North Montgomery High School
Student Handbook 2026-2027

Board approved 6/22/26

5945 N US Highway 231, Crawfordsville, Indiana 47933

Telephone: (765) 362-5140 nmhs.nm.k12.in.us

VISION STATEMENT

The staff of North Montgomery High School will work in partnership with parents and the broader educational community to provide a safe academic environment where all students will grow and acquire knowledge and skills to achieve their potential.

MISSION STATEMENT

We will prepare students to do the following:

- use new technologies productively and creatively
- be active life-long learners in an ever-changing global society
- think critically and solve problems
- develop ideas and communicate effectively
- act responsibly, live humanely, and respect others

THE CHARGER WAY

1. Do What's Right
2. Do Your Best
3. Treat Others As You Want To Be Treated

SCHOOL SONG

Across the Field

Oh we will always fight for North Montgomery beating every foe.
And we will always stand behind our Chargers we are on the go. (Go-Go-Go)
To our school we'll always be true we stand out in all that we do.
Hail, hail, the team's all here and we'll push on to victory!
Oh, you will see the ever-mighty Chargers fight for victory.
And you will hear the crowd give out this cheer for North Montgomery (Fight-Fight-Fight)
Hit them hard and see how they fall never let that team get the ball.
Hail, hail the teams all here, fighting for North Montgomery!

North Montgomery does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law, occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside of Corporation's employment opportunities, programs and activities, affecting the Corporation environment. Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to the Business Manager/Designee at 480 W 580 N, Crawfordsville, IN 47933 or by telephone at 765-359-2112.

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BUILDING HOURS

The building is open in the morning with the arrival of the first bus. The building is closed at 4:00 p.m. Any student or student group remaining in the building after this hour must be under the supervision of a faculty member.

ENTERING/LEAVING THE BUILDING

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

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

PARENTSQUARE NOTIFICATION SYSTEM

North Montgomery Community School Corporation utilizes a platform called ParentSquare for all school communications with families of enrolled students. ParentSquare is an automated communication system that allows parents/guardians to receive important information quickly. Automated messages may contain a variety of announcements such as school closings, upcoming school events, and if needed, emergency information.

If parents/guardians are not receiving automated messages, they may call the school's secretary for assistance in updating their contact information. This will enable ParentSquare to continue delivering information promptly.

ParentSquare also provides a student absence service. School personnel take student attendance promptly each day. It is the parent/guardian's responsibility to inform the school regarding all student absences and provide the reason for each absence. Parents/guardians must call their child's school to provide this information by 10:00 a.m. on the day of the absence. If the school has not received a parent call and a student is absent, ParentSquare will call the student's contact telephone number and leave a message requesting a return phone call to explain the absence. Thank you for encouraging your child to have responsible school attendance.

INCLEMENT WEATHER

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

Normal Operating Day: Tuesday & Thursday 3:10-3:45 Extra Student Time for Club Meetings & Student Help

Semester	2 Lunches with 5 min break			Buses drop students off at 7:55 a.m.			
Class	45	Passing	5				
Period	Start	End	Duration				
1	8:15	9:00	45	A Lunch	11:30	12:00	30
2	9:05	9:50	45	Advisory	12:05	12:35	30
3	9:55	10:40	45	Advisory	11:35	12:05	30
4	10:45	11:30	45	B Lunch	12:05	12:35	30
Lunch	11:30	12:35	65				
5	12:40	1:25	45				
6	1:30	2:15	45				
7	2:20	3:05	45				

2 Hour Delay with Advisory School Bell Schedule

Semester	2 Lunches with no break in between			Buses drop students off at 9:55 a.m.	A lunch = All 11th and 12th Grade	B lunch = All 9th and 10th Grade	
Class	28.5	Passing	5				
Period	Start	End	Duration				
1	10:15	10:43	28	A Lunch	11:50	12:20	30
2	10:48	11:17	29	Advisory	12:25	12:50	25
3	11:22	11:50	28	Advisory	11:55	12:20	25
Lunch	11:50	12:50	60	B Lunch	12:20	12:50	30
4	12:55	1:24	29				
5	1:29	1:57	28				
6	2:02	2:31	29				
7	2:36	3:05	29				

GRADUATION REQUIREMENTS

Please see the course Description Guide under Student Services of the North Montgomery High School Website.

REPORTS OF STUDENT PROGRESS

Parents can access the PowerSchool Parent Portal and view their child's grades for a particular semester as well as ongoing interim assignments. At the end of the second semester, all students will receive an electronic transcript containing both semesters' grades. Students who graduate early will also receive an electronic transcript at the end of the second semester.

Each semester will have a semester grade, an exam grade, and a final grade.

Proper attention to the evaluations indicated on PowerSchool Parent Portal should help improve the pupil's progress.

SCHOOL DAYS

Classes are in session from 8:15 a.m. to 3:05 p.m. Monday-Friday. Teachers will have extra student hours from 3:10 p.m.-3:45 p.m. Tuesday and Thursday and are available for student help and club activities. Students choosing to stay during extra student hours must be under the direct supervision of a staff member. Students are required to be in school on time. Students may not leave school between classes or before their last class without permission from the principal's office and parent contact.

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

ATTENDANCE CHECK- ANNOUNCEMENTS-TARDINESS TO SCHOOL

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

Announcements will be broadcasted in each room.

CLASS ATTENDANCE

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

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

Attendance will be checked and reported from each class through PowerSchool by the teacher. Frequent tardiness will result in administrative discipline. Students are required to attend all scheduled classes. If a teacher gives permission to study somewhere other than regular meeting place, the teacher is responsible for knowing where each student is, and issue the proper pass.

TRUANCY

A student shall be considered truant if he/she is deliberately absent from school without knowledge and permission from parents, guardian, and school officials. Missing school without the school being notified by the parent or guardian will result in truancy. A student shall be considered a "habitual truant" when, in spite of warnings, and/or his/her parent's efforts to ensure attendance, he/she has accumulated multiple truancies during a school year. Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Students who are truant will be referred to the assistant principal who will assign detention or suspension. Repeated truancy or failure to serve detention will result in suspension or expulsion. In accordance with Board policy, the building principal shall keep the Bureau of Motor Vehicles (B.M.V.) informed of each habitual truant for the purposes of denial of a learner's permit or driver's license. If the students' attendance improves, the building principal shall notify the B.M.V. of such fact so that the student will be eligible to drive. 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.

The following procedures will occur after truancy:

Full Day Truancy/Class Cut

1st offense-Friday school may be assigned
2nd offense-1 day ISI may be assigned
3rd offense-3 days ISI may be assigned
4th offense-OSS may be assigned
5th offense-Loss of credit in class(es) or expulsion

MAKE-UP OPPORTUNITIES

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

ASSIGNMENT REQUESTS

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

PASS TO PARTICIPATE

Realizing that a student's academic achievement is the first concern of all of the members of North Montgomery High School, any student who wishes to be eligible to participate in any Extra-curricular activity must be enrolled in and passing a minimum of five (5) credit generating classes each semester. Students must also have passed a minimum of five (5) credit generating classes the semester prior to being eligible to participate in any sport or Extra-curricular activity offered by the school. This participation rule is parallel to the rules set by the IHSAA for participation for all athletic teams. Students must remember that coaches and sponsors always have the right to establish higher academic standards for members of their individual teams or activities.

ATTENDANCE FOR EXTRA-CURRICULAR PARTICIPATION

1. In order for a student to be eligible to participate in an Extra-curricular activity on any given day, he/she must be in school by 11:30 AM. If he/she goes home sick during the day they are not eligible to participate in an extracurricular activity on that given day. An exception may be made if the student has an excuse approved by the administration.
2. Students who are absent on Friday for the full or partial day may participate in a Saturday event. Attendance at school is required the day following an Extra-curricular event, unless the student is ill, injured, or absent with administration approval.

A doctor's explanation will be expected if any health circumstances occur that would require a student to be absent from school for more days than the policy allows.

RETURN TO SCHOOL AFTER ABSENCE

Students are to report to the front office to present a written excuse signed by a parent unless a phone call is made. Attendance reports will be mailed to the parents at periodic intervals.

TARDINESS

A student is tardy to any class period if they arrive at class after the bell rings but within the first ten minutes of the class period. **A student is considered absent if they arrive after ten minutes of class.** The following procedures will occur after a tardy:

1st offense-Teacher warning

2nd offense-Teacher warning

3rd offense-The teacher is to assign a detention and contact the parent/guardian

4th offense-Discipline report and Friday school, the student will be placed on a tardy contract.

5th offense-Two days ISI during the period tardy

6th offense-Full day ISI

7th offense-Considered excessive, suspension, loss of credit, and/or expulsion may occur.

If a student has a late arrival at school and arrives at class within ten minutes of the bell, the tardy procedure will be followed above. If the student arrives ten minutes after the bell, the undocumented absence per period procedure will be followed.

HIGH SCHOOL ATTENDANCE POLICY

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

1. A telephone call to the school must be made on the date of a student's absence before 8:30 a.m. (Telephone No. 362-5140). You may call at any time before or after school office hours to report a student absence or appointment on the answering system. You may also email or send a ParentSquare message to school as well. If no phone is available, a note from the parent upon the student's return to school will be acceptable. It is extremely important that the school be called. All absences are subject to checking. Failure to notify the school within 48 hours will result in truancy.
2. Graded work missed the day of an excused absence will need to be made up as soon as possible. (One (1) day for each day of absence will be allowed to make up missed work.)
3. Students are responsible for making arrangements with each teacher to get his/her missed assignments and also to arrange a time to take a make-up exam. It is the student's responsibility to request missed assignments due to an absence.

A student who has accumulated four (4) days undocumented per semester or in the past 30 days will be subject to the following procedures. A parent notification by the Administration will be arranged to explain future consequences. Further absence must have the following written documentation presented to the administration:

- A medical certificate of treatment
- A court ordered appearance
- Military exam
- Religious observance
- Quarantine
- Death in the immediate family
- Funerals
- Prearranged college visitations
- Serious illness/accident in the nuclear family
- Exclusion from school because of exposure to a communicable disease.
- Religious instruction with an established church or group of churches.
- Emergency or unusual situation if approved by the administration (Example: parent taken to the hospital).
- Initial serious illness/accident to a nuclear family member.

Parents are held legally responsible for their children's attendance in school. In the event that a student at North Montgomery High School is absent excessively without a valid excuse, the

school officials will contact the parents. If no substantiating evidence is provided to the school, the matter may be referred to the Montgomery County Prosecutor and the Montgomery County Juvenile Court (Probation Officer) if the student is under the age of eighteen (18). School attendance in Indiana is compulsory between the ages of seven (7) and eighteen (18) years. All students are expected to attend school regularly and to be on time for classes to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. Attendance shall be required of all corporation students, except those exempted under policy 5223 or by other provision of State law, during the days and hours that the school is in session or during the attendance sessions to which she/he has been assigned. Repeated infractions of the board's policy on attendance may result in the suspension or expulsion of a student. The School Corporation attendance is as follows:

1). **The following events are not counted as absences in accordance with Indiana Law**

- Page or honoree in the Indiana General Assembly.
- Subpoenaed witness in judicial proceedings. This includes any required court appearance such as for probation hearings.
- Helper to a political candidate, a political party, or to a precinct election board on the date of an election.
- National Guard duty.
- Participation in the civil air patrol.
- Educationally related non-classroom activities as outlined in Indiana Law.
- Participation in Indiana State Fair

2). **Documented Absences**

Medical or dental appointments. (Student visiting a doctor, dentist, etc. during part of or all of the school day must bring an official visit form from the doctor, dentist, etc. upon return to school. The form must show the time and day of the office visit to be considered excused. Parents are encouraged to schedule medical, dental, legal and other necessary appointments anytime, other than during the school day. Since this is not always possible, when a student is to be absent for part of the day, the student shall report to school before an appointment, if time allows, and shall report back to school immediately after his/her appointment if school is still in session. Failure to do so may result in truancy.) **After seven days of absences due to a medical certificate of treatment, the student may be required to provide a <u>Certificate of Incapacity</u>.**

3). **Undocumented Absences**

An undocumented absence is any absence not documented by a medical certificate of treatment, a court ordered appearance, a death in the immediate family, or a serious illness/accident in the nuclear family. **If the school only receives a parent/guardian phone call, the absence is**

considered undocumented. This parent verification must be received within 48 hours or the absence may be considered a truancy. The parent or guardian will receive written or verbal notification of undocumented absences. The following procedures will occur after an undocumented absence:

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

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

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

7th undocumented absence-Friday School or ISI may be assigned.

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

10th undocumented absence-Loss of Credit may occur

Pre-Arranged Absences

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

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

VEHICLE IDLING

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

BUS TRANSPORTATION

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. If a student needs to ride a different bus, the office must be notified by a parent about the change. This notification from the parent must be made before 1:00 P.M. Once that notification has been made the school will supply the student with a change of bus pass. **Our transportation department will not allow a student to switch to a different bus without the pass from the office.**

We expect those students riding buses to conduct themselves as gentlemen and ladies. Abusive or disruptive conduct may lead to suspension of this privilege. The bus driver is expected to report any infraction of the regulations to the principal's office.

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

Discipline on school bus

Sec. 2. When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and the governing body of the school corporation.

Note: The School Bus Driver may also establish reasonable rules in support of those rules outlined above as a means to maintain orderliness.

Level 1-Verbal Warnings Any student behavior that jeopardizes the safety and/or well-being of those on or near the school bus will be addressed by the driver with a verbal warning. This will be issued to ensure that the behavior is stopped immediately and/not repeated. Such behaviors may include, but not be limited to, the following student action: disobedience, disrespect, disruption, eating, drinking, littering, excessive mischief, pushing/tripping, throwing object inside or outside of the bus, harassment, indecent/inappropriate behavior/clothing, insubordination, part of body out of bus, rude, discourteous or annoying, standing/moving about, threatening or intimidating, throwing objects, unacceptable language/gestures, other minor safety or school rule violations.

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

Level 2-Written Warnings and Telephone Calls Any student who has been verbally warned by the bus driver to stop a Level 1 behavior (see above) and continues to disregard school bus safety or school rules will be issued a written warning by the bus driver.

In addition, other behaviors including, but not be limited to, those listed below will be addressed starting at Level 2 due to the more serious nature of those safety and/or school rules violations.

Repeated Level 1 violations and not complying with verbal warnings, moderate behaviors and/or distractions to the driver's attention that jeopardizes everyone's safety, moderately disruptive verbal and/or physical acts such as hitting or kicking, bullying, intimidation, use of profanity, theft, other school rule and/or safety violations which require a written warning and parent notification.

In addition, the driver may choose to assign the student to a specific seat until such time as the behavior issue is stopped and not repeated.

Level 3-One (1) Day Suspension of Bus Riding Privilege

According to state law and school board policy, riding the school bus is a **privilege**, not a **right**. Any student who has been warned either verbally and/or in writing by the bus driver to stop a Level 1 and/or Level 2 behavior (see above) and continues to disregard school bus safety rules may be suspended by the bus driver or other designated school official, for a period of one (1) day from the school bus. The student will be released to the home or school. A copy of that One Day Suspension Notification Form will be submitted to the parent, the transportation office and the principal's office. In addition, the driver will follow up with a phone call to parents to discuss their child's behavior and notify them of the student's suspension for one day. Repeated Level 1 and/or Level 2 violations and not complying with verbal and or written warnings, serious behaviors and/or distractions to the driver's attention that jeopardizes everyone's safety, continued and/or serious disruptive behaviors such as verbal attacks and/or physical acts such as fighting, hitting or kicking, minor damage-first offense-to seat-restitution required, minimal defacing/vandalism-first offense-restitution required, other school rule and/or safety violations which requires more than a written warning and parent notification.

STUDENT SUSPENSION PROCEDURE

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

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

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

Level 4-Two to Ten (2-10) Days Suspension of Bus Riding Privilege

Should the seriousness of the behavior warrant additional days of suspension, the driver shall recommend such action to the building principal or his/her designee and the transportation office to extend the period for more than one day and up to ten school days total. Those administrators/designees will make the final determination as to the total number of suspension days. Any Level 3 behavior listed above with aggravating circumstances may be grounds for an extended suspension from the school bus as well as, but not limited to, the following behaviors: attack on driver, possession of a dangerous weapon, student attack, fighting, ongoing and pervasive bullying intimidation, damage to seat requiring repair or replacement with restitution, defacing/vandalism requiring repair or replacement with restitution, possession of tobacco products, alcohol, illegal drugs, look-alike drugs, and/or prescription medicines without a doctor's approval, possession of lighters, matches, fireworks and/or other incendiary items, other school rules, and/or safety violations which require more than a written warning and parent notification.

<u>More than one-day suspension</u>

- Follow all five (steps) for one-day suspension.
- Make recommendation to the Principal of the school the child attends for additional suspension time. The recommendation and reasons for it must be in writing. Send a copy of the recommendation to the Administration Office.
- The Principal must, within 24 hours, or as soon as reasonably possible, send a written statement to the students' parents describing the student's misconduct or rule violation and the reasons for the action taken. A reasonable effort to hold a conference with the parents or guardian must be made by the Principal before the student's riding privileges are restored.

Level 5-Minimum of Twenty (20) Days Suspension or One to Two (1-2) Semesters of Suspension of Bus Riding Privilege

When, in the Principal's judgment, the student is determined to be non-responsive to prior suspensions and/or commits a serious violation of school bus rules, school policy, and/or state law, that student's riding privileges will be suspended for a minimum of twenty (20) days or the remainder of the current semester, whichever is longer. Suspensions at the end of the school year will carry over into the next school year.

STUDENT DRIVING POLICY

Driving is a privilege that may be revoked by the administration. Students will be permitted to drive to school in accordance with the following regulations:

- Students must have a valid Indiana Driver's License.
- Park on West lot if arriving before school. Those who arrive after the first bell park on the

East lot. Drivers must display proper registration tag.

- Students must leave the car secured (locked) until school is out.
- NO ONE will be permitted in the car during the time it is parked. When you arrive at school, go directly into the building.
- Once students arrive at school, they are not to leave the school grounds without proper authorization from the building administration. This includes students participating in early morning meetings and practices.
- Students are expected to observe all traffic laws including wearing seat belts.
- Students must obtain a Driving Tag by the parent logging into the parent portal, going the navigational bar on the left & clicking forms (Driving Permit Registration). After the parent completes & submits the form the student comes to the office to pick up their tag & a copy of their license will be made to file with the form that was submitted online.
- Any student who drives to school must abide by the rules stated in the Random Drug Testing Policy.
- Any student's vehicle that is parked on school property is subject to being searched.
- There is to be no parking around the building curb at any time. (Fire Lane or Handicap Space)
- Students are not to park in the spaces marked RESERVED.
- Students must follow all traffic patterns and yield to all buses at all times.
- Student drivers may not use the access road between the high school and the middle school
- Observe due caution while traveling to and from school. Remember, school buses travel on the same roads you are travelling.
- Abuse of the above policies will be judged by the administration and driving privileges may be suspended.
- Students under the age of 18 who are suspended a second time or expelled will have their license invalidated.

ILLNESS OR INJURY

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

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

If you are ill and wish to see the nurse, secure a pass signed by the teacher in charge of the class from which you will be absent. Students should go directly to the clinic and report to the nurse or

nurse substitute in charge. The guidance secretary will be available in the absence of the nurse. When you go to the nurse's office, please take your books with you.

- Except in an emergency, students should not leave a class to see the nurse. An emergency is if you are hurt or become very ill while in school. Some possible reasons you may need to see the nurse might be for breathing problems, medications, you feel so sick you cannot do schoolwork, or the nurse told you to be seen. Going to the nurse takes you out of the classroom and makes you lose valuable time with your teacher for learning. Please make the most of your time in school by being in your classes.
- All prescription medication requires a medication authorization from your child's doctor. Parents may give consent for over-the-counter medication during registration or by updating the parent portal in PowerSchool. Medication which must be taken during the school day must be left with the nurse or left in the guidance office. A student must come to the nurse to take his/her medication unless it is an emergency medication that the student is permitted to carry.

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

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

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day the following guidelines are to be observed. The term "medication" is not limited to prescription medication but includes any over the counter medication.

Prescription Medication

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication will only be given at school when there is a written physician order and parental consent. In the event that your physician changes the dosage, an updated physician order will be needed. A Medication Request and Authorization Form 5330 FI may be obtained from the school nurse or the school website.

All medication must be registered with the nurse. Please remember that the medication must be in the proper containers, with correct labeling. A two-to-four-week supply of medication is recommended.

The parent will assume responsibility for safe delivery of all medication to school. Students are not permitted to deliver or take home any medication to or from school. Medication that is brought to the office will be properly secured. Medication is to be kept in the clinic at all times,

not on the student. Exceptions include prescriptions for emergency medication for allergic reactions, or for conditions that require immediate emergency treatment (i.e. asthma inhaler/diabetes supplies/Epi pen). Parental consent and a written statement from the student's physician are required for the student to carry and self-administer emergency medication.

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. A log will be maintained for each medication given; the personnel giving the medication, the date and time of day will be recorded.

No staff member will be permitted to dispense prescription or over the counter medications to any student without the authorization of a physician and consent of a parent/guardian. Exceptions would be if a teacher or adult administers emergency medication to prevent death or serious injury to a student or employee (this is allowed by the state statute). The school medical advisor may also issue standing orders to the school nurse regarding the administration of medication.

Nebulizer Guidance

Prior to Covid, nebulizer treatments were often given by the school nurse in the school clinic. In response to Covid and concerns related to aerosolizing procedures in the nurse clinic, guidance has been provided to **avoid use of nebulizer treatments whenever possible during the school day**. If a doctor determines that **nebulizer treatments** are necessary, they **should be done at home** and an inhaler used during the school day (adding spacer and mask for younger children). If a child is too ill to be at school due to chronic lung disease with increased complications, school attendance may not be in his or her best interest.

Non-Prescription Medication

In the case of non-prescription medication, parents must complete the nurse permissions provided during registration for their child to be able to receive over the counter stock medications that may be appropriate for their symptoms. This documentation shall be kept on file in the office of the school administrator/nurse.

INDIANA STATE DEPARTMENT OF HEALTH IMMUNICATION

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

HEARING AND VISION SCREENING

Students in the 10th grade and new students will receive hearing screens. Students in other grades may be screened on request. Vision screens will be done for new students and upon request. If those conducting the screening feel that the results warrant further medical consultation, the parents will be advised. Speech therapy is another service available to students.

Those with problems are referred to by the speech clinician. If you do not wish for your child to receive screenings, please notify the school in writing.

HEADLICE

Head lice are mainly acquired by direct head-to-head contact with an infested person's hair, but may infrequently be transferred with shared combs, hats and other accessories. Neither able to fly or jump, lice are also unlikely to wander far from their preferred habitat, which is the human scalp.

Head lice rarely (if ever) cause direct harm, and they are not known to transmit infectious agents from person to person. Thus, they should not be considered as a medical or a public health problem. Furthermore, current research does not support the conclusion that enforced exclusion policies result in reduced transmission of head lice.

It is the position of North Montgomery Community School Corporation that lice policies which disrupt the educational process should not be viewed as essential strategies in the management of head lice at school. Parents are encouraged to focus on the education and treatment of their child should an incident of head lice arise.

ANAPHYLAXIS POLICY

Students come to school with diverse medical conditions; some serious and even life threatening; that can impact their learning and their health. For example, exposure to an allergen can create an emergent situation where the student faces life-threatening anaphylaxis within moments. It is vital for the school district and building team to form a partnership with parent(s)/guardian(s) to assist in the development of a comprehensive plan of care for the allergic student at school, as well as a strategy for keeping students with undiagnosed allergies safe.

Some of the most common causes of anaphylaxis are foods, insect venoms, medications, latex, exercise, and immunotherapy. The most common food allergies include peanuts, shellfish, fish, tree nuts, eggs, milk, soy, and wheat. Recently, there has also been a dramatic increase in the number of people who have developed a natural rubber latex allergy.

Reactions can include any combination of symptoms ranging from mild skin irritations to severe anaphylaxis that result in shock or sudden death. It is common for symptoms to be different with each reaction, so prior episodes do not predict future reactions. If foods are authorized for use in class, full ingredient lists must be provided for items. Only mylar balloons may be used in schools. All natural rubber latex balloons are prohibited. Class projects and/or decorations that require any foods or latex (balloons) are prohibited without prior authorization from administration. Food and drinks are not to be consumed on school buses except by students with special needs such as diabetes.

Please refer to the board approved Anaphylaxis Policy and First Aid Guidelines North Montgomery Community School Corporation has developed to assist in protecting students with known and unknown allergies.

SMOKING OR OTHER USE OF TOBACCO

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

- A student using or possessing tobacco or nicotine, including e-cigarettes and cigarette look-a-likes on school grounds or at a school activity will serve a 3 day In School Suspension the first time they are caught. Students also will attend a tobacco/nicotine e-cigarette safety course at North Montgomery High School.
- Second offense will result in a 1 day of Out of School Suspension, followed by a 2 day In School Suspension upon their return. Students also will receive a referral to tobacco court and may receive tobacco ticket.
- Third offense may result in a recommendation for expulsion.

DRUG POLICY

The penalty for students possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or any substance represented to be a narcotic or drug of any kind:

- on school grounds
- on school grounds immediately before or after school hours,
- on school grounds at any other time when the school is being used by any school group or,
- off the school grounds but at a school activity or function, will be expulsion from school for no less than the current semester.

RANDOM DRUG AND ALCOHOL TESTING POLICY

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

The extra-curricular activity programs of North Montgomery Schools are an integral part of the school system and community. The recognized value of participation in these programs to a student's personal development and education has given these activities a high priority. The Board of Trustees encourages all students to participate in extra-curricular programs of the

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

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

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

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

PROGRAM

It is mandatory that each student who participates in extra-curricular programs, athletics, and/or who drives on school property at any time signs and returns a "consent form" prior to participation in any activity. Failure to comply will result in non-participation in such programs

or athletics and/or in not being allowed to drive on school property. These forms will be maintained by the building administrator in a secure location.

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

PROCEDURES

1. Each Sponsor/coach will require the attendance of all prospective members at one or more drug education sessions. Each student shall receive a copy of this policy. The program shall be explained to all participating students and an educational presentation shall be made as to harmful consequences of drug and alcohol usage.
2. Each student shall be provided with a consent form which must be signed by the student and a custodial parent or guardian before each student shall be eligible to practice or participate in any extra-curricular activity, or to drive a vehicle on school grounds. By signing the consent form, the student agrees to provide, at any time requested, a urine sample to be tested for drugs and alcohol, and/or to perform a breathalyzer test for alcohol. The custodial parent(s) or guardian(s) also gives consent to the providing of a urine sample by signing the form.
3. The selection of students to be tested will be done randomly by computer generation. Each student in the program will be assigned a number, and one cross reference list of names and numbers will be maintained by the building administrator, and will be accessible only to the building
administrators, school nurse, or athletic director. A verified system of random selection will be employed to determine which students will be selected at a particular time.

   On being selected for testing, the student will be escorted to the area reserved for testing, and will be required to provide a sample of his or her urine in a verifiable manner. The collection of the sample will not be physically observed. Purses, handbags, knapsacks, coats, sweaters, boxes, etc. will not be allowed in the collection area. The temperature of the specimen will be checked and if subnormal a repeat specimen must be obtained. If a student cannot provide a specimen, he/she will be given eight ounces of water and be allowed two hours to give a specimen. He/She will be observed and isolated from other students until a specimen is obtained. Medical studies have shown that persons given this amount of fluid and time should be able to supply a sufficient specimen. If the urine is determined to be diluted, or if the collector has doubts as to the legitimacy of the specimen for any reason, another specimen must be obtained in an acceptable manner before that student will be allowed to participate in any extra-curricular activity, athletics, or to drive on school property.

   The student's number and the date shall be written on the sample bottle and the student and the school nurse or their designee shall date and initial the cross-reference list, establishing that the container has the proper identification number written on it. The nurse and/or designee shall then be responsible for turning the sample over to the testing laboratory, using proper chain of custody procedures. Each sample will be tested for alcohol and "street drugs" (which may include any and all drugs listed as controlled substances under the laws of the state of Indiana). The Board reserves the right to test for performance enhancing drugs such as steroids. If the student is taking any prescription or over the counter medication which may contribute to a "positive" drug test result, the student shall inform the collector of this fact at the time that the specimen is taken.

Testing shall be done at a competent laboratory through urinalysis. The North Montgomery School Corporation will pay for testing done in this random program, but is not liable for the costs of treatment, evaluation, or follow-up testing. Refusal of a student to provide a specimen will be considered the same as a positive test, and will be treated in the same manner as outlined below. The North Montgomery Schools reserve the right to test for alcohol with a breath test rather than urine testing or in addition to it.

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

INTERVENTIONS

1. A student with a first positive test shall be required to meet with an addiction counselor approved by the corporation medical advisor. A report shall be made available to the North Montgomery Schools from said counselor. If further treatment for substance abuse is recommended, either in-patient or out-patient, the student will comply with these recommendations or be excluded from attending all extra-curricular events, athletic competitions, and driving on school grounds until such time as they do comply. Such exclusion shall apply from the time the school is notified of a positive test result until such positive test is adequately explained to the satisfaction of the building administrator and medical advisor, or until the student has met with an addiction counselor and the report has been made available to the school. There will be a minimum 30-day suspension from all extra-curricular events and/or from the privilege of driving on school grounds with the first positive test. During the 30-day suspension, students may still practice with their team, however, they may not participate in

events during the 30-day suspension. Administration and the school nurse will meet with the student and parent to review interventions and the next steps.

2. As a condition of returning to extracurricular activities, athletics or driving on school grounds, the student will agree to routine drug testing at their expense at a facility approved by the school. Such testing may be done randomly at least twice in the first 30 days, once monthly for 4 months, and at the school's discretion for the remainder of that student's school career. If the student has a persistently positive drug screen within the first 30 days, the student will be given an additional 30-day suspension from that testing date with two further random tests. If a positive test occurs within that second 30-day period, it will be treated as a second infraction as outlined below.
   Collection will be performed in the same manner as with random collections at a time designated by the school. In addition, the student will agree to treatments recommended by the addiction counselor or program. Such recommendations are subject to the review of the school and its medical advisor, and a second evaluation may be requested by a counselor of the school's choice if the recommendations for treatment are not felt to be medically appropriate. All treatment and evaluations are the financial responsibility of the student and their custodial parent(s) or guardian(s), as is all follow-up testing for the first calendar year following a positive test. Students must comply with treatment recommendations and all subsequent testing must be negative(or in the case of THC show a decreasing level consistent with discontinued usage) in order to return to any activities.
3. A second positive test will require mandatory referral and evaluation as outlined above, and mandatory treatment as recommended in the evaluation and as approved by the school and its medical advisor. Future participation will be dependent on such evaluation and treatment, and on negative testing on four random drug screens in 2 months and random monthly collections for 1 year. A mandatory suspension period of 90 (ninety) days for all extra-curricular activities, athletics, and driving on school grounds will be enforced on the second positive test within the school career of the student.
4. A third positive test for any student during their North Montgomery School Corporation career shall prohibit their attendance at any extracurricular activity, athletics, or driving on school grounds for the remainder of their North Montgomery School Corporation career. Any student who is under the penalty for the third positive test (career ban) may request a review by a committee composed of the building administrator, corporation medical advisor, and school nurse, and in the case of athletes, the athletic director. The student will present just cause for reinstatement, and the decision of the committee must be unanimous if reinstatement is to occur. Students who are reinstated will submit to testing for drugs and alcohol at any time at the school's request, and if a positive test is obtained, they will be banned for the remainder of their school career from the above activities.
5. Follow-up for students who test positive may be provided by a variety of programs and services. A list of treatment providers will be given to the student and his/her parents after a positive test. We recognize that insurance coverage may dictate where services are received.

STUDENT DISCIPLINE RULES

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

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
   a) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school days if the student is assigned regular or additional work to be completed in another school setting.
   b) If a teacher removes a student from class under a) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the remainder of the school year, and the first semester of the following year if the expulsion occurs in the last semester of the school year. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUNDS FOR SUSPENSION OR EXPULSION

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

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

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

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- 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.
- Setting fire to or damaging any school building or school property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Intentionally making noise or acting in any manner to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.

- The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- The student has been instructed in how to self-administer the prescribed medication.
- The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form including e-cigarettes and cigarette look-a-likes.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually related materials that include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected of violating criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - engaging in sexual behavior on school property;
    - engaging in sexual harassment of a student or staff member;
    - disobedience of administrative authority;
    - willful absence or tardiness of students;

- engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
- violation of the school corporation's acceptable use of technology policy or rules;
- violation of the school corporation's administration of medication policy or rules;
- possessing or using a laser pointer or similar device.

28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice to students and parents.
30. Conducting financial transactions, purchasing of goods, bartering, or other form of exchange of material goods with other students on school property without the approval of school administration.
31. The administration of North Montgomery High School understands it is not possible to list every example of student discipline that could result in disciplinary measures and therefore holds the right to discipline anyone whose actions are contrary to the best interest of the school, its employees or students.

B. Bullying

1. This rule applies when a student is:
   - On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   - Off school grounds at a school activity, function, or event;
   - Traveling to or from school or a school activity, function, or event; or
   - Using property or equipment provided by the school;
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Use of data or computer software that is accessed through a school computer, a school computer system, or
   a school computer network to engage in any bullying conduct described in this rule is also prohibited.
4. Parents or students who suspect that acts of bullying are taking place need to report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
8. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current trimester plus the remainder of the year, and the first trimester of the following year if the expulsion occurs in the last trimester of the school year.

C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
   - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
   - the frame or receiver of any weapon described above;
   - any firearm muffler or firearm silencer;
   - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
   - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
   - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
   - an antique firearm; or
   - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
   - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
   - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
   - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such a reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
   - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
   - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
   - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

F. Legal Settlement

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

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE

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

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   - legal counsel
   - member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.*
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

NO RIGHT TO APPEAL

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

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

DUE PROCESS

Student due process as enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion from school. In order to ensure that the rights of the student(s) concerned are protected, a copy of the law is on file in the offices of the North Montgomery Community School Corporation administration and is available upon request.

These policy provisions are in accordance with and supplemental to the duly adopted statutes of the State of Indiana.

DETENTION

The teacher may assign students to a bonus detention. Students will be notified 24 hours in advance and will be responsible for providing transportation home after serving a detention.

ALTERNATIVE SCHOOL

The Montgomery County Alternative School is an alternative countywide school that is located in Crawfordsville. Credits earned at the MCAS are fully accredited and count towards NMHS graduation requirements. Students that are not making adequate progress towards graduation may be required by the NMHS administration to attend the MCAS.

SECLUSION AND RESTRAINT

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

GANG POLICY

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

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) Either:
- Promotes, sponsors, or assists in; or
- Participates in; or

(2) Requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

SEX OFFENDERS

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

DISPLAYS OF AFFECTION

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

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is in the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

LOCKERS

A locker with a combination lock is assigned to each student at the beginning of the year. Lock combinations are changed in the freshman year and the combinations are issued only to the student who is responsible for his/her own locker and possessions. The lockers are the property of North Montgomery High School and are subject to inspection by authorized school personnel. (See locker inspection policy)

Students are expected to take good care of their locker and leave it in the same condition as they found it. Report any malfunctions to the office immediately.

The school is not responsible for stolen items. (Do not give any other individual your combination!)

LOCKER INSPECTION POLICY

A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal may search the locker and the locker's contents at any time. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: (1.) At the request of the school principal; and (2.) in accordance with the rules of the governing body of the school corporation; assist a school administrator in searching for a student's locker and its contents.

INSPECTION OF ALL LOCKERS

A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are:
    - When evidence of student drug or alcohol use created a reasonable belief of a high level of student use;
    - At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
    - Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

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

INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS

A. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    - to identify substances which may be found in the lockers; or
    - to protect the health and safety of persons or property.

B. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.

C. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such an official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

LOCKER MAINTENANCE - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

PESTICIDE APPLICATION NOTICE FOR PARENTS AND/OR STUDENTS

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the high school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal's office. You will be given a form to fill out and you will be notified of any pesticide application with at least a 48-hour advance notice. Pesticide applications will not be done when children, staff members or any other persons are present in the immediate area(s) to be treated.

COMPUTER TECHNOLOGY AND NETWORKS

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

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, large sums of money, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The loss of student valuables should be reported to the main office immediately.

CELL/SMART PHONE & WIRELESS COMMUNICATION DEVICE POLICY

In accordance with the updated Indiana Code IC 20-26-5-40.7, the use of personal cell phones, smartphones, or other wireless communication devices in the classroom is considered a disruption to the learning environment.

Students may bring personal devices to school; however, all devices must be stored in a secure location, such as a locker, and remain inaccessible for the duration of the school day.

Students are not permitted to use personal devices at school, including cell phones and other personally owned electronic devices, unless required for documented medical reasons. Students will have access to their district-issued devices for instructional purposes. Personal devices may not be used during the instructional school day, including lunch periods and passing periods.

Students may not make personal phone calls on their cell phones during school hours. If a student needs to make a phone call, he or she should report to the front office to use the school phone or request permission from a staff member.

Messaging and/or social media use that disrupts the educational environment may result in disciplinary action. Text messaging or social media will NOT be allowed during school hours.

Students found in violation of the cell phone policy will have their device confiscated and secured in the main office. A parent or guardian must retrieve the device during regular office hours. Repeated violations may result in additional interventions or restrictions, including but not limited to requiring the student to check their device into the office at the start of the school day and retrieve it at dismissal.

What Devices are Included?

The law defines a wireless communication device as any portable device capable of voice, messaging, or data communication. This includes, but is not limited to:

- Personal tablets and laptops
- Cell phones and Smartwatches
- Gaming devices
- Wireless headphones,
- Earbuds,
- Smart Glasses (i.e. Meta AI glasses, etc.), which connect to banned devices.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY

Students are not permitted to use cellular telephones, including camera phones, or ECDs to record/store/send/transmit the spoken word or visual image of any person, including other student or staff members, or educational instrument/document (e.g., test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Additionally, The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.

It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to

exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8—8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42—4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, parents and students must be aware of the legal consequences should this occur in our school system.

TELEPHONES

A phone is provided for student use. It is to be used before school, during lunch hour, and after school only. The office phones are for faculty and administration only. Students will use these phones only in cases of extreme emergency.

BOOK BAGS

Book bags, backpacks, briefcases, athletic satchels, etc. must be stored in student lockers during the school day.

DRESS CODE

We believe students must learn that different occasions call for different dress. Respect for yourself and your school is demonstrated by the clothes you wear. Your dress should be neat, clean, and in the best interest of your health and safety.

- No tank tops or outerwear that exposes inappropriate under garments.
- No mesh or see-through clothing unless appropriate garments are worn underneath.

- No excessive or inappropriate holes in any clothing.
- No bare midriffs, tube tops, or low-cut tops.
- Shorts are to be of fingertip length.
- No alcohol or tobacco advertisements, profanity, or suggestive sayings on clothing.
- Winter coats and trench coats must be kept in student lockers during the school day.
- No head cover of any kind.
- Bandanas "or colors" are not to be displayed at any time.
- No chains of any type.
- Appropriate footwear is to be worn in the building at all times.
- No clothing that promotes gang activity or involvement may be worn at any time.
- The administration of North Montgomery High School understands it is not possible to list every example of inappropriate dress and therefore holds the right to direct students to change if dress is deemed inappropriate for the school setting.

If student dress is deemed inappropriate, the student will be directed to change to appropriate clothing or be sent to ISI or home.

COMMENCEMENT ATTIRE

Graduation is the culmination of years of hard work completing educational requirements and achieving an academic goal. It is a school event centered on student work, academic achievement, and experiences. The focus of the event is on the accomplishments of the graduating class as an entire group and not individual awards/activities. For those reasons, all students should wear the traditional cap and gown during the commencement.

MESSAGES FOR STUDENTS

Due to the large number of requests for messages to be delivered to students, we will take messages only from parents or employers. Messages from parents should be limited to changes in transportation plans or emergency information. Please attempt to relay other information to students before or after school.

STUDENT MAIL

Mail addressed to North Montgomery High School students at the high school address will be delivered only if it is sent in the care of a teacher/coach.

LUNCH TIME

Lunch will be served during a student's advisory period. Students may choose to go through the self-serve lines for a traditional entrée, salad, deli sandwich, or specialty bar. Students bringing their lunch must eat in the commons. Students are not to be in the halls during lunch.

Payments are accepted in the form of check or cash that can be put in an envelope with name & put in the drop boxes located in the school cafeteria & front office also through online payments at MealMagic at https://nmcsc.familyportal.cloud/. Instructions for setting up an online food service account are listed on the food service page of the corporation website at www.nm.k12.in.us. Parents are encouraged to pay online or by check, for record keeping purposes. The check should be made out to NMHS Food Service with the student's name in the check memo. If a parent wishes to pay for two student accounts, please include the student names and the amount of money that is to be divided between the students. A returned check will be assessed a $25.00 fee.

North Montgomery has a pre-pay computerized point of sale system; students should have money in their food service account before purchasing food items. Due to the pre-pay system of our student accounts, all money given to the cashier will be entered into the student's account. No change will be returned to the student.

Under special circumstances, students are allowed to charge on their food service account. If the charges are not paid, the student will be provided with an alternate reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance.

If a student has a negative lunch account balance, the student shall not be permitted to charge a la carte pre-packaged, convenience, or beverage food items.

Students may qualify for free or reduced meals. If a family would like to apply for school meals and textbook assistance, information can be found at www.k12.in.us on the food service page or in the new student enrollment information packet. Applications and instructions can also be picked up at the individual schools or at the NMCSC administrative office.

Further information concerning North Montgomery Food Service nutritional analysis, menu, modifications, wellness, charging procedures, and food service contacts can be found at www.nm.k12.in.us, under the parent tab, under food services.

CAFETERIA

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners that one should find in the home.

- Students are to leave the table and the surrounding area clean and in order.
- Students are not to take food or drink from the cafeteria. (This includes ice cream, chips, apples, etc.) Students are to remain in the commons during lunch.
- Students leaving the classroom for lunch are to walk to the cafeteria and should not return to the classroom or be in the hallway until the appropriate bell rings.
- Students are to remain in the classroom until time to leave for lunch.

VENDING MACHINES

The soda and snack machines are off limits during the school day. No food or drink is allowed in the classroom except for special occasions, and only with teacher approval. All food and drink are to be kept in the commons. Because of problems with mice, no food or drink is allowed in the lockers.

FIELD TRIPS

Students should remember that field trips are school-sponsored activities and that all school rules that normally apply at school do also apply during a field trip.

Volunteers and Field Trips

North Montgomery Community Schools require a SafeVisitor background check on all adults attending a field trip, adults volunteering at school or other school functions. The link for the SafeVisitor link can be found at www.nm.k12.in.us under the Parents tab.

TEXTBOOKS

Textbooks are to be kept clean and handled carefully. Students will be responsible for payment of damaged and non-returned books. Please be sure your name is written in the books in case they are misplaced.

LIBRARY

The purpose of the library is to supplement the educational needs of the students and faculty at North Montgomery. Students who visit the library are expected to be courteous and responsible and to help maintain a quiet atmosphere in which to study for themselves and their fellow students.

Reference books such as dictionaries and encyclopedias may be borrowed overnight. Books may be borrowed for longer periods of time. Magazines may not be borrowed.

Lost items are to be paid for by the borrower. If the item is found and still in good condition, a refund will be made.
Students are reminded that use of the automated card catalog and other media tools often need individual explanation. Therefore, students should always ask the media specialist for assistance.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. This includes your student issued device. Damage of a malicious nature will be considered a very serious matter and will be repaired or replaced at the expense of the student or students at fault and parents of students involved.

STUDENT FUND RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds

from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.
Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor.
No student may participate in fund-raising off school property without the written consent of his/her parents.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for . . . ", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
Students may not participate in "door-to-door" sales or fund raising.

CHEATING/PLAGIARISM POLICY

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment. Plagiarism is the presenting of another users ideas, wording, image or information created (including electronically) as your own. This includes submitting work generated by AI technology.
First instance may result in a zero grade for the assignment or assessment for that class, and the teacher will notify the parent.
Further instances in the same class may result in loss of credit for the class, the teacher will notify the parent and the student will remain in the class unless removed pending further disciplinary actions.

ARTIFICIAL INTELLIGENCE

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined

in accordance with the Student Code of Conduct.

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

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

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

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

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

STUDENT SERVICES

The Student Services department is very important to the educational process at North Montgomery High School. You are encouraged to use the services provided. Appointments should be made with the counselor before or after school. If a student is to be out of a scheduled class, the counselor will make arrangements with the classroom teacher.

TRANSFERS

A transfer form must be obtained from the student services office. The Counselor must be consulted first. All rented books must be returned. The locker must be emptied. All bills must be paid before credits are transferred to another school.

WITHDRAWALS

The Board Policy directs that whenever a student, sixteen (16) to eighteen (18) years of age, wishes to withdraw from school, an exit interview will be conducted with the student, his/her parents, and appropriate members of the professional staff. A student who withdraws from school will not be allowed to reenter until the beginning of a new semester unless enrolled in the interim in another educational institution.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first command is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible according to fire evacuation protocol. Students should not talk during a fire drill and are to remain outside the building until a signal is given to return inside. Tornado drills will be conducted with directions from the faculty and/or intercom system.

STUDENTS WITH SOCIAL SECURITY BENEFITS

Frequently there are students in school who have lost a parent. Such students qualify for Social Security Benefits as long as they are full-time students in approved schools. By law, school officials must verify such attendance. Only those students who meet the basic full-time (full school day) regular attendance requirement can be verified.

MARRIED STUDENT POLICY

Students who are married should declare their marital status at the time of their marriage or at the time of enrollment.

STUDENT HELP

There are areas of the building where student help is needed (Cafeteria, Health Clinic, Student Services, Main Office, Custodial Help, and Library). Faculty and staff are responsible for the selection and supervision of student help.

- Workers are to be assigned workstations during scheduled time.

PUBLICATION OF RULES

A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in IC 20-33-8.4: (and P.L. 255-2023)
...The term "school purposes" refers to the purpose for which a school corporation operates, including; (1) to promote knowledge and learning generally; (2) to maintain an orderly and efficient educational system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.
As used herein, the term "educational function" is defined as it is in IC 20-33-8-2. The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

DISCRIMINATION STATEMENT

The School Board (hereinafter referred to as "the Board" or "the Corporation") does not discriminate based on a person's Protected Class(es) in its education programs or activities and does not tolerate unlawful harassment. Protected Classes (which also may be referred to as Protected Categories) include race, color, national origin, sex (including pregnancy, childbirth, and related conditions), disability, age, religion, military status, ancestry, genetic information, or any other legally protected characteristics. The Board is an equal opportunity employer.

The Board is committed to providing a work environment that is free from Prohibited Conduct, responding promptly and effectively when it has knowledge of conduct that reasonably may constitute Prohibited Conduct, and addressing Prohibited Conduct in its education programs or activities. This commitment applies to all Corporation operations, and this policy applies to Prohibited Conduct occurring within or as a part of the Corporation's education programs and activities, whether on school property or at another location during an activity sponsored by the Board.

Inquiries regarding compliance by the North Montgomery Community School Corporation with Title IX and other civil rights laws may be directed to a compliance officer, Title IX Coordinator or

the central office located at 480 W 580 N, Crawfordsville, IN 47933 or by telephone at 765-359-2112.

HARASSMENT -TITLE IX

Board Policy 2266

The Board does not discriminate on the basis of sex, (including sexual orientation or gender identity) in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the Corporation has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. This policy applies to Sexual Harassment that occurs within the Corporation's education programs and activities and that is committed by a member of the Corporation Community or a third party. The Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating the policy. Members of the Corporation Community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in the policy. Third Parties who engage in Sexual Harassment also are subject to disciplinary sanctions. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the Corporation's education programs and activities.

Report of Discrimination/Harassment

Students, Board members, and Corporation employees are required, and other Corporation Community members and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the Title IX Coordinator or to any Corporation employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). Reports can also be made on the Corporation's website at www.nm.k12.in.us/departments/title-ix. by clicking on the link Report Harassment or Safety Concern. The Title IX Coordinator is designated to oversee compliance with all aspects of Title IX and may be reached at the Central Office building located at 480 W. 580 N., Crawfordsville, IN 47933, (765) 359-2112 by email at titleix@nm.k12.in.us. Inquiries may also be made to the Office of Civil Rights, US Department of Education, Washington, D.C. All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation. Some forms of sexual harassment of a student may be considered a form of child abuse that will require that the student-abuser be reported to proper authorities.

HARASSMENT -ALL OTHER FORMS

Board Policy 5517

The Board will vigorously enforce its prohibition against unlawful harassment that is based on race, color, national origin, sex (including gender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as 'Protected Classes'), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee. The Corporation will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, take steps immediately to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

Reports and Complaints of Unlawful Harassment and Retaliation

Students and Corporation employees are required, and all other members of the Corporation community and Third Parties are encouraged, to promptly report incidents of harassment based on a protected class to an administrator, supervisor, or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) business days of the complaint being received).

Any teacher, administrator, supervisor, or other Corporation employee or official who receives such a complaint shall file it with the CO within two (2) business days.

The Board designates the following individuals to serve as the Corporation's Compliance Officers (also known as 'Anti-Harassment Compliance Officers') (hereinafter referred to as the 'COs').

Dr. Anthony Tharp, Assistant Superintendent or Designee
480 W. 580 N. Crawfordsville, IN 47933
765-359-2112
atharp@nm.k12.in.us

The names, titles, and contact information for the COs will be published annually on the Corporation's website.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights ('OCR') or the Indiana Civil Rights Commission ('ICRC'). The

Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: http://www.ed.gov/ocr.

ANNUAL NOTICES

Notification of Rights Under FERPA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION (FERPA)

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

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

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

The school, in compliance with federal law, is required to provide military recruiters, upon request, with three-directory categories-name, address, and telephone listing.
Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within twenty (20) calendar days after receipt of this public notice.

AHERA Standard

In accordance with the US EPA's AHERA Stand (ref: 40 CFR 763.80), all information

concerning asbestos-containing materials in the schools of the North Montgomery School Corporation is available for review and copying by students, staff and guardians during normal business hours.