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GOOD AT LEARNING.

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GOOD AT LIFE.

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# **BELLMONT ELEMENTARY SCHOOL**

**2025-2026**

## **STUDENT HANDBOOK**

Principal: Mrs. Renee Hutter

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### Parents and Students:

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

#### Good at Learning.

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

#### Good at Life.

We are proud of our school, faculty, students, and staff. We are all dedicated to providing the highest quality education and best learning environment possible. It is our sincere hope that your experience will be one filled with happiness and success. To help ensure a safe and productive learning environment for students, staff, parents and visitors, there must be rules, procedures, and guidelines for how things are done here at Belmont Elementary. Please familiarize yourself and to review with your child those things in this handbook. Teachers will also review this handbook with students at the beginning of the school year.

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

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

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

## HANDBOOK STATEMENT

This Handbook replaces information in any prior Handbook and other written material on the same subjects. Further information regarding student's rights and responsibilities is available from the North Adams Community Schools Policies and additional information distributed to all students enrolled in a North Adams School. Information in this booklet is based upon policies and regulations approved by the Board of School Trustees of North Adams Community Schools. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules. If any of the policies or administrative guidelines referenced herein are revised after July 2025, the language in the most current policy or administrative guidelines are available from the building principal and on the NACS web site.



## CORE VALUES

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

## GUIDING PRINCIPLES

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

## OUR MISSION

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

## OUR VISION

Good at learning. Good at life.

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

**BE BRAVES**  
**Be Responsible**  
**Respectful**  
**Attentive**  
**Valiant**  
**Effort**  
**Selfless**

## GENERAL INFORMATION

**ANONYMOUS CRISIS HOTLINE-** The North Adams Community Schools' Crisis Hotline, (260)728-3333, can be used to anonymously report a crisis or concern. The hotline is checked once a day, and information is forwarded to the appropriate administrator. In case of an immediate emergency, call the school directly or 911 if there is an immediate threat of bodily injury or loss of life. This hotline should be used to anonymously report tips regarding the mistreatment of staff or students (harassment, bullying, etc.) or crimes relevant to the schools, staff, or students. This hotline should not be used to file complaints. Complaints should be addressed by calling the school directly and speaking to a school official. When calling the anonymous hotline, please be certain to give enough information for school officials to investigate your concern (building name, grade level, names of people involved, specific concern, specific location of concern, time, date, etc.).

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

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

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

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

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

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

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

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

**DELAYS/CLOSINGS AND SCHOOL MESSENGER COMMUNICATION-** North Adams Community Schools provides school delay/closing information, district/school announcements, and emergency information through School Messenger Communication System. Home phone numbers and primary e-mail addresses from PowerSchool, our student information system, will automatically be included in this system. If you would like to add/change phone numbers or e-mail addresses used for this communication system, please go to <https://contactme.schoolmessenger.com> and sign up for a School messenger Contact manager account. All new students will receive an access code for you to register with this account. Contact your child's school if you did not receive or would like us to resend and access code for your child. Additionally, for all weather-related school announcements, you may also choose to listen to radio stations: WZBD 92.7 FM; WOWO 1190 AM, WMEE 97.3 FM, WQHK 1380 AM, and WBCL 90.3 FM. Information will also be displayed on television stations channel 21 WPTA and channel 15 WANE.

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



of the dress code will subject a student to further disciplinary action. School attire should conform to the following regulations not intended to be all inclusive:

**A. Health and Safety**

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

**B. Appropriate Dress**

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

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

**EQUAL EDUCATION OPPORTUNITY-** It is the policy of the North Adams Community School to provide an equal educational opportunity for all students.

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

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

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

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

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

It is a violation of the policy:

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

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

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

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

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

### **CHARGING**

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

1. It is strongly encouraged that parents/guardians make meal payments in advance. Choose our preferred methods of check or e-funds
2. Monitor student purchases using e-funds <https://payments.efundsfor schools.com/v3/districts/55521>
3. Funds may be transferred between student accounts in the same household with parent/guardian permission
4. Ala carte or extra purchase will not be permitted for any account in the negative and all meal charges must be repaid in full.
5. Attempts to contact student households will be made twice weekly with automated calls.
6. Parents will be notified that their student accounts will be deducted for any checks reported insufficient funds. Outstanding amounts will be sent to Collections Officers and further fees will be applied.
7. Biannually (January and June) households with accounts with a deficit balance of \$25.00 will be sent to collections officers and incur additional fees. Please note student fee balances roll forward each year and accumulate if collections attempts fail. Students must have all fees paid in full to participate in their senior year commencement ceremony. Student fee balances will be tracked using a fiscal yearly ledger July thru June for each department including Food Service Student Lunch Accounts.

### **REFUNDS**

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

### **GENERAL**

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

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

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

**NEXT DOOR NEIGHBOR-** Our school is 180 feet from Belmont High School. There will be many times when our students and staff have specific reasons to go into the high school building – meetings, programs in the auditorium, swimming, attending some courses, etc. However, unless there is a specific reason to go there, our students will not be permitted to go into that building before, during, or after the normal school day. The same expectation is in place for high school students visiting our building. Even though both schools share the same campus, each has its own building and general grounds. All students are expected to respect this sharing of space and cooperate in allowing each school to have its own area and identity.

In addition, the wooded area behind both buildings and the outer high school student parking lot area are off limits to Elementary school students immediately BEFORE and AFTER school. Elementary School students in unauthorized areas of BHS will be considered truant. Elementary School students are also not permitted in the middle school section of the building except when entering or exiting through the bus doors or with express permission of school staff.

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

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

**POWERSCHOOL & CANVAS-** PowerSchool and Canvas are online programs that are designed for parents and students to monitor the progress of their children at any given time throughout the school year. Parents should contact the BES guidance office and request to be set up with a PowerSchool user account to monitor student progress. [www.powerschool.nadams.k12.in.us/public/](http://www.powerschool.nadams.k12.in.us/public/)

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

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

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

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

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

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

- A) **Lockers/Desks/Coatracks:** All lockers/desks/coatracks are the property of North Adams Community Schools and may be searched at any time for any reason. **NO STUDENT AT NORTH ADAMS COMMUNITY SCHOOLS SHALL HAVE ANY EXPECTATION OF PRIVACY WITH RESPECT TO SUCH LOCKER/DESKS/COATRACKS OR ITS CONTENTS.**
- B) **Vehicles:** Any person parking a vehicle on any North Adams Community Schools grounds is deemed to consent to allow school officials, upon reasonable suspicion that a search would uncover evidence of a violation of law or a school rule, to search the vehicle. A vehicle owner's consent to such search is implied from the granting of permission to drive the vehicle to school.
- C) **Personal Property:** All book bags, purses, jackets, briefcases and the like are subject to search, upon reasonable suspicion that a search would uncover evidence of a violation of a law or school rule, if brought onto North Adams Community Schools' property, riding to and from school on a Corporation bus or other Corporation vehicle, or at a school-sponsored activity.
- D) **Refusal To Submit:** If any student refuses to consent to a search authorized pursuant to the North Adams Community School Search and Seizure Policy, North Adams Community Schools administration will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon that presumption to assess appropriate penalties or next steps.
- E) **Reasonable Cause/Reasonable Suspicion:** Reasonable cause/reasonable suspicion shall be deemed to exist when, from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the discovery of evidence of a violation of a school rule or of law. The alert of a trained detection or search canine shall be deemed to create reasonable suspicion.
- F) **Cell Phone and Personal Devices:** Temporary seizure of a cell phone or personal device is allowable when possession or use of said device is disallowed. Search of a cell phone is only allowable if school officials possess credible evidence that the device was being used for an unlawful activity or other student misconduct. Search is not allowable simply for possessing or using the device when disallowed.

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

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

- a) Drivers of vehicles are required by law to turn off the engine if the vehicle is to be stopped more than 5 minutes. (Engine cool down periods recommended by vehicle manufacturer may be followed)
- b) The employer of the bus driver shall inform the bus driver of these requirements.
- c) Teachers and school staff shall be informed of this policy at the start of each school year.
- d) During student / parent orientations, parents, and all students shall be informed of this policy.
- e) Any complaints of non-compliance are to be filed with the Superintendent's office.
- f) Any complaints of non-compliance will be reviewed, and action taken as necessary.
- Exemptions to Idling Policy:**
1. Safety of Children or Emergencies:
- a) Use of lift equipment during loading or unloading of individuals with special needs.
- b) Use of heater or air conditioning during loading or unloading of individuals with special needs.
- c) Use of defrosters, heaters, air conditioners, or any other equipment for health or safety concerns.
- d) Use of bus headlights or flasher warning lights for safety or visibility purposes.
- e) For other safety or emergency issues.
2. Hot or Cold Weather:
- a) If bus drivers are at a location more than 15 minutes, a waiting area should be provided for their use after turning off the bus engine.
- b) From (beginning date) to (ending date) if necessary and the bus has air conditioning, the bus may idle for a minimal period to cool the bus prior to loading, or while students remain on the bus.
- c) If necessary due to cold temperatures, a vehicle may idle for a minimal time to warm the vehicle.
3. Maintenance Operations:
- a) (When possible, maintenance operations should not be conducted within 100 feet of a school building housing classrooms.) Buses may idle as necessary as part of a pre-trip safety inspection.
- b) If necessary to make emergency repairs to vehicles. (For example, jump starting another vehicle)

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

## **GUIDANCE INFORMATION**

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

### **SERVICES**

North Adams has an affiliation with Bowen Center, Park Center and Adams Memorial. Qualifications apply. Reach out to guidance or our student support specialist.

## **SCHOOL-WIDE PROCEDURES & EXPECTATIONS**

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

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

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

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

### **CLASSROOM DISMISSAL**

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

### **CAFETERIA: GOING TO LUNCH**

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

### **CAFETERIA: RETURNING FROM LUNCH**

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

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

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

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

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

Teamwork -to help each other to complete a job  
Motivation -to encourage, stimulate and help each other  
Perseverance -to try and try again until the work is done  
Initiative -to do something because it needs to be done  
Organized -to plan, arrange and implement in an orderly way  
Effort -to try your hardest  
Problem Solving -to seek solutions in difficult situations

Friendship -to make and keep a friend through mutual trust and caring  
Confidence -to believe you can complete the job  
Integrity -to be honest, sincere, and sound moral principle  
Flexibility -willing to change plans when necessary  
Sense of Humor -to laugh and be playful without hurting  
Common Sense -to use good judgment  
Responsibility -to be accountable for your actions

Patience -to wait calmly for someone or something  
Cooperation -to work together toward a common goal

Curiosity -a desire to learn or know about a full range of things  
Caring -to feel concern for others

### **MORNING TARDIES**

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

### **NURSE'S CLINIC**

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

### **PRIOR TO START OF EACH SCHOOL DAY**

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

### **SEEING A COUNSELOR**

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

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

**STUDENT LOCKER/COAT RACK USAGE-** Every Grade K-5 student shall, to the extent that availability permits, be assigned a locker by the administration of Belmont Elementary School for the exclusive use of the student during the school year. Students are not permitted to share lockers. Students are not permitted to "flip" their locker to keep it unlocked and must keep locker closed. Purses and book bags are expected to remain in lockers throughout the school day. Pictures, posters, etc., are not to be taped in lockers or on locker doors. Abusing lockers in any way such as kicking, punching, jamming open with foreign objects, etc. is subject to disciplinary action. Lockers should always remain neat and clean and may be subject to inspection by the administration if reasonable suspicion exists that indicates the locker is being misused (IC 20-33-8-32; as hereinafter amended). Items that are to be stored in the locker are:

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

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

### **STUDENT PASSES**

#### **Teacher/Office/Nurse/Guidance Request- PASSES**

1. Get a pass from the teacher.
2. Perform teacher errand.
3. Return directly to class.
4. Return signed office pass to the teacher.

#### **Student Requests- PASSES**

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

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

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

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

**CELLPHONE/ELECTRONIC COMMUNICATION DEVICE POLICY-** Appropriate use of digital devices and social media is part of being a responsible citizen in today's society. It is a goal for North Adams to educate students on digital citizenship, positive communications, and possible legal ramifications of inappropriate digital conduct.

- With administrative approval, students may be permitted to use cell phones before school, after school, and during passing periods.
- Students who are in the nurses' clinic will leave their cellphones and iPads with the nurse.

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

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

## **STUDENT CODE OF CONDUCT (POLICY 5600)**

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

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

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

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

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property.
- (2) has a substantially detrimental effect on the targeted student's physical or mental health.
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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

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

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



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

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

A phone is available for student use in the BES main office. Classroom phones are not for student use under any circumstance. **Because students do have a phone available in the main office, use of cell phones and/or smart watches during the school day (talking or texting) is prohibited.** Although cell phones, smart watches and electronic media are allowed at BES, they are to be in each student's locker and turned off from **7:45-3:00** each day. For further explanation, please see **Electronic Communication Devices (ECD's)/Prohibited Objects**.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-41, for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 18 years of age or who appears less than age 18.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2010, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in several Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

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

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

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

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

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

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

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

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

12. Gang or secret organization paraphernalia or apparel is not permitted at school. Interpretation of such meanings is at the discretion of the administration. Any clothing or items considered by the school administration to be disruptive to the educational process will not be permitted.
13. Anything that may be worn in such a way that is judged disruptive to the educational environment by the administration.
14. Blankets are not to be brought to school or worn in the classroom.
15. No distractive apparel should be worn. Examples such as tails, cat ears, wigs, etc.

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

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

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

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

**Hall Passes** – Passes for the restroom, locker, clinic, drink, etc. are all to be signed by the teacher. **Teachers reserve the right to issue passes at their own discretion. Passes are a privilege, not a right.** Any student wishing to visit the LMC or the Resource Room, during the day, must use a pass. Failure to maintain possession of a pass may result in loss of LMC privileges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Bus Rules of Orderly Conduct**

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

1. Arrive at loading stations prior to the expected time.

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

#### Consequences:

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

1. Change the student's seat,
2. Have a conversation with the student,
3. Contact the student's parent/guardian,
4. Require the student to stay on the bus until all other students have disembarked at his/her stop, or
5. Write a discipline referral to be given to school administration.

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

#### Bus Video:

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

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

#### Distinctive Offenses:

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

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

		<b>3<sup>rd</sup> Offense:</b> Confiscation/ School-Appropriate Disposition/5-10 days loss of bus privileges *Cumulative for Year
	<b>Actions that distract driver</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	<b>Disrespect/Insubordination to bus driver or monitor</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	<b>Refusal to Identify Self</b>	School-Appropriate Disposition/Loss of bus privileges from 1 day up to 1 year
	<b>Failing to observe safety practices in proximity to bus (i.e., crossing a road to/from a bus stop unsafely, touching a bus as it is in motion, failing to stay a safe distance from bus as it approaches stop, pushing/shoving/horseplay while bus approaches/pulls away)</b>	Education opportunity about bus safety/Contact with parent or guardian/ School-Appropriate Disposition/Potential loss of bus privileges from 1 day up to 1 year

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

## DISCIPLINE FORMAT AND PROCEDURES

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

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

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

### **LUNCH DETENTION-** 30-minute lunch and recess period/daily

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

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

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

### **AFTER SCHOOL OFFICE DETENTION-** Tuesdays and Thursdays 3:00-4:00

Detention may be assigned to a student by a teacher or by other school officials for reasons such as disruptive behavior, tardiness, or for failure to follow other rules and regulations of the school. If a student fails to serve an office-assigned detention with a teacher, parents and/or the assistant principal will be notified. Disruptive behavior, sleeping, and talking are not permitted. Misbehavior will result in the student being held accountable for a serious behavioral infraction (e.g. RISQ).

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

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

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

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

**NOTE:** A student receiving 10 suspension days (in-school, out-of-school, or a combination of both) in one-semester or a total of 15 suspension days in one school year will be considered a repeated rules offender and will be subject to immediate due process procedure. A student suspended for 10-days may remain in school on

a Probationary Continued Education Agreement (Form 16) at the administration's discretion. The student and parents understand the agreement to remain in school on a Form 16 waives the right to due process in the event of an infraction requiring any further suspensions.

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

**GROUND FOR SUSPENSION AND EXPULSION-**Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention or attempting to prevent by the physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any manner to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury, or intentionally behaving in such a way as could reasonably cause physical injury to any person (IC 20-33-9-1.3; as hereinafter amended).
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student (IC 35-45-2-1, 35-45-2-2, & 20-33-8-0.2; as hereinafter amended).
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon (IC 35-47-5-2.5; as hereinafter amended).
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind (IC 35-48 et seq, as hereinafter amended). Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function (IC 35-48-1-9; as hereinafter amended).
9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (IC 20-33-8-15; as hereinafter amended).
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not to:
  - A. Engaging in sexual behavior on school property
  - B. Disobedience of administrative authority
  - C. Willful absence or tardiness of students
  - D. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic-drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind
  - E. Possessing, use, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Possession of firearms, deadly weapons, or destructive devices (IC 20-33-8-16; as hereinafter amended).

The penalty for possession of a firearm:

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

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

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
  - A. A written or oral statement of the charges
  - B. If the student denies the charges, a summary of the evidence against the student will be presented
  - C. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal (or designee).

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

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

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

## **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

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

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

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

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

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

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

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

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

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

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

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

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

## **STUDENT ATTENDANCE POLICIES**

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

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

Accordingly, if students are to receive maximum benefits from the educational programs at Belmont Elementary School, students need to be in attendance on all prescribed school days except those excused by policies of Belmont Elementary School approved by the North Adams Community School Board or exempted as mandated by the State of Indiana. Regular and punctual school attendance is expected, encouraged, and enforced. School attendance is an area of cooperation



between the school, the parents, and the student so the whereabouts of each student will be always known during the school day. **If a student is ill from school, he/she may not be allowed to attend any school function (extra or co-curricular) that day or evening.**

## **CLASSIFICATION OF ABSENCES**

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

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

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

### **POWERSCHOOL ATTENDANCE CODES**

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

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

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

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

- Service as a page/honoree of the Indiana General Assembly (IC 20-33-2-14)
- Service on precinct election board/political candidates/parties (IC 20-33-2-15)
- Witness in judicial proceeding (IC 20-33-2-16)
- Parent to produce certificate of child's incapacity on demand (IC 20-33-2-18)
- Public school children; religious instruction (IC 20-33-2-19)
- Public school children; religious instruction (IC 20-33-2-19)
- Student or a member of the student's household participates or exhibits in the Indiana State Fair for educational purposes, as evidenced in writing by the student's parent and as approved in writing by the student's school principal. (Maximum 5 days) (IC 20-33-2-17.7)

**Recognized Belmont Elementary School Exempt Absences:**

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

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

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

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

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

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

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

Examples of unexcused absences are

- Failure to provide a note or parent phone call within 24-hours of prior absence
- Vacation days that conflict with school being in session. When school is in session, students are required to be here.
- Vacation days conflicting with district-wide and state achievement testing dates
- Car breakdown/repair
- Oversleeping/alarm did not go off
- Hair appointments
- Any absence which is not exempt or excused

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

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

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

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

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

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

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

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

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

**TRUANCY**- Any absence from one class, a portion of one class, or more than one class without permission from a parent and/or the school is truancy. Failure to report to an assigned area, being more than three minutes late to class without permission or being outside the building without authorization is considered truancy. Unexcused absences will be considered truancy if proper notification is not received within 24-hours of absence. If the student is declared by the school to

be a habitual truant and is under the age of 18, the State shall, upon notification of the school, deny the student any permit or license to drive until such time the school notifies the state of the student's change in attendance, or the student reaches 18 years of age. (IC 20-33-2-11; as hereinafter amended)

**HABITUAL ABSENCE-** Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC30-40.

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

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

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

**ATTENDANCE APPEALS-** If a parent wishes to explain their child's attendance issues, a meeting may be scheduled with an administrator and guidance counselor. A student risks expulsion if the attendance policy is violated more than once while in attendance at BES.

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

## **ATTENDANCE POLICIES**

**ATTENDANCE-** In order to receive a complete and well-rounded education, it is essential that students be present in school on a regular basis. Consequently, every child between the ages of seven (7) and sixteen (16) is required to attend school unless legally sufficient reasons exist for nonattendance pursuant to Indiana's Compulsory Attendance Statute. The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

**Excusable Reasons for Absence-** The Corporation accepts only the following excusable reasons for absence from school. An excused absence from school may be approved for one (1) or more of the following reasons:

▮ Personal Illness

After three (3) consecutive days of illness a doctor's confirmation will be required. Failure to provide documentation will result in recorded absences to unexcused status.

▮ Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

▮ Death of a Relative

▮ Observance of Religious Holidays

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.

▮ Absence During the School Day for Professional Appointments

1. Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
2. The student shall have a written or verbal statement to that effect from his/her parents.
3. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that she/he reported promptly for the appointment.
4. The student shall report back to school immediately after his/her appointment if school is still in session.

▮ Other reasons authorized by law.

**Student Vacations During the School Year-** Every effort to schedule family vacations during school breaks should be made. In the event a vacation occurs during the year, approval should be sought from the building administrator. Despite approval these absences are considered unexcused unless the principal deems the absence as an educationally related non-classroom activity, if the activity meets the conditions set out in I.C. § 20-33-2-17.5. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The Corporation will only approve a student's absence for a vacation when she/he will be in the company of his/her own parent/guardian and not another students' parents unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, she/he will be considered inexcusably absent from school and subject to truancy regulations. The student may be given approximate assignments and materials for completion.

**Truancy-** A student shall be considered truant each day or part of the day she/he is inexcusably absent from his/her assigned location. Absence is defined as non-presence in the assigned location any time beyond the tardiness limit. A student will be considered tardy rather than absent if she/he is in his/her assigned location within sixty (60) minutes after the official start of the school day. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- ▮ A record of the truancy will be entered in the student's record file.
- ▮ A parent conference may be held.

A student shall be considered an "habitual truant" when the student is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct. Habitually truant students and students with excessive total absences will be turned over to the Adams County Prosecutor or Department of Child Services.

**Students Leaving School During School Day-** No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents. 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 principal.

**Encouraging Attendance-** Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task. A professional staff member's responsibility must include, but not be limited to •providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.

•Speaking frequently of the importance of students being in class, on time, ready to participate.

•keeping accurate attendance records (excused vs. unexcused); (NACS 5200)

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

**ATTENDANCE REVIEW COMMITTEE** - All schools shall have an attendance review committee. This committee will review special cases and make recommendations to the principal. The principal is the official attendance officer of the school and his/her decision is final.

**CHANGE IN ROUTINE FOR STUDENT-** If a student is to go home after school in a way that is not his/her normal routine (bus instead of walking or vice versa, different bus, or someone picking the student up, etc.), or if the student is to go home with a friend or to a neighbor's or relative's house instead of his/her own, it is important that the child's parent **SEND A NOTE** making absolutely clear that it is the parent's wish for this change in routine to take place. Students must have a note from their parent/guardian if they are to ride a different bus. This note must be submitted to the student's school office and signed/stamped by the building administrator prior to boarding the bus. Upon boarding the bus, this authorized note must be presented to the bus driver. For the safety of our students, we will make every effort **NOT** to allow a change in routine unless we hear from the parent.

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

Radio stations with closing information include: WZBD (92.7 FM), WOWO (1190 AM), WMEE (97 FM), WMRI (107 FM), WBTU (93.3 FM)

Television stations with closing information include: WANE (15), WPTA (21), WKJG (33), WFFT (55)

In the event that we have an emergency early release, it is vital that you and your child have prearranged what he/she should do. Under the best of circumstances, we would not have time to call for individual students, and there is always the possibility of the phones not working.

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

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

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

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

**MAXIMUM NUMBER OF ABSENCES** - The maximum number of absences a student may have during a nine (9) week grading period is four (4) days. A student may be considered excessively absent if she/he has accumulated more than four (4) absences in any nine (9) week grading period. Students who are excessively absent may not be able to master the standards and skills necessary for promotion to the next grade level. Noncompliance with the guidelines set forth in this section may result in referral to the Adams County Probation Department.

**RECORDING AND REPORTING REQUIREMENTS-** An accurate daily record of attendance must be kept in each school.

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

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

**TARDINESS-** Students who are not in their assigned locations at the beginning of the school day must report to the principal's office to sign-in. When school personnel detain a student, preventing him/her from reporting to class without being late, they are to issue a pass or otherwise communicate such circumstances to appropriate staff to prohibit the student from being classified as tardy. Students will be considered excessively tardy when they have been tardy four (4) or more times in a nine-week grading period. Students who are excessively tardy may be assigned reasonable consequences as determined by the building principal.

**TRUANCY PREVENTION POLICY- SEA 282 (IC 20-33-2.5) (Signed by the governor on March 13, 2025)**

-Requires school boards to adopt a policy that will apply to students in grades K through 6 who are absent **5 days within a 10-week period unless the absence is (1) excused or (2) in conformity with a note on file from a physician, therapist, or other professional under a student's IEP, service plan, or 504 plan**

-Policy must include (1) a requirement that a school provide written notification to a parent of a student who has missed 5 days and (2) a requirement that the school schedule an attendance conference with the parent of the student within 5 school days

-The conference must be scheduled at a date/time convenient to the parent but also within 5 days of notification

-The school must hold the conference even if parent does not attend/must develop a plan to prevent future absences

-The plan may include wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, the period the plan will be in effect (no longer than 45 school days)

**UNEXCUSED ABSENCES**- Any absence that does not meet the above standards is considered unexcused. A student who has an unexcused absence may be subject to disciplinary action. Teachers have the option of not assigning credit for work missed during the time a student is absent and not excused. Please realize that **it is a Class B misdemeanor to "knowingly" miss school for any reason other than those listed above**. In order to ensure that we are in compliance with changes to the law, North Adams Community Schools will report students with more than 10 unexcused absences to the Adams County Prosecutor.

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

## ATTENDANCE GUIDELINES

Unexcused Absences	K-3 Consequences Per Semester <i>Official school letters for all occurrences</i>	4-5 Consequences Per Semester <i>Official school letters for all occurrences</i>
1	Warning	Warning
2	Note sent home	Recess Detention
3	Note sent home	Recess Detention x 3
4	Note sent home b	LRD
5	Recess Detention	LRD x3
6	Recess Detention x 3	ASD
7	LRD	FNS
8	LRD x 2	ISS
9	LRD x 3- Meeting with Assistant Principal Informing next incident will be referred to Prosecuting Attorney/DCS Report Filed	3-days ISS
10	LRD x 5 Prosecuting Attorney Referral/ DCS Report Filed	3-days RISQ Prosecuting Attorney Referral/ DCS Report Filed

\*Although not punitive to the child, time before/after school may be required by school administrators in addition to the above listed consequences in order to make up for lost classroom instruction.

Excused Absences	K-3 Consequences Per Semester	4-5 Consequences Per Semester
1-5	No Consequences	No Consequences
6	Note sent home bag <i>*Official school letters begin for all future occurrences</i>	Recess Detention <i>*Official school letters begin for all future occurrences</i>
7	Note sent home bag	Lunch Recess Detention
8	Note sent home bag	Lunch Recess Detention x3
9	Note sent home bag	ASD
10	Recess Detention	FNS
11	Recess Detention x 3	ISS
12	Lunch Recess Detention	3-days ISS
13	Lunch Recess Detention x3	3-days RISQ

\*Although not punitive to the child, time before/after school may be required by school administrators in addition to the above listed consequences in order to make up for lost classroom instruction.

Tardies	K-3 Consequences Per Semester	4-5 Consequences Per Semester
1-3	Warning	Warning
4-6	Note sent home bag <i>*Official school letters begin for all future occurrences</i>	Recess Detention <i>*Official school letters begin for all future occurrences</i>
7-8	Note sent home bag	Lunch Recess Detention
9	Note sent home bag	ASD
10	Recess Detention	FNS
11	Recess Detention x 3	ISS

12	Lunch Recess Detention	3-days ISS
13	Lunch Recess Detention x3	3-days RISQ

\*Although not punitive to the child, time before/after school may be required by school administrators in addition to the above listed consequences in order to make up for lost classroom instruction.

## Assistant Principal becomes involved with consequences/parental contact

### COMPLIANCE INFORMATION

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

#### ANTI-HARASSMENT (Policy # 5517)

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

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

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### ASBESTOS INFORMATION (Policy # 8431)

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

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

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

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

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

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

#### DIRECTORY INFORMATION (Policy # 8330)

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

#### EMERGENCY MEDICAL AUTHORIZATION (Policy # 5341)

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

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

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

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

#### IMMUNIZATION (Policy #5320)

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



The Superintendent shall require parents to furnish to their child's school, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a physician's statement that the needed immunizations are contra-indicated. Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

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

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

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

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

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

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

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

In accordance with the Elementary and Secondary Education Act (ESSA), Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Adams Community School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived.
- The teacher's baccalaureate degree major, graduate certification, and field of discipline
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

#### **PESTICIDE CONTROL**

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

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

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

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

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

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

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

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

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

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

## NACS MEDICAL POLICIES

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

**CLINIC/HEALTH SERVICES-** A health clinic is available, for limited use, for those students who become ill or injured during the school day. Children with contagious illnesses or fevers should not be sent to school. **Students with a temperature of 100° or above will be sent home. Students must be vomit free and fever free for 24 hours before returning to school.** Please take care of injuries prior to sending your child to school. Health records should be updated promptly as needed during the school year. Emergency information should also be current. The student should know the family physician, hospital preference, and how to reach a parent in the event of illness or accident. Clinic facilities and the service of the clinic staff are not to be abused. If a student visits the clinic too frequently, the parent will be notified regarding a possible physical or emotional problem. If medication is to be taken at school (including over-the-counter drugs such as Tylenol, cough drops or herbal remedies), an official permission slip to administer medication must be signed and returned to the school nurse. Medication will only be dispensed after following the requirements listed on the medication permit. The permit is available by contacting the school nurse. No medication, **including over-the-counter medication**, is to be in students' possession during school hours, except for that which is considered to be life-saving medication, as prescribed by a physician. A physician's order must be on file with the school in order for a child to possess such medication. (IC 20-33-8-13) A parent will need to deliver and pick up any medication needed during the school day. (For more information, refer to our **Medication Policy**.)

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

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

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

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

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

DTap – 5

Rubella – 2

Mumps – 2

Polio – 4

Hepatitis A – 2

Varicella (Chicken Pox) – 2

Measles – 2

Hepatitis B – 3

The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the interest of the public. The state department of health shall adopt rules under IC 4-22-2 (as hereinafter amended) specifying the:

(1) immunization required.

(2) child's age for administering each vaccine.

(3) adequately immunizing doses; and

(4) method of documentation of proof of immunity.

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

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

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

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

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

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

**Procedure for dispensing medication at schools:**

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

**MENINGOCOCCAL DISEASE-** Indiana State Law IC 20-30-5018 requires that school systems provide important information to parents and guardians of all students about meningitis and the vaccines available to prevent one type of this serious illness. One type of meningitis is caused by a bacteria call Neisseria meningitides. Infections caused by these bacteria are serious and may lead to death. Symptoms of an infection with Neisseria meningitides may include a high fever, headache, stiff neck, nausea, confusion, and a rash. This disease can become severe very quickly and often leads to deafness, mental retardation, loss of arms or legs, and even death. It can be spread through the air or by direct contact with saliva from another person with the disease.

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

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

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

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

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

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

## **ACADEMIC PERFORMANCE POLICIES**

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

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

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

**HONOR ROLL-** As a student at our elementary school, you work very hard to achieve the goals you have set for yourself. Your teachers, counselors, and principals would like to honor you for your diligent efforts. Students in grades 3-5 must receive a "B" or above in all reported subjects to earn the distinction of being placed on

the honor roll. The names of honor roll students are posted and published in the newspaper(s) each semester.

### **SUPPORTING STUDENT ACADEMICS**

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

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

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

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

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

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

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

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

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

#### **A. Suggestions**

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

#### **B. Complaints**

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

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

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

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

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

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

- A. the Corporation expects the parents to be involved in the program, including their participation in the development of the plan.
  - B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the Corporation may be able to provide parents in order to better ensure their attendance at meetings and for providing information in a language the parents can understand.
  - C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain.
  - D. opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan.
  - E. parents will be involved in the planning, review, and improvement of the Title I program; information concerning school performance profiles and their child's individual performance will be communicated to parents.
  - F. parents will be assisted in providing help to their children in achieving the objective of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like.
  - G. timely responses will be given to parental questions, concerns, and recommendations.
  - H. the Corporation will provide coordination, technical assistance, and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement.
  - I. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement.
  - J. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, and Even Start.
  - K. other activities will be conducted as appropriate to the plan and State or Federal requirements.
- The superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, to:
- A. convene an annual meeting at a convenient time to which parents of participating children are invited, to explain the parents' rights to be involved and the schools' obligations to develop an involvement plan.
  - B. devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as childcare, transportation, home visits or similar aid.
  - C. involve parents in an organized, on-going, and timely way in the development, review, and improvement of parent involvement activities.
  - D. provide participating students' parents with:
    - 1. timely information about the Title I programs.
    - 2. an explanation of the curriculum, the forms or academic assessment and the proficiency levels expected.
    - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education.
  - E. develop jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents, and the student for academic improvement, including:
    - 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment.
    - 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom.
    - 3. the importance of parent/teacher communication on an on-going basis through at least annual parent/teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and to observe and participate in classroom activities.

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

**TITLE I PARENTS' RIGHT-TO-KNOW NOTIFICATION LETTER-** In accordance with the Elementary and Secondary Education Act, section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from the North Adams Community Schools District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- ☐ If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- ☐ If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived.
- ☐ The teacher's baccalaureate degree major, graduate certification and field of discipline.
- ☐ Whether the student is provided services by a paraprofessional, and if so, their qualifications.

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

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

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

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

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

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

Taylor Oliver

North Adams Student Services Director

260-724-3137

[olivert@nadams.k12.in.us](mailto:olivert@nadams.k12.in.us)