

# NORWELL MIDDLE SCHOOL

## WELCOME

The faculty, staff, and administration welcome you to Norwell Middle School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, and the practice of regular attendance.

The goal of Norwell Middle School is for each student to achieve his or her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture and assure you that the results will be worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at Norwell Middle School encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend school events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student and his or her parent should read this handbook and be knowledgeable of its contents.

The Northern Wells Community Schools Board of Trustees reviewed and approved the Norwell Middle School handbook June 2019.

**NORTHERN WELLS COMMUNITY SCHOOLS  
GRADUATE PROFILE**

# A Norwell High School Graduate Profile

A Norwell graduate will be able to...

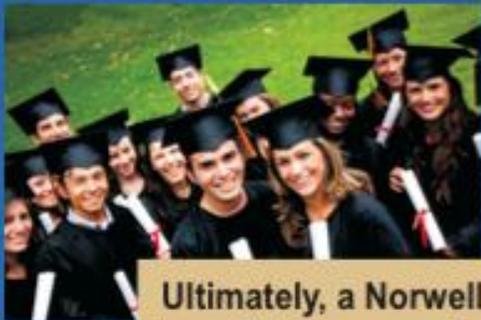
- be a motivated and confident individual
- act in a respectful and respected manner
- be a responsible and self-disciplined person
- behave in a goal-oriented manner with perseverance

A Norwell graduate will be able to...

- display a positive attitude toward learning
- solve problems effectively
- think in an open-minded and reflective manner
- possess a strong work ethic
- monitor his/her progress in a wide variety of areas

A Norwell graduate will be able to...

- communicate thoughts and ideas effectively
- speak, write, and communicate in a responsible and literate manner
- communicate using any technology or medium necessary
- present himself/herself in or maintain a positive appearance



Established June 5, 2012

**Ultimately, a Norwell graduate will be able to transition successfully into post-secondary education, the military, or the work place and be a contributing member of an ever-changing society.**



## **What is the Graduate Profile?**

The Graduate Profile is a driving document for Northern Wells Community Schools. It outlines the qualities we as a community wish to instill in our students prior to graduation.

## **How was the Graduate Profile Created?**

The creation of the Graduate Profile began in 2011. The Strategic Planning Committee, which consists of parents, teachers, students, patrons, school board members, and administrators, met many times to create this guiding document. The committee partnered with local business to develop a set of skills that are important for students wishing to enter post-secondary education, the military, or the work place. The Graduate Profile was completed and board approved on June 5, 2012.

## **Why have a Graduate Profile?**

The Graduate Profile helps NWCS accomplish our overarching aim. The Aim of the Northern Wells Community Schools is to equip students to maximize their present and future success.

## **How can I learn more?**

Have a conversation with your child regarding the skills listed on the Graduate Profile. Find out what they know. You can visit the NWCS website to learn more about the Graduate Profile. Watch for news sent home from your child's teacher or in school wide newsletters. You can also contact your building administrator if you have further questions regarding the Graduate Profile.

# NORWELL MIDDLE SCHOOL

**AIM:** The AIM of the Northern Wells Community Schools is to equip students to maximize their present and future success.

## SCHOOL CALENDAR FOR 2019-2020

Aug	12	First student day
Sept	2	Labor Day (no school)
Oct	11	End of the First 9 Weeks Grading Period
Oct	21-25	Fall Break (no school)
Nov	11	Trimester 1 ends – Related Arts Courses
Nov	28-29	Thanksgiving Break (no school)
Dec	20	End of 2nd 9 weeks Grading Period/End of Semester
Dec	23-Jan 6	Winter Break (no school)
Jan	7	First day back to school for students
Feb	21	Trimester 2 ends – Related Arts Courses
Feb	17	President's Day (no school)(possible make up day)
Mar	11	End of 3rd 9 Weeks Grading Period
Mar	20-27	Spring Break (no school)
Apr	10	Good Friday (no school)
May	25	Memorial Day (No School)
May	27	Last student day

**Disclaimer:** This handbook and all its contents are subject to change due to possible reductions in activities/programs and other changes approved by the NWCS Board and/or Superintendent.

## NONDISCRIMINATION STATEMENT

All of the courses, programs, and activities presented in this handbook are open to all students regardless of gender, provided that the students have met all established requirements. This policy meets all requirements and directions of the United States Department of Education under Title IX of the Education Amendments of 1972 and under 34 CFR, Part 106.

It is the policy of Northern Wells Community Schools that no employee, candidate for position, or student on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education, or as required by Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8, Titles VI and VII of the Civil Rights Act of 1964, and Equal Pay Act of 1973, Title IX, and Section 504 of the Rehabilitation Act of 1973.

Student inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the School Superintendent, 260/622-4125. Employee inquiries should be directed to the School Superintendent or contact the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

## COMPLIANCE OFFICER

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent of Northern Wells Community Schools, 312 North Jefferson Street, Ossian, Indiana 46777 (260-622-4125).

## DIRECTORY INFORMATION

Norwell Middle School is proud of its students and their achievements and may release "directory information" relating to those achievements to newspapers, magazines, radio and television, colleges, programs, yearbooks, or by other means without parental consent unless the parents or a student who is 18 years of age or older has objected in writing to the release of such information within twenty (20) days of receiving this handbook. The objection should specify what information should not be disclosed. "Directory Information" means a student's name, address, telephone listing, photograph/video, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams,

dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

## PUBLIC COMPLAINTS AND CONCERNS

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### Matters Regarding a Professional Staff Member

#### A. First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the person's supervisor or building principal.

#### B. Second Level

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the person's supervisor or building principal and in compliance with provisions of a collective bargaining agreement, if applicable.

#### C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a request for a conference shall be submitted to the Superintendent by the complainant. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

#### D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

#### Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

#### Matters Regarding a Support Staff Member

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for professional staff members.

#### Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

#### Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

#### Matters Regarding Instructional Materials

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedures shall be followed:

- A. The criticism is to be addressed to the principal in writing, on form "Request for Review of Materials or Course Content."
- B. If the principal cannot resolve the situation, s/he shall submit the information to the Superintendent.
- C. Upon receipt of the information, the Superintendent shall,

after advising the Board of the complaint, appoint a review committee consisting of the school librarian and one (1) or more professional staff members and others as appropriate.

- D. The Superintendent shall be an ex officio member of the committee.
- E. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  2. the accuracy of the material
  3. the objectivity of the material
  4. the use being made of the material
- F. The material in question may not be withdrawn from use pending the committee's decision.
- G. The committee's decision shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.
- H. The complainant may appeal this decision to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- I. The Board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

## **ATTENDANCE**

[nms-attendance@nwcs.k12.in.us](mailto:nms-attendance@nwcs.k12.in.us)

NMS attendance guidelines are developed in accordance with the Indiana Compulsory Attendance Law (IC 20-33-2).

### **ATTENDANCE POLICY**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning experiences result from active participation in classroom and other school activities, which cannot be replaced by individual study. Although written work can be made up, nothing can substitute for a student being present to witness and experience his or her lessons from professional teachers. Special techniques, illustrations, and activities used by teachers, make daily school attendance critical in the educational process.

The school is also concerned about helping students develop a high quality work ethic, which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Norwell Middle School has an excellent record for school attendance. We strive to have a minimum of 97% of our students in school each instructional day.

Students and parents are asked to read and follow these guidelines pertaining to attendance at Norwell Middle School.

## **ATTENDANCE AWARDS**

Students who maintain perfect attendance without tardies during the school year will be recognized at the end of the school year for Perfect Attendance. Students who have missed only between one period and one-half a day without tardies will also be recognized for Outstanding Attendance.

## **ATTENDANCE GUIDELINES**

Attendance is taken each period for all students enrolled at Norwell Middle School and is done in accordance with Northern Wells Community Schools Board Policy and Indiana Compulsory Attendance Law.

Parents are asked to notify the NMS office at [nms-attendance@nwcs.k12.in.us](mailto:nms-attendance@nwcs.k12.in.us) or 260-543-2218 by 8:00AM on the day when their child will not be in school. The school's telephone and email systems allow parents to report an absence at their convenience, and are available 24 hours a day.

If a parent does not call in, Norwell Middle School will attempt to contact the parent to verify the student's absence.

When possible, parents are asked to provide advance notice of student absences. When circumstances prevent advance notice, parents are expected to provide verification of student absences immediately following the absence.

Students may be considered truant if no note or call is received from a parent.

When a student is absent from school due to medical concerns, a physician's excuse shall be delivered to the school promptly after the child's return to school. A physician's excuse shall be signed by the health care provider on office letterhead and shall include the date(s) of treatment, and a list of dates during which absence from school is prescribed.

## **STUDENT ABSENCES**

### **Parent Excused Absences (PEX):**

A student will be allowed up to five (5) parent/guardian excused absences per semester. PEX absences occur when the parent determines that the child is unable to attend school. Examples of a PEX may include absences that occur when the student is ill but does not visit a doctor, absences due to funerals, family emergencies, military engagements, etc.

### **Doctor Excused Absences (DEX):**

Absences due to medical issues, personal illness, injury, surgery, accident, etc. that are excused by a note/notice from the health care provider will be documented as DEX, and will not count toward the 5 permitted PEX days per semester.

### **Present Not Attending Absences (PNA):**

The following are absences that are recorded, but the student is not considered to be absent from school.

1. Serving as a page in the General Assembly
2. Serving at the Polls on Election Day
3. Participating in Indiana State Fair activities
4. Court appearances documented by a probation office or office of the court
5. Religious observances or instruction as verified by the proper organization
6. Homebound instruction
7. Placement in a hospital or other juvenile facility providing instruction
8. Participating in school-sanctioned activities
9. Other situations deemed to have a significant educational value for an individual student as determined by the principal or designee.

### **Unexcused Absences (UNX):**

Absences not previously mentioned as excused will be considered unexcused. An unexcused absence is one that is reported to school by a parent, but does not meet the criteria for PEX. An UNX absence will also be recorded for each reported absence over the permitted 5 PEX per semester. Examples of UNX may be, but are not limited to, missing the bus, staying home to do homework, baby-sitting, staying home for non-emergency purposes, loss of bus privileges, etc.

### **Early dismissals and late arrivals:**

Students should make every effort to schedule medical or dental appointments in a manner that does not require absence from school. In cases where students must leave during the school day, a note from the parent stating the reason for an early dismissal is to be brought to the office before school starts. Before leaving the school for an appointment, the parent is to come into the office to pick up their child for the appointment. When returning during the school day, students are to check back into school through the office with a medical note. If the student does not return the same day the student must bring verification from the doctor or dentist when he or she returns to school.

### **Tardies:**

Utilization of time is essential in providing a quality education. It is important not only for students to be on time to their classes, but learn the importance of being prompt as it applies to everyday life situations. Students are expected to be in their seat at the correct time for all class periods. Students who are not in their seats at the correct time to start class will be counted as "tardy to class." A tardy to class policy and procedure is established for all students.

The school day begins at 7:40 A.M. Students must be in their 1st period classroom in their seat, and ready to begin at the sound of the 7:40 A.M. tone. Students who are not in their seat at the sound of the tone will be counted as "tardy to class." Students who are "tardy to school" must report to the school secretary and receive an admit slip. The "tardy to class/school" will be documented in the student's file. If a student is tardy to class on seven or more occasions in a grading period, the student will face disciplinary action.

- 7<sup>th</sup> or 8<sup>th</sup> tardy – Friday School
- 9<sup>th</sup> or more tardies– 1 day AP

### **Vacation:**

Vacations must be pre-arranged through the office, five (5) school days in advance of the vacation, in order to be excused. Vacation requests will be limited to one per school year for a maximum of five (5) consecutive school days. The parent must properly complete a vacation form. Once approved, the form will then be signed by the Principal or Assistant Principal. Once approved, students and parents are encouraged to make arrangements, in advance, for work that will be missed. Teachers will provide homework assignments, when possible, to the student prior to the start of the approved vacation. **ALL HOMEWORK IS DUE UPON RETURN TO SCHOOL, AND TESTS MAY BE GIVEN IMMEDIATELY.** Vacations will only be excused if the student accompanies a parent or legal guardian. Vacations will NOT be approved during state and local corporation testing dates. We urge parents not to schedule vacations in the weeks leading up to state testing.

### **Truancy:**

Truancy is commonly referred to as failure to attend, "skipping school" or being absent from school without parental knowledge or parental permission. After truancy, a student may be assigned to alternative placement or SOS with loss of participation in school activities and events for the period of alternative placement.

### **Habitual Truancy:**

In accordance with the dictates of Ind. Code 20-33-2-11 (b), Norwell Middle School defines as "habitually truant" any student who is chronically absent from school without excuse which means any student who has more than (10) days of unexcused absences in a school year. In such cases, the school has the right to institute proceeding against such student's parent(s) or guardian(s) for unlawful failure to ensure that their child or ward attends school which can result in:

-Assignment to an alternative placement or SOS with loss of participation in all school activities and events for that period; and/or

-A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

**Attendance Actions:**

Parents are encouraged to monitor their child's absences by regularly checking PowerSchool. To help parents monitor their student's absences, the school will notify the parent/guardian when a student has reached three to four absences in one semester. A second attendance contact will be made after the fifth absence.

Absences beyond the five days per semester will be reviewed. Depending upon the circumstances, consideration of a possible violation of the compulsory attendance law may be made. Absences beyond the five days per semester may result in the student being assigned to time during and/or after school to complete unfinished schoolwork.

When five or more unexcused absences have occurred within one semester, The Department of Child Services, and/or the Wells County Probation may be notified regarding excessive absenteeism. Additional disciplinary action may also be considered.

**COMPULSORY ATTENDANCE LAW**

Indiana Code 20-33-2-4: Subject to specific exceptions under this chapter, each child shall attend either a public school which the child is entitled to attend under I.C. 20-26-11 or some other school which is taught in the English language and which is open to inspection by the state attendance officer, local attendance officers, and school officials. A child is bound by the requirements of this chapter from the earlier of the date on which he officially enrolls in a school or he reaches the age of seven (7) until the date on which he reaches the age of sixteen (16). A child less than seven (7) years of age who is withdrawn from school is not subject to the requirements of this chapter until he is re-enrolled or reaches the age of seven (7). A child for whom education is compulsory under this section shall attend school each year (1) for the number of days public schools are in session in the school corporation in which the child is enrolled in Indiana or (2) if the child is enrolled outside Indiana, for the number of days the public schools are in session where the child is enrolled. Formerly: Acts 1973, P.L. 218 Section 1 As amended by Acts 1976, P.L. 101, Sec.6; Acts 1980, P.L. 147, Sec. 1.

I.C. 20-33-2-27: Parent's Responsibility. It is unlawful for a parent to fail to ensure that his/her child attends school as required under this chapter.

I.C. 20-33-2-44: Penalty. A person who knowingly violates this chapter commits a Class B misdemeanor. (Formerly Acts 1973, P.L. 218, Sec. 1). As amended by Acts 1978, P.L. 2, Sec. 2006.

I.C. 35-50-3-3: Class B Misdemeanor. A person who commits a Class B misdemeanor shall be imprisoned for a fixed term of not more than one hundred eighty (180) days; in addition he may be fined not more than one thousand dollars (\$1,000). As added by Acts, 1976, P.L. 148, Sec.8. Amended by Acts 1977, P.L. 340, Sec. 125.

**ACADEMICS**

**NMS GRADING SCALE**

Letter Grade	(%)	GPA scale
A+	100-98	12.000
A	97-93	11.000
A-	92-90	10.000
B+	89-87	9.000
B	86-83	8.000
B-	82-80	7.000

C+	79-77	6.000
C	76-73	5.000
C-	72-70	4.000
D+	69-67	3.000
D	66-63	2.000
D-	62-60	1.000
F	below 60%	.000

**ACADEMIC HALL OF FAME**

In order to recognize those students who, over time, have achieved academic excellence, 8<sup>th</sup> grade students who have earned a 10.8 grade point average (based on cumulative GPA) will be recognized on the Academic Hall of Fame.

**HONOR ROLL**

The following criteria have been set for qualifying for the honor roll categories. Results will be sent to the Ossian Journal and the Bluffton News-Banner.

**Distinction** GPA of 10.0 or higher with all grades A- or above

**Honor Roll** GPA of 7.0 or higher with all grades B- or above

**HONORS AND AWARDS**

Norwell Middle School is proud of its students and has several programs to recognize students for outstanding academic, athletic, and extracurricular achievement.

**REPORT CARDS AND PROGRESS REPORTS**

Report cards will be issued each nine weeks and sent home for parents to review with the student. Parents are encouraged to contact the specific teacher with questions arising over report cards.

Parents can access progress reports via Power School using student ID and password. Parents will need to set up Power School to have progress reports e-mailed to them. For those without computer access, as documented by absence of email address on file in the office, the office will send a progress report home with the student at the 4 ½ week mark of each 9 weeks.

Progress reports are intended to inform parents when a student is not working up to expectations or to indicate improvement needed in academic performance.

**ACADEMIC HONESTY & INTEGRITY**

NMS students are expected to do their own school work. In cases where students attempt to gain an unfair advantage by cheating or plagiarizing, they may receive a 0% for the assignment and may face other disciplinary action. Students that provide answers or do the work of other students may face the same consequences as those listed above.

**E-LEARNING**

The aim of an eLearning day is to replace a school's traditional instructional day with an alternative utilizing digital technology that does not require students and teachers to be in the same place at the same time while still providing a meaningful learning experience for students.

1. If an eLearning day is in effect, NWCS will announce, "School Closed - eLearning Day". A make-up school day WILL NOT BE REQUIRED in this situation.
2. During an eLearning day, teachers, will be available via email and by phone to assist students from 9:00am to 3:30pm. Teachers will provide their school email address and phone number to their students prior to any eLearning day. If a teacher is unable to take a phone call from a student, the student should leave a voice-mail message and the teacher will return the call at his/her first opportunity.
3. When an eLearning day occurs, students can expect to use the time normally spent in school as time dedicated to learning activities provided by the teacher and found on the student's iPad. Learning activities will be saved in Schoology for student(s) to access.
4. The number of consecutive eLearning Days will be limited to four (4).

5. There will be at least a five (5) day grace period after an eLearning day for students who experience technical difficulties preventing them from completing their learning assignments. **This grace period is not intended for students to have an excuse to not participate in the learning activities and assignments required on an eLearning day**
6. eLearning specifications, including any compensatory services, for special needs students will be determined in individual case conferences.
7. Teachers and administrators will have identified the internet capabilities of each student outside of school to the best of their ability.

Further information pertaining to eLearning is available at:  
<http://www.nwcs.k12.in.us/eLearningInformation.aspx>.

## **MISSING HOMEWORK**

Any student who does not complete a homework assignment may be assigned to a homework support session during lunch. These sessions are designed to assist students in completing class assignments, so that they experience increased academic success.

## **LATE SCHOOLWORK**

Schoolwork assigned to students is important for practice opportunities and for proof of mastery. Students are encouraged to submit all work on time. Schoolwork that a student does not submit by the due date, still carries value and is expected to be turned in. Late work that is submitted within the same grading period it was due will be graded and given partial credit. The value of school work submitted after the due date will start at fifty percent of the original value of the assignment. It will then be assessed by the teacher for accuracy, completion, etc. in order to determine a final score.

## **MAKE-UP WORK**

Students who miss school are expected to complete the learning and work that was assigned during the days they were absent. Students are responsible to communicate with teachers to request work and to establish due dates.

The amount of time to complete the assignments is up to the teacher's discretion, but the minimum time to make-up work will be no less than the number of days absent plus one day. All work will count for full credit if completed by the expected due date.

This guide does not apply to absences due to approved vacations. Refer to vacation guidelines for clarification.

## **PROMOTION AND RETENTION**

Norwell Middle School is dedicated to providing the best total and continuous development of each student.

Some students may profit from the opportunity to develop academic skills by repeating a grade level. In the situation where a student is not making satisfactory progress, the parent will be informed early so that the school and home may cooperate to help the student improve. A conference with the parent is recommended in order to inform them of their child's academic difficulties and strategies shared to help their student.

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in school activities or programs.

## **PHYSICAL EDUCATION**

Aquatics class and Physical Education class are integral components of the NMS curriculum. Students will be scheduled for these courses unless an order restricting these activities is provided annually by a physician.

For the safety of all students, the school may require that a student who has certain medical conditions provide physician orders indicating clearance or restrictions for that student's participation in these courses.

## **LIBRARY**

Students may borrow NMS Library books for research, assigned & pleasure reading. Books may be borrowed for a period of three weeks, and may be renewed on or before the due date. Students are responsible for replacement cost of lost and/or damaged books.

## **COMMUNICATION**

### **ANNOUNCEMENTS**

Announcements are made as needed to students and staff through the intercom. Students can access important announcements and school information on the NMS Announcement app on their iPad. In addition, important reminders and announcements are made at lunch for each grade level.

### **INSTANT CONNECT**

Instant connect is a mass communication tool utilized by Northern Wells Community Schools to communicate with parents via e-mail, text, and phone. Please make sure that the school office has your updated contact information.

### **NEWSLETTER**

Norwell Middle School publishes a newsletter approximately once a month. The NMS newsletter is emailed to parents and posted on the school website [www.nwcs.k12.in.us](http://www.nwcs.k12.in.us). The newsletter contains the lunch menu, announcements, athletic information, and school news.

### **TWITTER**

@NorwellCrusader

Follow us on Twitter for a peek at what goes on during the school day, important reminders, and last minute changes that may occur with school events.

### **STUDENT - PARENT - TEACHER RELATIONS**

When situations arise where parents have a question or concern regarding classroom incidents, parents are encouraged to contact the teacher. Each Norwell Middle School teacher has e-mail, as well as a voice mail box in the telephone system in which parents can leave a message directly for any individual teacher. If parents still have questions or concerns after speaking with the teacher, they are encouraged to contact the building principal.

### **TELEPHONE USE**

With assistance and permission from office staff, students may use the office phone to contact parents when necessary.

## **GENERAL INFORMATION**

### **ENTERING AND LEAVING THE BUILDING**

The school building will open at 7:15 A.M. Students may gather in the NMS gym, commons area, or café. Our morning bell rings at 7:30A.M. When exiting the gym/commons/cafeteria, students should report to their lockers and place personal belongings such as back packs, jackets, purses, etc. in their locker. Students should get the materials that they will need for their first class. Once the school day begins, students are expected to keep purses, book bags, back packs, etc. stored in their assigned locker. Travel to and from Aquatics and PE

class with needed clothing items in a small bag are an exception to this policy.

The school day ends at 2:30 P.M. Students are to vacate the building by 2:45 P.M. Students will not be allowed to loiter in the building unsupervised.

## **LOCKERS**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education, and classrooms, are the property of the school corporation. Lockers are made available for student use in storing supplies and personal items necessary for use at school. Lockers are not to be used to store items which could cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership and control of the locker. The school corporation retains the right to inspect the locker.

Locker problems and needed repairs should be reported to the office.. Norwell Middle School will not be responsible for stolen items. Students are not permitted to share lockers or give their combination to another student.

## **LOST & FOUND**

Students who find lost articles are asked to take them to the school office during the school day. Any lost article that is not claimed after a brief period of time may be given to a charitable organization.

## **LUNCHROOM**

Meal prices for 2019-2020  
NMS breakfast \$1.85  
NMS Lunch \$2.85

Norwell Middle School has a closed campus for lunch. Students are not permitted to leave the school for lunch or have food delivered or catered in for lunch. Other students or friends who are not NMS students are not permitted to join NMS students for lunch at school.

Parents and guardians are always welcome to visit Norwell Middle School. Due to allergies and other health concerns, we ask that parents who visit at lunch time bring lunch only for their own child.

All visitors, including parents, are required to check in through the main office.

Cash may be used to purchase lunches. Students may also place money into their account for payment of daily lunches. At school, money placed in the student's account must be submitted to the office before the school day begins in an envelope with the student's name and amount written on the outside of the envelope. From home, parents may place money on the student's account via Myschoolbucks.com.

One student identification card will be issued to each student. Students use this card to access their lunch accounts. Replacement cards may be purchased in the NMS office

## **PARTIES**

Parties during the school day are not to be held in classrooms. Should a special occasion arise where a party is appropriate, permission may be granted only from the principal or assistant principal.

## **SNACKS**

Snacks and all other treats, to be shared with all students, must be brought to school in their original, sealed packages. They must arrive at school in the original store-sealed container. This policy is for the health and safety of all students.

## **STUDENT INSURANCE**

School insurance is offered to all Northern Wells students at a minimal charge. Parents are encouraged to review the insurance application for coverage and limitations

## **TEXTBOOKS & INSTRUCTIONAL MATERIALS**

Students are responsible for textbooks and instructional equipment or materials assigned to them. A staff member records the item, the condition of the item when issued, and the name of the student to whom the item was issued. Students who loan their materials to another student remain liable for the items. Students must pay for lost or stolen materials or damages inflicted to materials that were assigned to them.

## **FREE AND REDUCED LUNCHES AND TEXTBOOKS**

Upon enrollment, an application form will be provided to students on the first day of school each year. Those who wish to apply must fill out all the blanks on the form and return it. The superintendent or his/her designee will investigate all applications and then approve or disapprove free or reduced lunches/textbooks on the basis of the reported income. If free or reduced lunches/textbooks are not approved, you should report a change in your income and reapply when you become eligible. If you are on free or reduced lunches/textbooks and you become ineligible because of increased income, you must report the change to the superintendent's office.

## **VENDING MACHINES**

Norwell Middle School has vending machines near the cafeteria available for student use after regular school hours. Two rules apply for the use of these machines:

1. All drinks and snacks must remain in the tiled areas of the cafeteria and not be carried through the hallways or onto buses at any time.
2. All trash is to be disposed of properly.

## **VISITORS**

All visitors are required to check in through the main office and obtain authorization before accessing other areas of the building.

Parents and guardians are always welcome to visit Norwell Middle School. Parents wishing to meet with school staff members are asked to contact the individual, in advance, by email or call the NMS office for help in scheduling a meeting.

Unfortunately, we cannot accommodate other visitors. The principal must approve any exceptions in advance of the visit.

## **SCHOOL CLOSINGS OR DELAYS**

When school is closed, delayed or dismissed early because of severe weather conditions or hazardous roads, the local radio and TV stations will be notified.

For immediate notification of closings or delays, you may choose to sign up for text alerts through [indianasnewscenter.com](http://indianasnewscenter.com). Delays or closings will also be posted on the NWCS website and communicated through our mass notification system.

## **SCHOOL FUNDRAISER**

Norwell Middle School will conduct one fundraiser during the school year. The 6th, 7th, and 8th grade students are involved in a variety sales package. Fundraisers are held to generate funds to support academic teams, student benefit, and school activity programs at Norwell Middle School. All funds from this effort are used directly for students.

## **SELLING ITEMS**

Norwell Middle School does not permit students to sell any items at school, whether it is for personal profit or to be donated to a not-for-profit organization.

## **SCHOOL SAFETY**

School safety is a priority at NMS. We provide training to staff and students throughout the year for the purpose of maintaining a safe environment for students and staff.

## CRISIS HOTLINE/TIP LINE

Northern Wells Community Schools has established a 24-hour hotline for parents and students to anonymously report information they are aware of that may affect the safety and security of students and staff at our schools. Parents and students are still encouraged to report information directly to the building principal, but the addition of a hotline provides an avenue for the schools to receive information that otherwise may never be reported. To use the hotline, call the high school at 260/543-2213 or 1-888-543-2213. Listen to menu options and select the option for the Northern Wells Crisis Hotline.

## CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Board of Northern Wells Community Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also 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: (IC 35-45-9-1)

(1) Either: (A) Promotes, sponsors, or assists in; or (B) 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. (IC 35-42-2-1)

Gang Activity is defined as 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.

The NWCS policy relating to Criminal Gangs and Criminal Gang Activity can be found on the school's website and in school board policy.

## SCHOOL RESOURCE OFFICER

Northern Wells Community Schools school resource officer will be responsible for establishing and maintaining a close partnership with school administrators in order to provide for a safe school environment, provide law enforcement and police services to the school and school grounds, build personal and working relationships with staff, students, and parents, and work with the administration to prevent juvenile delinquency while assisting students in obtaining the appropriate services.

## BULLYING

The School Board of the Northern Wells Community Schools prohibits acts of bullying of a student. The School Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

### Definitions

#### Bullying

- A. As defined by the school Northern Wells Community Schools, bullying means aggressive behaviors that involve intentional unwanted negative actions that are repeated over time and involve an imbalance of power.
- B. Specifically, as defined by I.C. 20-33-8-0.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - 1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - 2. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - 3. Has the effect of substantially interfering with the targeted student's academic performance; or
  - 4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

### Policy Provisions

- A. The Northern Wells Community Schools shall adopt discipline rules in compliance with I.C. 20-33-8-13.5 that prohibit bullying and include provisions concerning education, parental involvement and intervention. These discipline rules shall apply regardless of the location in which the bullying occurred when the bully and the targeted student are students at a school within the Northern Wells Community Schools; and disciplinary action is reasonably necessary to avoid substantial interferences with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.
- B. The principal at each school within the Northern Wells Community Schools shall implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one (1) or more acts of bullying, consistent with the code of student conduct. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
- C. The principal at each school within the Northern Wells Community Schools shall be responsible for designating a member of his/her staff to receive all complaints alleging violations of this policy.
- D. All Northern Wells Community Schools and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.
- E. Students, parents/guardians and visitors of a school within the Northern Wells Community Schools are encouraged to submit a written report of alleged violations of this policy to the principal or principal's designee on the same day that an incident was witnessed or reliable information regarding the

occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

- F. Any corporation and school employee, volunteer or contracted service provider who promptly reports an incident of harassment, intimidation or bullying, and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- G. The principal or principal's designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one (1) school day of the report of the incident. The principal or principal's designee may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal or principal's designee as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of harassment, intimidation, or bullying.
- H. Each school within the Northern Wells Community Schools shall record the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying and electronic or written communication bullying. Each school shall report this information at least annually to the Northern Wells Community Schools Superintendent, School Board, and the Indiana Department of Education. Information shall be submitted to the Indiana Department of Education by July 1st of each year.
- I. The principal or principal's designee shall provide the parents/guardians of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents/guardians includes the nature of the investigation, whether the Northern Wells Community Schools found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.
- J. Any Corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.
- K. The Superintendent of the Northern Wells Community Schools is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the schools' code of student conduct. The School Board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the School Corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- L. The principal or principal's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal

shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent/guardian cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents/guardians of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

- M. The principal of each school within the School Corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal or principal's designee is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:
  - 1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
  - 2. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.
- N. The Superintendent shall post a link to the policy that is prominently displayed on the home page of the Northern Wells Community Schools' website. The Superintendent shall ensure that notice of the Northern Wells Community Schools' policy appears in the student handbooks and all other publications of the Northern Wells Community Schools that set forth the comprehensive rules, procedures and standards for schools within the Northern Wells Community Schools.
- O. Each school within the School Corporation shall disseminate information regarding the anti-bullying policy and bullying prevention instruction to all students in grades 1-12 within the school no later than October 15th of each school year. It is expected that anti-bullying information will be part of a more comprehensive bully prevention effort communicated to the students throughout the school year, and that the age appropriate, research based instruction for all students in grades 1-12 be delivered by a school safety specialist, school counselor or other person with training and expertise in the area of bullying prevention and intervention.
- P. Each school within the Northern Wells Community Schools shall provide annual training on this policy and bullying prevention and intervention instruction to Corporation and school employees, volunteers and contracted service providers who have direct and on-going contact with students.
- Q. The School Board of the Northern Wells Community Schools understands that the characteristics and resultant needs of each school within the Northern Wells Community Schools will continue to evolve, and that the existing base of knowledge regarding bullying prevention and intervention will continue to grow. Research on bullying prevention practices will continue to emerge, and the date and the nature of bullying behaviors will continuously change. It is essential that Northern Wells Community Schools' administrators and school officials

regularly review available bullying prevention and intervention data. Additionally, school administrators are expected to collect and analyze in-house data regarding bullying incident investigations, incident frequency and the effects of the Northern Wells Community Schools' efforts to address bullying behaviors. Through data-driven practice, administrators will be best qualified to determine the need for changes to policies and procedures and to institute improvements to prevention and intervention programs and approaches.

## DRILLS & EMERGENCY PROCEDURES

### Fire

Instructions for fire drills are posted in each classroom. Students should study the plan and become familiar with it.

### Lockdown

Procedures have been developed to secure students in the event of an intruder or other situations that may require students to be out of view. Students are expected to comply with directions made by the teacher or other school officials in the event of a lock-down. Some lock-downs may allow teachers to leave their lights on in the room and continue teaching, while others may not.

### Tornado

A tornado procedure has been established for school. Students should make certain they understand what they are to do in case of a tornado.

## HARASSMENT POLICY

It is the policy of the Northern Wells Community Schools (NWCS), as announced in Board Policies 3362 and 5517, to maintain a learning and working environment that is free from harassment.

It is a violation of this policy for any employee of NWCS to harass another employee, a volunteer, or a student through unwelcome conduct or communication as defined in the policy. It is also a violation of this policy for any student to harass another student, a volunteer, or an employee through unwelcome conduct or communication as defined in the policy. "Harassment" includes not only sexual harassment, but also harassment based upon gender, religion, race, color, ethnicity, age, and/or disability.

To report an incident of suspected harassment or to file a complaint, students should see a classroom teacher, building administrator, or counselor.

## STUDENT ACTIVITIES

Norwell Middle School encourages students to become involved in the many facets of school that are available. Student activities are designed to enhance the educational experience. Participation in student activities provides exploration opportunities and helps students identify their own interests and talents.

### ACTIVITIES

Several activities are available for student participation and may include the following: choir, band, athletics, student council, yearbook, academic teams, clubs, and more.

### ATHLETICS

Norwell Middle School offers nine sports in which athletes compete against other schools. We believe athletics build character and enhance physical, emotional, social, and intellectual development. Coaches teach athletic fundamentals and skills which relate to everyday life situations.

#### Fall Sports

Football	7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys
Cross Country	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys/Girls
Volleyball	7 <sup>th</sup> , 8 <sup>th</sup> Grade Girls
Cheer	7 <sup>th</sup> , 8 <sup>th</sup> Grade Girls

#### Winter Sports

Basketball	7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys/Girls
Wrestling	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys
Swimming	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys/Girls
Cheer	7 <sup>th</sup> , 8 <sup>th</sup> Grade Girls

#### Spring Sports

Track & Field	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys/Girls
Soccer	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grade Boys/Girls

A student wishing to participate in two athletic activities in the same season must work with coaches, parents, and the athletic director to complete the dual sport application available in the NMS office. This is a rare occurrence that will only be considered for student athletes who are in excellent academic standing.

## ACTIVITIES CONDUCT CODE

Participating in activities at Norwell Middle School is a privilege. Students are expected to conduct themselves in a manner that reflects being a positive role model to others. Students are expected to exemplify good conduct during the school day and at school activities. Sportsmanship and proper etiquette must be practiced at all times. Students must always represent Norwell Middle School in a positive manner.

Administrators, coaches, or sponsors may revoke participation privileges for students who present behavior problems. Privileges may be revoked permanently or for a particular number of games, quarters, matches, meets, practices, events or meetings. This code also applies to special events such as dances, convocations, etc.

At Norwell Middle School, parents, teachers, and administrators recognize the importance of activities as a valuable asset in the total development of a child. Participation is encouraged, and much value is placed on the beneficial outcomes associated with involvement in school activities. In order to be eligible for participation, students must meet minimal academic requirements and guidelines.

## ACTIVITY ELIGIBILITY GUIDELINES

- A. All 6th grade students are academically eligible at the beginning of the school year.
- B. Academic eligibility at the beginning of the school year for 7th & 8th grade students is subject to grades earned on the final report card of the previous school year.
  1. **Any student receiving one (1) failing grade at mid-term or on a 9 weeks report card will be placed on academic probation.** A student on academic probation may try-out for and practice with any school activity group, athletic team, cheer group, or academic group, but cannot participate in competitions, games, or programs. A student on academic probation may attend extracurricular activities such as dances and all activities open to the general public.
  2. **Any student receiving two (2) or more failing grades at mid-term or on a 9 weeks report card will be ineligible for participation in school activity groups.** A student who is academically ineligible may attend such activities that are open to the public such as athletic contests, performances and concerts. However, they are prohibited from attendance at activities such as dances or other activities that are restricted to Norwell Middle School students.
  3. Academic status will be reviewed each 4½ weeks at the midterm/quarter dates.
- C. These eligibility guidelines pertain to activities that exist beyond the school day, not those events linked to courses. Students who take courses with requirements outside of school hours are not impacted by these eligibility guidelines. Students are obligated to meet course requirements for performances, concerts, etc.
- D. Students must have a pre-participation exam (physical) signed by a physician before participation in athletics. Physicals completed after April 1 are valid for the following school year.
- E. Students are not eligible for athletic participation if they are 16 years of age or older.
- F. Students and parents must sign an acknowledgment of risk and code of conduct form for participation in athletics.

- G. Eligibility rules apply to athletes, cheerleaders, managers, clubs, and performing groups.
- H. Students participating in school activity groups activities must establish enrollment at NMS for at least one period per day in order to be eligible to participate. The exception to this policy applies to Bethlehem Lutheran students, who, as sixth graders, are not yet enrolled in NMS classes. These students who meet other eligibility criteria, will be permitted to participate in school activity opportunities available to sixth grade students.

Students who are placed in alternative placement or suspension are ineligible to tryout, practice, perform or compete on the day or days when the suspension is served.

## **NORTHERN WELLS COMMUNITY SCHOOLS RANDOM DRUG TESTING GUIDELINES**

### **AIM**

The aim of the NWCS Random Drug Testing Policy is to support parents and families in helping children say no to drugs, resist negative peer pressure and promote a healthy life-style.

### **A STATEMENT OF NEED AND PURPOSE**

Students using drugs illegally pose a threat to their own health and safety, as well as that of other students. Therefore, a program of deterrence will be instituted as a proactive approach to strive for a drug-free school environment. In addition to the AIM, the purpose of the random drug-testing program is to encourage students who use drugs illegally to participate in drug treatment programs.

Students involved in driving to and from school and extra-curricular/co-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular/co-curricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in the student's academic records. A positive test result will however; result in consequences tied to driving privileges or participation in extra/co-curricular activities.

### **INTRODUCTION**

The Random Drug Testing program was initiated at the beginning of the 2014-2015 school year. This program does not affect the current policies, practices, or rights of Northern Wells Community Schools with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Northern Wells Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

### **REASONABLE CONCERN**

A substance abuse-free environment must be the stated goal of the school district, and the support and cooperation of the entire community are essential if the goal is to be realized. Northern Wells Community Schools has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment at Northern Wells Community Schools requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular/co-curricular activities.

### **SCOPE**

The extra-curricular/co-curricular activity programs of Northern Wells Community Schools, herein referred to as extra-curricular activities, are an integral part of the school system and the community. Extra-curricular activities are school-sponsored activities. The recognized value of the extra-curricular activity to a student's personal development has given these activities a high priority in the total school

program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school but believes the opportunity for such participation is not a right.

Participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. This drug-testing program will be applied to all high school and middle school students (grades 6-12), male and female, who participate in any one or combination of the following:

- A. Extra-curricular activities (sports, clubs, student government, etc.)
- B. Co-curricular activities (band, choir, musical, theatre, National Honor Society, FFA, etc..)
- C. Drive a vehicle to, from, or during school
- D. Students enrolled in drivers education through Northern Wells Community Schools
- E. Any student whose parent/guardian or custodian elects to enroll his/her student in the random drug testing policy.

### **FORMS**

Any student/participant who refuses to sign the appropriate form will be ineligible to participate in all extra-curricular activities and from driving to or from school. Any student/participant who fails to sign and return a consent form by the selection date set by the building principal and then decides to participate in an extra-curricular activity program at a later date must submit to a drug test, which must be negative, and sign the consent form. The student/participant and/or parent/guardian or custodian will be financially responsible for the drug test.

### **CONSENT FORM**

It is MANDATORY that each student/participant who participates in extra-curricular and co-curricular activities or drives to or from school sign and return the "consent form" by August 1st for the 2019-2020 school year.

Each student/participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the student/participant and by the parent/guardian or custodian. In so doing, the student/participant is agreeing to participate in the random drug-testing program at Northern Wells Community Schools. A new consent form is required each school year.

### **NON-CONSENT FORM**

A student/participant signing the "non-consent form" is stating he/she does not plan to participate in extra-curricular activities or drive to or from school for that current school year. If a student/participant wishes to participate in extra-curricular or drive to or from school at a later date that same school year, he/she must submit to a drug test, test negatively, and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the drug test, and the drug test must be negative.

### **WITHDRAW OF CONSENT FORM**

If a student/participant wishes to withdraw from the random drug-testing pool, he/she must sign a "Withdrawal of Consent Form." The "Withdrawal Consent Form" must be signed by the student/participant and custodial parent/guardian or custodian before the student/participant is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student/participant for 365 days. After the 365 days has elapsed, he/she may reenter the testing pool by signing a "Consent Form" and by testing negative. The student/participant and/or parent/guardian or custodian will be financially responsible for the drug test.

### **TESTING PROCEDURES**

The selection date is defined as the date set forth by the building principal.

1. The selection of participants to be tested will be done randomly by the testing facility and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those agreeing to be tested. The first pool will include students in grades 6, 7 and 8. The second pool will include students in grades 9-

12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students/participants conscious of the possibility of being tested at any time during the year. Each student/participant will be assigned a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Seven students/participants will be selected randomly and tested weekly - two from the middle school and five from the high school.

2. No student/participant will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

3. The random drug screen will test for the following: Amphetamines, Cocaine, Opiates, Methamphetamines, THC, and Cotinine(Tobacco). Those students who are 18 or older and are not involved in extra-curricular or co-curricular activities will not be tested for tobacco.

4. Upon being selected for a drug test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen.

5. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian.

6. If a student/participant refuses to submit to the drug test, it will be considered a positive test.

7. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and "street drugs", (which may include all drugs listed as controlled substances under the laws of the state of Indiana).

8. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).

#### PICK-UP PROCESS

The school is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the "Chain of Custody" form properly annotated.

#### STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without express written consent of the Northern Wells Community Schools' Board of Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive specimens.

Under this drug testing program, any staff, coach, or sponsor of Northern Wells Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Northern Wells Community Schools commitment to confidentiality with regard to the program.

#### CERTIFYING SCIENTIST RESPONSIBILITIES

The certifying scientist will review all results of drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

1. The certifying scientist determines if any discrepancies have occurred in the "Chain of Custody".

2. Depending on the substances found in the sample, if necessary the principal/designee will contact the parent/guardian or custodian to determine if the student/participant is on any prescribed medication from a physician.

3. If the student/participant is on medication, the parent/guardian or custodian will be asked to obtain a letter from the prescribing physician, within 2 business days, to document what

medications the student/participant is currently taking. Failure to provide such requested information will be considered a positive result.

4. The certifying scientist will then determine if any of the prescribed medications resulted in the positive drug screen.

5. Finally, the certifying scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results.

6. The certifying scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the certifying scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

7. The certifying scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

#### RANDOM DRUG TESTING GUIDELINES CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's/participant's random pool number, not name, will be used.

2. Before the student's/participant's specimen is tested by the laboratory, students/participants will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student/participant chooses, he/she may notify the administrator that he/she is taking a prescription medication.

3. A sanitized kit containing a specimen container will be given to each student/participant. The container will remain in the student's/participant's possession until a seal is placed upon it. The student/participant will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.

4. If the seal is tampered with or broken after leaving the student's/participant's possession and prior to arriving at the lab, the specimen is invalid. The student/participant will be called again as soon as possible. The student/participant will remain eligible for extra-curricular/co-curricular activities subsequent to this retest.

5. After it has been sealed, designated personnel will send the specimen to the testing laboratory. The testing laboratory will report the results of the first drug test back to the school designee only. If the first drug test is "positive", the parents will be notified by the school.

6. In order to maintain confidentiality, the container will not have the name of the student on the container. Instead, the student's/participant's random pool number will appear on the container. The student/participant will initial the specimen container and/or date and sign the chain of custody form. Also, the result sheet for the drug test will be mailed back to the principal/administrative designee with no name attached; only the student's/participant's random pool number will appear on the results sheets.

#### NOTIFICATION PROCEDURE FOR A POSITIVE TEST

When a principal/designee is notified that a student/participant has tested positive, the principal will notify the student/participant and parent/guardian or custodian of the positive test result and give the student/participant and the parent/guardian or custodian the following information:

a. The substance(s) they tested positive for in the drug test  
b. The student/participant and/or parent/guardian or custodian may submit any CURRENT documented prescription, explanation, information or doctor's letter within 2 business days, which will be considered in determining whether a "positive" test has been satisfactorily explained.

c. The consequences of the positive drug test will be determined by the administration based on school policy and explained to the student/participant and/or parent/guardian or custodian

#### CONSEQUENCES

The student/participant will be prevented from participating in the activities listed under these guidelines until the consequence in all situations that apply to the student/participant is served and after a "follow-up" test is conducted and the results are negative.

First offense for athletes and co-curricular band and/or choir members.

1. 50% suspension of the maximum number of scheduled contests for that season.
2. If the entire 50% cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.
3. Offense becomes part of the student/participant's extra-curricular record.
4. While under suspension for the first offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.
5. The student/participant, at the parents' expense, has a follow up drug test and the result is negative.
6. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.

First offense for all other extra-curricular and/or student drivers - The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for 45 school days. In addition, the following steps must be taken:

1. The student/participant, at the parents' expense, has a follow up drug test and the result is negative.
2. The student/participant will be required to have at least one non-random test within the next six months from the date of the first positive test on a date the school chooses. This drug test will be at the parents' expense.
3. Students in this category that test positive only for cotinine and who are enrolled in an academic program that necessitates that they drive to school for their off-campus educational program, may make a written request to the school administration to be allowed to continue to drive to school. Upon approval of the request, student will commit to 10 hours of community service that is approved by administration.

Second offense for athletes and co-curricular band and/or choir members.

1. Student/participant is suspended from all contests for one calendar year from the time the offense is proven.
2. A conference will take place within 5 school days for drug or alcohol related offenses. The conference may include: the participant, the parent(s), guardian(s), the principal, the assistant principal, the athletic director, the coach or director, and the school counselor.
3. Offense becomes part of the student/participant's extra-curricular record.
4. While under suspension for the second offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.

In addition, the following steps must be taken:

1. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parents' expense.
2. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
3. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
4. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Second offense for all other extra-curricular and/or student drivers - The student/participant will be ineligible to participate in any extra-curricular activity and will not be allowed to drive on school property for one calendar year. In addition, the following steps must be taken:

1. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parents' expense.
2. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information
3. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and the result is negative.
4. The student/participant will be required to have at least one non-random test within the next six months from the date of the previous positive test on a date the school chooses. This drug test will be at the parents' expense.

Third offense for athletes and co-curricular band and/or choir members.

1. Student's/participant's participation in all activities is terminated for their high or middle school career.
2. Parents will be notified by the administration within 5 school days.
3. Notification will be both written and verbal.
4. At this time, parents and the student/participant may meet with a drug dependency agency for evaluation and possible treatment if drugs and alcohol are involved.
5. Parents may submit written results of their action with a chemical dependency agency for possible appeal process to regain eligibility.

Third offense for all other extra-curricular and/or student drivers/driving students - The student/participant will be ineligible to participate in any extra-curricular activities and co-curricular activities and will not be allowed to drive on school property for the remainder of their school career.

#### APPEALS

Upon receipt of the notice of violation of the Athletic Code, the student or his/her parent/guardian may deliver a written request of the Principal, in person or by mail, within five (5) school days after receipt of the notice, to have the original specimen tested again by the certified laboratory at a cost to the student/participant or his/her parent/guardian or custodian and to initiate a hearing on the determination of the discipline. During the appeal, the consequences of the offense will be enforced. All appeals will be made on a case by case basis by the superintendent/administration. If a request to retest the specimen or to hold an appeal hearing is not requested within the time specified, all rights administratively and judicially, to contest and appeal the determination will be waived. If a hearing is requested, the Principal and/or the Athletic Director shall set a time, date, and place for a hearing on the determination of whether or not a violation has been committed. A Review Committee that will consist of the Principal, Athletic Director, Assistant Principal, Head Coach/Director/ Sponsor, and a coach/teacher to be selected by the Athletic Director/Administration shall conduct the meeting. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not a violation has occurred. The Review Committee shall prescribe the discipline to be imposed for the violation if they should determine that the violation has, in fact, occurred.

#### SELF REPORT CLAUSE

It is the intent of Northern Wells Community School to assist students/participants with developing responsibility for their actions and to encourage honesty. Therefore, any student/participant who voluntarily reports on himself/herself as to a violation of the Code of Conduct may be permitted leniency. This report must be student/participant initiated and without school officials being able to learn about the incident by any other means. This means that once the student/participant is caught by legal authorities, reported by other sources, or requested to provide a sample for a drug screen, it is too late to use the self-report clause to lessen the penalty. The Self-Report Clause can be used only once during the student/participant's four year high school or two year middle school career and may be

used only for the first offense. The student/participant may pay a lesser penalty for the infraction than stated; he/she will not be permitted to participate in less than a number of contests that equals 25% or at least two scheduled contests. In cases of substance abuse, the self-reporting student/participant must participate in a Drug/Alcohol Needs Assessment by an organization that appears on the administration's list of approved organizations and then follow the prescribed program.

#### FOLLOW-UP TESTS

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student/participant will be allowed to resume extra-curricular/co-curricular activities and/or driving. If a "positive" result is obtained from the "follow up" tests, or any other later test of that student/participant, the consequence of the next offense will be applied.

Northern Wells Community Schools reserves the right to continue testing at any time during the remaining school year any participating student/participant who tested "positive" and did not make satisfactory explanation.

#### FINANCIAL RESPONSIBILITY

1. Under this policy, Northern Wells Community Schools will pay for all random drug tests and all reasonable suspicion drug tests.
2. All follow up tests are the responsibility of the student/participant and/or parent/guardian or custodian.
3. The student/participant or parent/guardian or custodian may appeal by requesting that the original specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian or custodian.
4. A mandatory drug test will be given to a student/participant who chooses to participate after the selection date of a school year, and it is the financial responsibility of the student/participant or parent/guardian or custodian.
5. Counseling and subsequent treatment by non-school agencies, which are not funded by the school or grants received by the school, are the financial responsibility of the student/participant or his/her parent/guardian or custodian.
6. If a parent/guardian requests a drug test, the parent/guardian is responsible for paying for the testing.

#### **HEALTH INFORMATION / SERVICES**

Special health concerns will be handled by the nurse's office and information will be passed on to the teachers when appropriate.

If a student becomes ill at school, has an accident, or other emergency, he/she should report to his/her teacher. The teacher will use judgment in determining whether a student should be referred to the clinic. The student may rest in the clinic. The school nurse will contact parents and make arrangements for the student to go home - if the school nurse deems necessary. Every effort will be made to contact parents in the event of a health emergency.

#### **NWCS HANDBOOK MEDICATION POLICY**

Medication brought to school MUST be given to the building nurse with written permission to administer as directed from the parent/guardian.

NMS requests the parent/guardian contact the building nurse, in advance, if prescription or non-prescription medication is coming and how much is being sent to school.

All medication must be brought in the original container and must not be expired. Parent/guardian needs to include on their signed permission form the number of pills or amount of liquid that is being turned in to the nurse, unless it is received by the school in its factory sealed condition.

In order for your student to take a non-prescription medication at school, the school must have the following:

1. Written permission from the parent/guardian stating the date, student's name, name of medication, time to administer medication, parent/guardian signature and amount being sent.
2. The medication must be sent in the original container and taken to school nurse's office where it will be kept in a secure location.

In order for your student to take a prescription medication at school, the school must receive the information listed above AND a Doctor's order (or the prescription label with the order on it may be used)

Any student with a chronic disease or medical condition may self-administer medication at school if the school receives, in writing, two statements- one from the parent/guardian and a signed care plan from the physician. Care plans are listed on the NWCS clinic websites. The physician must state the following in writing:

1. The student has an acute disease or medical condition for which the physician has prescribed the medication
2. The student has been instructed on how to self-administer the medication
3. The nature of the disease or medical condition that requires emergency administration of the medication (the physician determines what is acute or chronic, not the school)
4. The authorization and Care Plan must be filled out annually

A student in grades K-8 MAY NOT take home any medication from the school. The parent must pick up the medication OR authorize, in writing that someone of age eighteen (18) or over may pick up and take home the medication.

Medication MAY be sent home with a student in grades 9-12, if the student's parent/guardian sends written permission to the building nurse for the student to receive the medication and take it home.

All medication must be picked up by the last student day.

#### NMS MEDICATION INFORMATION

Before/After School Medication - If a student requires medication during a before/ after school activity of any description, parents should contact the school nurse to make appropriate arrangements.

Except as provided in the case of self-administered medication or medication that is bring brought to school in accordance with the NWCS medication policy, students at NMS may not possess or distribute medication of any kind.

#### **IMMUNIZATION**

The School Board requires that all students be properly immunized as required by Indiana statutes and the Indiana State Health Department. The Superintendent shall require parents to furnish, no later than the first day of school after enrollment, a written statement of the child's immunization accompanied by a physician's certificate or other documentation. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) days. Any updated immunizations (Tetanus, Hepatitis B, etc.) should be reported to the nurse, so that the student's records can be current. Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons allowed by the Indiana State law, Indiana Code 20-8.1-7-9.5,10.1.

#### **MENINGITIS**

Meningitis, an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain, is usually caused by a viral or bacterial infection. Viral meningitis is usually resolved without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. Before the 1990s, *Haemophilus influenzae* type b (Hib) was the leading cause of

bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of meningitis due to *Haemophilus influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of two years. These symptoms can develop over several hours or one to two days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, sleepiness, and seizures.

While some forms of bacterial meningitis are contagious through the exchange of respiratory and throat secretions, bacterial meningitis is not as contagious as the common cold or flu and is not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, the bacteria that cause meningitis can spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (also called meningococcal meningitis) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at risk. There are vaccines against Hib and some strains of *Neisseria meningitidis* and many types of *Streptococcus pneumoniae*.

Resources for families to obtain information about this disease, in addition to their local physician/healthcare provider and local health department, include the following websites:

The Indiana State Department of Health <http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>  
The Centers for Disease Control and Prevention [http://www.cdc.gov/nip/vaccine/mening/mening\\_fs.htm](http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm)  
The Indiana Department of Education Student Services, School Health <http://www.doe.state.in.us/sservices/sn.htm>  
Academy of Family Physicians <http://www.aafp.org>  
Academy of Pediatrics <http://www.aap.org>

Please contact your health care provider for specific instructions regarding your child.

## **STUDENT SERVICES**

Guidance and counseling services are offered to the students at Norwell Middle School. The counselor's purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans and decisions, or personal problems. The counselor will assist parents in arranging conferences with teachers.

Students themselves, parents, teachers, other students, or administrators may refer students to the counselor. The counselor may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselor. Counselors are trained to listen and assist with your concerns.

## **STUDENT SCHEDULES**

School officials limit schedule changes during the course of the school year. When a schedule change is in the best interest of the student, it is done by mutual agreement between the student, parent, teacher, counselor and building principal.

Students are issued a schedule at the start of each school year.

## **WITHDRAWAL FROM SCHOOL**

Norwell Middle School requests that a parent or guardian meet with guidance in the school office in the event that a student withdraws from school. All books must be turned in and arrangements made for any refund of money for book rental. All library fines, breakage fees, etc. must be paid.

## **PERMANENT RECORDS**

A student's permanent record is kept on file in the middle school office. Parents are welcome to examine their child's record in the office. Anyone examining the record must sign a form stating the date and reason for the examination. Student records will be protected in

accordance with the provisions of the Family Educational Right to Privacy Act (FERPA).

## **NWCS TECHNOLOGY**

Norwell Middle School and the Northern Wells Community Schools are committed to providing our students with a level of technology to enhance their education and help prepare them for the future. Our goal is to expand the level and quality of technology provided. **Any unauthorized use of technology by any student is not acceptable.**

Photographing, audio recording, video recording, or otherwise recording individuals without their permission is prohibited. The exception would be a school related performance, or other unique situation where a staff member grants specific permission allowing recording to take place. If in doubt, a student should seek permission prior to using any recording device for any purpose.

## **Student Responsible Use Agreement for Use of internet, Computer Equipment, and other Technology at Northern Wells Community Schools**

*NWCS Board Approved 6-17-14*

### **Introduction**

Northern Wells Community Schools (NWCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills. NWCS is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Northern Wells Community Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- Using an internet filter and other technologies, Northern Wells Community Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

### **Technologies Covered**

NWCS may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

This Responsible Use Policy applies to both school—owned technology equipment utilizing the NWCS network, the NWCS internet connection, and/or private networks/internet connections accessed from school—owned devices at any time. This Responsible Use Policy also applies to privately—owned devices accessing the NWCS network, the NWCS internet connection, and/or private networks/internet connections while on school property. As relevant

new technologies emerge, NWCS will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and in the future, not just those specifically listed or currently available.

#### **Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don't know.

#### **Web Access**

NWCS provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the teacher, who may contact his/her building principal.

#### **Email**

NWCS may provide users with the privilege of email accounts for the purpose of school—related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

#### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, NWCS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

#### **Student Social Media Policy**

Social media shall be defined as internet-based applications that turn communication into interactive dialogue between users. These policies are established for the protection of everyone involved.

Online behavior should reflect the same standards of honesty, respect, and consideration that is used face to face.

*A. Students should be aware of what they post online. Social media venues, including wikis, blogs, photo and video sharing sites, etc. are very public. Students should not post anything they wouldn't want others to see.*

*B. Students should follow the school's handbook guidelines when writing online. It is acceptable to disagree with someone else's opinions; however, it should be done in a respectful way. What is inappropriate in the classroom is inappropriate online.*

*C. Students should never give out personal information, including but not limited to last names, phone numbers, addresses, birthdates, and pictures. Students should not share their passwords with anyone besides teachers and parents.*

*D. Students should do their own work. Students should not use other people's intellectual property without that person's permission. It is a violation of copyright law to copy and paste others' thoughts without giving credit. When paraphrasing another's ideas students should cite sources accurately. Pictures may also be protected under copyright. Students should have permission to use the image or should verify that it is under Creative Commons attribution.*

*E. Students should not use any device to capture, record, or transmit the words (audio) and or images (pictures or video) of any student,*

*staff member, or other person in the school, in locker rooms or bathrooms.*

*F. Students should not use social media sites to post comments, photos, or videos with the intent of scaring, embarrassing, hurting, bullying, or intimidating someone else.*

## Mobile Devices Policy

NWCS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school—issued mobile devices off the school network may be monitored.

## Personally Owned Devices Policy

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the NWCS network, the NWCS internet connection, and private networks/internet connections while on school property.

## Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

## Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images, videos, files, and apps. For the security of the network users should download such files only from reputable sites, and only for education purposes. It is important, however, to remember that devices have limited storage capacities. It will be important for users to manage storage with the understanding that all school-related apps and files take precedent over others.

## Netiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

## Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words, music, or images, from the internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.

## Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should immediately bring it to the attention of an adult (teacher or staff if at school; parent if using the device at home).

## Cyberbullying

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, embarrassing or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe

disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## Examples of Responsible Use

I will:

- Use school technologies for school—related activities.
- Bring my device to school fully charged and in its protective case.
- Keep private information private. My password and identity are mine and not to be shared with anyone other than my parent / guardian.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational purposes.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## Examples of Irresponsible Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet in person someone I meet online.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Use other students' online accounts.
- Take inappropriate pictures and / or record inappropriate audio/video of other people. The school staff or subjects of such pictures, audio, or video will determine the appropriateness of these actions.
- Pretend to be anyone other than myself when online or creating accounts.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## Limitation of Liability

NWCS will not be responsible for damage or harm to persons, files, data, or hardware.

While NWCS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

NWCS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## Violations of this Responsible Use Policy

- Violations of this policy may have disciplinary consequences, including:
- Suspension of network, technology, or computer privileges;
  - Notification of parents;
  - Detention, suspension, or expulsion from school and school-related activities;
  - Legal action and/or prosecution.

## Personal Electronic/Technology Devices

All students will be accountable for compliance with the NWCS acceptable use policy pertaining to technology. The following information is intended to provide clarification regarding the use of personal electronic devices throughout the school day as we transition from students using personal devices to the use of school issued devices.

- Personal electronic devices are to be stored in student lockers during the school day. These devices should be set in off or silent mode.
- Students are not permitted to use cell phones or other personal electronic devices during class time, passing periods or lunch time without specific approval from NMS staff. This approval may be granted in unique circumstances for the purpose of a special project or event.
- Students who do not follow this personal electronic/technology device policy will have their electronic device confiscated.
- A first offense may result in the confiscated device being held in the office for the student to retrieve at the end of the school day.
- A second offense may result in the confiscated device being held in the office for a parent to retrieve.
- Subsequent offenses may result in the student losing the privilege of possessing a personal electronic/technology device at school.
- The school is not responsible for lost or stolen electronic devices. The security of personal electronic/technology devices is the sole responsibility of the student.

## Computer Labs

- Headphones, ear buds, and other listening devices for electronic devices are considered personal, and will not be provided by NMS.
- Computer labs are available for student use from 7:30am-3:00pm when school is in session; students must be supervised by a staff member. Computer labs should not be accessed after school, unless supervision is available, and must be scheduled so appropriate staff members are present.
- Students are not permitted to change, adjust or revise computer settings in the labs, unless they are following the directions of the teacher, supervisor, or technology department personnel.

## CONDUCT EXPECTATIONS

### ACTIONS

Each student is responsible for his or her own actions. Excuses such as "someone else told me to do it" or "others are doing the same thing" are never acceptable. Students, who make poor decisions or choices in relation to behavior and conduct, will be held accountable for those choices.

### CITIZENSHIP

As a student at Norwell Middle School, students are expected to do their very best, both in the classroom and outside the classroom. This expectation is for their personal benefit and the well-being of everyone who attends Norwell Middle School. Administrators expect loyalty to the school and tolerance and respect for others. Each student will be expected to support the activities of the school and to obey school regulations.

### DISPLAYING AFFECTION IN PUBLIC

Students are to refrain from displaying affection at school and school events. As stated in other areas of this handbook, students are to keep their hands and body parts to themselves.

### GUEST TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are unable to be in the classroom. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be polite, helpful, and considerate as you would be to your regular teacher.

### GUM & CANDY

Individual teachers will establish and monitor a policy regarding candy and gum within their classroom. Students will be permitted to chew gum or candy in the hallways during passing time, in the gymnasium, or cafeteria during lunch. The privilege of having gum/candy is accompanied by the responsibility to dispose of wrappers and unwanted gum in the appropriate trash cans.

### FIGHTING

Norwell Middle School will not tolerate fighting. Teachers, counselors, and administrators are available to assist when student conflicts arise. Students are expected to resolve personal differences without fighting. Students, who engage in a fight, will be suspended from school. Depending on the severity and location of the fight suspension will be from 3 to 5 days. Students have a right to protect themselves by walking away, blocking a punch or kick, or reporting the incident to school officials. Students do not have the right to retaliate. Students who retaliate with punches, kicks, etc. will also be suspended -- regardless of who starts the fight.

### PROCEDURES

#### Classroom

Norwell Middle School has basic and simple rules and expectations of students. Students who comply with these expectations should experience success and be exempt from disciplinary action.

1. Be in their seat at the appropriate time for the start of class ready to begin.
2. Have their textbook, writing utensil, paper, and assignment with them.
3. Students are not to leave their seat without permission from the teacher.
4. Students are to keep hands, body parts, and comments to themselves.
5. Do not speak without permission from the teacher.
6. Do not sit on desks, heating systems, backs of chairs, etc.
7. Speak to other students and the teachers with respect. Students are to use proper volume and proper choice of vocabulary words at all times.
8. Do as the teacher asks, even in cases where the student may disagree with the teacher's reasonable request.
9. Students are not to write, read or pass notes during class time.

## Hallway

It is the goal of Norwell Middle School to provide a safe and orderly environment for students to pass from one classroom to another. Students are expected to follow these hallway guidelines:

1. Walk at all times.
2. Use the right half of the hallway.
3. Use a normal tone of voice.
4. Keep hands and body parts to oneself.
5. Use positive and friendly language.
6. Profanity, cursing, swearing, and shouting are not allowed.
7. Avoid blocking the halls and doorways by standing in large groups.
8. Use only travel routes which are necessary for you to pass from one classroom to another.
9. Exercise caution on ramps and areas overlooking ramps. No items should be dropped or tossed in these areas at any time.

## Cafeteria

Students are to demonstrate acceptable behavior in the cafeteria at all times. Appropriate behavior during lunchtime will enhance the opportunity for students to socialize with each other. Some expectations at lunch include:

1. Courteous table manners are expected at all times.
2. Only those who purchase food may eat it. Students are not allowed to share their lunch or ID cards.
3. Students are to remain with their tray until dismissed.
4. Students are not allowed to tamper with anyone else's tray.
5. Students must leave the eating area clean when they leave.
6. No cutting in the lunch line. Students who cut in the lunch line will be required to go last for an entire week.
7. When finished with lunch, students may report to the gymnasium for recreation when available.
8. All food and drink should be consumed in designated areas.

Students are permitted to sit where they choose. Cafeteria supervisors assign seats for disciplinary purposes. Students who fail to exhibit proper conduct may lose their seating privileges, gymnasium privileges or cafeteria privileges.

## SCHOOL DRESS CODE

One of the social skill goals of Norwell Middle School is to assist students in learning how to dress appropriately for different situations. Students will ultimately be required to dress appropriately for job interviews, church, medical appointments, funerals, etc. Parallel with this is the need to dress appropriately for school. Below are expectations concerning appropriate clothing or inappropriate clothing when attending school.

1. Shoes must be worn. Shoes will be of a type that does not damage or mar the floors.
2. Hats or other items that cover heads are not to be worn indoors.
3. Outdoor clothing such as coats, jackets, sunglasses, etc will be limited to after school hours use only.
4. Students are not to wear jackets or coats to class or in the hallways. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
5. Any clothing that is disruptive, suggestive, contains profanity, or otherwise hinders school activities will not be permitted. This includes clothing that contains hand written markings of any description.
6. Clothing that has pictures, words, etc. that promotes, is suggestive of, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted. Interpretation of such meaning is at the discretion of the administration.
7. Conservative shorts will be permitted year round. This rule can be individually rescinded for students who have trouble choosing appropriate length or tightness. The acceptable length of shorts, skirts, or dresses is determined when a student stands straight with arms to their side and their fingertips are above the bottom of the hem.
8. Clothing that contains holes, rips, cuts, or tears above the finger tip length when students stand straight with arms to their sides should be covered or patched so that bare skin is not exposed.

9. Sleepwear, including slippers and pajama pants, is not to be worn at school.
10. Trousers, pants, or shorts are to be secured at the waist, so that underwear cannot be seen, and so that the length does not create a danger to students.
11. All clothing should be worn in such a manner that undergarments are not visible.
12. Tights and leggings may be worn when accompanied by shirts, skirts, dresses, or shorts of appropriate length.
13. Bare midriff, bare shoulders, bare back, and low necklines are not permitted. Girls are expected to wear shirts with necklines that do not expose cleavage. Examples of shirts that are not permitted include: tank tops, sleeveless shirts, sheer, strapless and camisole shirts.
14. Gang related paraphernalia/apparel is not permitted at school or at school related activities.
15. Any piercing worn in any body part other than the ear is not permitted.
16. Tattoos that are visible need to be covered. This would include both permanent ink and markings made with pen, markers, etc.

Due to constantly changing clothing styles, school administration has the authority to determine if any clothing item or accessory is appropriate for school attire. Violation of the school dress code may result in disciplinary action, including but not limited to, a change of clothing from the Swap Shop

## CODE OF CONDUCT

We expect students to conduct themselves properly. Most have learned a high degree of self-discipline. However, there are instances when it is necessary for school officials to impose consequences in situations where self-discipline has broken down. Norwell Middle School is required to maintain the educational environment and to promote student conduct that conforms to an orderly and effective educational system.

The Board of School Trustees of the Northern Wells Community Schools has adopted a Code of Conduct that certain student misconduct will be grounds for suspension or expulsion of students from school. The grounds for suspension or expulsion apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to or from school or a school activity, function, or event.

The following violations of the Code of Conduct constituting misconduct and/or substantial disobedience may be punishable by assignment to alternative placement, suspension or expulsion:

1. Using violence, force, noise, coercion, threat, intimidation, bullying, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited:
  - a. Occupying any school building, school grounds, school bus, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school bus, school building, corridor, or room therein with intent to deprive others of lawful access to or from or use of the bus, building, corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - e. Continuously or intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

2. Causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
3. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
4. Threatening, intimidating, or bullying any person for any purpose. Indiana Law: **IC 20-33-8-13.5**
5. Failing to report the actions or plans of another person to a teacher, counselor 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.
6. 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.
7. 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. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. 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.
9. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
10. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
11. Failing in a number of instances 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.
12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
15. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel; or
  - f. possessing or using a laser pointer or similar device.
16. Refusal to identify self. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school sponsored events.
17. Possessing, providing, or use of items connected with smoking, chewing, etc. Items (tobacco, cigarettes, e-cigarettes, hookah pens, water vapor pens, lighters, matches, etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 18 and in possession of a tobacco product, a law enforcement officer may be summoned to issue a citation to the student for illegal possession of the tobacco product. (IC 35-46-1-10.5)
18. Possessing, handling, or transmitting a firearm, bomb, bomb components or any destructive device on school property.

In addition to the grounds for expulsion or suspension stated above, a student may be expelled or suspended 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 including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **SEARCH AND SEIZURE**

It is the policy of Northern Wells Community Schools that any student or his/her personal property, possessions or vehicle may be subject to search and seizure by school officials pursuant to the NWCS search and seizure policy. Evidence of a violation of a school rule or law uncovered during the search may in addition to its use in school disciplinary proceedings, be turned over to law enforcement officials.

1. **Lockers**: All lockers are the property of NWCS and may be searched at any time for any reason. No student shall have any expectation of privacy with respect to such locker or its contexts.
2. **Personal Property**: All book bags, purses, jackets, briefcases, and the like are subject to search, upon reasonable suspicion, if brought onto NWCS property. All such personal property shall be subject to canine sniff search at any time, with or without individual suspicion.
3. **Refusal to submit**: If any student refuses to consent to a search authorized pursuant to the NWCS search and seizure policy, NWCS will presume that the search would have yielded evidence of a violation of school rules or law and shall proceed based upon the presumption to assess appropriate penalties.
4. **Use of Canines**: NWCS policy authorizes the use of specifically trained canines to detect the presence of drugs or devices such as bombs on school property.
5. **Reasonable cause/reasonable suspicion**: Reasonable cause and/or reasonable suspicion shall be deemed to exist when, from the inception, circumstances are determined to exist which would cause a reasonable person to believe that the search would lead to the discovery of evidence of a violation of a school rule or of law. The alert of a trained search canine shall be deemed to create reasonable suspicion.
6. **Security Cameras**: Security cameras are in operation in several locations throughout the school building and grounds which may or may not be monitored and which may be used in disciplinary matters.

## **DRUG TESTING**

Northern Wells Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage. Upon being selected for a drug test under either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian. If a student/participant refuses to submit to the drug test, it will be considered a positive test. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and "street drugs", (which may include all drugs listed as controlled substances under the laws of the state of Indiana).

## **DISCIPLINARY TOOLS**

The most effective manner in maintaining proper conduct is through parent guidance. When breakdowns occur in student conduct, teachers should make every effort with the parent to resolve disciplinary problems. PARENT SUPPORT IS A MUST! When teachers have exhausted disciplinary tools, it may be necessary for students to be referred to the building administration. School officials will use a variety of disciplinary tools in an effort to hold students accountable for their behavior and change negative behavior. Some examples of discipline include:

1. Verbal Warning
2. Student-Teacher Conferences Or Teacher-Parent Conference
3. Change in Seating Assignment
4. Learning Packet Writing Assignment
5. Lunch Detention
6. Assignment To Friday School / Detention (if available)
7. Community Service (By Administrator Only)
8. Teacher or Administrator Telephones Parent
9. Referral To Guidance Counselor
10. Alternative Placement (By Administrator Only)
11. External Suspension (By Administrator Only)
12. Expulsion (By Administrator Only)
13. Letter Of Apology
14. Loss Of Privileges
15. Time Out Isolation (Within the Classroom)
16. Exclusion From Class For (One Class Period)
17. Students Out of School Program (SOS)

## **ALTERNATIVE PLACEMENT**

**The placement of a student in alternative placement is made with the following objectives in mind. Alternative Placement may be substituted with the SOS program (Students out of School):**

1. To change negative behavior.
2. To hold the student accountable for repeated instances of misconduct or instances of misconduct where the offense was of a severe nature.

**Students who are assigned to alternative placement will follow the guidelines outlined below:**

1. The student will report immediately to the office when arriving to school.
2. The student will bring all of his/her books, paper, and writing utensils.
3. The student will be required to work on class work that is delivered by any of his/her teachers.
4. If the student runs out of class work, the student must work on assignments that will be provided by the Assistant Principal.
5. The student may be isolated in the alternative placement room for one period up to three consecutive days. The student will receive two restroom breaks as directed by the alternative placement supervisor per day.
6. Students who are assigned to alternative placement are permitted to complete class work for full credit. Teachers are encouraged to make sure students who are placed in alternative placement do not receive homework assignments until the end of the school day.

Alternative placement is intended to remove all social privileges a student enjoys during the school day. The opportunity to be with classmates in the classroom, hallways, cafeteria, and extracurricular activities is taken away. The student's desire for social gratification should serve as a powerful motivating factor in changing negative behavior.

Students who are placed in alternative placement or external suspension are ineligible to try out, practice, or compete on the day or days when the alternative placement or suspension is served.

## **FRIDAY SCHOOL**

Like Alternative Placement, Friday Schools are used to change negative behavior, and hold student accountable for negative behavior. A teacher, counselor, or administrator may assign students to Friday School. The school official who makes the Friday School assignment will send notification home to the parent or telephone the parent. Written notification must be signed by a parent and returned to the individual making the Friday School assignment.

The guidelines for Friday School are as follows:

- A. Students assigned to Friday School must report to the designated room in a timely manner. Students will be released from Friday School at 4:30 p.m.
- B. Students who fail to report for Friday School will be assigned to alternative placement for one day. The student will also be required to make up the Friday School the following Friday.
- C. Students will not be excused from Friday School. If special circumstances arise, the parent must contact the Assistant Principal before the Friday School.
- D. Parents must arrange for students to have transportation when serving Friday School.

## **SUSPENSION**

It is the goal of Norwell Middle School to have students at school each day to maximize learning. However, occasionally, students make choices that warrant immediate suspension from school.

If absences are due to out of school suspensions (OSS), students are expected to make up the work. Students will be allowed to make up all tests, homework, and quizzes upon returning to school.

It is the responsibility of the student to ask the teacher for this make-up work. Make-up work should be completed during an interval equal to the days of absence/suspension. If a student misses a test day and was present for the review, he/she may be required to take the test on the day of return.

## **COMPULSORY EXPULSION**

A student possessing, handling, or transmitting a firearm, bomb, bomb components, or any destructive device at school, to school, or on school property or in the possession of a firearm, bomb, bomb components, or any destructive device on school property shall be expelled.

## **TRANSPORTATION**

Bus transportation is provided for Norwell Middle School students. Buses will unload in the morning at curbside on the north side of the building. All buses load in the afternoon on the north side of the building in assigned bus lanes. Car riders are to be dropped off on the south side of the building near door 38 in the mornings, and picked up in the NMS south lot at dismissal.

The corporation has adopted the following bus regulations:

- A. Each student upon entering the bus must go immediately to his/her assigned seat on the bus.
- B. No student shall stand or move from place to place on the bus.
- C. Students shall enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver.
- D. Students should remain quiet at all railroad crossing.
- E. Students shall follow directions of the bus driver the first time they are given.
- F. Students must stay in their seats with their feet on the floor and out of the aisles and keep their hands and feet and objects to themselves.
- G. Students must refrain from using inappropriate language, loud talking, or teasing and using rude gestures.
- H. All students must enter and leave their respective building when loading and unloading the buses.
- I. Student passengers should be waiting at their boarding station when the school bus arrives. In case of an emergency causing a late arrival by the student at his/her station, the bus driver will stop and blow his/her bus horn. The bus driver is not required to wait.
- J. Additional rules may be posted on individual busses

- K. All school rules apply to behavior on the bus as well as at the bus stop.

**If a student breaks a rule, the following steps will be followed. Depending on the severity of the offense, a step may be skipped to a more significant consequence.**

1. Driver will do any or all of the following options documented on Bus Misconduct Form and have the student sign Misconduct Form and:
  - a. Move student to another seat
  - b. Make student last off the bus
  - c. Have a conference with the student
2. Driver will do any or all of the following options documented on Bus Misconduct Form and signed by the student:
  - a. Move student to another seat
  - b. Make student last off the bus
  - c. Have a conference with the student
  - d. Parent contacted by driver
3. Driver will issue a Bus Misconduct Form, contact the parent directly , and do any or all of the following options:
  - a. Move student to another seat
  - b. Make student last off the bus
  - c. Have a conference with the student
  - d. Invoke a one day suspension of riding privileges. Parent will be notified of this one day suspension by transportation.
4. Driver will refer students to building administration which could result in suspension of riding privileges.

Possible Consequences for Violations of Bus Rules:

- One (1) day loss of riding bus, parents will be notified.
- Three (3) days loss of riding bus, parents will be notified.
- Five (5) days loss of riding bus, parents will be notified
- Loss of riding bus privilege for remainder of nine weeks, semester, or school year, parents will be notified.

**It is the student's responsibility to get to school. If a student misses the bus, he/she will:**

1. Notify parents (if parents are not at home).
2. Notify the school office if they can find no way to get to school.

## **VIDEOTAPES ON SCHOOL BUSES**

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the assistant principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal and state law. This prohibits parents from viewing videotapes from buses since other students than their own may be viewed on the videotape by the parent.

