

BELLMONT SENIOR HIGH SCHOOL

STUDENT HANDBOOK

2024-2025

GOOD AT LEARNING. GOOD AT LIFE.

BELLMONT HIGH SCHOOL SONG:

Hail Belmont Braves (Tune: Hail Purdue)

Hail Belmont Braves, all hail,
All hail to our colors so true!
Hail Belmont Braves, all hail,
We'll ever be loyal to you.
Ever faithful, ever true,
Thus we raise our song anew,
Spread the fame of our dear name,
O Belmont Braves, all hail!



BELLMONT HIGH SCHOOL ALMA MATER:

Bellmont High School, Belmont High School, Happy youthful days;
Evermore will we be loyal, ever bring thee praise.
Memories of years spent here will never fade or die;
Long life to our Belmont High School, Here's to Belmont High.

WELCOME

The administration and staff would like to welcome you to the 2024-2025 school year at Belmont High School. This student handbook has been prepared to help you be successful at BHS, 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.

Every student who attends Belmont High 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 high 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 High School hinges on a combination of your attendance, attitude, effort, and by your involvement in school activities. Have a great year!

CONTACT INFORMATION

Bellmont High School	724-7121	www.nadams.k12.in.us/bhs
Superintendent's office	724-7146	
Crisis Hotline	728-3333	

ADMINISTRATION

Kati Todd	Principal
Mark Pranger	Asst. Principal
Aaron Baker	Athletic Director
Tory Fuelling	Asst. Athletic Director
Julie Schueler	Testing Coordinator
Sean Faurote	Guidance Director
Michelle Blackburn	Guidance
Tory Fuelling	Guidance
Aaron Scheumann	ACCES Alternative School

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.). There is also a Crisis Report link on the NACS district website www.nadams.k12.in.us.

DANCES

The administrative staff will approve all calendar dates selected for dances. Dances are intended for Belmont High School students only. Guests who have graduated from high school and are currently/ formerly employed by North Adams Community Schools will be denied entry. All BHS school rules and regulations will be in effect for all dances. All "guests" (anyone not currently enrolled in Belmont High School) will need to be approved by the administration prior to the purchase of tickets. No middle school students may attend BHS dances. "Guest" forms will be available in the main office. **Silver Arrow** is a semi-formal dance, and the **Prom** is a formal dance. All attendees are expected to dress accordingly. Those who do not will be asked to leave the dance.

DELAYS/CLOSINGS SCHOOL MESSENGER INFORMATION

During periods of inclement weather, North Adams Community Schools will utilize the School Messenger Broadcast System. This system allows school and corporation administrators to call all of the phone numbers that each family has provided in order to announce to all students within that household of these delays and/or closings. If there is a change or addition in contact information, please contact the high school as soon as possible so this system can remain current. Additionally, these weather announcements will be broadcast on the following radio and TV stations: RADIO - **WZBD 92.7 FM**, **WOWO 1190 AM**, **WMEE 97.3 FM**, **WQHK 1380 AM**, and **WBCL 90.3 FM**; TV - channel 21 **WPTA**.

LEAVING SCHOOL BUILDING OR GROUNDS

Any student leaving the school building or grounds early should first have written or verbal permission from a parent/guardian on file with the Attendance Secretary on the morning of the early dismissal. All students must sign out upon leaving and sign in upon return. Any student who does not follow these guidelines will be subject to disciplinary action under the penalty of **insubordination** and/or **truancy**. There could be a penalty for missing class time. Students who become ill during the school day need permission from the nurse or administration to leave school or be picked up from school. Students not having permission from the nurse or administration will be issued a consequence for an unexcused absence/truancy per the BHS student attendance policy.

LOST AND FOUND

All lost and found articles should be turned into the main office. Students who have lost articles may obtain them from the office provided they can properly identify the item. Belmont High School assumes no responsibility for lost or stolen property.

IDENTIFICATION BADGES

All North Adams Community Schools' students and staff members must be in possession of an identification badge (ID) that is readily available at all times while on school grounds.

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 receive lunches for 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 ala 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 and will be submitted to collections.
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) for \$.50
6. The lunch menu is published in advance and selections are subject to change due to availability, supply chain issues, and weather-related conditions.
7. Students requiring a special diet or food substitutions must have a Special Diet Request Form on file and updated annually.
8. Information on free and reduced lunch is available 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.

BUS SAFETY AND PUPIL EXPECTATIONS

School bus drivers are expected to keep order among the students while they are 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.
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
Moving seats		Fighting (<i>Battery</i>)	1st Offense: School-Appropriate Disposition/3 days loss of bus privileges/Police Report 2nd Offense: School-Appropriate Disposition/Loss of bus privileges/ Police Report **Cumulative for year
Horseplay		Fighting (<i>Pre-Meditated or with/ Bodily Injury</i>)	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	1st Offense: School-Appropriate Disposition/Loss of bus privileges 10 days/Police Report 2nd Offense: School-Appropriate Disposition/ Loss of bus privileges from one semester to a year/Police Report *Cumulative for Year
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/3days 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>i.e., crossing a road to/from a bus stop unsafely, touching a bus as it is in motion, failing to stay a safe distance from bus as it approaches stop, pushing/shoving/horseplay while bus approaches/pulls away</i>)	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.

School bus drivers are to have control of all school children between their homes and the school. The driver shall keep order, maintain discipline among the children while on the bus or along the route, treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and 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 which includes the bus, while riding the school bus, and while waiting to transfer buses.**

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 may result in a child being removed from the bus and/or other disciplinary consequences at the discretion of school administration. The address that is used on the school registration is the address at which the student will be picked up and dropped off unless there have been prior arrangements made with the bus garage. Students will not be permitted to ride any other bus than that which has been assigned to them. Students will not be permitted to ride home with friends.

SCHOOL RESOURCE OFFICER (SRO)

A Decatur Police Officer is assigned to Belmont High School and functions as a School Resource Officer (SRO) for North Adams Community Schools. The SRO works and acts on behalf of Belmont High 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. Evidence 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.

- 1. Lockers/Desks:** All lockers/desks are the property of North Adams Community Schools and, therefore, **students are presumed to have no expectation of privacy with respect to such lockers, desks, or their contents. Therefore, school administration may search the locker or its contents at any time.**
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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 of a cell phone is only allowable if school officials possess reasonable suspicion 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 LOCKER USAGE

At the discretion of the administration, a student shall, to the extent of the physical facilities permit, be assigned a locker for the exclusive use of the student during the school year. Lockers should remain neat and clean at all times. Students have no expectation of privacy for any items stored in a locker. The administration can search a locker at any time (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 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. Clothing 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.

STUDENT PARKING RULES AND REGULATIONS

1. Any student wishing to drive to school must first hold a valid driver's license then must obtain a parking permit from the main office. **The driver's license must be shown when registering.** The permit will then be issued and kept on file in the main office.
2. Students wishing to drive to school must have a NACS Random Drug Testing Policy consent form signed and on file to obtain a parking permit. **Students driving to school without a consent form on file and/or without a parking permit will be subject to disciplinary consequences and may have their vehicle towed at the owner's expense.**
3. Each student is expected to park in his/her assigned lot and have the parking sticker visible in the lower corner of the front driver's side window.
4. Upon arrival to school students are to park in his/her assigned parking lot, leave the car, and come into the building immediately. No loitering in the parking lot is permitted before or after school.
5. No one will be permitted to drive his or her car or return to it during the school day without first receiving permission from the administration.
6. Indiana law authorizes and permits school personnel to search vehicles if reasonable suspicion and/or just cause exists.
7. All traffic laws and school regulations must be observed. Reckless or unsafe driving on school property will not be tolerated.
8. A student who violates these rules will be subject to having their parking/driving privileges suspended for a minimum of one week up to the rest of the year. Additional violations will result in the loss of driving privileges for additional week(s) or even the remainder of the semester. In addition to a loss of driving privileges students who are in violation will be subject to disciplinary action under the penalty of **insubordination** and/or **repeated rules violations**.
9. Illegally parked or unregistered student vehicles may be towed at the owner's expense.
10. **Any student who receives a failing grade at the conclusion of a grading period, has poor attendance including tardiness, or other disciplinary issues is subject to a loss of driving privileges.**
11. Students with any outstanding obligations (book fees, lost/damaged books, etc.) will not be issued a parking permit or will have their parking/driving privileges suspended until the obligations are paid in full and a receipt is presented.

12. Driving to school and parking in the school's parking lot is not a right but a privilege. Any student who abuses any valid school rules or policies is risking having that privilege revoked at the discretion of the high school administration.

TELEPHONE USE

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.

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 contact 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 BHS 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 today. It is the goal of Belmont High School to educate students on digital citizenship, positive communications, and possible legal ramifications of inappropriate digital conduct.

- "No Cell Bell-to-Bell" - Student cell phones and electronic communication devices (including smart watches) that can be used to communicate or access internet are to be put away and out of sight from bell-to-bell.
- With administrative approval, students may be permitted to use cell phones before school, after school, during passing periods, and during lunch.
- Teachers may require students to store their devices in a designated storage location, i.e., box, pocketed wall storage sheet, for the class period. The phones may be retrieved at the end of class or during an emergency.
- Students who are in the nurses' clinic will leave their cellphones and laptops with the nurse or guidance secretary.
- 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 should 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.
- Students are to put their phone out of sight upon entering classrooms.
- 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.
- During the administrator approved cell phone times, students are to only have one earbud in at a time so they can hear teacher/administration instructions.
- Large, over-the-ear headphones are prohibited unless otherwise arranged with administration.
- 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.
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Violations of the BHS Cellphone Policy will result in an office referral and the following disciplinary measures:

Offense	Teacher Disposition	Administrator Disposition (Subject to change with admin discretion)
1 st offense	Electronic Communication Device Referral (ECD). Teacher confiscate device for remainder of period.	Warning
2 nd offense	ECD Referral. Teacher brings phone to office. Parent/ guardian pick up at the end of the day.	2-hour after school detention
3 rd offense	ECD Referral. Teacher brings phone to office. Parent/ guardian pick up at the end of the day.	Saturday School

4 th offense	ECD Referral. Teacher brings phone to office. Parent/ guardian pick up at the end of the day.	Up to 3 days ISS
5 th offense +	ECD Referral. Teacher brings phone to office. Parent/ guardian pick up at the end of the day.	Up to 3 days RISQ
Refusal to surrender device to teacher	Insubordination Referral. Automatic removal from class to office.	See Student Code of Conduct and Discipline Policy under "insubordination".
Further refusal to surrender device to administrator		See Student Code of Conduct and Discipline Policy under "insubordination".
Using device to engage in theft, fraud, cheating, or academic dishonesty		See Student Code of Conduct and Discipline Policy under "academic dishonest" or theft

DIGITAL DEVICE 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. 35-42-4-4(c), 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 2009, 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 devices 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.

VALUABLES

Bellmont High school advises all students to leave items of great value and large amounts of money at home. If for some reason it is necessary such items be at school, then the item/money should be brought to the office for safekeeping until it is needed. These valuable items should not be stored in student lockers or cars. Belmont High School assumes no responsibility for lost or stolen property.

VISITORS

All visitors to Belmont High must enter through the main entrance and report directly to the main office to sign-in. While 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. Visitor access to staff and students is at the discretion of administration.

GUIDANCE INFORMATION

SEVEN SEMESTER WAIVER RULE

Bellmont High School recognizes the Seven Semester Waiver Rule, 511 IAC 6-7-4, which allows local school boards to waive the seven-semester requirement for some students. Belmont High School, in compliance with IC 20-36-5, allows a student who is identified as high ability and, "who demonstrates proficiency in one (1) or more courses or subject areas under section 1 of this chapter may not be required to complete a minimum number of semesters to graduate or to receive an academic honors diploma."

CHANGE OF COURSE POLICY

Every attempt will be made to accommodate each student's request of courses for his/her schedule. However, there are times when every selection cannot be accommodated due to the number of available sections in a given course or periods offering those courses, and other courses may be substituted to fulfill graduation requirements.

Valid reasons for changing a course:

- Schedule Conflicts
- Physical inability to take a class due to accident or illness
- A faculty member may initiate a change if, in the opinion of the faculty member, a student is inappropriately placed
- Extenuating circumstances

Requests that will not be honored include

- Teacher Preference

- Period Preference

Course Change Procedure – Beginning 1st Day of School:

- Student must pick up the Course Change form from his/her guidance counselor and discuss the reason(s) for the request.
- A \$15 Course Change fee will be in effect for any course change initiated by student/parent.

Drop/Add timetable:

- Week 1 - No record or grade
- Week 2 THROUGH 1st midterm - Grade of "W" with no effect on GPA
- After 1st midterm - WF-withdraw/fail, counts as an F on GPA
 - After week 1, student will only be allowed to add a supervised study in place of dropped class.

Students enrolling in year-long courses are expected to remain in those courses for the entire year unless there is a clear indication that the student is failing the course at the end of the semester, and the teacher recommends that the student not continue.

CLASS MATRICULATION

Students are classified according to the number of credits completed.

9th Grade/Freshman Status	0-11 Credits
10th Grade/Sophomore Status	12-23 Credits
11th Grade/Junior Status	24-34 Credits
12th Grade/Senior Status	35 Credits and Higher

RE-CLASSIFIED STUDENTS

To be considered a sophomore, a freshman student must have earned a minimum of 11 credits by the end of the summer session in 2023. Freshman failing to earn 11 credits will be re-classified as freshman for the 2023-2024 school year.

For a sophomore to be considered a junior, a student will need to have earned 23 credits by the end of the summer session in 2023. Students who have earned 12 credits but less than 23 credits beginning the 2023-2024 school year will be re-classified as a sophomore.

For a junior to be considered a senior, 35 credits will need to have been earned by the end of the summer session in 2023. Those students who have earned 24 credits but less than 35 will be re-classified a junior beginning the 2023-2024 school year.

Students may earn credits during the next school year which qualify them for the next grade level at the end of the 1st semester of the school year. The above are minimum standards to encourage academic performance in order to advance.

GRADING SCALE

Bellmont High School grading scale and GPA associated with each grade:

A+	100% (and above)	4.0
A	93-99	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and Below	0.0

Bellmont High School recognizes the importance of challenging students to take more rigorous courses. Therefore, BHS has adopted a system of "weighted grades". This system awards an additional 1 point for each student who completes an Advanced Placement (AP) course or academic college credit course (Math, English, World Language, Social Studies, Science).

CORE 40 DIPLOMA REQUIREMENTS*

	General Diploma	Core 40 Diploma
English	8 Credits	8 Credits
Math	<u>4 Credits from:</u> 2 Credits: Algebra I 2 Credits: Any math course	<u>6 Credits from:</u> Algebra I, Geometry, Algebra II or Geometry, Algebra II and Pre-Calculus or Discrete Math/Statistics & Probability <i>*Students must take a Math or Quantitative Reasoning course each year they are in high school</i>
Science	<u>4 Credits from:</u> 2 Credits: Biology I 2 Credits: Any science course	<u>6 Credits from:</u> 2 Credits: Biology I 2 Credits: Chemistry I, ICP or Physics 2 Credits: Chemistry II, Physics Earth & Space, Astronomy, Anatomy & Physiology, AP Biology, Adv. Environmental or Adv. Animal Science
Social Studies	<u>4 Credits from:</u> 2 Credits: US History 1 Credit: US Government 1 Credit: Psychology, Sociology or Economics	<u>6 Credits from:</u> 2 Credits: World History or Geography 2 Credits: US History 1 Credit: US Government 1 Credit: Economics
Career Academic Sequence	6 Credits: Areas of career exploration	6 Credits: Areas of career exploration
Health	1 Credit	1 Credit
PE	2 Credits (2 semesters)	2 Credits (2 semesters)
World language	Optional	Optional
Fine Arts	Optional	Optional
Flex Credits	5 Credits that expand the Career Academic Sequence (see below)	Optional
Directed Electives	Optional	5 credits in World Lang, Fine Arts and/or Career Technical
	<p>Must receive 1 credit from Economics or Personal Finance</p> <p>To earn the 5 Flex Credits, a student must complete one of the following:</p> <ul style="list-style-type: none"> • Expand the Career Academic Sequence • Courses that involve workplace learning • Advanced career-technical education, college credit • Additional courses in: Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts 	
Total Credits	40 Credits	40 Credits

CORE 40 WITH ACADEMIC AND TECHNICAL HONORS DIPLOMA*

	Academic Honors Diploma	Technical Honors Diploma
English	8 Credits	8 Credits
Math	<u>8 Credits from</u> Algebra I, Geometry, Algebra II and Pre-Calculus or Geometry, Algebra II, Pre-Calculus and Discrete Math/Statistics & Probability or AP Calculus	<u>6 Credits from:</u> Algebra I, Geometry, Algebra II or Geometry, Algebra II and Pre-Calculus or Discrete Math/Statistics & Probability <i>*Students must take a Math or Quantitative Reasoning course each year they are in high school</i>
Science	<u>6 Credits from:</u> 2 Credits: Biology I 2 Credits: Chemistry I, ICP or Physics 2 Credits: Chemistry II, Physics Earth & Space, Astronomy, Anatomy & Physiology, AP Biology, or Adv. Animal Science	<u>6 Credits from:</u> 2 Credits: Biology I 2 Credits: Chemistry I, ICP or Physics 2 Credits: Chemistry II, Physics Earth & Space, Astronomy, Anatomy & Physiology, AP Biology, Adv. Environmental or Adv. Animal Sci.
Social Studies	<u>6 Credits from:</u> 2 Credits: World History or Geography 2 Credits: US History 1 Credit: US Government 1 Credit: Economics	<u>6 Credits from:</u> 2 Credits: World History or Geography 2 Credits: US History 1 Credit: US Government 1 Credit: Economics
Career Academic Sequence	6 Credits: Areas of career exploration	6 Credits: Areas of career exploration
Health	1 Credit	1 Credit
PE	2 Credits (2 semesters)	2 Credits (2 semesters)
World language	6 Credits in 1 language or 4 credits in one & 4 credits in another	Optional
Fine Arts	2 Credits	Optional
Flex Credits	Optional	Optional
Directed Electives	Optional	Optional
Other	Earn a grade of "C" or above in required courses and earn a 3.0 GPA or above Complete one of the following: <ul style="list-style-type: none"> • 4 Credits from AP (Advanced Placement) courses and take corresponding AP exams • College courses resulting in 6 college credits • 2 credits from AP course and exam and dual high school/college credit resulting in 3 college credits 	Earn a grade of "C" or above in required courses and earn a 3.0 GPA or above Complete 2 of the following, one must be A or B A. Score at or above the following levels on WorkKeys: Reading for Info – Level 6, Applied Math – Level 6; Locating Info - Level 6 B. Complete dual high school/college credit courses in a technical area (6 credits) <ul style="list-style-type: none"> • Complete a Professional Career Internship or Cooperative Ed. Course • Complete an industry-based work experience • Earn a state approved industry recognized certificate
Total Credits	47 Credits	47 Credits

GRADUATION PATHWAYS

Indiana Department of Education graduation requirements beginning with the Class of 2023 may be found here [DOE: Graduation Pathways \(in.gov\)](#)

CELEBRATING BELLMONT STUDENT SUCCESS

Academic Letters

- A. A student must maintain a grade point average of 3.5 or above each semester.
- B. An award recipient must earn four (4) credits in any five (5) areas each semester as defined above.
- C. First year recipients receive an academic patch and chevron. Recipients after the first year receive a chevron up to a total of four (4) chevrons in his/her high school career.

An award recipient must earn four (4) credits in any of the following five (5) areas each semester.

1. Language Arts
2. Mathematics - Algebra 1 or above
3. Science - Biology I, AP Biology, Chemistry I, AP Chemistry, Earth/Space Science, Physics, Advanced Science - Astronomy, Advanced Animal Science
4. Social Studies
5. World Language

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, traveling to or from school or a school activity, or off school property if the conduct involves bullying and two (2) or more students who attend school in the Corporation and the behavior has an adverse educational impact. Misconduct during routine bus travel to or from school may also result in suspension of riding privileges. See **BHS 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-generated 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.

All Sport Passes/Special Event Tickets - The misuse of these items will result in the pass being confiscated. The penalty for general misbehavior will be assigned.

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.

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.

Conduct Unbecoming a Student at BHS - 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 a suspension from school (either in-school or out-of-school). Consequences may also include contacting parents, referral to guidance, detention, or Thursday-Night School.

Cult and Criminal Organization Activity - Cult and criminal organization activities will not be tolerated at BHS or school sponsored activities and will be considered unlawful (IC 35-45-9-1; 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.

Dress Code - It is our goal that Belmont High 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 High 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:

1. Students will always wear school appropriate footwear. Slippers are not allowed unless announced by BHS administration.
2. All headgear, including but not limited to bandanas, hoods, caps, and hats are not to be worn or carried during the school day.
3. Pajamas, including onesies, are not to be worn during the school day.
4. Sunglasses are not permitted during the school day.
5. Abnormal colored, thematic, or novelty contacts are not permitted during the school day.
6. The front, back, midriff, and sides must be covered at all times. Shirts worn must be long enough to be able to be tucked in under any circumstance. (Sitting forward, reaching up, etc.) Crop-tops and tube tops are unacceptable. Tank tops must be the width of a Belmont ID card, (landscape direction). 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 cleavage, top or bottom). No undergarment should be showing or worn as an outer garment (this includes boxer shorts).
7. 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.
8. Skirts and dresses must be fingertip length when standing. Shorts must have at least a 3-inch inseam and should not be rolled at the waist. Slits in skirts and dresses must also not extend higher than these measures. Leggings, and other hosiery, as well as boxer shorts are not allowed to be worn by themselves. Any tightly worn clothing determined to be unduly revealing not to be worn during the school day unless covered by other clothing that reaches fingertip in length.
9. Pants and skirts should be worn around the waist/hip and not below even if covered by a shirt. No clothes should be worn if needed to be handheld or pulled up.
10. Clothing that has been cut, ripped, torn, or manufactured with holes is permitted, provided skin above the knee and/or underwear is not visible. Leggings may be worn under pants with holes, so long as the leggings do not allow skin to show.
11. 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. No additions such as spurs or adornments to shoes.
12. Clothing and/or accessories that have 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.
13. Clothing that has pictures, writing, etc. which represent violence, death, destruction, gore, blood, or the macabre is not permitted.
14. Criminal 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.
15. Anything that may be worn in such a way that is judged disruptive to the educational environment by the administration.
16. Blankets are not to be brought to school or worn in the classroom.
17. "Stash" (those with hidden compartments) hats, purses, bags, etc. are prohibited and are subject to confiscation.

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

Electronic Communication Devices (ECD's)/Prohibited Objects - Possession of a cell phone 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. 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. **No other electronic devices besides the school issued laptops are permitted in classrooms.**

Any cell phone or electronic media device used to 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 that is to be determined by school officials and/or law enforcement.

Electronic devices that have the capacity of taking photos or videos are not permitted to be used or taken into areas where people may be in a stage of undressed. See *Cellphone Policy on p. 5 for guidelines regarding student cellphone use.*

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).

Hall Passes - Passes for the restroom, locker, clinic, drink, etc. may be issued to students **at the teacher's discretion**. **Passes are a privilege, not a right, and may be limited or denied by the teacher or administration.**

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 any 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 an 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.

Possession of Firecrackers - and related materials or devices will be confiscated.

Profanity Toward a Staff Member - Any student who chooses to verbally disrespect a teacher and while doing so intentionally uses profanity directed toward that staff member.

Provocation – Any

Public Display of Affection - Any public display of affection beyond holding hands is inappropriate behavior in school. Repeated violations will be referred to the Assistant Principal.

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 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. Law enforcement may also be informed of such matters.

Tobacco/Nicotine/Vapes - Use or possession of items connected with smoking, chewing, vaping, etc. Items (tobacco, nicotine, cigarettes, e-cigarettes, JUUL, vapes, lighters, matches, etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 21 and in possession of a nicotine or 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 is included in this definition (IC 20-33-8-15; as hereinafter amended).

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

BELLMONT HIGH SCHOOL OFFICE DISCIPLINE GUIDE

The following rules and regulations will govern all students enrolled at Belmont High School. Failure to comply with these rules shall constitute grounds for consequences from an Administrator including, but not limited to, alternative to suspension, out of school suspension, classroom suspension, expulsion, exclusion, contracts, lunch detentions, after-school detention, in-school counseling, in-school suspension, parental conference, parental contact, mediation agreements, verbal reprimand, and work assignments.

A **Discipline offense** is defined as a student action that fails to meet classroom or school expectations.

Distinctive Discipline Offenses are those offenses which warrant an advanced disciplinary step/action because of their critical nature, i.e. fighting. An offense of this type results in assignment to a step/action appropriate for that offense. If the student has already reached this same step through normal progression of the policy, the student will move to the next step in the policy. Belmont administrators have final determination with regard to the appropriate step/action for a given distinctive discipline offense. Students will advance one step in the progressive policy as a result of any action not deemed to be distinctive.

Category I Discipline Offenses (Misconduct): Minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process.

Category II Distinctive Discipline Offenses of Moderate to Serious Misconduct: Offenses are moderate to serious acts of misconduct, including, but not limited to, repeated misbehavior that is similar in nature; serious disruptions of the school environment; threats to health, safety, or property; and other acts of serious misconduct. Offenses of this nature may result in automatic disciplinary steps 5-8.

Category III Distinctive Discipline Offenses of Gross to Illegal Misconduct: Offenses are immediately reported to the Administrator. These violations may require notification of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed and report of student names to the BMV for withdrawal of driver's license. Offenses of this nature may result in automatic disciplinary steps 7-8.

HIGH SCHOOL PROGRESSIVE DISCIPLINE POLICY

The following discipline offenses are tracked and progressive for the year.

- Lunch detention will now be assigned at the teacher's discretion
- **Step 1 1-hr After-School Detention** – assigned for failing to meet classroom or school expectations.
- **Step 2 2-hr After-School Detention**– assigned for failing to meet classroom or school expectations. After-school dates are assigned by an Administrator and are alterable only at Administrator's discretion.
- **Step 3 Saturday School**– assigned for third discipline offense. Student may also be required to attend a Multi-Tiered Systems of Support (MTSS) conference with his/her teacher(s) and an Administrator in order to create a behavior contract with goals to promote positive student behavior.
- **Step 4 One-Day Intensive Supervised Study** – assigned for the fourth discipline offense. ISS dates are assigned by an Administrator and are alterable only at Administrator's discretion. The student's parent/guardian is notified by letter of the student's current discipline level.
- **Step 5 Three-Day Intensive Supervised Study** – assigned for the fifth discipline offense. ISS dates are assigned by an Administrator and are alterable only at Administrator's discretion. The student's parent/guardian is notified by letter of the student's current discipline level. Re-convene MTSS conference and/or Special Education conference to revise behavior plan/contract.
- **Step 6 Three-Day RISQ Alternative to Out-of-School Suspension or Out-of-School Suspension** – assigned for the sixth discipline offense. Suspensions are effective immediately for the next three full school days. The student's parent/guardian is notified by letter of the student's current discipline level. Any student suspended from schools is not permitted to attend any school function or be on school grounds anytime during the duration of suspension. *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.*
- **Step 7 Five-Day RISQ Alternative to Out-of-School Suspension or Out-of-School Suspension** – assigned for the seventh discipline offense. Suspensions are effective immediately for the next five full school days. The student's parent/guardian is notified by letter of the student's current discipline level. Any student suspended from schools is not permitted to attend any school function or be on school grounds anytime during the duration of suspension. *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.*
- **Step 8 10-Day RISQ Alternative to Out-of-School Suspension or Out-of-School Suspension Pending Expulsion** – requested for the eighth discipline offense. Expulsion is the last resort penalty designed for those students who, despite ample opportunity, refuse or fail to abide by the rules of this institution.

Bellmont Distinctive Discipline Offense Guide

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.

Infraction	Category	Disposition	Infraction	Category	Disposition
Academic Dishonesty Cheating/Plagiarism (Including use of Artificial Intelligence generators)	II	1 st Off: "F" on the assignment/Saturday School/ Refer to guidance 2 nd Off: "F" nine weeks/3-day ISS/RISQ/Refer to guidance. 3 rd off: "F" for semester/ 3 days ISS	Fighting (Physical attack w/ bodily injury)	III	10-day RISQ/ Request Exp./ Police Report
Bullying <small>* unwanted, repeated acts with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student</small>	II-III	Disposition will be related to nature of infraction	Food/drink outside cafeteria	I	1 st Off: Warning 2 nd Offense: After-school detention
Bus Violation	I-III	Disposition will be related to nature of infraction/ Possible bus suspension to removal from bus	Forgery of staff signature/False attendance call	II	Saturday School to ISS
Conduct unbecoming a student at BHS	I-III	Saturday School to ISS	Horseplay	I-II	After-school detention
Defamation	II-III	Disposition will be related to nature of infraction, ranging from warning to suspension/expulsion	Inappropriate cell phone use	I-III	Saturday School up to RISQ/ request for expulsion depending on Severity
Disregard of cafeteria rules	I	Clean up/ After-school detention	Improper Peer Relations	I-III	Detention – Saturday School for 1 st offenses
Distribution of drugs, alcohol, stimulants	III	10-days RISQ w/ Request Exp./ Police Report	Insubordination/Defiance	II/III	Saturday School to RISQ depending on severity
Dress Code/ Improper Attire	I	1 st Off: Change/Warning 2 nd Offense: Change/After-school detention	Intimidation/ Threats	II-III	3 Days ISS to RISQ
Electronic Comm. Devices (ECD's)/ Prohibited Objects	I	1 st Off: Warning 2 nd Off: Confiscation by teacher /ASD 3 rd Off confiscation by office/ Sat. School	Littering	I	Clean up/ Afterschool detention
Failure to register car/Parking in unauthorized area (subject to towing at owner's expense)	I	1 st Off: Afterschool detention Next Offense: Saturday School/ 5-day Driving suspension to loss of driving privileges	Missing Assignments (including e-learning)	I-II	Lunch Detention-Saturday School
False Reporting	I-II	Saturday School to RISQ depending on severity	Missing Saturday School	II	3 days ISS
Fighting (Battery)	III	1 st Off: 3 Day ISS to RISQ	Repeated rule/policy infractions	II-III	3 Day ISS up to RISQ

		2 nd Offense: 5 day RISQ/Police Report			
Fighting (Pre-Meditated)	III	1 st Off: 5-day RISQ/ Police Report 2 nd Off: 10-day RISQ/ Request Exp./ Police Report		Skipping Class (not leaving school property)	II 1 st : Saturday School 2 nd : 3-day ISS
Overt use of obscenity/profanity	II	Saturday School		Skipping Class (Leaving school grounds)	II 1 st - 1 day ISS 2 nd - 3 days ISS 3 rd - 3 days RISQ
Physical attack on a staff member	III	10-day RISQ/ Request Exp./ Police Report		Tobacco/ nicotine possession or usage	II 1 st Offense: Confiscation/ 3-day ISS/ Police Report 2 nd Offense: Confiscation/3-day RISQ/Police Report 3 rd Offense: Confiscation/ 10-day RISQ/ Request Exp./ Police Report
Possession of a weapon (firearm, knife, club, etc.)	III	10-days RISQ/ Request Exp./ Police Report		Tardy to class	I 1 st Three Offenses: Teacher Assigned Detention Next Off: Office Referral
Possession of drug paraphernalia or imitation of drug paraphernalia	III	Confiscation/ 5-day RISQ/ Police Report		Tardy to school	I See Attendance Policy
Possession, use, or imitation of drugs, alcohol, stimulant, marijuana, inhalant	III	1 st Off: 10-day RISQ pending expulsion/Police Report 2 nd Off: 10-day RISQ pending exp./Police Report		Technology/ Network/Internet Violations	II-III See Acceptable Use Policy
Possession or use of smoke bombs, firecrackers, etc.	II-III	Possession: Confiscation/ 3 day ISS Use: 5-day RISQ/ Police Report		Theft or Possession of Stolen Property	II-III Restitution/ 3-day ISS up to RISQ/ Request Exp.
Provocation	I-II	Saturday School to RISQ		Truancy	III See Attendance Policy
Public display of affection	I	1 st Off: Warning 2 nd Offense: After-school detention		Under influence of drugs, alcohol, stimulant, marijuana, inhalant	III 1 st Off: 3-day RISQ pending expulsion/ Police Report 2 nd Off: 5-day RISQ pending expulsion/Police Report 3 rd Off: 10-day RISQ pending expulsion/Police Report

Reckless/ Dangerous driving	II	Saturday School/ Loss of driving privilege (Quarter up to Year)	Unexcused Absence (Arriving after 8:30)	II	See Attendance Policy
Refusal to identify self	II	Saturday School	Vandalism (intentional)	III	Restitution/ 3-day ISS up to RISQ w/ Request Exp.
Removal from ISS for violation of rules	III	3-day RISQ	Vape pens, fluid, cartridges of any type (JUUL, Suorin, etc.)	III	1 st Offense: Confiscation/ 3-day ISS/ Police Report 2 nd Offense: Confiscation/3-day RISQ/Police Report 3 rd Offense: Confiscation/ 10-day RISQ/ Request Exp./ Police Report
Removal from RISQ for violation of rules	II-III	10 day OSS/Request Expulsion	Writing on desks lockers, walls (graffiti)	I	Clean up/ After-school detention
Unintentional damage to school property	II	Restitution/ Saturday School			
Use or threatening use of a weapon	III	10-days RISQ/ Request Exp./ Police Report			

***BHS 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 Principal's 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 educators 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 and Progressive Discipline Policy. 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 Assistant 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 BHS Student Handbook (IC 20-33-8-9; as hereinafter amended).

DETENTION

Detention may be assigned to a student by the principal or assistant principal as a consequence for any disciplinary or attendance infraction. Detentions will be served immediately. Detentions are 1-2 hours in duration and will be served after school, per Administrator's discretion. Failure to serve or complete the detention will be failure to accept assigned consequence and will result in additional disciplinary action. During this time the students may be asked to complete acts of school service.

SATURDAY SCHOOL

Saturday School may be assigned to students by the principal or the assistant principal. The hours are 8:00am-12:00pm. Students are expected to abide by detention rules. Failure to do so will result in additional disciplinary action. During this time students may be asked to complete acts of service.

INTENSIVE SUPERVISED STUDY (ISS)

ISS is assigned to students by the principal or assistant principal for certain disciplinary infractions as defined by the discipline policy. The duration and

reasons for these assignments are at the discretion of the administration. Students will work on pertinent schoolwork and may conduct community service on the school grounds. Failing to cooperate during ISS will result in a recommendation for a RISQ assignment. Students are not allowed to attend or participate in any extra-curricular events until their ISS assignment is complete. If a student is assigned a one-day ISS, he/she may attend extra-curricular activities at the end of the day. If a student is assigned a multiple-day ISS, he/she may not participate and/or attend until the end of the last day of the ISS period. (IC 20-33-8-14; as hereinafter amended). During this time students may be asked to complete acts of school service.

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.

An administrator may assign a traditional out-of-school suspension instead of RISQ when determined that RISQ may not be a successful intervention for the student or when RISQ may not be available due to scheduling conflicts.

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is reserved for those students who have been unable to change their behavior through previous consequences. During an OSS, students are not allowed to attend any extra-curricular events, nor are they allowed on the school campus for any reason (trespassing). A second OSS will lead to loss of a driver's license. A third OSS may lead to expulsion. If the OSS program is determined not to be an option by the administration, the student will not receive credit for missed class time during the OSS (IC 20-33-8-14; as hereinafter amended).

NOTE: A student receiving 10 suspension days (RISQ, 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 resulting in an immediate expulsion.

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. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person (IC 20-33-9-1.3; as hereinafter amended). Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student (IC 35-45-2-1, 35-45-2-2, & 20-33-8-0.2; as hereinafter amended).
8. Threatening (whether specific of general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon (IC 35-47-5-2.5; as hereinafter amended).
11. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind (IC 35-48 et seq, as hereinafter amended) or any paraphernalia used in connection with the listed substances. This rule includes the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
12. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function (IC 35-48-1-9; as hereinafter amended).
13. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
14. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverage.
15. Failing to respond to questions completely and truthfully from a staff member regarding a school-related matter including potential violations of the student conduct rules or state or federal law.
16. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
17. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (IC 20-33-8-15; as hereinafter amended).
20. Possessing or using an electronic device in a manner which constitutes an interference with school purpose or educational function, an invasion of privacy, an act of academic dishonesty, or is profane, indecent, or obscene.
21. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - A. Engaging in sexual behavior on school property
 - B. Engaging in sexual harassment of a student or staff member
 - C. Disobedience of administrative authority
 - D. Willful absence or tardiness of students
 - E. Engaging in speech or conduct, including clothing, jewelry, or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
 - F. Violation of school corporation's acceptable use of technology policy or rules
 - G. Violation of school corporation's administration of medication policy or rules
 - H. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic-drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind
 - I. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
22. Any student conduct rules the school building principal or designee establishes and gives notice of to students and parents.
23. Possession of firearms, deadly weapons, or destructive devices (IC 20-33-8-16; as hereinafter amended).
24. The penalty for possession of a firearm:
 - A. 10-day Out of School Suspension pending expulsion from school for one calendar year.
 - B. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - C. The grounds for suspension or expulsion listed above apply when a student is:
 - i. On school grounds

- ii. Off school grounds at a school activity, function, or event
- iii. Traveling to or from school or a school activity, function, or event

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

SUSPENSION PROCEDURES

When 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 and is eligible for RISQ, 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 20-30-8; 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.

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 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 20-33-8-34; 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 five (5) consecutive days, but no more than 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 the 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 not later than one hour after the start of school on the next day school is in session following an absence. Failure to report an absence in this timeframe will result in the absence being recorded as unexcused. If the student is in school the following day without verbal or written verification of the absence, he/she may be considered truant for the previous day(s). Phone calls should be made each day during an extended illness unless otherwise arranged with the Assistant Principal. After three (3) consecutive days of illness a doctor's confirmation will be required. Failure to provide documentation will result in recorded absences to unexcused status.

When reporting an absence, a 24-hour automated attendant can be reached by calling 724-7121. 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, 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 High School, students need to be in attendance on all prescribed school days except those excused by policies of Belmont High 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 known at all times during the school day. **If a student is ill from school, he/she will 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 in a manner that meets the timeframe and stipulations as outlined at the start of the Student Attendance Policies section.

POWERSCHOOL ATTENDANCE CODES

Reason	Code
Tardy (with a doctor's note or other reason approved by administration)	T
Tardy-Unexcused (Not in class by 1 st period bell)	TUX
Unexcused Half-day absence	HU
Temporary Alternative Placement	TAP
Unexcused all-day Absence	UNX
Excused (Parent/Guardian verified absence including medical appointments)	EXC
Truant	TRU
Unverified (No parent/guardian contact made with school to verify absence; becomes unexcused after 24 hours)	A
NOT COUNTED TOWARD FIVE-DAY LIMITED ABSENCE POLICY	
Absent but Counted as Present	AE
Alternative to Out-of-School Suspension	RISQ
Campus Visit	CV
Field Trip	FT
Funeral	FNRL
Intensive Supervised Study	ISS
Medically Excused (Verified with Certificate of Incapacitation)	MED
Military Duty	MIL
Out-of-School Suspension	OSS
Other	OTH
Temporary Alternative Placement	TAP

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 allowed number of absences that BHS students may miss without a penalty. **Doctor appointments will count towards the Five (5) Day Limited Absence policy unless a physician has completed a Certificate of Incapacity that verifies the student should not be in school attendance.**

Consequences after 5th absence (per semester):

6th Absence 1 hour After-School Detention
 7th Absence 2 hour After-School Detention
 8th Absence Saturday School

9th Absence	3-day ISS/Loss of driving privileges for semester
10th Absence	3 days RISQ/Conference with administration and parent(s)
11 th Absence (expulsion)	5-days RISQ, juvenile probation truancy report filed (once the maximum number of suspension days is reached, possible request for expulsion)
12 th Absence	10-days RISQ +referral to local prosecutor's office

EXEMPT ABSENCES (COUNTED AS PRESENT)

Those absences considered to be exempt 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.

- 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)
- Duty with Indiana National Guard (IC 20-33-2-17)
- Duty with Indiana Wing of Civil Air Patrol (IC 20-33-2-17.2)
- Parent to produce certificate of child's incapacity on demand (IC 20-33-2-18)
- Public school children; religious instruction (IC 20-33-2-19)
- Student or a member of the student's household participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the student's school principal. (max. 5 days) (IC 20-33-2-17.7)

Recognized Belmont High School Exempt Absences:

- School sponsored/authorized activities
- Deaths and funerals of members of the household or immediate family: spouse, 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).
- College visits with prior approval from the principal.
- Extenuating circumstances must be approved by the building principal.

EXCUSED ABSENCES (PER SEMESTER)

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).**

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

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

UNEXCUSED ABSENCES (ARRIVAL BETWEEN 10:30A.M- 11:30A.M. – PER SEMESTER)

Any absence that is in addition to the five-day limited absences, not exempt, as well as late arrivals of more than 30 minutes to school are considered unexcused absences. Students will not be allowed to make-up classroom work or participation credit.

Examples of unexcused absences are as follows, but are not limited to:

- No parent phone call within 24-hours of prior absence
- Vacation days conflicting with district-wide and state achievement testing dates
- Car breakdown/repair
- Oversleeping/alarm did not go off
- Any absence which is not exempt or excused
- Any absence in addition to the five-day limited absences
-

UNEXCUSED ABSENCES:

1 st Unexcused Absence	1 hour After-School Detention (no step on progressive discipline plan)
2 nd Unexcused Absence	2 hour After-School Detention (no step on progressive discipline plan)
3 rd Unexcused Absence	Saturday School + Level on Discipline Steps
4 th Unexcused Absence	3-days ISS/Conference with administrations and parent/guardian + Level on Discipline Steps
5 th Unexcused Absence	3-days RISQ+ Level on Discipline Steps
6 th Unexcused Absence (request for expulsion)	5-days RISQ juvenile probation truancy report filed (once the maximum number of suspension days is reached, possible request for expulsion)
7 th Unexcused Absences	10-days RISQ +referral to local prosecutor's office

TARDY TO SCHOOL (PER SEMESTER)

If a student is late arriving to school it is the student's responsibility to report directly to the Attendance Office to sign in. If a student arrives at school between 7:56 and 10:30a.m, it is recorded as a tardy.

Consequences for Tardies to School (per semester):

1 st Tardy	Warning (no step on progressive discipline plan)
2 nd Tardy	Warning (no step on progressive discipline plan)
3 rd Tardy	Warning (no step on progressive discipline plan)
4 th Tardy	1 hour After-School Detention (no step on progressive discipline plan)
5 th Tardy	2 hour After-School Detention (no step on progressive discipline plan)
6 th Tardy	Saturday School + Level on Discipline steps
7 th Tardy	Saturday School + Level on Discipline Steps
8 th Tardy	1-day ISS/Loss of driving privileges for semester + Level on Discipline Steps
9 th Tardy	3-day ISS/Conference with administration and parent(s) + Level on Discipline Steps
10 th tardy	3 days RISQ//Conference with administration and parent(s) + Next step on progressive discipline plan

Parents and students are reminded that because bus service is provided for students, problems such as, but not limited to, missing bus, over-sleeping, car trouble and problems related to driving are not excuses 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 one hour after the start of school on the next day school is in session following an 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. A child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year." (IC 20-33-2-11; as hereinafter amended)

Consequences for offenses of truancy per school year:

1 st Truancy-	Saturday School + Level on Discipline Steps
2 nd Truancy-	3 days ISS
3 rd Truancy-	3 days RISQ If student is under the age of 18, an additional Juvenile Truancy Report will be submitted to the Adams County Probation Department and/or Department of Family and Children Services (IC 20-33-2-25; as hereinafter amended). The Bureau of Motor Vehicles will be notified not to issue a driver's license to the student or to invalidate the student's present license (IC 20-33-2-11; as hereinafter amended). A conference will be held with the student, parents, and administration. + Level on Discipline Steps
4 th Truancy-	5 days RISQ If student is under the age of 18, an additional Juvenile Truancy Report will be submitted to the Adams County Probation Department and/or Department of Family and Children Services (IC 20-33-2-25; as hereinafter amended). The Bureau of Motor Vehicles will be notified not to issue a driver's license to the student or to invalidate the student's present license (IC 20-33-2-11; as hereinafter amended). If the student possesses an Indiana work permit, the work permit will be revoked until the student re-establishes regular attendance at Bellmont High School. A conference will be held with the student, parents, and administration. + Level on Discipline Steps.

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 I.C. 30-40.

EXTENDED ILLNESS

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

1. In-patient or outpatient hospital treatment
2. Infectious illness or disease, which by Indiana State Board of Health regulations requires exclusion from school.
3. 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 a BHS Extended Illness Form, signed and filled out by a physician, confirming the dates of illness and justifying the request.

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 724-7121, press 1 for attendance 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.

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

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

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

BLOOD-BORNE PATHOGENS (POLICY # 8453.01)

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

COMPLIANCE OFFICER FOR NORTH ADAMS (POLICY # 3122)

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

Title IX Compliance Officer

Tiffany Heine

260-724-7146 ext. 2104

heinet@nadams.k12.in.us

DIRECTORY INFORMATION (POLICY # 8330)

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

EMERGENCY MEDICAL AUTHORIZATION (POLICY # 5341)

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

LATE ARRIVAL AND EARLY DISMISSAL (POLICY # 5230)

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

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

All students will be dismissed through 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 will 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)

Bellmont High 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.

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.

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 9-24-2 et seq, as hereinafter amended "Driver's License Law"

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:
 - 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 6 through 12 (Policy #5320):
 - A. 3 Hep B
 - B. 5 Dtap
 - C. 4 Polio
 - D. 2 MMR
 - E. 2 Varicellia (or doctor documentation that student has had virus)
 - F. 1 Tdap
 - G. 1 MCV4
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 & 10th 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 is in need of 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 can 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.

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 and every 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 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 making the observation or having the suspicion (the "initially responsible person").

1. A school administrator will be notified immediately by the initially responsible person and shall make an independent evaluation of the situation. If alcohol use is suspected, a breath-test instrument will be used to determine the presence of alcohol.
2. 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.
3. If a positive test result for alcohol or drugs is achieved, local laws 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.
4. 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.
5. 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.
6. 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 OR 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 with no opportunity for deferment.

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/OSS pending recommendation for expulsion for one semester. The expulsion could be waived or shortened if the student and parent(s) agree to and complete the conditions of a deferment agreement. *
- 2nd Offense 10-day RISQ/OSS pending recommendation for expulsion for one semester.
- 3rd Offense 10-day RISQ/OSS pending recommendation for expulsion for one calendar year.

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 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.

BHS ATHLETIC AND EXTRA-CURRICULAR CODE OF CONDUCT GUIDELINES

ELIGIBILITY POLICY

I. Academic

The Indiana High School Athletic Association regulations determine the minimum academic standards which a student must meet in order to participate in athletic contests with students of other schools. These regulations require a student, at the time of participating in such a contest, to have been passing in the previous nine-week period a minimum of five (5) full credit courses. During the first nine weeks of each semester, the eligibility is based on the previous semester. All students representing Belmont High School in extra-curricular athletic activities are subject to these same standards.

II. 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. 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 a suspension will not be allowed to participate in any extra-curricular activities 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.

III. Code of Conduct

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.

NOTE: THESE RULES APPLY EVEN WHEN SCHOOL IS NOT IN SESSION AND/OR OFF SCHOOL PREMISES.

RULES OF CONDUCT

Good Standing Rule--Athletics

When a rule violation occurs and a suspension is assigned, the athlete must finish that sport season in good standing with the team/coach. If the total punishment cannot be fulfilled during that season, the remaining percent of the penalty will be carried over into the next season in which the athlete had previously participated during the prior year.

Failure to finish the season in which the violation occurred due to voluntary removal will not be considered to be in good standing. As a result, the remainder of the assigned penalty will be served prior to participation in contests in any subsequent sport in which he/she previously participated.

If the penalized student is dismissed from the team by the coaching staff during the season in which the disposition was given, the student will be considered as having finished that season in good standing.

Category A Rules

Athletes shall not possess, use, consume, buy, sell, or transfer any tobacco products at any time.

Penalties for violation of Category A Rules—See the NACS Athletic and Extra-Curricular Disposition Table

Category B Rules

Athletes and extra-curricular participants shall comply with the **North Adams Substance Abuse Policy**.

Penalties for Violation of Category B Rules

All athletes will be subject to 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). See the NACS Athletic and Extra-Curricular Disposition Table.

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

Category C Rules

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.

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. See the NACS Athletic and Extra-Curricular Disposition Table.
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. See the NACS Athletic and Extra-Curricular Disposition Table.

Category D Rules

Athletes, co-and extra-curricular participants shall abide by all rules and policies of North Adams Community Schools and Belmont High School.

Penalties for Violating Category D

When the basis for assessment of penalties is only a violation of the BHS student code of conduct or attendance policy, an extra-curricular penalty **only** applies if the disposition is an out-of-school suspension or expulsion. See the NACS Athletic and Extra-Curricular Disposition Table.

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 here under for such violation.

APPEALS

Any student or his/her parent may deliver a written request of the principal for a hearing of the disposition, in person or by mail, within five (5) school days after notification of the disposition. During the appeal, the consequences of the offense will be enforced.

If a hearing is requested, the principal and/or the athletic director shall set a time, date, and place for a hearing within a reasonable timeframe on the determination of whether a violation has been committed. A Review Committee, selected by the principal and consisting of two administrators and a coach/teacher, shall conduct the meeting. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not a violation occurred. The Review Committee shall prescribe the discipline to be imposed for the violation if they should determine that the violation has, in fact, occurred.

If a request to hold an appeal hearing is not made within the time specified, all rights administratively and judicially to contest and appeal the determination will be waived.

If a student has been excluded for one calendar year or more, his/her parent and the student may, not less than 365 days from the date of notification of the disposition, submit written results of their voluntary action to seek and complete treatment for their child with a recognized chemical dependency agency for consideration of an appeal to reinstate eligibility.

ATHLETIC AND EXTRA-CURRICULAR CODE OF CONDUCT Disposition Table

TERMS AND GENERAL INFORMATION

1. A *co-curricular* program is a program that is linked to a classroom course, but that has activities which regularly require the student to go to locations outside the traditional classroom, school campus, or school hours to participate. Some examples include FFA, show choir, band, health occupations, early childhood education, ICE, Belmont Early College, internships, and yearbook. If a student in a co-curricular is excluded from an activity required for credit in a course, an alternative assignment will be provided by the sponsor/director.
2. An *extra-curricular* program is a program that is a school-sponsored club or organization whose activities occur separately from traditional classroom courses. Some examples include German Klub, Student Council, NHS, drama productions, Spanish Club, Academic SuperBowl, SpellBowl, and Sunshine Society.

3. A *recognized program* hereafter is considered a program recognized by the Division of Mental Health and Addiction (DMHA), Indiana Bureau of Mental Health Promotion and Addiction Prevention to provide requisite services.
4. If a disciplined athlete tries out for a sport in which he/she has previously participated and is cut or dismissed, the penalty carries over to the next sport of previous participation.
5. 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 here under for such violation.
6. When a rule violation occurs and a suspension is assigned, the athlete must finish that sport season in good standing with the team/coach. If the total punishment cannot be fulfilled during that season, the remaining percent of the penalty will be carried over into the next season in which the athlete had previously participated during the prior year.
7. Failure to finish the season in which the violation occurred due to voluntary removal will not be considered to be in good standing. As a result, the remainder of the assigned penalty will be served prior to participation in contests in any subsequent sport.
8. If the penalized student is dismissed from the team by the coaching staff during the season in which the disposition was given, the student will be considered as having finished that season in good standing.
9. Any student who is considered to be habitually truant (3+ truanancies) or chronically absent (10+ absences) will be ineligible to participate in cocurricular or extracurricular activities until the first day of the next semester unless deemed by school administration to be in good standing with both attendance and grades.
10. Jamborees and IHSAA-controlled scrimmages do not count toward suspensions.

CATEGORY A AND C (MISDEMEANOR) DISPOSITIONS

A student who is positive for use of tobacco through the NACS Random Drug Testing Policy or who is found in possession of or distributing tobacco (including smoking related products, e-cigarettes, vape pens, etc.) will be given dispositions pursuant to the table below. Those students with violations that fall **only under** Category C, Misdemeanor will observe **only** the consequences below as related to length of disposition, ECA record, and allowable involvement.

First Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded from 25% of total number of regular season games	No participation for 22 days	No participation for 22 days	No driving on school property or to school-sponsored events for 22 days
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	None	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	n/a
Drug Education/ Treatment	<ul style="list-style-type: none"> The student must complete outside of school hours a tobacco education seminar as recommended by the school. 			
Re-Entry Requirements	Negative follow-up drug test at parental expense			
Follow-up Requirements	At least one non-random drug test at parental expense within 6 months from date of first positive test			

Second Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded 50% of total number of regular season games	No participation for 45 days	No participation for 45 days	No driving on school property or to school-sponsored events for 45 days
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a

Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	None	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	n/a
Drug Education/ Treatment	<ul style="list-style-type: none"> Must be a conference between student, parent, administrator, counselor, and potentially coach/director within five (5) days of disposition being given. The student must complete outside of school hours a tobacco education seminar as recommended by the school. 			
Re-Entry Requirements	Negative follow-up drug test at parental expense.			
Follow-up Requirements	At least one non-random drug test at parental expense within 6 months from date of first positive test			

Third Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded for one calendar year	Excluded for one calendar year	Excluded for one calendar year	Excluded for one calendar year
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	None	None	None	None

CATEGORY B AND C (FELONY) DISPOSITIONS

A student who is positive for use of an illicit or banned substance through the NACS Random Drug Testing Policy or who violates the North Adams Substance Abuse Policy will be given dispositions pursuant to the table below. Those students with violations that fall **only under** Category C, Felony will observe **only** the consequences stated as related to length of disposition, ECA record, and allowable involvement.

First Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded from 50% of total number of regular season games	No participation for 45 days	No participation for 45 days	No driving on school property or to school-sponsored events for 45 days
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	None	May practice, travel with, and sit with team. May NOT wear any part of team uniform or warm up	n/a
Drug Education/ Treatment	<ul style="list-style-type: none"> Complete, at parental expense, a Drug/Alcohol Needs Assessment at a <i>recognized program</i> within fifteen (15) days of the disposition being given. Complete, at parental expense, the suggested treatment plan from the Drug/Alcohol Needs Assessment. Provide signed consent for school to communicate with drug and/or alcohol treatment counselor and/or coordinator. If no formal treatment is needed as per the above assessment, the student must complete outside of school hours a drug education seminar as recommended by the school. 			
Re-Entry Requirements	Negative follow-up drug test at parental expense			
Follow-up Requirements	At least one non-random drug test at parental expense within 6 months from date of first positive test			

Second Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded for one calendar year*	Excluded for one calendar year*	Excluded for one calendar year*	Excluded for one calendar year*
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team. May NOT wear	None	May practice, travel with, and sit with team. May NOT	n/a

	any part of team uniform or warm up		wear any part of team uniform or warm up
Drug Education/ Treatment	<ul style="list-style-type: none"> • Must be a conference between student, parent, administrator, counselor, and potentially coach/director within five (5) days of positive test. • Complete, at parental expense, a Drug/Alcohol Needs Assessment at a recognized program within fifteen (15) days of the disposition being given. • Complete, at parental expense, the suggested treatment plan from the Drug/Alcohol Needs Assessment. • Provide signed consent for school to communicate with drug and/or alcohol treatment counselor and/or coordinator. • If no formal treatment is needed as per the above assessment, the student must complete outside of school hours a drug education seminar as recommended by the school. 		
Re-Entry Requirements	Negative follow-up drug test at parental expense.		
Follow-up Requirements	At least one non-random drug test at parental expense within 6 months from date of first positive test		

***Deferment Option:**

There is a one-time deferment option for students who have a second violation of the Substance Abuse Policy. If the following criteria are satisfactorily met by the student who has violated the rules and agreed to by his/her parents, the one calendar year exclusion may be reduced. However, all other disposition requirements of the Second Offense must be completed.

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Deferment Requirements	<ul style="list-style-type: none"> • Complete, at parental expense, a Drug/Alcohol Needs Assessment at a <i>recognized program</i> within fifteen (15) days of the disposition being given. • Submit verified letter of completion of recognized drug/alcohol treatment program within ninety (90) days of disposition being given. • Provide signed consent for school to communicate with drug and/or alcohol treatment counselor and/or coordinator. 			
Length of Disposition	Excluded for 100% of one season	Excluded for 90 days	Excluded for 90 days	Excluded for 90 days

Any penalty deferments are subject to reversal, by discretion of the school administration, upon subsequent and additional violations such as the following:

- Repeated truancy
- Gross disrespect of staff and/or 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

Third Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded for remainder of high school or middle school career	Excluded for remainder of high school or middle school career	Excluded for remainder of high school or middle school career	Excluded for remainder of high school career
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	None	None	None	None

CATEGORY D DISPOSITIONS

A student who violates NACS and/or BHS policy and receives an out-of-school suspension will be given dispositions pursuant to the tables below. If a student is expelled from school, then the disposition for the third offense under this section applies.

First Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded from 25% of total number of regular season games	No participation for 22 days	No participation for 22 days	No driving on school property for 22 days
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a

Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team AFTER suspension is served. May NOT wear any part of team uniform or warm up	None	May practice, travel with, and sit with team AFTER suspension is served. May NOT wear any part of team uniform or warm up	n/a
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Second Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded 50% of total number of regular season games	No participation for 45 days	No participation for 45 days	No participation for 45 days
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	May practice, travel with, and sit with team AFTER suspension is served. May NOT wear any part of team uniform or warm up	None	May practice, travel with, and sit with team AFTER suspension is served. May NOT wear any part of team uniform or warm up	n/a
Drug Education/ Treatment	<ul style="list-style-type: none"> Must be a conference between student, parent, administrator, counselor, and potentially coach/director within five (5) days of positive test. The student must complete outside of school hours a tobacco education seminar as recommended by the school. 			
Re-Entry Requirements	Negative follow-up drug test at parental expense.			
Follow-up Requirements	At least one non-random drug test at parental expense within 6 months from date of first positive test			

Third Offense

	Athletic Disposition	Extra-Curricular Club/Organization Disposition	Co-Curricular Disposition	Driving Disposition
Length of Disposition	Excluded for one calendar year	Excluded for one calendar year	Excluded for one calendar year	Excluded for one calendar year
ECA Record	On permanent ECA record	On permanent ECA record	On permanent ECA record	n/a
Allowable Involvement (w/ approval of admin/coach/sponsor)	None	None	None	None

EMERGENCY PRACTICES AND PARTICIPATION (DUE TO WEATHER CONDITIONS)

When school has been cancelled due to inclement weather athletic practices may be conducted if weather conditions have improved later in the day. Under these circumstances practices will be held only on a voluntary basis and must conclude before dark.

ELECTRONIC MEDIA (COMPUTERS/INTERNET) GUIDELINES

STUDENT COMPUTER USE (POLICY #7540.03)

Students are prohibited to visit chatrooms or logging onto any personalized web-based sites i.e.) Facebook, Snapchat, Instagram, TikTok, etc.

Beginning the first semester of the 2000-2001 school year all students enrolled in North Adams have implied parent/guardian(s) permission to access Internet resources. Parent/guardian(s) may revoke Internet access for their student at any time. This is accomplished by signing the bottom section of the "Parent Permission Form" available in the front office. Periodically, the BHS building technology coordinator or his designee will notify BHS staff which BHS students do not have parent permission to use Internet resources. BHS staff will supervise student internet learning experiences in classrooms, labs, and library media center. Additionally, Internet filtering software will be used at the computer network server level.

STUDENT NETWORK & INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

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/device use policies and guidelines may result in suspension or denial of that privilege (in addition to other disciplinary consequences.)

Network Use and Conduct

- Each student is assigned a network account with a unique login. Use of another person's username/password is prohibited. Students may not allow others to use their username/password.
- Students may not intentionally access or modify files belonging to other users on the network.
- Equipment that is not owned by North Adams Community Schools may not be connected to or used on the Corporation network.
- Removable media such as, but not limited to, CD's, flash drives, personal cameras, etc., may not be used in/with Corporation computers except through authorized staff and with proper virus detection scanning.

- Students may not use the Corporation computers/network in such a way that would harass other users, damage the software/hardware components, disrupt their use by others or bypass network security.

Internet Use and Conduct

- Students may only access the Internet/Canvas through their assigned username/password.
- Student use of the Internet/Canvas is solely for education purposes related to classroom assignments, research, and projects under the supervision of the classroom teacher or support staff.
- Downloading of files and installation of software, toolbars, or plug-ins onto the hard drive of Corporation computers is prohibited.
- Students may not access personal e-mail, chat rooms, social networks, forums, or listservs using Corporation computers.

Digital Citizenship: I will treat people with dignity and respect when using the computer/device and accessing the Internet.

- I will not threaten, insult, gossip, tease, or treat others with cruelty while I am on Canvas. I understand this type of behavior is a form of bullying and will not be tolerated and will be punished and result in the loss of privileges.
- I will respect other students' work on the computer/device. I will not copy, change, or remove another student's work from the computer/device, the school network, the Internet, or Canvas.
- I will tell a teacher or administrator whenever I encounter anything on the internet (including Canvas) that I think may be inappropriate or a violation of school policies. I will do this in person or by "flagging" the questionable material in Canvas, which will immediately remove the questionable post and notify the teacher.

Online Behavior: I will follow these guidelines when using Canvas and the Internet:

- I understand that things I post on Canvas may be seen by everyone at school and at home, and things that are posted on the Internet can be seen by everyone in the world.
- I will not share personal information (either my own nor another student's) including references to where I live, details about family or friends (including names), my age, birthday, home address, or telephone number, on Canvas or on the Internet.
- I understand that authorities (including the district, law enforcement, police, FBI, Secret Service, etc.) have ways of tracking things that are posted on the Internet back to the computer/device or person that posted it even if the person never uses their own name or leaves any personal information. I understand that anything I post on the Internet could eventually be linked to me.

I have read and understand the North Adams Community Schools **Student Network & Internet Acceptable Use and Safety Agreement** and will comply with the Corporation computer/device use policies and guidelines.

I understand I have no right to privacy when I use the Corporation's computer network, device and/or the Internet, and that my use may be monitored for inappropriate activity or access to inappropriate sites.

I understand that not complying with the **Student Network & Internet Acceptable Use and Safety Agreement** can result in Suspension or denial of these privileges as well as other disciplinary action and, in some cases, possible legal action.

I, as the student's parent/guardian, have reviewed and discussed the **Student Network & Internet Acceptable Use and Safety Agreement** with my child. I understand and agree to support these guidelines as they pertain to my child's in-school use of computers/device/Internet.

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

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

LIBRARY MEDIACENTER (LMC) GUIDELINES

Your BHS Library Media Center (LMC) provides "equitable physical and intellectual access to resources and tools required for learning in an inviting, stimulating, and safe environment." (Standards for the 21st Century Learner) Hours are from 7:30 to 3:30. You need to sign in to the computer when you enter the LMC during school hours.

CHECKOUT CATEGORIES AND TIMES

A current BHS Student ID is required to check out any resources from the Library Media Center.

- Books – 4 weeks
- Reserve books – times vary
- Interlibrary loan – dictated by the lending library
- All overdue items will be declared lost after 45 days and can result in loss of checkout privileges.

LOST OR DAMAGED ITEMS

In case of loss or damage, the borrower is liable for the cost of replacement. Once the lost materials are paid for, reimbursement cannot be paid. Failure to pay the value of lost items will be considered theft of property and can be sent to collections and/or the police for further processing.

LMC GUIDELINES FOR CONDUCT

All student and adult members of our school community are expected to respect each other and all school property. Students using the LMC are asked to:

- Work toward accomplishing the assignment stated when signing into the library.
- Respect others that are working or reading.
- Students will remain in the library until released by the LMC staff.
- Exercise care and follow procedures in the use of all materials.
- Exercise care when bringing drinks or food into the LMC.

Failure to follow these specific guidelines and others outlined in the BHS Student Handbook may result in disciplinary action including but not limited to loss of privileges.

BHS LIBRARY CATALOG:

Use the catalog table to look up books and/or movies. Go to the Destiny homepage or the Library Canvas page – click on BHS Library Catalog or [Destiny Discover](#). You will need to choose Belmont High School from the list of schools. Type your keyword or title into the search box and press enter. You can use the drop down menu towards the bottom if you are only looking for movies only.

SORA – The student reading app for eBooks and audiobooks. Students can link to Sora from the library Canvas page or by going to <https://soraapp.com/library/nad-amsin>. To log in follow these steps for the first time. Once logged in, you shouldn't have to log in again.

1. Click on the link to SORA.
2. If North Adams doesn't show up for some reason, click on "my school isn't listed". Type in 46733 (the zip for Decatur)
3. Click on the first icon that says "North Adams Community Schools".
4. Use your email address and network password to log in.
5. Check outs are for 2 weeks with the option to renew.

Databases and Programs:

CountryReports.org – Cultural, historical, statistical country information.

Username: 1000bhs Password: braves

Go to the Destiny homepage or the Library Canvas page – click on Country Reports on the library homepage or <http://www.countryreports.org/>

Infobase / Facts On File Databases – Includes:

1. Issues and Controversies
2. Issues and Controversies in History
3. Today's Science

Username: bellmonths Password: braves

Go to the Destiny homepage or the Library Canvas page – click on Infobase on the library homepage or <http://www.fofweb.com/Subscription/>

Worldbook Online – An excellent resource for general research information.

Username: nacs Password: braves

Go to the Destiny homepage or the Library Canvas page – click on Worldbook Online on the library homepage.

<http://www.worldbookonline.com/wb/products?ed=all&gr=Welcome+North+Adams+Cmty+School+Dist>

Inspire – To access, use the link provided, go to the Destiny homepage, or go to the Library Canvas page. A multitude of databases, primary sources, newspapers, et are provided free from the Indiana State Library for all residents of Indiana. It also includes test prep (SAT, ACT, ASVAB, GRE), Consumer Reports, Rosetta Stone, and so much more. <https://inspire.in.gov/>

AncestryClassroom.com - AncestryK12 offers free access for one year to all the original and primary documents of Ancestry's U.S. Collection for use in any K12 classroom. <https://www.ancestryclassroom.com/>

NoodleTools – Online Citation Maker – Account stays open from ninth through twelfth grade for students and forever for teachers.

Go to the Destiny homepage or the Library Canvas page – click on NoodleTools on the library homepage or

<http://www.noodletools.com/login.php>

Click on the Office 365 icon at the bottom of the login page. Use your school email address and network password if prompted.

Turnitin – Anti-Plagiarism Web-based Software – detects unoriginal content in student written work. Turnitin is now integrated with Canvas. When creating an assignment, please check the box that says enable Turnitin. All assignments uploaded to Canvas will be run through Turnitin. When you are ready to use this feature, please stop by the library for more information on setting up the advanced options.

Canvas – Your Canvas username and password will be the same as your network username and password. You can access Canvas by going to <https://nadams.in-structure.com/login/ldap>