

# North Montgomery Middle School

## Student Handbook 2025-2026

Board approved 6-23-25

482 West 580 North, Crawfordsville, IN 47933

765-364-1071 nmms.nm.k12.in.us

### Vision Statement

North Montgomery Middle School fosters, supports, and celebrates the learning experiences and positive values of all to build a stronger community!

### School Motto

Take Care of Yourself, Take Care of Each Other, Take Care of this Place

### School Song

**Fight Song: "ACROSS THE FIELD" (Tune of Ohio State Fight Song)**

Oh we will always fight for North Montgomery beating every foe.

And we will always stand behind our Chargers we are on the go. (Go-Go-Go)

To our school we'll always be true we stand out in all that we do.

Hail, hail, the team's all here and we'll push on to victory!

Oh, you will see the ever-mighty Chargers fight for victory.

And you will hear the crowd give out this cheer for North Montgomery (Fight-Fight-Fight)

Hit them hard and see how they fall never let that team get the ball.

Hail, hail the teams all here fighting for North Montgomery!

### School Traditions

Colors: Navy Blue and Orange

Mascot: Charger

### Foreword

Welcome to North Montgomery Middle School. The purpose of this handbook is to give students, faculty, parents, and visitors to our school information and guidelines that help us meet our goal of the best education possible for each student. Students are expected to read and know this material. School policies may be changed at any time upon the agreement of the school board and the administration.

### School History

North Montgomery Middle School, constructed in 1987, serves approximately 425 sixth, seventh and eighth grade students residing in the northern half of Montgomery County. It is a part of the North Montgomery Community School Corporation which serves the communities of Darlington, Linden, New Richmond, Waynetown, Wingate, and the northern suburbs of Crawfordsville. Along with renovations throughout 2018-2020, Northridge decidedly changed their name to North Montgomery Middle School for the 2020-2021 school year and the future. The mascot was also changed to the Chargers and the nickname to Chargin' Chargers.

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## PERSONNEL

### Central Administration Office

480 West 580 North

Crawfordsville, IN 47933

Telephone 765.359.2112

**Superintendent of Schools:**

Dr. Colleen Moran

**Assistant Superintendent**

Dr. Anthony Tharp

**Director of Enrollment/IT**

Craig Reich

**Food Service Director:**

Lauren Jeges

**Business Manager/Treasurer:**

Glenda Nice

Mr. Ben Moore

Mrs. Staci Duncan

Mrs. Carrie Woolwine

**Principal**

**Assistant Principal**

**Director of Student Services**

Mrs. Beth McCool

Mrs. Heather Hernandez

Ms. Sarah Welcher

**Counselor**

**Receptionist/Attendance**

**Admin. Asst./Treasurer**

Mrs. Jessica Fruits

Mrs. Jodi Webster

**Nurse**

**Athletic Director**

### Sagamore Athletic Conference

Crawfordsville Middle School

North Montgomery Middle School

Danville Middle School

Southmont Jr. High School

Frankfort Middle School

Tri-West Middle School

Lebanon Middle School

Western Boone Jr.-Sr. High School

### The Pledge of Allegiance

Each school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance. IC 4-6 requires that each classroom will establish a daily moment of silence.

### Building Hours

During the school year, the building is open in the morning at 7:55 a.m. Students who arrive before 7:55 a.m. will be housed in the cafeteria until the 7:55 a.m. bell rings. The building is closed at 4:00 p.m. Any student or student group remaining in the building after this hour must be under the direct supervision of a faculty member.

### Visitor and Visitor Tags

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher's and student's program, and different school calendars make this rule necessary. Parents may call the office to arrange a visit if desired. All visitors are expected to check in at the office to obtain a visitor's tag. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

## Attendance

### **Entering and Leaving the Building**

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

Any time a student leaves the building for any reason throughout the school day, the student must sign out in the main office. When a student arrives late to school or reenters the building after leaving, they must sign in at the main office. Students leaving due to illness must see the school nurse in the clinic before leaving. Signing in/out will be enforced and discipline consequences will occur if attendance procedures are not followed.

### School Days

Days	Hours
Monday, Wednesday, and Friday	8:07-2:55
Tuesday and Thursday	8:07-3:40 (Bonus 3:00-3:40)

Students participating in the Bonus Period must be under the direct supervision of a staff member. Students are required to be in school on time and may leave after their last class unless they are required to stay for the bonus period. Students may not leave school between classes or before their last class/bonus without permission from the principal's office and with a parent contact.

Appointments with doctors, dentists, etc. should not ordinarily be made during school time. In case this should be necessary; however, the student should have a parent or guardian call stating the time it will be necessary to leave school and the reason. This should be done before first period. Students are put on the appointment list, which designates the dismissal time. Sign out at the attendance desk is required before leaving the building.

### Walking to School/Student Drop-off

Students walking to school or being dropped off should not arrive before 7:00 a.m. Upon arrival at school, students should stay on school grounds and report to the cafeteria until 7:50. To avoid traffic congestion, parents should pick up and deliver students to the north side of the building. School buses load and unload in front of the building. This area should be avoided by all other traffic.

### Vehicle Idling

Vehicle exhaust from idling vehicles can accumulate and pose a health risk to children, drivers and the community at large. Exposure to vehicle exhaust can cause lung damage and respiratory problems. Vehicle exhaust also exacerbates asthma and existing allergies, and long-term exposure may increase the risk of lung cancer. Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where signs are posted that vehicle exhaust may be drawn into the building or while on school grounds.

### Transportation

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. If a student needs to ride a different bus, the office must be notified by a parent about the change. This notification from the parent must be made before 1:00 p.m. Once that notification has been made, the school will supply the student with a change of bus pass.

The transportation department will not allow a student to switch to a different bus without the pass from the office. We expect those students riding buses to conduct themselves in accordance with school rules. Abusive or disruptive conduct may lead to suspension of this privilege. The bus driver is expected to report any infraction of the regulations to school administrators.

North Montgomery School Corporation Transportation Discipline Code, Violations, and Penalties Indiana Law: IC 20-27-10-2

### **Discipline on School Bus**

When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and the governing body of the school corporation as added by P.L. 1-2005.

Sec. 11: North Montgomery School Corporation Policy adopted 10-27-69

Policy amended 4-5-76, 8-31-78, 8-4-97

Note: The school bus driver may also establish reasonable rules in support of those rules outlined above as a means to maintain safety and orderliness.

#### *Level 1-Verbal Warnings*

Any student behavior that jeopardizes the safety and/or well-being of those on or near the school bus will be addressed by the driver with a verbal warning. A warning will be issued to ensure that the behavior is stopped and not repeated. Such behaviors may include, but not limited to, the following student action: disobedience, disrespect, disruption, eating, drinking, littering, excessive mischief, pushing, tripping, throwing objects inside or outside of the bus, harassment, indecent/inappropriate behavior or clothing, insubordination, part of body out of the bus, rudeness, standing or moving about, threatening or intimidating, unacceptable language or gestures, or other minor safety or school rule violations. In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

#### *Level 2-Written Warnings and Telephone Calls*

Any student who has been verbally warned by the bus driver to stop a Level 1 behavior and continues to disregard school bus safety rules will be issued a written warning by the bus driver. The written warning is given to school administrators and a copy is mailed home to the parents and kept on file at the transportation office. In addition, the driver will follow up with a phone call to parents to discuss their child's behavior and seek parental support and cooperation. In addition, other behaviors including, but not limited to those listed below, will be addressed starting at Level 2 due to the more serious nature of the rule's violation. Repeated Level 1 violations and not complying with verbal warnings, moderate behaviors and/or distractions to the driver's attention that jeopardizes everyone's safety, moderately disruptive verbal and/or physical acts such as hitting, kicking, bullying, intimidation, use of profanity, theft or other school rule and/or safety violations which require written warning and parent notification. In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

#### *Level 3-One Day Suspension of Bus Riding Privilege*

Any student who has been warned either verbally and/or in writing by the bus driver to stop a Level 1 and/or 2 behavior and continues to disregard school bus safety rules may be suspended by the bus driver or school administrator for a period of one school day. The student will be released to the home or school and a copy of that one-day suspension notification form will be submitted to the parent, the transportation office, and school administrators. In addition, the driver will follow up with a phone call to parents to discuss their child's behavior and seek parental support and cooperation. Repeated Level 1 and/or 2 violations and non-compliance with verbal and/or written warnings, along with behaviors that jeopardize the safety of those on the bus including fighting or physical

aggression, vandalism to any part of the school bus, or other school or safety violations, may result in a Level 3 bus riding suspension.

#### One Day Bus Suspension Procedure

One-Day Suspension: In summary, the driver will...

1. Release the student at home or school.
2. Notify the student about the suspension.
3. Notify the parents and tell them why you have taken the action.
4. Notify the Principal/designee of the school that the child attends of the action.
5. Notify the transportation office and the drivers of other buses that the student rides about the action. (Any student suspended from one bus is suspended from all buses for that day.)

Note: Suspension from the school bus is final and may not be appealed by the student and/or parent.

#### *Level 4-Two to Ten Days Suspension of Bus Riding Privilege*

Should the seriousness of the behavior warrant additional days of suspension, the driver shall recommend such action to the building administrator and transportation office to extend the period for more than one day and up to ten school days. School administrators will make the final determination as to the total number of days suspended. Any Level 3 behavior with aggravating circumstances may be grounds for an extended suspension from the school bus as well as, but not limited to the following behavior: attack on the driver, possession of a dangerous weapon, student attack, fighting, ongoing and pervasive bullying or intimidation, damage or vandalism to any part of the school bus, possession of tobacco products, alcohol, illegal drugs or look alike drugs, prescription medications without doctor's approval, possession of lighters or matches, fireworks or other incendiary items.

#### Multiple Day Bus Suspension Procedure

Two to Ten -Day Suspension: In summary, the driver will...

1. Follow all five steps for the one-day suspension.
2. Make recommendation to school administrators for additional suspension time (must be in writing).
3. Within 24 hours, the school administrator must send a written statement to the student's parent describing the student's misconduct or rule violation and the reasons for the action taken. A reasonable effort to hold a conference with the parents or guardian must be made by the school administrator before the student's bus riding privileges are restored.

#### *Level 5-Minimum of Twenty Days Suspension or One to Two Semesters*

When a student is determined to be non-responsive to prior suspensions and/or commits a serious violation of school bus rules, school policy, and/or state law, that student is subject to bus riding suspension for a minimum of twenty days or remainder of the current semester, whichever is longer. Suspensions at the end of the school year may carry over into the next school year. This decision will be made by the school administrator.

#### **Attendance/Announcements**

Each teacher takes attendance at the beginning of a class. Any student who comes to school late must "sign in" at the attendance desk as soon as he/she arrives.

The Pledge of Allegiance, a moment of silence, and announcements will be broadcast in each room at the beginning of each day. Any additional daily announcements will be communicated at the end of the day.

### **Inclement Weather**

In case of severe weather-snow, ice, etc. the official announcement for school will be sent via the ParentSquare notification system.

Decisions to delay the start of school, to dismiss early, or to cancel the entire day are made entirely on the consideration of student safety. Developing conditions during a winter storm may vary from one area of the county to another, but the appropriate response is made on a corporation-wide basis.

During periods of questionable weather, we receive first-hand information from a variety of sources. We will attempt to make a decision and necessary announcements as close to 6:00 a.m. as possible. Please do not call the schools, unless you have emergency information. It is essential that all school telephone lines remain open for emergency use. School closings or delays will be announced on TV stations and radio stations. Our local radio station WCVL 1550 and 103.9 will be the first radio station to be contacted with schedule changes. In addition, you may also check the corporation web site at [www.nm.k12.in.us](http://www.nm.k12.in.us) for school schedule changes due to inclement weather.

### **Snow Make-Up Days**

In the event a scheduled holiday is used as a snow make-up day (Martin Luther King Day or President's Day, Etc.) per the corporation calendar, an absence from school on that holiday will be considered undocumented.

### **Class Attendance**

Students are expected to report on time to all scheduled classes, group meetings, and assemblies. Sufficient time will be allotted between classes. Learn your route and be on time:

- You will be expected to take care of your personal needs during this time. You will not be allowed to leave the classroom to go to the restroom except in emergencies.
- You will be expected to get all materials from your locker between classes. Plan so that you do not need to go to your locker after class begins. Book bags are not permitted in the classrooms or hallways.

Attendance will be checked and reported from each class through PowerSchool by the teacher. Frequent tardiness will result in administrative discipline. Students are required to attend all scheduled classes.

### **Tardy Policy**

All students are expected to be in their assigned classrooms with necessary materials when the bell rings to begin class. Students who are tardy to class will incur the following consequences:

*1st tardy = verbal warning*

*2nd tardy = verbal warning*

*3rd tardy = parents notified by teacher of tardy policy and student's tardy status*

*4th tardy = lunch detention assigned by teacher and parents contacted*

*5th tardy = bonus detention assigned by teacher and parents contacted*

*6th tardy = Friday School assigned by administrator and parents contacted*

*7th + tardies = will result in a meeting with administration and could result in full days of ISI or suspension from school.*

Tardy counts reset at the end of each quarter.

## Truancy

A student shall be considered truant if he/she is deliberately absent from school without knowledge and/or permission from parents, guardians, and school officials. A student shall be considered a "habitual truant" when, in spite of warnings, and/or his/her parent's efforts to ensure attendance, he/she has accumulated multiple truancies during a school year. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Students who are truant will be referred to the assistant principal who will assign detention or suspension. Repeated truancy or failure to serve detention may result in suspension or expulsion. The following procedures will occur after truancy:

### **Full Day Truancy/Class Cut**

*1st offense - detention may be assigned*

*2nd offense - 1 day ISI may be assigned*

*3rd offense - 3 days ISI may be assigned*

*4th offense - OSS may be assigned*

*5th offense - OSS may be assigned or possible expulsion*

## Attendance Policy

Undocumented absences are defined as those absences for which there is no medical or legal documentation verifying a student's absence. Examples of documentation include: doctor's note, dentist's note, mental health note, court/probation note, college visit signed form, obituary or funeral notification, or prior approval from the principal. Parents are required to call the school to report a student absence, however a parent phoning the school is not considered official documentation.

*Procedures to follow when your child must be absent from school:*

- A telephone call to the school should be made on the date of a student's absence before 8:30 a.m. If no phone is available, a note from the parent upon the student's return to school will be acceptable. Failure to notify the school within 48 hours will result in an undocumented absence.
- Students visiting a doctor, dentist, etc. during part or all of the school day MUST bring or have faxed an official visit form from the doctor, dentist, etc. upon return to school. The form must show the time and day of the office visit to be considered excused. Failure to do so will result in an undocumented absence.
- Graded work missed the day of an undocumented absence will need to be made up as soon as possible. (A minimum of one (1) day for each day of absence will be allowed to make-up missed work.)
- Students are responsible for making arrangements with each teacher to get his/her missed assignments and also to arrange a time to take a make-up exam. It is the student's responsibility to request missed assignments due to an absence.
- Excessive absences will be a consideration in promotion or retention. Middle School students may be retained at the same grade level. Final determination will be made by the administration.

Parents are held legally responsible for their children being in attendance in school. School attendance in Indiana is compulsory between the ages of seven (7) and sixteen (16) years. All students are expected to attend school regularly and to be on time for classes to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Attendance shall be required of all corporation students, except those exempted under policy 5223 or by other provisions of State Law, during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned. Repeated infractions of the board's policy on attendance may result in the suspension or expulsion of a student. More information about the School Corporation's attendance policy is as follows:

1. The following events are not counted as absences:
  - A. Page or honoree in the Indiana General Assembly.

- B. Subpoenaed witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
- C. National Guard duty.
- D. Helper to a political candidate, a political party, or to be a precinct election board on the date of an election.

## 2. Excused Absences

The following list of absences will be excused and will count towards the five-day limit:

- A. Medical or dental: Parents are encouraged to schedule medical, dental, legal and other necessary appointments anytime, other than during the school day. Since this is not always possible, when a student is to be absent for part of the day, the student shall report back to school immediately after his/her appointment if school is still in session. Failure to do so may result in an unexcused absence.
- B. Military exam
- C. Religious observance
- D. Funerals (Obituary or visitation card may be requested)
- E. Court appointments
- F. College visitations
- G. Quarantine
- H. Exclusion from school because of exposure to a communicable disease
- I. Part-time religious instruction with an established church or group of churches (maximum 120 minutes per week as by law)
- J. Emergency or unusual situations if approved by the administration (Example: parent to hospital)

## 3. Pre-planned family absences approved by the Principal or designee (form is available in the main office). Although the need is recognized for the family to spend time together, the position of the school is that the academic program is of such importance that vacation days should be scheduled at times other than while school is in session. The purpose of this policy is to accommodate parents who want to take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as family. Unavoidable absences of this kind must be pre-arranged with the school 7 days prior to the absence and the following conditions met:

- A. The parent must personally file a request with the school in person prior to the absence. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- B. The student must accompany the immediate family to qualify for pre-arranged family travel.
- C. The student must present a pre-arranged absence form to each of his/her teachers. Separate daily assignments may be given. The student can be given his/her books and the approximate material and pages to be covered. Class work missed must be made up promptly on return or in advance (teacher discretion).

## 4. Undocumented Absences

An undocumented absence is any absence not documented by a medical certificate of treatment, a court ordered appearance, a death in the immediate family, or a serious illness/accident in the nuclear family. If the school only receives a parent/guardian phone call, the absence is considered undocumented. This parent verification must be received within 48 hours or the absence may be considered a truancy. A student is allowed five undocumented absences per semester. The parent or guardian will receive written or verbal notification of undocumented absences. The following procedures will occur after an undocumented absence:

*4th undocumented absence-Student will be placed on an attendance contract and parent notification will occur.*

*5th undocumented absence-After School or Lunch Detention may be assigned.*

*6th undocumented absence-Friday School or 2 After School Detentions may be assigned.*

*8th and 9th undocumented absence-More restrictive consequences may be assigned, records will be reviewed. May result in loss of attendance at extracurricular events or other forms of social probation.*

*10th undocumented absence-Loss of Credit may occur*

### **Make-Up Opportunities**

Work missed during the period of absence will be made up by the student by contacting the teacher via Canvas or email while they are absent OR on the day of his/her return to school. Daily work missed during an out of school suspension will count for credit. It is the responsibility of a student to make contact with their teacher to know what work is assigned during the out of school suspension and the student may communicate with the teacher regarding questions they have over their work. This work is due the day a student returns to school from their suspension. A student can make up for tests missed during an out-of-school suspension. The teacher must administer the test or assign alternate written work in lieu of the test missed at a place or time convenient to the teacher.

### **Extended Absence Assignment Requests**

After the student is out one full day for illness, paper copies of make-up work may be requested on the third day. Such a request must reach the school prior to 8:30 a.m. of the day it is to be picked up. Requests received after 8:30 a.m. may not be processed until the following school day. A request for make-up work does not take the place of a phone call or a note from parent or guardian when the student returns after the absence.

### **Attendance for Extracurricular Participation**

In order for a student to be eligible to participate in an extracurricular activity on any given day, he/she must be in school by 11:30 a.m. *If a student is absent due to suspension or expulsion, they may not participate in extracurricular activities for the duration of the suspension or expulsion. Additional athletic consequences may apply.* If a student goes home sick during the day, they are not eligible to participate in an extracurricular activity on that given day. An exception may be made if the student has an excuse approved by the administration.

Students who are absent on Friday for the full or partial day may participate in a Saturday event. Attendance at school is required the day following an extracurricular event, unless the student is ill, injured, or absent with administration approval. A doctor's explanation will be expected if any health circumstances occur that would require a student to be absent from school for more days than the policy allows.

### **Physical Education Excuses**

Students may be excused from physical education for one day with parent's permission. A doctor's excuse is required for extended periods. These excuses should be brought to the physical education teacher at the beginning of the class period. Any student who doesn't dress for any reason or is excused from physical education will be ineligible for athletic practices and contests on that day. During Physical Education/Wellness classes, students may wear the Top Line uniforms OR a white t-shirt and navy bottoms with socks and tennis shoes. Students are required to remove all jewelry during P.E. Students who habitually and intentionally do not bring or dress in the correct attire may be issued further disciplinary consequences, up to and including OSS.

### **Bell Schedule**

Below is the regular daily schedule. Schedules are subject to change for testing, delays, celebrations, and/or other events occurring at NMMS. Please contact the receptionist if you have questions about the day's schedule.

## NMMS Daily Bell Schedule

<b>Period</b>	<b>Time</b>	<b>Passing</b>	<b>Duration</b>
<b>Advisory</b>	8:07-8:34	8:34-8:38	26 mins
<b>1st</b>	8:34-9:22	9:22-9:26	44 mins
<b>2nd</b>	9:26-10:10	10:10-10:14	44 mins
<b>3rd</b>	10:14-10:58	10:58-11:02	44 mins
<b>4th</b>	11:02-12:32		90 mins
<i>A Lunch</i>	11:02-11:32	11:32-11:36	30 mins
<i>A Class</i>	11:36-12:32	12:32-12:36	56 mins
<i>B Class</i>	11:02-11:30	11:30-11:32	28 mins
<i>B Lunch</i>	11:32-12:02	12:02-12:06	30 mins
<i>B Class</i>	12:04-12:32	12:32-12:36	28 mins
<i>C Class</i>	11:02-11:58	11:58-12:02	56 mins
<i>C Lunch</i>	12:02-12:32	12:32-12:36	30 mins
<b>5th</b>	12:36-1:20	1:20-1:24	44 mins
<b>6th</b>	1:24-2:08	2:08-2:12	44 mins
<b>7th</b>	2:12-2:55		44 mins

### Grading

Grades are an evaluation of what has been learned. They become a part of the student’s permanent school record. Report Cards will be issued at the end of each semester. Parents and students can view report cards using the PowerSchool Parent Portal.

If you have any concerns about your child’s academic progress, please contact your child’s teacher to set up an appointment to discuss those concerns. Student’s grades can be monitored daily by parents and students through the PowerSchool Parent Portal, a computer program that interfaces with each teacher’s grade book. Teachers update grades to PowerSchool regularly. If you have not signed up for PowerSchool and would like to do so, please contact the school receptionist.

At the end of each semester, final exams *may* be given. If a student receives an “I” on his report card, it indicates an “Incomplete”. Incomplete grades must be made up by the end of the subsequent mid-term or they will become an F. It is the student’s responsibility to contact the teacher and arrange for the make-up work to be done.

For students enrolling or withdrawing other than at the beginning or end of a grading period, grades or marks will be assigned based on the number of days a student has been enrolled. In order to receive a letter grade, a student must be enrolled for at least twenty days of the grading period. If enrolled for fifteen to nineteen days, a student may receive pass/fail marks. Anyone under fifteen days shall not receive grading marks for the grading period.

Twice a year, your child’s advisory teacher will contact you regarding student-led conferences. This is a great way to connect with your child and have an organized discussion regarding their grades and progress and growth on NWEA.

### Artificial Intelligence

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying

solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.

- A. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- B. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.
- C. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- D. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

### **Technology**

Before any student may enhance his/her school career through participation in the school's computer network, his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all the terms of the agreement or repeated/intentional Chromebook vandalism or damage may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

### **NMCSC Student Acceptable Use Policy**

Technology (as defined below) at North Montgomery Community School Corporation (NMCSC) is provided for instructional and administrative use to assist the district in more effectively fulfilling its educational mission. All students of NMCSC are expected to exercise good judgment, use the technology in a professional manner and adhere to this policy and all applicable laws and regulations. The following policy is provided in order to ensure that the

district's investment in technology is used in accordance with this purpose. Any violation of the acceptable use policy may result in disciplinary action and loss of use. When applicable, law enforcement agencies may be involved. Technology includes, but is not limited to the following items: computers, tablets, laptops, software, files; electronic communication systems (e-mail, phone/voice), published web content, learning systems, network equipment (servers, routers, switches, gateways, and wireless access), television, fax, telecommunication equipment, and administrative systems.

### **Student Responsibilities**

The use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Appropriate administrative staff members or the school principal will judge what inappropriate use is. Students must remember that they represent the North Montgomery Community School Corporation and as such, must respect the rights of others, protect the integrity of the networks and observe all relevant laws, regulations and contracts including software licensing agreements and copyright laws. Students should understand that computer accounts, data files (including but not limited to those stored on retrievable mediums such as CD-ROMs, network drives, and cloud storage), e-mails are the exclusive property of the district and not the user's private property. NMCS reserves the right to confiscate, remove, search or otherwise investigate any of the above-mentioned items at its discretion as well as any personally owned storage device or media used on NMCS property. Students are to utilize technology resources for school-related purposes. Students may not connect personal computer type devices to the NMCS network. Secondary students may be permitted to access the guest wireless network with a personal device for school related work only. Any student device found to be in violation of the Student Acceptable Use Policy or determined to be detrimental will be denied access.

### **Chromebook Rules**

Do:

- Always keep your chromebook in the case.
- Always keep your chromebook clean including the case.
- Always keep your chromebook charged & ready for the next day.
- Always keep your charger in your bookbag.
- Keep your chromebook with you.

Don't:

- Eat or drink while using your chromebook.
- Stuff and store paper (assignments) in the case.
- Write or draw on your case or chromebook screen.
- Ever put stickers on your case or chromebook.
- Let your chromebook battery discharge lower than 10%.
- Leave earbuds or pencils on the keyboard when you close the chromebook screen.

### **Violations of the Acceptable Use Policy**

Unacceptable uses include, but are not limited to the following:

- Violating any local, state, or federal statute or copyright law.
- Sharing personal information such as address or phone number online.

- Using profanity, vulgarities, inappropriate language, discriminatory remarks, or harassing statements in online communications.
- Using technology without appropriate supervision.
- Using technology to harass, cyberbully, or threaten another individual.
- Using the account or password of another user.
- Accessing, uploading, downloading, distributing or e-mailing inappropriate, obscene, pornographic or otherwise explicit material or literature.
- Attempting to circumvent NMCSC computer restrictions or security systems for any purpose.
- Violating copyright or otherwise use the intellectual, personal or physical property of another individual or organization without permission.
- Attempting to vandalize, damage, or disable the property of another individual or organization.
- Attempting to download, upload, reconfigure, install software or otherwise alter the property of NMCSC.
- Attempting to access wagering sites or using Internet access including email for personal, financial, commercial or political gain. m) Propagating “chain letters,” computer viruses, “broadcasting” inappropriate messages to lists or individuals, “spamming”, sending messages to large groups of individuals for which they have little interest or causing congestion on the network.
- Disclosing email addresses (school or personal) of others for the purpose of spam or financial gain.
- Downloading or storing entertainment software, games or other files not related to the mission and objectives of NMCSC.
- Using social networks at school that are not approved for the curriculum.
- Any conduct deemed contrary to the best interests of the NMCSC, its students, employees and property.

### **Social Media Guidelines for Students**

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to: Blogs, Wikis, Social Networking Sites, Photo and Video Sharing Sites, Social Bookmarking Sites as well as Podcasting and Vodcasting.

Students should remember:

1. Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
2. Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Be safe online. Never give out personal information, including but not limited to, last names, phone numbers, addresses, birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

5. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and post others' thoughts without giving credit. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone's identity.
8. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
9. If you come across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

### **High School Credit**

Eighth grade students have the opportunity to take Health, Biology, Art, Agriculture, PCC (Preparing for College and Careers), Algebra, or Spanish for high school credit. Final semester grades in these courses will be counted in the high school Grade Point Average (GPA) and be shown on the student's high school transcript. It is recommended that students who take Algebra and earn a grade of a C+ or below, retake Algebra during their 9th grade year. In order to obtain an Academic Honors Diploma, students are required to take four years of mathematics during their high school career, even if they have taken Algebra during 8th grade.

### **Honor Roll**

Honor Rolls are determined as follows:

*All A's Honor Roll:* A's in every subject for that semester.

*B Honor Roll:* A's and B's or all B's in every subject for that semester.

If a student has an incomplete grade listed on the report card, he/she will not be eligible for inclusion on the honor roll for the grading period the incomplete grade was recorded.

### **Advisory**

Students will have an advisory teacher to check in with each day. Some students will use this time to receive personalized interventions or attend clubs. All students will receive Second Step lessons and perform grade checks in advisory each week.

### **National Junior Honor Society**

The National Junior Honor Society is an organization that recognizes and encourages academic achievement, outstanding character, service to school and community, positive leadership and good citizenship.

#### *Eligibility*

1. Membership is open to qualified seventh and eighth graders
2. The student must attend one full semester at North Montgomery to be considered
3. The student must have a cumulative grade point average of 3.5 to be considered

### *Selection*

1. The names of all seventh and eighth grade students who have a cumulative GPA of 3.5 are given to faculty members
2. Faculty members evaluate the candidates on the basis of service, leadership, character, and citizenship
3. Votes are tabulated by the NJHS sponsors
4. The voting results are given to the faculty council who make the final decision on membership
5. Letters of invitation to join NJHS are given to those selected. Students must make a choice to accept or decline the invitation
6. The induction ceremony is held in the spring

### **Resource Damage Fees**

Please note that resources like textbooks or novels may be assigned to your student as needed for their classes. Students will be assigned a specific book or resource and are required to maintain the condition of that resource while it is in their care or for the extent of time they are in that class.

Families of students who return damaged books or resources or of students who do not return them at all WILL receive a bill for the replacement cost of that resource.

### **Student Services**

ALL students MUST have a pass from a teacher to enter student services other than to report an emergency. If a student does not have a pass when entering student services, school personnel will send the student to obtain a pass from their teacher.

Unless in the case of an emergency, students who would like to see someone from Student Services must fill out a Student Services Request Form at the kiosk in student services and **RETURN TO CLASS**. We want students to be in class as much as possible. Someone from student services will call down the student as soon as they are available.

### **School Counseling**

The responsibilities of the counselor include assisting the student in adjustment to adolescence and helping them to adjust to middle school from elementary school or from another community. Academic counseling regarding grades and the student's achievement, career planning, social and personal counseling, and standardized test administration and interpretation are areas in which the counselors can be of assistance. We urge students to contact the school counseling office if a question or problem arises. Students are encouraged to tell a teacher or counselor if they are having difficulty with a peer. Parents are also urged to contact a counselor if questions or concerns arise regarding their child. Every effort is made to help the student gain the most from his/her three years at North Montgomery Middle School.

### **Nurse/Clinic**

#### *Illness or Injury*

If you are ill and wish to see the nurse, secure a pass signed by the teacher in charge of the class from which you will be absent. Students should go directly to the clinic and report to the nurse or nurse substitute in charge. The principal or office secretary will be available in the absence of the nurse. When you go to the nurse's office, please take your books with you.

- Except in an emergency, students should not leave a class to see the nurse. An emergency is if a student gets hurt or becomes very ill while in school. Some possible reasons a student may need to see the nurse might be

for breathing problems, medications, feeling so sick you cannot do schoolwork, or the nurse called a student down to student services. Going to the nurse takes students out of the classroom, and they lose valuable time with their teachers for learning. Students are recommended to be in class as much as possible.

- All prescription medication requires a medication authorization from the student's doctor. Parents may give consent for over-the-counter medication during registration or by updating the parent portal in PowerSchool. Medication which must be taken during the school day must be left with the nurse or with the principal or office secretary. A student must come to the nurse to take his/her medication unless it is an emergency medication that the student is permitted to carry.

In order to best serve students with chronic illness, we require physician documentation of their illness annually and updates with any change of medical care. Students may be excluded from extracurricular activities and/or field trips if medical documentation is not provided.

Students who are absent during the school day due to illness may not attend or participate in after school events.

### *Illness at School*

Students should not come to school if they are suspected to be ill. If students come to school with symptoms of illness such as vomiting, diarrhea, serious injury, extreme pain, and/or with a **fever of greater than or equal to 100.4 degrees F**, may require that parents be called by the office to pick up their child. **A student should be free of fever (<100.4 degrees F) for 24 hours without the use of fever reducing medication prior to returning to school. A student should also be free of vomiting and diarrhea for 72 hours in order to return to school.**

### *Use of Medications*

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed.

The term "medication" is not limited to prescription medication, but includes any over the counter medication.

- **Prescription Medication**
  - The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication will only be given at school when there is a written physician order and parental consent. In the event that a physician changes the dosage, an updated physician order will be needed. A Medication Request and Authorization Form 5330 FI may be obtained from the school nurse.
  - All medication must be registered with the nurse. Please remember that the medication must be in the proper containers, with correct labeling. A two-to-four-week supply of medication is recommended.
  - The parent will assume responsibility for safe delivery of all medication to school. Students are not permitted to deliver or take home any medication to or from school. Medication that is brought to the office will be properly secured.
  - Medication is to be kept in the clinic at all times, not on the student. Exceptions include prescriptions for emergency medication for allergic reactions, or for conditions that require immediate emergency treatment (i.e. asthma inhaler, diabetes supplies, EpiPen). Parental consent and a written statement from the student's physician are required for the student to carry and self-administer emergency medication.
  - Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log will be maintained for each medication given; the personnel giving the medication and the date and time of day will be recorded.
- No staff member will be permitted to dispense prescription or over the counter medications to any student without the authorization of a physician and consent of a parent/guardian. Exceptions would be if a teacher or adult administers emergency medication to prevent death or serious injury to a student or employee (this is allowed by the state statute). The school medical advisor may also issue standing orders to the school nurse regarding the administration of medication.
- **Nebulizer Guidance**
  - Prior to Covid, nebulizer treatments were often given by the school nurse in the school clinic. In response to Covid and concerns related to aerosolizing procedures in the nurse clinic, guidance has been provided to avoid use of nebulizer treatments whenever possible during the school day. If a doctor determines that nebulizer treatments are necessary, they should be done at home and an inhaler used during the school day (adding spacer and mask for younger children). If a child is too ill to be at school due to chronic lung disease with increased complications, school attendance may not be in his or her best interest.
- **Non-Prescription Medication**
  - In the case of non-prescription medication parents must complete the nurse permissions provided during registration for your child to be able to receive over the counter stock medications that may be appropriate for their symptoms. This documentation shall be kept on file in the office of the school administrator/nurse.

### **Indiana State Department of Health Immunization Requirements**

<https://www.in.gov/health/files/2025-26-School-Immunization-Requirements.pdf>

### **Anaphylaxis Policy**

#### *Background*

The incidence of severe allergic reactions has been rising at an alarming rate, especially with regard to food. Other common causes of anaphylaxis include allergies to latex, medications, and insect stings.

#### *Pathophysiology and treatment*

Anaphylaxis can affect almost any part of the body and cause various symptoms. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, which are potentially fatal.

#### *Medications:*

- Epinephrine
- Antihistamines

Treatment of anaphylaxis is centered on treating the rapidly progressing effects of the histamine release in the body with epinephrine. The allergen should also be removed immediately.

#### *Creating an Allergen-Safe School Environment*

Protecting a student from exposure to offending allergens is the most important way to prevent life-threatening anaphylaxis. Avoidance of exposure to allergens is the key to preventing a reaction. The risk of exposure to allergens

for a student is reduced when the school personnel, medical provider and the parent/guardian work together to develop a management plan for the student. Educating the entire school community about life-threatening allergies is important in keeping students with life-threatening allergies safe.

### *Identifying the School Team*

- School District administration
- School Nurse
- School Medical Director
- Teachers
- Food Service Personnel
- Coaches, Athletic Directors, and After School Volunteers
- Transportation Personnel

### *Action Steps for Anaphylaxis Management*

1. Providing necessary precautions and general training for staff in transportation, classrooms, the cafeteria, or the gymnasium.
2. Training by licensed medical personnel/registered professional nurses for all adults in a supervisory role in the recognition and emergency management of a specific medical condition for specific students;
3. Creating Individual Healthcare Plans (IHP), Emergency Care Plans (ECP), 504 plans, or Individualized Educational Plans (IEP) as indicated;
4. Having standing emergency medical protocols for nursing staff;
5. Maintaining stock supplies of life saving emergency medications, as allowed by the state of Indiana, such as EpiPens, in all health offices for use in first time emergencies;
6. Following specific legal documents duly executed in accordance with the laws of Indiana with medical orders regarding the care of specific students with severe life-threatening conditions;
7. Allowing self-directed students as assessed by the school nurse to carry lifesaving medication with prior approval by the medical provider, and according to health practice and procedures, as long as duplicate lifesaving medication is also maintained in the health office in the event the self-carrying student misplaces their medicines; and
8. Assuring appropriate and reasonable building accommodations are in place within a reasonable degree of medical certainty.

### Resources

- Health History, Care Plan (IHP or ECP), PowerPoint training course
  - Used with permission from “Making the difference in Caring for Students with Life-Threatening Allergies”- retrieved from: <http://schoolhealthservices.org/uploads/Anaphylaxis%20Final%206-25-08.pdf>

### **Charger Cafe Collection Procedures**

- Due to the pre-pay system of our student accounts, all money will be turned in in a drop-off box located in the main office or in the cafeteria. Students should have money in their food service account before purchasing food items. No payments will be accepted during serving times.
- Payments are accepted in the form of check or cash at the school cafeteria and through online payments at [www.myschoolaccount.com](http://www.myschoolaccount.com). Instructions for setting up an online food service account are listed on the food service tab of the corporation website at [www.nm.k12.in.us](http://www.nm.k12.in.us).
- Parents are encouraged to pay online or by check, for record keeping purposes. The check should be made to NMMS Food Service with the student's name in the check memo. If a parent wishes to pay for two student accounts, please include the student names and the amount of money that is to be divided between the students. A returned check will be assessed a \$25.00 fee.
- Under special circumstances, students are allowed to charge on their food service account. If the charges are not paid, the student will be provided with an alternate reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.
- If a student has a negative lunch account balance, the student shall not be permitted to charge à la carte pre-packaged, convenience, or beverage food items.
- Students may qualify for free or reduced meals. If a family would like to apply for school meals and textbook assistance, information can be found at [www.k12.in.us](http://www.k12.in.us) on the food service page or in the new student enrollment information packet. Applications and instructions can also be picked up at the individual schools or at the NMCS administrative office.
- Further information concerning North Montgomery Food Services nutritional analysis, menu, modifications, wellness, charging procedures, and food service contacts can be found at [www.nm.k12.in.us](http://www.nm.k12.in.us), under the parent tab, under food services.

### **Disaster Policies**

- For the safety and protection of all students, periodic fire and tornado drills are conducted. Instructions are posted in each room outlining directions in case of emergency. Once the student knows his/her daily schedule, he/she will be informed of the exits or areas to be used. Students are to follow instructions, move in an orderly and quiet manner, and refrain from talking or running.

### **Flowers and Balloons**

- Parents, relatives, and friends often like to send students flowers, balloons, or other gifts to school, however at North Montgomery Middle School, items like these may NOT be delivered. Students are not allowed to have large items like flowers and balloons on the school bus, plus there are a number of students who have latex allergies. The best way to get items like flowers, balloons, and other gifts is to send them directly to the students' home address.

### **Administration**

Both the principal and assistant principal's offices are located in student services. Students who arrive with a pass may be seen by the administration as needed. Students who are sent for disciplinary purposes will sit in student services or ISI until an administrator is available to speak with them. If students are unsure where to wait, they may see the front desk receptionist to ask the most appropriate location to wait for an administrator and the receptionist will communicate the student's location to the appropriate administrator and/or counselor.

### **Student Code of Conduct**

#### **Behavior Expectations**

Students are expected to accept responsibility for their own behavior while in school or attending a North Montgomery school function on or off school property. The purpose of the school is to provide a well-rounded education for all students in accordance with Public School Law. This can only be accomplished if students are

cooperative and engaged. Each teacher has a right to teach his or her class as well as each student has a right to learn in a positive disruption-free environment. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school.

Students have a duty to cooperate with an investigation and failure to do so can result in suspension and/or expulsion from school.

The administration of North Montgomery Middle School understands it is not possible to list every example of student actions that could result in disciplinary measures and therefore, holds the right to discipline anyone whose actions are contrary to the best interest of our school, its employees and students.

Take Care of Yourself, Take Care of Each Other, Take Care of this Place

### **Right to Appeal**

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

Legal References: I.C. 20-33-8-18 I.C. 20-33-8-19

### **Conduct Referral Report**

When a violation of classroom expectation occurs, a referral will be filled out, in detail, explaining the infraction. The referral report will then be electronically sent to the office. Additionally, a teacher filling out the referral will contact parents regarding the infraction. If the infraction requires the student to be seen by the administration, administrators will also communicate with parents regarding the infraction. The conduct referral report will reflect the consequences, if any. The conduct referral report can be emailed or mailed if requested.

### **Dress Code**

It is the expectation of North Montgomery Middle School that students will dress in an appropriate manner that is conducive to the learning environment. Clothing or other articles worn that cause a substantial disruption to the educational setting or are deemed offensive because of the message stated or implied, or image presented, are not allowed.

Students dressed inappropriately will be asked to change at school, if possible, or will be sent home for appropriate apparel. Continued violations will result in suspension and/or possible expulsion from school based upon the student's refusal to comply with acceptable school rules and norms.

The following are guidelines for school-appropriate dress and personal appearance:

- All tops must have sleeves and enough fabric to cover chest, shoulders, and underarm areas and not expose undergarments.
- All shirts must be long enough to be able to have two inches of material tucked in. All shirts must have modest necklines.
- Halter tops, backless tops, bare midriffs, see-through apparel, fish net garments, excessively short skirts, dresses, or shorts SHOULD NOT be worn.
- No inappropriate holes/frays in any clothing.
- All pants must be worn so that no undergarments are exposed.
- Shorts, dresses, and skirts (including slits) should be at a reasonable length with modern styles taken into consideration. Spandex shorts follow the same procedures as mentioned above.

- Clothing displaying writing that promotes violence, denotes membership in a gang, bears racially or sexually offensive messages, has a double meaning, innuendo, or other reference to inappropriate ideas, advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, or other illegal substances SHOULD NOT be worn.
- Students MAY NOT wear attire that can cause personal injury to them or others or that may damage school property; this type of attire includes chains and items with studs.
- Keep jackets, coats, book bags, sunglasses, hats, and phones in lockers.
- Unnatural hair coloring is permitted.
- Shoes must be worn at all times. Shoes with rolling wheels are not allowed.
- Hats, caps, bandanas, or other head coverings should not be worn (exceptions may be made on spirit days).
- Students may not wear costumes or costume accessories with the exception of spirit days.

### **Student ID Cards**

All students will be issued a photo identification card and expected to have them each and every day. The ID badges are part of our overall school safety program and Positive Behavior Intervention Supports program that will help us easily identify those individuals who belong in our school from those who don't. Also, the badges can help teachers know which students are with them during a lockdown drill or a fire drill.

North Montgomery Middle School students will wear navy blue or orange lanyards (provided), or a lanyard of their choosing, along with their student IDs. Students are encouraged to wear their badge around their neck for the entire school day; however, it is also acceptable to have the ID card in your pocket during the day.

ONLY students who are wearing their IDs at lunch will be allowed to eat with their group the first time each group is called. For example, if table 7 is called, only those students with their IDs may line up at that time. Students without an ID will be called AFTER all groups are through the line for the first round of dismissals. Again, those without their IDs will eat last.

Students are responsible for their IDs. If one is missing or lost, then it will cost you \$5.00 for the photo ID to be reprinted and \$1.00 for the lanyard to be replaced. Those may be purchased from the front office.

### **Cell Phone/Smartphone Use**

In accordance with Indiana Code IC 20-26-5-40.7, use of personal cell/smartphone or other wireless personal communication devices within the classroom is a disruption to the learning environment and will not be permitted unless explicitly stated by the teacher. Students are to leave their phones in their locked locker.

Students may not make personal phone calls on their cell phones during passing periods or at lunch. If a student needs to make a call, he or she should go to the front office to use the school's phone, or ask permission from a staff member.

Text messaging is allowed at lunch time. Messaging and/or social media use that creates a disruption to the educational environment may result in disciplinary action. Text messaging will NOT be allowed during class time.

The following procedures will occur if cell phone policy is violated:

- 1st offense may result in the phone being confiscated and returned at the end of class.
- 2nd offense may result in the phone being confiscated and returned to the student at the end of the school day.
- 3rd offense may result in the phone being confiscated and a parent having to pick up the device.

- 4th and 5th offense may result in the phone being confiscated, detentions or ISI being assigned, and a parent having to pick up the device.
- 6th offense may result in a parent conference and student being put on a cell phone plan.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- Students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken word or visual image of any person, including other student or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event.
- Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.
- Additionally, The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is 36 involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- 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 16 years of age or who appears less than age 16.
- “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 cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system.

### **Student Discipline Types**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

#### *Detentions*

Bonus and lunch detentions can be assigned by teachers and/or administrators.

- Bonus detentions are required to be served during Bonus, 3:00 p.m. - 3:40 p.m. on Tuesdays or Thursdays. Teachers and/or administrators will contact parents to schedule after school Bonus detentions.
- Lunch detentions are to be served during lunch in a teachers classroom, ISI, or student services. Teachers and/or administrators *may* reach out to parents concerning the infraction leading to the lunch detention.

#### *Friday School*

Students referred to the front office for missing schoolwork may be assigned to a Friday School with agreement from the parents. This allows a student to continue his/her education without interruption and affords the student extra

time to improve school related classroom studies and behavior. Friday School will occur on scheduled Fridays during the school year from 3:00-5:00 p.m. and will be supervised by a North Montgomery employee. Parents are responsible for picking students up at the main entrance by no later than 5:15 p.m.

### *In-School Intervention (ISI)*

An administrator (or designee) may deny a student the right to attend classes or take part in any school function. During that time, a student will reside, during the school day, in a room designed for a disruption-free classroom to allow the student to continue to work while also separated due to behavioral concerns. All work accomplished and turned into the appropriate teacher will be given full credit. It will be manned by a school employee. Students who receive 4+ class period ISI designations/minor occurrences documented for a Semester (Aug-Dec.; Jan-May) may have to serve a full-day ISI for repeated behaviors detrimental to the learning environment. These class period ISI designations/behavioral occurrences can come from any teacher, as they will be accumulated from their daily schedule.

### *Out of School Suspension (OSS)*

An administrator (or designee) may deny a student the right to attend school or take part in any school function for up to ten school days. Students will have the ability to make-up work that can be completed individually. In combination with our ISI program, students who have 3+ separate behavioral occurrences that result in a full day of ISI may be subject to an out of school suspension. This would be any occurrence after 2 separate instances. Students who have been suspended may not participate in extracurricular activities for the duration of the suspension or expulsion. Additional athletic consequences may apply.

### *Expulsion*

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the remainder of the school year and the first semester of the following year if the expulsion occurs in the last semester of the school year. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## **Grounds for Suspension or Expulsion**

The grounds for suspension or expulsion listed in Sections A and B below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.
- Using property or equipment provided by the school;

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

### *Section A: Student Misconduct and/or Substantial Disobedience*

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 rule:
  - 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 school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
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, bullying, 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 (including school issued devices).
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or 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. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - A. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization

with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- i. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - iii. The student has been instructed in how to self-administer the prescribed medication.
  - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products (including e-cigarettes) of any kind or in any form
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with 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.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. 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.
  23. Possessing sexually related materials which include images displaying uncovered breasts, genitals, or buttocks.
  24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected of violating criminal laws will be referred to law enforcement authorities.
  25. Engaging in pranks or other similar activity that could result in harm to another person.
  26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, 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 hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

### *Section B: Bullying*

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, computer system, computer network, or cellular telephone or other wireless or cellular communication device, is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the Principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Principal or designee. This report may be made anonymously. North Montgomery Middle School has an online bullying report that can be found on the North Montgomery Middle School homepage.

The Principal or designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such an investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.

The Principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Parents will be allowed to review any or all materials used in the school corporation's bullying and/or suicide prevention programs.

All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Some forms of bullying of a student by another student may be considered a form of child abuse that will require that the student-abuser be reported to the proper authorities.

### *Section C: Possessing A Firearm or A Destructive Device*

No student shall possess, handle or transmit any firearm or a destructive device on school property.

The following devices are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- an antique firearm; or
- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.

For purposes of this rule, a destructive device is:

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

The penalty for possession of a firearm or a destructive device may be suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such a reduction. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### *Section D: Possessing A Deadly Weapon*

No student shall possess, handle or transmit any deadly weapon on school property.

The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
- a biological disease, virus, or organism that is capable of causing serious bodily injury.

The penalty for possession of a deadly weapon may be up to 10 days suspension and expulsion from school for a period of up to one calendar year. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in the behavior described in this rule.

#### *Section E: Unlawful Activity*

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### *Section F: Legal Settlement*

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

Legal References: I.C. 20-33-8-1 et seq.; I.C. 35-31.5-2-86; I.C. 35-47.5-2-4; I.C. 35-47-1-5

### **Suspension and Expulsion Procedures**

#### *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 with the student prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. the student will be provided with an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal (or designee).

#### *Expulsion Procedure*

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel

- b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contains the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
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 parent.
6. The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

- a. Legal References: I.C. 20-33-8-18 I.C. 20-33-8-19

#### **Seclusion and Restraint**

The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restraint Plan from the school office.

#### **Sex Offenders**

Recognizing that the safety and welfare of students is of paramount importance, The North Montgomery School Corporation School Board hereby declares that, except in limited circumstances as defined in Board Policy 8470, the North Montgomery School Corporation (NMCS) will not permit sex offenders to be present on NMCS property. Please refer to Board Policy 8470 for details.

#### **Discrimination Statement**

The School Board of the North Montgomery Community School Corporation does not discriminate on the basis of race, color, national origin, sex (including gender status, sexual orientation, or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. or employment practices as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.).

Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to the Superintendent, Designee or Title IX Coordinator at 480 W. 580 N. Crawfordsville, IN, or by telephone at 765-359-2112.

## **Harassment Statement-Title IX**

### Board Policy 2266

The Board does not discriminate on the basis of sex, (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. This policy applies to Sexual Harassment that occurs within the Corporation's education programs and activities and that is committed by a member of the Corporation Community or a third party.

The Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating the policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in the policy. Third Parties who engage in Sexual Harassment also are subject to disciplinary sanctions. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following: (a) a Corporation employee conditioning the provision of aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (often called "quid quo pro" harassment); (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the Corporation's educational activity or program; (c) "sexual assault" (as defined by the Clery Act), and "dating violence", "domestic violence", or "stalking" (as defined by the Violence Against Women Act). "Sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. This includes incidents between students, employees, contracted personnel, and other persons invited into the school environment by school employees.

### **Report of Discrimination/Harassment**

Students, Board members, and Corporation employees are required, and other Corporation Community members and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the Title IX Coordinator or to any Corporation employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). Reports can also be made on the Corporation's website at [www.nm.k12.in.us/departments/title-ix](http://www.nm.k12.in.us/departments/title-ix). by clicking on the link Report Harassment or Safety Concern

The Title IX Coordinator is designated to oversee compliance with all aspects of Title IX. Sexual Harassment and may be reached at the Central Office building located at 480 W. 580 N., Crawfordsville, IN 47933, (765) 359-2112 by email at [titleix@nm.k12.in.us](mailto:titleix@nm.k12.in.us). Inquiries may also be made to the Office of Civil Rights, US Department of Education, Washington, D.C.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation. Some forms of sexual harassment of a student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities.

## Gang Policy

The Board of School Trustees of the North Montgomery Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

1. Criminal Gang means a group with at least three (3) members that specifically:
  - a. Either:
    - i. Promotes, sponsors, or assists in; or
    - ii. Participates in; or
  - b. Requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.
2. Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidations, or criminal gang recruitment to the principal and the school resource officer. The principal and the school resource officer may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

## Smoking or Tobacco Use

In conforming to state law that prohibits sale of cigarettes to children and with the recommendation of physicians that smoking or other use of tobacco is injurious to health, any use or possession of tobacco or nicotine, including e-cigarettes and cigarette look-a-likes by students will be prohibited during school hours and during extracurricular activities. Penalties are defined as follows:

A student using or possessing tobacco or nicotine, including e-cigarettes and cigarette look-a-likes on school grounds or at a school activity may be assigned the following consequences:

- 1st offense: 3 days of ISI. Students may receive a tobacco ticket or referral to tobacco court.
- Second offense will result in a day of OSS, and 2 days of ISI upon return. Students may receive a tobacco ticket or referral to tobacco court.
- Third offense will result in OSS and may result in a recommendation for expulsion. Students may receive a tobacco ticket or referral to tobacco court.

## Displays of Affection

Displays of affection are, in some cases, in some places, under certain conditions, normal and acceptable behavior. Students will be expected to use their best judgment in their actions. Never will necking, kissing, embracing, or any other actions that bring inappropriate notice to an individual, be considered proper or permissible.

## Assemblies

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is in the conduct of its student body at an assembly. Whether guests are present or not, each student is personally

responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

### **Lockers**

A locker with a combination lock is assigned to each student at the beginning of the year. Lock combinations are changed before 6th grade and the combinations are issued only to the student who is responsible for his/her own locker and possessions. Students should not share their combination with any other students. Students should keep their belongings ONLY in their own locker. The lockers are the property of North Montgomery Middle School and are subject to inspection by authorized school personnel (see locker inspection policy). Students are expected to take good care of their locker and leave it in the same condition as they found it. Report any malfunctions to the office immediately. The school is not responsible for stolen items. (Do not give any other individual your combination!)

### **Locker Inspection Policy**

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal may search the locker and the locker's contents at any time.

A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:

- (1.) At the request of the school principal; and
- (2.) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and its contents.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of

- (1) an interference with school purposes or an educational function,
- (2) a physical injury or illness to any person,
- (3) damage to personal or school property, or
- (4) a violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- When evidence of student nicotine, drug, or alcohol use created a reasonable belief of a high level of student use;
- At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
- Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

### **Locker Maintenance**

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of

- (a) lockers from time to time in accordance with a posted general housekeeping schedule,
- (b) the locker of a student no longer enrolled in the school,
- (c) or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

### **Media Center**

The media center has books, magazines, and pamphlets for study and recreational reading. It is open for use during the entire school day and a short time before school and after school until 3:45 p.m. Books are expected to be returned on time. If a student loses a book, he/she must pay for it. If a book is damaged while checked out to a student, he/she must pay for its repair or replacement. Fines are charged for overdue material.

### **Lost and Found**

It is recommended not to carry large amounts of money or other valuables to school. If it is necessary to carry these things, leave them in the main office for safekeeping. If you lose something, report it to the main office. The lost and found department is located there. If you find a book or possession of someone else, turn it into the office so it can be returned to the owner.

### **Student Fundraising**

All fundraising activities at school shall be approved by the principal. Students are not permitted to sell items for personal gains or for organizations that are not part of the school.

### **Substitute Teacher**

A substitute teacher is an important visitor who has agreed to carry-out the lesson plan of the absent teacher. The student can help by giving the substitute teacher cooperation, as one would with his or her everyday teacher. Remember: A substitute teacher has the same authority as a regular teacher. Consequences will be consistent with those assigned for negative behaviors with ANY teacher.

### **Drug Policy**

The penalty of expulsion for no less than the current semester will apply to students possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any substance represented to be a narcotic or drug of any kind:

1. on school grounds
2. on school grounds immediately before or after school hours
3. on school grounds at any other time when the school is being used by any school group
4. off the school grounds but at a school activity or function.

### **Drug, Alcohol Testing Policy**

#### *Purpose*

The Board of Trustees of the North Montgomery Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol, which is a threat to the safety, and health of students, faculty, staff and the community at large. It jeopardizes the efficiency and quality of our educational programs and substantially inhibits a person from achieving his/her maximum potential.

The extra-curricular activity programs of North Montgomery Community Schools are an integral part of the school system and community. The recognized value of participation in these programs to a student's personal development

and education has given these activities a high priority. The Board of Trustees encourages all students to participate in extracurricular programs of the school, but believes the opportunity for such participation is not an absolute right, but is a privilege offered to students who meet both the scholastic and physical conditions of eligibility.

One such condition shall be the agreement by the student to submit to testing for the use of drugs and alcohol if selected in accordance with the testing program. The program will apply to all middle and senior high school students in grades 6 through 12, male and female, who participate in athletics, any extracurricular activity, and/or are identified as a driver on school property or in driver education classes. Additionally, any student who volunteers to participate in the program, or if under the age of 18, is volunteered by their parents, may participate. Such students and their parents must provide the school with their consent in writing. Once consent is given for testing on a voluntary basis, it may be revoked in writing by the parent and the student, providing that the student is not eligible for the program by other criteria. Extra-curricular activities shall be defined as those clubs and activities, which have a sponsor receiving a stipend.

The primary purpose of this program is not intended to be disciplinary or punitive in nature, but rather is intended as a medical diagnostic aid in disclosing possible substance abuse problems, and as an extension of our educational drug programs. The goal of this program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent or guardian, and to educate, intervene, and direct students away from drugs and alcohol abuse and toward a healthy, safe, and drug-free participation in school activities and in adult life.

For the purposes of this policy, a drug shall mean:

1. all dangerous controlled substances designated and prohibited by Indiana statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. any prescription or patent drug used on school grounds without permission, or at any time if used for any purpose other than legitimate medical therapy;
5. anabolic steroids or other performance enhancing substances;
6. any look-alike substances;
7. any other illegal substances so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug at any time on Corporation property or at any school sponsored event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

#### *Program*

It is mandatory that each student who participates in extracurricular programs, athletics, and/or who drives on school property at any time sign and return a consent form prior to participation in any activity. Failure to comply will result in non-participation in such programs or athletics and/or in not being allowed to drive on school property. These forms will be maintained by the building administrator in a secure location.

All students participating in driver education will be tested prior to beginning such education, and will be subject to random screening during their driver education program, or they may not be enrolled in the program. This is to ensure the safety of the teacher, the student, and other students who will be in the vehicle during driver education. The Board feels that such testing helps promote education in regard to impaired driving, and also helps safeguard the community at large.

The implementation of this program will not affect the policies, practices, or rights of North Montgomery Community Schools in dealing with drug and alcohol or use where reasonable or probable cause is obtained by means other than the random sampling provided for this program.

### *Procedures*

1. Each Sponsor/coach will require the attendance of all prospective members at 1 (one) or more drug education sessions. Each student shall receive a copy of this policy. The program shall be explained to all participating students and an educational presentation shall be made as to harmful consequences of drug and alcohol usage.
2. Each student shall be provided with a consent form which must be signed by the student and a custodial parent or guardian before each student shall be eligible to practice or participate in any extracurricular activity, or to drive a vehicle on school grounds. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs and alcohol and/or to perform a breathalyzer test for alcohol. The custodial parent(s) or guardian(s) also gives consent to the providing of a urine sample and/or breathalyzer test by signing the form.
3. The selection of students to be tested will be done randomly by computer generation. Each student in the program will be assigned a number and 1 (one) cross reference list of names and numbers will be maintained by the building administrator, and will be accessible only to the building administrators, school nurse, or athletic director. A verified system of random selection will be employed to determine which students will be selected at a particular time.
4. On being selected for testing, the student will be escorted to the area reserved for testing, and will be required to provide a sample of his or her urine in a verifiable manner. The collection of the sample will not be physically observed. Purses, handbags, knapsacks, coats, sweaters, boxes, etc. will not be allowed in the collection area. The temperature of the specimen will be checked and if subnormal a repeat specimen must be obtained. If a student cannot provide a specimen, he/she will be given 8 (eight) ounces of water and be allowed 2 (two) hours to give a specimen. He/She will be observed and isolated from other students until a specimen is obtained. Medical studies have shown that persons given this amount of fluid and time should be able to supply a sufficient specimen. If the urine is determined to be diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before that student will be allowed to participate in any extracurricular activity, athletics, or to drive on school property.
5. The student's number and the date shall be written on the sample bottle and the student and the school nurse or their designee shall date and initial the cross-reference list, establishing that the container has the proper identification number written on it. The nurse and/or designee shall then be responsible for turning the sample over to the testing laboratory, using proper chain of custody procedure. Each sample will be tested for alcohol and street drugs (which may include any and all drugs listed as controlled substances under the laws of the state of Indiana). The Board reserves the right to test for performance enhancing drugs such as steroids. If the student is taking any prescription or over the counter medication which may contribute to a positive drug test result, the student shall inform the collector of this fact at the time that the specimen is taken. Testing shall be done at a competent laboratory through urinalysis. The North Montgomery Community School Corporation will pay for testing done in this random program, but is not liable for the costs of treatment, evaluation, or follow-up testing. Refusal of a student to provide a specimen will be considered the same as a positive test, and will be treated in the same manner as outlined below. The North Montgomery Community Schools reserve the right to test for alcohol with a breath test rather than urine testing or in addition to it.

6. The laboratory shall report the results of all testing, identified by number, to the school nurse or building administrator. Using the cross-reference list, the students with positive tests shall be identified.
7. This information is confidential and shall be made available only to the building administrator(s), school nurse, and corporation medical advisor. In the case of athletes, the athletic director and head coach may be notified at the discretion of the building administrator. Similarly, sponsors of extracurricular activities may be notified when appropriate at the discretion of the building administrator. The fact of testing and the results shall not be made known to any other school official. Statistics on testing and results which do not include specific student identification shall be compiled and made available to the Board and may be released as they deem appropriate.
8. If the results of a test are positive, that is, if it shows that drug metabolites or residues and/or alcohol in any student are present, the building administrator or designee will so advise the student and their custodial parent(s) or guardian(s), explaining the substance which was found and the health hazards involved. If they desire it, the student or parents/guardians may have any remaining portion of the urine sample re-analyzed by a laboratory of their choice at their expense. The corporation medical advisor must approve such laboratory. The student and/or the custodial parent or guardian will be financially responsible for any retest under the provisions of this item. A form for requesting the retest is included with the copy of the policy which students receive when beginning participation in any extracurricular activity. The student may also submit any prescription or other information, which will be considered in determining whether a positive test can be satisfactorily explained. Such determination shall be the role of the corporation medical advisor, and his decision shall be considered final.
9. If a positive test is not satisfactorily explained, the building administrator or designee will consult with the student and their custodial parent(s) or guardian(s) concerning the nature and extent of the problem and the consequences of the violation as outlined below.

### *Interventions*

1. A student with a first positive test shall be required to meet with an addiction counselor approved by the corporation medical nurse. A report shall be made available to the North Montgomery Community Schools from the said counselor. If further treatment for substance abuse is recommended, either inpatient or outpatient, the student will comply with these recommendations or be excluded from all extracurricular activities, athletic competitions, and driving on school grounds until such time as they do comply. Such exclusion shall apply from the time the school is notified of a positive test result until such positive test is adequately explained to the satisfaction of the building administrator and medical advisor or until the student has met with an addiction counselor and the report has been made available to the school. There will be a minimum 30-calendar day suspension from all extracurricular events and/or from the privilege of driving on school grounds with the first positive test. Administration and school nurse will meet with student and parent to review interventions and the next steps.
2. As a condition of returning to participation in extracurricular activities, athletics or driving on school grounds, the student will agree to routine drug testing at their expense at a facility approved by the school. Such testing may be done randomly at least twice in the first 30 calendar days, once monthly for 4 (four) months, and at the school's discretion for the remainder of that student's school career. If the student has a persistently positive drug screen within the first 30 days, the student will be given an additional 30-calendar day suspension from that testing date with two further random tests. If a positive test occurs within that second 30 calendar day period, it will be treated as a second infraction as outlined below. Collection will be performed in the same manner as with random collections at a time designated by the school. In addition, the student will agree to treatment as recommended by the addiction counselor or program. Such recommendations are subject to the review of the school and its medical advisor, and a second evaluation may be requested by a counselor of the school's choice if the recommendations for treatment are not felt to

be medically appropriate. All treatment and evaluations are the financial responsibility of the student and their custodial parent(s) or guardian(s), as is all follow-up testing for the first calendar year following a positive thc test. Students must comply with treatment recommendations and all subsequent testing must be negative (or in the case of THC show a decreasing level consistent with discontinued usage) in order to return to any activities.

3. A second positive test will require mandatory referral and evaluation as outlined above and mandatory treatment as recommended in the evaluation and as approved by the school and its medical advisor. Future participation will be dependent on such evaluation and treatment, and on negative testing on four random drug screens in 2 (two) months and random monthly collections for 1 (one) year. A mandatory suspension period of 90 calendar days for all extra-curricular activities, athletics, and driving on school grounds will be enforced on the second positive test within the school career of the student.
4. A third positive test for any student during their North Montgomery Corporation career shall prohibit their participation in any extracurricular activity, athletics, or driving on school grounds for the remainder of their North Montgomery Corporation career. Any student who is under the penalty for the third positive test (career ban) may request a review by a committee composed of the building administrator, corporation medical advisor, and school nurse, and in the case of athletes, the athletic director. The student will present just cause for reinstatement, and the decision of the committee must be unanimous if reinstatement is to occur. Students who are reinstated will submit to testing for drugs and alcohol at any time at the school's request, and if a positive test is obtained, they will be banned for the remainder of their school career from the above activities.
5. All students may be tested before beginning driver's education. If there is a positive test, the same procedures as those outlined above will apply. In addition, driver's education will be delayed for at least 30 calendar days to ensure that testing is negative and the student is drug-free and unimpaired prior to beginning driver education.
6. Follow up for students who test positive may be provided by a variety of programs and services. These include but are not limited to the following: Charter Hospitals, Koala, Crawfordsville Counseling, Lafayette Clinic, St. Vincent Hospital, Home Hospital, Wabash Valley Hospital and clinics, Methodist Hospital, and Fairbanks Hospital. We recognize that insurance coverage may dictate where services are received.

**NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION**

**DRUG AND ALCOHOL TESTING CONSENT FORM**

I, \_\_\_\_\_ have read the North Montgomery Community School Corporation Drug and Alcohol Testing Policy and agree to abide by the rules set forth in said policy.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

This consent will be in effect for the duration of the student's enrollment in the North Montgomery Community School Corporation, unless withdrawn in the manner set forth in the Drug and Alcohol Policy.

**NORTH MONTGOMERY COMMUNITY SCHOOL CORPORATION**

**DRUG AND ALCOHOL RETEST FORM**

I understand that I will be financially responsible for a urine drug screen retest on my son/daughter.

The procedure for a retest is outlined in the North Montgomery Community School Corporation Drug and Alcohol Policy. This procedure will be strictly followed.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Guarantees and Privacy

NMCSC staff shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying and how to respond when subjected to cyberbullying. NMCSC electronic information resources, the Internet, and use of email are not inherently secure or private. Students shall have no expectation of privacy while using NMCSC electronic information resources. NMCSC reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic storage devices at any time for any reason. NMCSC reserves the right to monitor students' use of NMCSC electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. NMCSC reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, e.g., in response to a document production request made in a lawsuit involving the NMCSC or by a third party against the user or pursuant to a public records disclosure request. NMCSC makes no warranties of any kind, whether expressed or implied, for the service it is providing. NMCSC will not be responsible for any damages incurred by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. NMCSC will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of NMCSC's electronic information resources. Use of any information obtained via the Internet is at the user's risk. NMCSC specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by NMCSC resulting from the user's intentional misuse of the NMCSC's electronic information resources.

## Access to Equal Opportunity

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background to learn the curriculum offered in this Corporation.

## Non-discrimination Statement

North Montgomery Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, including limited English proficiency, military service, age, or disability, in its educational programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.). Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to the Superintendent/Designee at 480 W. 580 N. Crawfordsville, IN, or by telephone at 765-359-2112.

## Model Notification Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask North Montgomery Community School Corp. to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) Where disclosure is to a state or local juvenile justice agency and related to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian, or custodian. Such information may not be used to aid in the supervision of a delinquent child.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW,  
Washington, DC 20202-1605

#### **AHERA Standard**

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

#### **Directory Information**

Each year the Corporation will make available, upon request for legitimate reasons, certain information known as "directory information." The Board designates as student "directory information:" a student's name; address; date and place of birth; photograph; videotaping; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; grade level; awards received; listing on an honor roll; and scholarships.

The primary purpose of directory information is to allow North Montgomery Community School Corporation to include this type of information from a student’s educational records in certain publications. Examples include, but

**Athletic Handbook**

North Montgomery Middle School makes every effort to ensure that its athletic program promotes the best interests of our students during these important years of their development. The Chargers offer a variety of programs in which our students have the opportunity to cultivate good habits and proper work attitudes, enjoy wholesome competition, and continue to develop their character traits, mental abilities, and physical skills.

The athletic program at North Montgomery Middle School is often the first-time student athletes have participated in school-based athletics. It is our hope through these experiences that we will prepare our student- athletes for the future and provide a positive first experience into school-based athletics and to being a Charger . Through the athletic program offerings, we hope to instill competitiveness, self-discipline, self-confidence, responsibility and those character traits that not only lead to success on the courts and the fields, but those that lead to being a productive member of society.

Our athletic programs include:

Fall Activities	Winter Activities	Spring Activities
7-8 Football 6-8 Soccer (Boys and Girls) 6-8 Cheer 6-8 Girls Volleyball 6-8 Cross Country(Boys and Girls) 6-8 Boys Tennis 6-8 Girls Golf 6-8 Dance	6-8 Boys Basketball 6-8 Girls Basketball 6-8 Swimming and Diving (Boys and Girls) 6-8 Coed Wrestling 6-8 Cheer 6-8 Dance	6-8 Track and Field (Boys and Girls) 6-8 Boys Golf 6-8 Girls Tennis 7-8 Softball 7-8 Baseball

Through the wide variety of activities, we hope to encourage our students to try new things and become part of the tradition at North Montgomery. We are the foundation for our high school teams. Developing the foundation of athletic skills and positive behavior habits will help us build our programs at NM and our school community as a whole. We desire for all our students to improve and strive for their best each day, to be proud of themselves, their team, their school and their community. CHARGER WAY is an important part of who we are, we want to be the best we can be . The skills and foundations we lay here for our behaviors, habits on and off the court will carry over to all aspects of life from the classroom to the community.

Through our programs we want to provide students the opportunity to grow and thrive personally, as a member of a team, and a school community.

**Academic and Attendance Eligibility**

*Academics*

Returning 7th and 8th grade students **must** have received passing grades in 5 of 7 subjects from the fourth quarter from the previous school year to be eligible. If a student athlete is not eligible at the start of the school year, they will

be academically ineligible for four weeks. Returning 7th and 8th grade students who are not academically eligible at the end of the academic year, may participate in the Summer Jumpstart program or another program approved by the administration to gain full eligibility to participate in the fall semester. Incoming 6th graders academic eligibility will begin in the first quarter at NMMS.

A student with more than two failing grades at each quarter and quarter midterms **will not** be eligible for participation in athletic events for at least four weeks after the said term. He/she may be eligible to practice during that time per coaches discretion. If a student athlete is not academically eligible after the four weeks, they will be ineligible until the next quarter and quarter midterm. Weekly grade checks where students are NOT passing 5 of 7 classes may result in athletes being required bonus attendance and/or becoming ineligible for contests while their season is in progress.

### *Attendance*

A student-athlete is expected to be at school every day and attend every period. Obviously, exceptions may include illness, family issues and doctor appointments.

To participate in an athletic contest or practice, the athlete is expected to be in attendance at the start of 3<sup>rd</sup> period the day of the contest. If the athlete goes home due to illness, he/she will be ineligible for the contest on that day. Approved appointments and college visits are exceptions.

If an athlete is absent on Friday or the day prior to vacation, he may participate the next day.

Absence from the first period of the school day after a school night contest will not be tolerated.

As per the Physical Education requirements in this handbook, students who do not dress for any reason or do not participate in physical education will be ineligible for athletic practices and contests on that day.

## **Student Athlete Conduct**

### *Code of Conduct*

Each student athlete at North Montgomery should know that they not only represent themselves, but also their family, teammates, coaches, the school and community. A student-athlete's actions reflect directly on all of these people.

Student athletes represent North Montgomery Middle School year-round, not just during the season. Questionable conduct by a few student-athletes can ruin the favorable image athletes should create for the school and community. The Charger code of Conduct should always be followed by students.

A Charger should be loyal to the following:

- Family
- Country
- Community
- School
- Administrators, teachers, and coaches
- Athletic Program
- Team
- Fellow Athletes

A Charger should be interested in developing and maintaining a strong, healthy body and mind.

A Charger should have a strong desire to get a good education. Remember - athletics is only a part of the total educational process. You are a student first!

A Charger should realize that accomplishment is gained through work. He/she should expend 100% effort and always do his/her best. He/she should strive for excellence. Be the best you can possibly be.

A Charger should assume responsibility and roles of leadership at North Montgomery Middle School and in the community.

### **Training and Behavior Expectations**

Training and behavior expectations are in place to guide you to become a better student-athlete. These expectations at North Montgomery Middle School are in effect year-round, regardless of location.

#### *Personal Behavior*

Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school is not acceptable. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct (done in a manner whereby the community learns of such activity); or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, team or student.

Profanity or other vulgar, obscene behavior will not be tolerated.

Classroom behavior should set a good example for other students. Proper respectful attention should be given to teachers, fellow students, and school activities.

Disrespect, rude behavior, and/or teacher harassment will not be tolerated. We expect our athletes to be courteous and respectful at all times.

An athlete should realize that exhibitionism in public places is in poor taste. It places the athletes below socially accepted standards and will not be tolerated.

#### *Appearance*

An athlete should be neat and well-groomed at all times. Each coach may dictate his/her own hair cut and natural hair color requirements based upon safety factors, team unity and attitude concerns as well as any other non-discriminatory factor stated by the coach for the individualized sport.

An athlete should wear acceptable clothing that is outlined in the North Montgomery Middle School student handbook.

#### *Practice and Contest Attendance*

Athletes are expected to advise coaches in advance if they cannot be at a practice and/or a contest for any reason.

Coaches have specific policies regarding missed practices and/or contests and the athletes should be informed of the policies and disciplinary action at the beginning of the season.

Out of necessity in some sports, practices must be held during school vacations. Each coach is to have specific policies regarding missed practices during these times, and the athletes should be informed of the policies and disciplinary action at the beginning of the season.

Whether an absence is excused or unexcused shall be at the discretion of the coach and disciplinary action will be decided by the coach as he determines what is best for the total program.

#### *Athletic Suspensions*

Student-athletes will be held to a higher standard than non-athletes. The following will not be tolerated and may result in an athletic suspension.

- Possession or use of tobacco in any form or providing it to others.
- Possession or use of or under the influence of or providing to others alcoholic beverages in any form.
- Possession or use of or being under the influence of or providing to others controlled substances/illegal drugs or anything represented to be controlled substance/illegal drugs.
- The use of violence, force, noise, coercion, threat, intimidation, passive resistance, or other conduct constituting an interference with the athletic program.
- Urging other students to engage in the above conduct.
- Damage or theft involving school and/or private property.
- Intentionally causing bodily harm to fellow students or school employees.
- Intimidating any student with the intent of obtaining money.
- Possessing weapons.
- Failing in a substantial number of instances to comply with the directions of coaches and/or rules of the athletic program and/or the school.

*Athletes in violation of the above rules will be disciplined according to the seriousness of the situation. Probation, suspension, or removal from the team are all possibilities. The coach, the Athletic Director, the Assistant Principal, or the Principal will determine these penalties.*

#### *Summary*

Each coach should have, in writing, a list of specific training rules and other regulations regarding his sport in addition to those which are detailed in this handbook. These team policies will be distributed to the athlete at the beginning of the season.

All athletes are responsible for obeying all school and athletic department regulations and policies as well as specific rules as outlined by each coach in various sports.

Other types of misconduct may be considered for possible suspension if deemed serious enough by the Coach, Athletic Director, Principal, and /or Assistant Principal,

If an athlete quits a sport or does not finish the season because of suspension or ineligibility, he may not start practice for the following sport season until he has the permission of the in-season coach of the sport he did not finish or until the sport he quit has completed its season.

When a suspension will be completed before the end of a sport season, the suspended athlete must practice in that sport (the sport during which the suspension ends) if he intends to participate in that sport immediately following the suspension and/or if he plans to be eligible for an award (varsity letter, etc.) at the end of that season. When a suspension overlaps seasons, practice is required only in the sport during which the suspension ends and then only if the athlete intends to participate as described above.

When an athlete is suspended, it is not required that he practice or remain on the team for the suspension to be fulfilled.

For athletic purposes, suspension shall be defined as: not being allowed to participate in a designated number of contests during a sport or sports in which the athlete has participated the previous year or has made a definite commitment to participate in this season.

\*Practice refers to those practices within the regular program.

### **Procedures for Athletic Suspension**

*\*The term "athlete" refers to anyone associated with a team*

#### *First Suspension*

The athlete may miss 50% of the contests of his/her current sport season and/or his/her next sport season beginning with the first contest after the violation is discovered and verified by school officials. If only 20% of the contests are left in one season, the remaining 30% may be served during the athlete's next season.

#### *Subsequent Suspensions*

The second infraction may result in the student losing participation in 100% of the contests of his/her current activity or his/her next activity season.

The third infraction may result in the student not being able to participate in 200% of the contests of his/her current activity and his/her next one or two activities.

#### *Suspension Due to Drug/Alcohol Infractions*

If a student voluntarily reports a violation of the substance policy within 48 hours of the incident to a coach or athletic director, he/she will not be permitted to participate in a number of contests equal to 20% of the season.

When the violation is discovered through other means, the student may receive a penalty of 50% of the season.

#### *Suspension Details*

- The suspended student will be permitted to practice.
- If the penalty is served during a time when the team is involved in a tournament, the number of games in which the group participates will be counted toward meeting the violator's imposed penalty.
- A student cannot skip a season to avoid a suspension.

#### *In-School Interventions*

If a student is assigned to an in-school intervention (ISI), the athlete may be eligible to practice or compete after the school day. However, students may have to: sit 1 quarter/set equivalent playtime, play JV / exhibition, or if no alternative is available may sit from competition.

If a student is assigned multiple days of ISI, students may sit 1 quarter/set of equivalent playtime per day of ISI up to 1 full contest. Students who are assigned multiple days of ISI repeatedly may be subject to further school and athletic discipline.

### **Athletic Equipment**

Each athlete is responsible for the care and return of all athletic equipment and is to use and not abuse school facilities. Lost equipment is not an acceptable excuse. Lost equipment, due to player neglect, will be paid for at a fair rate determined by school officials.

All equipment must be turned in when called for and missing items settled for at that time. Equipment becomes student property only when given to the individual by the coach or purchased by the individual.

Students are not allowed to enter coaches' offices, equipment rooms, training rooms, or storage areas unless authorized and supervised by a coach.

## Athletic Trips

On athletic trips, athletes represent the school, community, and the athletic program. Proper dress will be stipulated by the coaching staff. Athletes will act in an acceptable manner when traveling and will conduct themselves on the bus in a manner that is above reproach. Equipment and facilities of the visiting team will be respected and cared for just like personal equipment. Any theft, breaking, defacing, or other vandalism which is purposely done may result in direct suspension from the team

Care for our vehicles is a must. All athletes are expected to keep the vehicles free of trash. Pop cans, gum and candy wrappers, fast food debris, etc. should be picked up when leaving the vehicle and deposited in a trash can.

Athletes are normally expected to travel to and from away contests with the team unless the parents would like for their son/daughter to travel home from an away contest with them. The parents should ask the coach personally or provide documentation.

**Athletes may ride home only with their parent/guardian, must have a [travel consent form](#) signed and given to the coach.**

## Financial Obligations

The basic policy of the NMMS Department of Athletics is that athletes pay for equipment items which they keep unless other arrangements are made by the coach (shoes, shirts with names, team sweat shirts, or tee shirts, hats, etc. - and in some cases uniforms if the coach and team choose to keep their uniforms).

All athletes, cheerleaders, managers, etc. must settle or arrange to settle all financial obligations before they will be allowed to participate in their next sport. And in some cases, grades, awards, or even graduation may be delayed due to unfulfilled financial obligations. Financial obligations include but are not limited to: money owed for any kind of equipment or clothing, uniforms, shoes, etc. and money collected or to be collected for fund raising activities.

## Parent Coach Relations

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedures should your child be injured during practice or contest.
6. Discipline that results in the denial of your child's participation.

### Communication Coaches Expect From Athletes/Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/ or expectations.

As your children become involved in the programs at North Montgomery High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

#### Appropriate Concerns to Discuss with Coaches

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those to follow, must be left to the discretion of the coach.

#### Issues Not Appropriate to Discuss With Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

#### If You Have a Concern to Discuss with a Coach

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature usually do not promote positive resolutions.

#### The Next Step

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

#### Parent Code

1. Be a positive role model through your own actions to make sure your child has the best athletic experience possible.
2. Be a "team fan," as well as a "my kid" fan.
3. Weigh what your children say; they might slant the truth to their advantage.
4. Show respect for the opposing players, coaches, spectators and support groups.
5. Be respectful to all officials' decisions.

6. Praise student athletes in their attempts to improve themselves as students, as athletes, and as people.
7. Gain an understanding and appreciation for the rules of the contest.
8. Recognize and show appreciation for an outstanding play by either team.
9. Help your child learn that success is oriented in the development of a skill and should make a person feel good about themselves, win or lose.
10. If you as a parent have concern, take time to talk with coaches in an appropriate manner including proper time and place. Be sure to follow the designated chain of command.
11. Please reinforce our drug and alcohol-free policies by refraining from the use of any controlled substance before and during athletic contests.
12. Remember that a ticket to a school athletic event is a privilege to observe the contest.

Be sensible, responsible, and keep your priorities in order. Participating on a North Montgomery Middle School team is a wonderful opportunity for your child to grow physically, socially, and emotionally.

### **Protocol and Procedures for Management of Sports-Related Concussion**

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion in high school athletes. North Montgomery High School has established this protocol to provide education about concussion for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to return to play issues after concussion.

North Montgomery High School seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately. The athletes also will receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

In addition to recent research, two primary documents were consulted in developing this protocol. The “Consensus statement on concussion in sport- the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016” (referred to in this document as the Berlin Statement), and the “National Athletic Trainers’ Association Position Statement: Management of Sport Concussion” (referred to in this document as the NATA Statement).

This protocol will be reviewed on a yearly basis by the North Montgomery High School medical staff. Any changes or modifications will be reviewed and given to the athletic department staff and appropriate school personnel in writing.

All athletic department staff will complete a yearly educational course in which procedures for managing sports-related concussion are discussed.

<p>Contents:</p> <p>I. Recognition of concussion</p> <p>I. Management and referral guidelines for all staff</p>	<p>III. Guidelines and procedures for coaches</p> <p>III. Follow-up care during the school day</p> <p>III. Return to learn procedures</p> <p>III. Return to play procedures</p>
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## I. Recognition of concussion

### A. Common signs and symptoms of sports-related concussion

#### 1. Signs (observed by others):

- Athlete appears dazed or stunned
- Confusion (about assignment, plays, etc.)
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

#### 2. Symptoms (reported by athlete):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

#### 3. These signs and symptoms are indicative of probable concussion. Other causes for symptoms should also be considered.

### B. Cognitive impairment (altered or diminished cognitive function)

#### 1. General cognitive status can be determined by simple sideline cognitive testing.

AT may utilize sideline IMPACT or other standard tool for sideline cognitive testing.

### C. If you notice your teammate experiencing any signs or symptoms, report to coach, Athletic Trainer, or game official

## II. Management and Referral Guidelines for All Staff

### A. Suggested Guidelines for Management of Sports-Related Concussion

#### 1. 1) Activate the EAP or call 911 for any of the following:

- a. Any athlete with a witnessed loss of consciousness (LOC) of any duration should be referred to the ER or their physician.
- b. Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department via emergency vehicle.
- c. An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
  - Deterioration of neurological function
  - Repetitive vomiting
  - Decreasing level of consciousness
  - Irregular breathing or breaths
  - Decrease or irregularity in pulse
  - Unequal, dilated, or unreactive pupils
  - Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - Deteriorating mental status: lethargy, difficulty maintaining arousal, confusion or agitation seizure activity
  - Cranial nerve deficits

#### 2. An athlete who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the athlete's primary care physician, or seek care at the nearest emergency department, on the day of the injury.

- a. ALWAYS give parents the option of emergency transportation, even if you do not feel it is necessary.

### III. Guidelines and procedures for coaches:

#### **RECOGNIZE, REMOVE, REFER**

#### A. Recognize concussion

1. All coaches should become familiar with the signs and symptoms of concussion that are described in section I.
2. Very basic cognitive testing should be performed to determine cognitive deficits.

#### B. Remove from activity

1. If a coach suspects the athlete has sustained a concussion, the athlete should be removed from activity until evaluated medically.

Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.

C. **Refer** the athlete for medical evaluation

1. Coaches should report all head injuries to the North Montgomery Certified Athletic Trainer (AT), as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.

a. The AT can be reached at: 765-366-8006

b. The AT will be responsible for contacting the athlete's parents and providing follow-up instructions.

2. Coaches should seek assistance from the host site AT if at an away contest.

3. If the NMHS AT is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury.

a. Contact the parents to inform them of the injury and make arrangements for them to pick the athlete up at school.

b. Contact the AT at the above number, with the athlete's name and home phone number, so that follow-up can be initiated.

c. Remind the athlete to report directly to the school nurse before school starts, on the day they return to school after the injury.

4. In the event that an athlete's parents cannot be reached, and the athlete is able to be sent home (rather than directly to MD):

a. The Coach or AT should ensure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.

b. The Coach or AT should continue efforts to reach the parent.

c. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. A coach or AT should accompany the athlete and remain with the athlete until the parents arrive.

d. Athletes with suspected head injuries should not be permitted to drive home.

IV. **FOLLOW-UP CARE OF THE ATHLETE DURING THE SCHOOL DAY**

A. Responsibilities of the school nurse after notification of student's concussion

1. The athlete will be instructed to report to the school nurse upon his or her return to school. At that point, the school nurse will:

a. Re-evaluate the athlete utilizing a graded symptom checklist.

b. Provide an individualized health care plan based on both the athlete's current condition, and initial injury information provided by the AT or parent.

2. Notify the student's guidance counselor and teachers of the injury immediately via the individualized health care plan form.

3. Notify the student's P.E. teacher immediately that the athlete is restricted from all physical activity until further notice.

4. If the school RN receives notification of a student-athlete who has sustained a concussion from someone other than the AT (athlete's parent, athlete, physician note), the AT should be notified as soon as possible, so that an appointment for evaluation and testing can be made.
5. Monitor the athlete on a regular basis during the school day.

B. Responsibilities of the student's guidance counselor

1. Monitor the student closely and recommend appropriate academic accommodations for students who are exhibiting symptoms of post-concussion syndrome.
2. Communicate with the school health office on a regular basis, to provide the most effective care for the student.

**V. RETURN TO LEARN (RTL) PROCEDURES AFTER CONCUSSION**

A. Student athlete should be encouraged to rest at home during the acute injury phase (24-48hrs) if they are symptomatic

B. Accommodations to the student athlete's coursework load and activities will be addressed as needed by the Athletic Health Care Team (AHCT)

1. Accommodations can be implemented with or without the direction of treating physician

a. Stepwise progression as described in the Berlin Statement:

- Daily activities at home that do not give the child symptoms

i. Typical activities of the child during the day as long as they do not increase symptoms (eg, reading, texting, screen time). Start with 5–15min at a time and gradually build up

- School activities

i. Homework, reading or other cognitive activities outside of the classroom

- Return to school part-time

i. Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day

- Return to school full time

i. Gradually progress school activities until a full day can be tolerated Return to full academic activities and catch up on missed work

**VI. RETURN TO PLAY (RTP) PROCEDURES AFTER CONCUSSION**

A. Returning to participate on the same day of injury

1. No athlete with a suspected head injury should return to play on the same day per Indiana State Law IC 20-34-7

B. Return to play after concussion

1. The athlete must meet all of the following criteria in order to progress to activity:

a. Asymptomatic at rest and with exertion (including mental exertion in school) AND:

b. Within normal range of baseline on post-concussion testing or a clinician's, who is trained in the care of head injuries, written exemption of a score outside the reliable change index AND:

- c. Have written clearance from primary care physician or specialist (athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).
  2. Once the above criteria are met, the athlete will be progressed back to full activity following a stepwise process, (as recommended by both the Berlin and NATA Statements), under the supervision of the AT.
  3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and Sport/activity in which the athlete participates. An athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport should be progressed more slowly.
  4. Stepwise progression as described in the Berlin Statement:
    - a. Symptom-limited activity- Daily activities to light exercise that do not provoke symptoms, including attending school
    - b. Moderate aerobic exercise – walking, stationary bike, non-aerobic exercise-light weightlifting, pushups, sit-ups etc.
    - c. Sport-specific training (e.g., skating in hockey, running in soccer)
    - d. Non-contact training drills
    - e. Full-contact training after medical clearance
    - f. Game play
      - Note: If the athlete experiences post-concussion symptoms during any phase, the athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours.
  5. The AT and athlete will discuss appropriate activities for the day. The athlete will be given verbal and written instructions regarding permitted activities.
  6. The coaches will also be communicated to about appropriate activities for the day. This could be done via EMR, email, conversation, or written.
  7. The athlete should see the AT daily for reassessment and instructions until he, or she, has progressed to unrestricted activity, and been given a written report to that effect,
  8. Final determination for clearance is by a licensed physician or medically qualified physician designee.

## VI. **Student Responsibilities**

- C. If you notice your teammate experiencing any signs or symptoms, report to coach, Athletic Trainer, or game official.
- D. Complete an annual baseline.
- E. Receive, read and acknowledge information regarding concussions annually.
- F. Provide written documentation from visits to healthcare providers with restrictions, accommodations or return to play status

### **DRUG AND ALCOHOL TESTING POLICY**

Purpose: The Board of Trustees of the North Montgomery School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and alcohol which is a threat to the safety and health of students, faculty, staff and the community at large. It jeopardizes the efficiency and quality of our educational programs and substantially inhibits a person from achieving his/her maximum potential.

The extra-curricular activity programs of North Montgomery Schools are an integral part of the school system and community. The recognized value of participation in these programs in a student's personal development and education has given these activities a high priority. The Board of Trustees encourages all students to participate in extracurricular programs of the school but believes the opportunity for such participation is not an absolute right, but is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs and alcohol if selected in accordance with the testing program. The program will apply to all middle and senior high school students in grades 6 through 12, male and female, who participate in athletics, any extra-curricular activity, and/or are identified as a driver on school property or in driver education classes. Additionally, any student who volunteers to participate in the program, or if under the age of 18, is volunteered by their parents, may participate. Such students and their parents must provide the school with their consent in writing. Once consent is given for testing on a voluntary basis, it may be revoked in writing by the parent and the student, providing that the student is not eligible for the program by other criteria. Extra-curricular activities shall be defined as those clubs and activities which have a sponsor receiving a stipend. More detailed information regarding this policy is available on page 35 of the North Montgomery Student Handbook.

### **DIRECTORY INFORMATION (FERPA)**

Each year the Corporation will make available, upon request for legitimate reasons, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; videotaping; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; grade level; awards received; listing of an honor roll; and scholarships.

The primary purpose of directory information is to allow North Montgomery Community School Corporation to include this type of information from a student's educational records in certain school publications. Examples include, but are not limited to, the annual yearbook, graduation programs, performing arts programs, and athletic rosters.

Directory information may also be disclosed to outside organizations without a parent's prior written consent. Organizations might include, but are not limited to, companies that manufacture class rings or publish yearbooks.

The school, in compliance with federal law, is required to provide military recruiters, upon request, with three directory categories-name, address, and telephone listing.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) calendar days after receipt of this public notice.

### **Definitions**

As used in this document, the term "school purposes" is defined as it is in IC 20-8.1-1-8 (Acts 1980, P.L. 148): ...The term "school purposes" refers to the purpose for which a school corporation operates, including; (1) to promote

knowledge and learning generally; (2) to maintain an orderly and efficient educational system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used in this document, the term “educational function” is defined as it is in IC 20-8.1-19 (IC 1971, 20- 8.1-1-9 as added by Acts 1973, P.L. 218): ...The term “educational function” means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.