use of your iPad is expected. You are also expected to fully participate with the iPad in all classrooms as directed by your teachers. Finally, we hope you enjoy your iPad to its fullest potential.

TO THE PARENT

North Adams Community Schools is leading the way in the integration of the newest technology innovations and putting them into the classroom. With a significant investment in educational technology and infrastructure, your child will be exposed and trained to utilize technology as a tool and resource to enhance their learning.

The iPad that your child is receiving can be used for word processing, access to the internet, and run a variety of "apps" that enhance the educational process. As

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we move forward, many classroom materials, including textbooks, will be added to the iPad. Teachers will communicate with students through the iPad and will distribute and collect many classroom papers and documents, electronically.

Finally, we encourage your child to be innovative with the iPad. The device can be used for a variety of applications. We encourage you to support your child in learning to use the new technology, ask them questions, and have them teach you what they are learning. If you ever have questions, please contact school personnel.

Value of iPad, Case and Apps

iPad and protective case – Approximately \$600

Damage Protection (\$50 deductible)

Expectations

1. Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teachers.
3. Students and parents agree to be responsible for proper care of the iPad and that any damage or loss may result in financial liability in repairing/replacing the iPad.
4. Students and parents agree that any inappropriate use of the iPad will result in school discipline that may include the loss of technology privileges, and other discipline outlined in the student handbook.
5. Students and parents agree that all apps and content to be installed on the iPad, including music and media files, must be acceptable in a school environment.
6. Parents agree to monitor student use on the internet while on their home network using the iPad.
7. Students and parents agree that North Adams Community School personnel may search the school issued iPad and that students and parents will assist in securing full access for such review. At no time should a student expect a right to privacy of materials on the iPad.
8. Students and parents leaving North Adams Community Schools must return the iPad to the school corporation in good working condition.
9. The iPad is the property of North Adams Community Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on an iPad or a school supplied or supported email service.
10. The North Adams iPad is the only approved personal device allowed for students enrolled in North Adams.
11. The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual, or group. Belmont Middle School is a closed campus, with Belmont Middle School retaining the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
12. Students are responsible for bringing their iPad to school every day, unless otherwise directed by a staff member. Failure to bring an iPad, or any other class material(s), does not release the student from his/her responsibility for class work. If a student repeatedly fails to bring materials to class, including an iPad, the student will be subject to disciplinary action.
13. The student shall bring his/her iPad to school fully charged. A student's repeated failure to charge his/her iPad may result in disciplinary action.
14. Personalized screensavers or backgrounds are NOT permitted. iPad backgrounds and screensavers MUST be a self-portrait of the owner only.
15. Games, music, videos, and sound use will be at the discretion of the classroom teacher(s) and building administrator.
16. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
17. The North Adams iPad is designed primarily as a tool for school work; any non-school uses of the iPad should be limited to school activities during the school day.
18. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
19. Belmont Middle School encourages students to take their iPad home at night for class work and recharging at some point during the school year. All the rules and regulations that are in effect during the school day extend to the use of the iPad at home.
20. North Adams makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.
21. The use of the iPad is intended to enrich the educational experience of Belmont Middle School students and as such, should be used in a responsible manner. The student should not EVER share his/her password/log-in information with another person because he/she (the student) is responsible for any violation/misuse of the iPad that is done while under the student's log-in.
22. Administrators and/or teachers may revoke or re-instate iPad privileges, at their discretion.
23. Students are not to be emailing or messaging other students during school hours.
24. Students are not to be using the iPad to take pictures/video of anyone during school hours unless permitted by/supervised by a staff member for educational purposes. There is to be no inappropriateness with video or cameras at all during any time.