



Northeastern Middle School Student Handbook 2018-2019

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NORTHEASTERN MIDDLE SCHOOL
School Colors – Forest Green, Gold and White
School Nickname – Knights

School Song – adapted by Rex Jenkins
Go you, Northeastern, go right down the floor
 With the green and gold a flying
We will cheer you all the more, Knights! Rah! Rah!
 Go you, Northeastern, fight for victory
 Sing out the glory of our name,
 Go, Northeastern, win this game.

WELCOME TO NORTHEASTERN MIDDLE SCHOOL!

We are excited about the endless opportunities our middle school offers students and families. Our staff is dedicated to student learning and the integration of technology to provide an education a step above the rest. By working together, our staff believes we can provide meaningful experiences to support your student's academic, social, emotional, and physical growth. At Northeastern, we strive for excellence in all that we do!

This handbook will provide important information regarding some of your privileges and responsibilities. This by no means is to be interpreted as being a complete list of services, rules, and regulations of the school. It should help you to know your school better. Please remember that Northeastern Middle School can only be as good as you make it.

VISION

At Northeastern Middle School, every student is inspired to learn and empowered to excel.

MISSION

We commit to cultivate a learning community that is purposefully engaged in excellence.

NON-DISCRIMINATION POLICY

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, national origin, sex or disability. This non-discrimination policy applies to students' access to courses and programs, to physical education and athletics, to counseling and guidance, to vocational education programs, to financial assistance, to extra-curricular activities, and to other matters related to students. This policy further applies to all employees and patrons of the school corporation.

A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer's responsibility to see that both the "letter" and the intent of this non-discrimination policy are followed. Inquiries, information, or formal complaints should be addressed to Mrs. Laura Blessing, Compliance Officer, Northeastern Wayne School Corporation, Administration Office, P.O. Box 406, Fountain City, Indiana 47341. Phone (765) 847-2821

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal. You will be given a form to complete and return to the building principal if you wish to be notified of pesticide applications that may occur during school hours or school activities. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hours or activities. Every effort will be made to apply pesticides when students, staff members, or any other individuals are not present in the area that is to be sprayed.

INDOOR AIR QUALITY COORDINATOR

Question and concerns regarding indoor air quality should be directed toward Transportation Director, Mr. Steve Burge.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of Northeastern Middle School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If an adult employee corrects any student, whether the employee is faculty, substitute teacher, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction. The rights and responsibilities set forth here in no way limit the legal authority of school officials to deal with disruptive students. In addition, the rules contained within this document are not to be considered exhaustive. Rules and regulations may be added from time to time at the discretion of the school administration in order to provide a safe and secure environment for all students and staff.

Therapy Dog

Northeastern Middle School has a certified therapy dog, Grace, trained to provide affection, comfort, and love to students and staff. Grace has completed obedience training and meets every veterinary health and inoculation requirement set forth in state law and local regulation or ordinance, including but not limited to a current rabies vaccination. Grace is mainly located out of Room 112 under the supervision of Ms. Tina Hicks. With teacher permission, Grace may be present in classrooms during the instructional day. Any staff member allergic to dogs and/or who prefers Grace not be present in his/her classroom should notify the principal at the beginning of the school year.

PROOF OF RESIDENCY

Proof of residency is required for all new students or for any student(s) that school personnel request verification. You must have **all** documentation with you at the time of registration. This includes the student's birth certificate, immunization record, and social security card. If not, your appointment will have to be rescheduled. To prove Northeastern residency, you must provide **two (2)** of the following items:

One (1) of the items MUST be either of the following:

- Settlement Statement of HUD Statement (Received at Closing)
- Lease/Rental Agreement for Home

Plus one (1) of the following:

- Copy of Filed Internal Revenue Service Form
- Change of Addresses Form from the United States Postal Service
- Voter Registration
- Indiana Driver's License
- Current Utilities Bill

DETERMINATION OF LEGAL SETTLEMENT

Criterion #1: If the student lives with parents and is under eighteen (18) years of age or over eighteen (18) years of age but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in IC 20-26-11-2.

Criterion #2: If the student lives separately from parents and is over eighteen (18) or under eighteen (18) and emancipated, then legal settlement is the student's address.

Criterion #3: If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation where the noncustodial parent resides (IC 20-26-11-2(3) and 20-26-11-2.5).

Criterion #4: If the student lives with a person because the parents are residing outside of the United States due to educational or business pursuits, and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria, and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending Northeastern Wayne School Corporation.

If the facts are in dispute, the school corporation may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does **not** reside with his/her parents because they are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the address where the student resides, and the establishment of legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation will not affect the determination of the student's legal settlement. If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending resolution of the dispute. All forms pertaining to legal settlement, educational guardianship, etc. are available in the Registrar's Office (IC 20-26-11-2; 20-26-11-2.5).

ATTENDANCE POLICY

Regular attendance is essential for a student's success in school. Every absence whether excused or not is a day lost in the classroom that can never be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school regularly. Accordingly, it is incumbent upon NMS to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and student in this responsibility. This cooperation between the student, parents and the school is essential in providing the fundamental foundation of regular school attendance.

Classifications:

Absence - An absence is declared when a student is not in class. A student who misses more than half of a scheduled class or is found to be truant for any part of the period shall be considered absent. The classroom teacher will record attendance each period. This record will serve as the official documentation of classroom attendance.

Excused Absence - All absences verified by a parent/guardian within 48 hours of the student's return to school shall be excused. ALL excused absences including (personal illness, family vacations, and pre-arranged absences) **WILL** count toward the attendance limit imposed by Northeastern Middle School unless circumstances meet exemption criteria detailed below:

Certified Absence - Certified absences are recorded as excused in the student's attendance record with parent communication. However, when appropriate documentation is provided a certified absence does not count toward the attendance limit imposed by Northeastern Middle School.

1. Death in the Immediate Family and Funeral Attendance

2. Suspensions
3. Incarceration
4. Observance of a Bona Fide Religious Holiday
6. Physical or Mental Incapacitation. Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments.
7. Professional Appointments (Medical). Documentation from a physician stating the student was seen/treated in their office. Only the time required for travel and the actual appointment time will be exempted.

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (IC 20-33-2-(14-17.5)).

1. **Service as a Page or as an Honoree of the General Assembly.** Must be verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives.
2. **Service on Precinct Election Board or for Political Candidates or Parties.** Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
3. **Witness in Judicial Proceeding.** Submit the subpoena or documentation to the appropriate school authority for verification.
4. **Duty with Indiana National Guard.** The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.
5. **Duty with Indiana Wing of Civil Air Patrol.** The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol for not more than five (5) days in a school year if the student submits to school authorities appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
6. **Educationally Related Non-Classroom Activity.** The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum. (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal.
7. **State Fair.** The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

Unexcused Absence - Any unverified absence when the school receives no parent/guardian communication or any absence where the student is truant or out of area. Unexcused absences count toward the attendance limit. Examples include but are not limited to: babysitting, other appointments (hair, nails), oversleeping, truancy to or from school, and any absence not categorized as an excused absence.

TARDY

A student will be considered tardy when not in the instructional area when the bell rings. Individual teachers have the right to enact the rule for their individual classrooms that students must be in your seat when the bell rings. Students who are excessively late to multiple classes may face additional consequences designed to improve prompt arrival to class. A student who arrives after 8:25 A.M. will be counted absent for that class period. Tardies are cumulative across class periods.

- 1st & 2nd Tardy- Email warning to student & parent
- 3rd Tardy- Lunch detention & phone call to parent (office)
- 4th Tardy- 30-minute after-school detention & phone call to parent (office)
- 5th Tardy- 60-minute after-school detention & phone call to parent (office)
- 6th Tardy- 1 day of ISS & phone call to parent (office)

Definitions:

Truancy - Students who leave the school building without prior permission from the Office or who refuse to attend school in defiance of parental authority will be considered truant. Absences attributed to truancy are unexcused and count toward the attendance limit imposed by Northeastern Middle School.

Out of Area (Skipping) - Students who remain on school grounds, but purposely miss or skip part of or a full class or SRT assignment without permission.

Unverified Absence - Any absence not verified (or excused) by the parent within 48 hours of the student's return to school. Unverified absences are unexcused and count toward the attendance limit imposed by Northeastern Middle School.

PERFECT ATTENDANCE

Perfect attendance is defined as zero absences to any and all classes for the entire school year. Only those absences exempted by statute are permissible.

EXCESSIVE ABSENCES

A student may not be absent, excused or unexcused, more than eight (8) days per semester. An attendance contract will be presented to the student and parent/guardian upon the ninth (9) absence. Consistent poor attendance after the attendance contract has been implemented may result in the student losing credit. Also, a recommendation for expulsion may be made to the superintendent. Exempted and certified absences are not included in this total.

EXTRA-CURRICULAR PARTICIPATION

1. Students must be present a minimum of four (4) periods, with the remaining periods considered an excused absence to participate in that evening's practice, contest, or other related activity unless sent home due to illness by the office.
2. Students who are absent from school the last day of the week for an excused absence may participate in practices and/ or contests on the following day provided their health has sufficiently improved and both the parent and the coach/sponsor approve.
3. These attendance standards in no way restrict a coach/sponsor from enforcing more stringent requirements for his/her team.

PRE-ARRANGED ABSENCES

Students will obtain a form from the secretary at least 48 hours prior to the absence. Parents are highly encouraged to notify the school with the specifics of the absence. Students are responsible for obtaining make-up work. *Family vacations are pre-arranged excused absences and **WILL** count toward the eight (8) day limit.* Cancellation of school can extend the end of the school year into the first days of June.

Therefore, it is recommended that vacations not be scheduled during this time period or during the week of first semester finals in December.

ATTENDANCE REPORTING PROCEDURES

When a student is absent from school, the following procedure must be followed:

1. It is expected that a parent or legal guardian call the office or the attendance voicemail (765) 847-1331 before 10:00 a.m. of the day the absence occurs to notify the school of the absence. After 10:00 a.m., absences may still be reported via the attendance voicemail. The following should be included on the voicemail message:
 - Student's name and grade
 - Name of the person making the call and the relationship to the student
 - Reason for the absence
 - Date(s) of the absence(s) and periods if not for the entire day
 - Telephone number so the call can be verified
2. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on professional letterhead with phone number and address.
3. The office must receive all phone calls and verification notes within 48 hours of the student's return to school in order for the absence to be excused. The attendance voicemail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents to report absences to the school promptly.

SIGN IN/SIGN OUT

When a student arrives late or needs to leave school for any reason, he/she is required to sign in/out of the middle school office. If it is necessary for a student to leave the building for any reason, parent verification will be made by phone and he/she must sign out in the middle school office. Failure to sign out will result in a disciplinary action of truancy. Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian.

Procedures:

1. The parent or guardian should call the office or send a note in with the student before school. If appointment/leave time is within an hour, call the office directly at (765) 847-1331.
2. The secretary will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the office to sign out. All students leaving the building without permission or without signing out will be considered truant.
4. Upon returning, the student must sign in at the office. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented at that time.
5. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. If parents are picking up an ill student from school, they must pick them up from the middle school office for safety reasons. In case of an injury which needs medical attention, an attempt will be made to consult with the parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

MAKE-UP WORK

It is the responsibility of the student to schedule make-up work and due dates with his/her teachers. All work assigned during an absence should be made up regardless of the reason for the absence. *The allotted time for make-up work is the number of days absent to not be considered late.* Teachers may extend the time if unusual circumstances exist. During a suspension, students will be allowed to make-

up all missed assignments, test, and projects and receive appropriate credit. Daily homework assignments are due upon return from a suspension.

A student who is absent the day of a test is expected to take the test upon returning to school. It is also expected that projects or other assignments due on a missed day would be turned-in on the day of return. The same test may or may not be given for make-up. A teacher should use appropriate professional discretion in administering this rule.

Students will be encouraged to log into Canvas to access class work when absent from school. There is no need for a parent to request student work unless there is no internet connectivity at the home and hard copies of work are needed. In this case, all parent requests for student homework must be communicated to the office secretary by 10:00 a.m., so that the work can be made ready for pick-up by the end of the school day. Direct contact with the teacher is highly recommended. If make-up work is requested and picked-up, the expectation is that work will be completed and ready to be submitted upon returning to class.

HABITUAL TRUANCY

Students who accumulate more than ten (10) days of unexcused absences in one (1) school year may be recommended for expulsion (IC 20-33-2-11).

ATTENDANCE INTERVENTIONS

- 6th absence- A letter will be mailed home to parents/guardians documenting the days missed.
- 7th absence- A phone call will be made to parents/guardians documenting the days missed and a letter will be mailed home.
- 8th absence- The student will have a meeting with the principal/dean and a phone call will be made home. A letter will also be mailed home to parents/guardians documenting the days missed.
- 9th absence- The student and parent/guardian will be notified that the student has exceeded the attendance limit and may subsequently lose credit in that class or classes. A meeting will be scheduled with the student, parent, principal/dean, and resource officer to create an attendance contract. A letter will also be mailed home.
- 10th absence (1st violation) - 30 minute after-school detention
- 11th absence (2nd violation) - 60 minutes after-school detention
- 12th absence (3rd violation) - Exceeded attendance policy and possible referral to DCS and/or prosecutor's office

NURSING CARE

1. All accidents are to be reported to the teacher in charge, who then reports it to the clinic and necessary authorities. An accident/incident report must be submitted.
2. Students should report an illness to the classroom teacher, who may then in turn, send that student to the clinic.
3. If an illness warrants a student going home, that student's parent/guardian will receive a phone call from the school nurse or designee to obtain permission to send that student home. Students who contact parents directly via phone, texting, etc. without going to the clinic, will be subject to disciplinary action as described in the cell phone policy.
4. All medication shall be administered in compliance with Indiana State Statute. All medication (prescription and non-prescription) will be kept in an appointed, secure area in the clinic.
5. All medication must be in original containers.

6. Parents must complete an “Authorization for Medication Form” for all medications and nutritional supplements that may be given to a child during the day (both prescription and over-the-counter medications, including cough drops).

SELF-ADMINISTERED MEDICATIONS

A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student’s parent has filed a written authorization with the building principal (IC 20-33-8-13). The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

IMMUNIZATIONS

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year.

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office. Such provisional admission shall be for a length of time not to exceed twenty (20) days. Students who do not have proof of immunization will not be registered in school, or if registered, will be excluded from school until proof of immunization is presented to the school nurse.

GUIDANCE AND COUNSELING

The guidance department can help with the following:

1. scheduling questions
2. interpreting and evaluating test scores
3. assessing student progress
4. assisting with teacher/parent communication
5. establishing parent conferences for failures, college planning, financial aid, career planning, scholarships, etc.
6. assisting in conflict resolution and mediation
7. assisting with student self-assessment of behavior and goal setting
8. providing information regarding various student assistance programs
9. individualized learning

ENROLLMENT AND CLASS SCHEDULES

All students will be assigned to core classes for the majority of the school day with the last two periods of each day designated for elective and remediation classes. Students will be given an opportunity to choose their elective classes in the spring for the following school year. Foreign language electives are available through Edgenuity, an online platform. An elective preview will be offered to allow students to make informed decisions on these classes. These choices become important in designating appropriate staffing of classes. Therefore, it becomes difficult to change courses once the program is established. Remediation classes will be assigned each semester based on individual need and may require removal from their chosen elective class. Honors classes are available to students who meet the honors criteria.

The registration of all students who enter after the first day of registration is made through the registrar and guidance counselor. Middle school teachers and staff determine class placements utilizing the following tools: teacher observation, NWEA, and ISTEP+ performance.

ACADEMIC INFORMATION

1. Report cards will be issued at the end of each grading period.
2. Students who receive an INCOMPLETE (I) as a result of an absence in a class will have two (2) weeks from the end of that nine-week grading period to turn in work to the classroom teacher. If work is not turned in, the INCOMPLETE (I) will automatically become an “F”. Special circumstances will need to be discussed with your guidance counselor and teacher and require final approval from the principal.
3. To be eligible scholastically for interscholastic athletics, students must have received passing grades at the end of their last grading period in school in at least five full subjects or the equivalent and must be currently passing in at least five full subjects or the equivalent.

CANVAS

Canvas is an easy-to-use, cloud-based learning management system (LMS) that connects all digital tools and resources teachers use into one simple place. Every middle school student will create an account and will have a course assigned to them in Canvas for each middle school class they are enrolled in. It is an expectation that teachers create a Canvas course for each middle school class they teach and share with students enrolled in that class. Canvas is used to share any daily agenda/announcements, upload student resources, record assignments and assessments in the calendar, and collect work from students. Students will be encouraged to log into Canvas to access class work when absent from school. Parents may be set-up as observers for any course using either the Canvas website or app. Information regarding how parents can gain access will be shared with families at the beginning of the school year.

GRADE POINT AVERAGE

Grade point averages (GPA) will be computed based on the following scale:

A = 4.00	C = 2.00	WP = withdrawn passing
A- = 3.67	C- = 1.67	WF = withdrawn failing
B+ = 3.33	D+ = 1.33	INC = incomplete
B = 3.00	D = 1.00	
B- = 2.67	D- = .67	
C+ = 2.33	F = failing	

GRADING SCALE

A+ = 100	C = 73-76
A = 93-99	C- = 70-72
A- = 90-92	D+ = 67-69
B+ = 87-89	D = 63-66
B = 83-86	D- = 60-62
B- = 80-82	F = 59 and below
C+ = 77-79	

GRADING PHILOSOPHY

Northeastern Middle School teachers completed a grading study based on the educational research by Ken O’Conner and Rick Wormeli during the 2016-2017 school year. We recognize the need to meet the individual needs of our students and that “fair doesn’t always mean equal.” We believe grades should be accurate reflections of student achievement, communicate meaningful information to students and

families, be consistent across teachers, and support learning. Our philosophy is reflected in the following five best practices. Our teachers are encouraged to create their own classroom policies that reflect these best practices.

1. Student Behaviors

We believe that student behaviors should not be calculated in a grade. Teachers will communicate behaviors separately through phone calls, emails, and parent meetings. These behaviors also will be documented on quarterly report cards.

Respect:

- 1-Outstanding Character
- 2-Cooperative & Courteous with Peers & Staff
- 3-Excessive Talking
- 4-Fails to Follow Expectations & Rules

Responsibility:

- 5-Brings Materials & Completes Assignments/Homework
- 6-Tries Hard/Genuine Effort
- 7-Fails to Complete Homework Regularly
- 8-Fails to Use Class Time Effectively
- 9-Fails to Take Advantage of Opportunity to Redo Work

Ready to Learn:

- 10-Fails to Bring iPad and/or iPad Charged
- 11-Submits Low Quality Work
- 12-Organized & Uses Class Time Effectively
- 13-Consistently Completes High Quality Work
- 14-Participates Well in Class/Group Activities

*Students in a study hall will not earn a grade, but behaviors will be communicated.

2. Late Work

We believe the appropriate consequence for failing to complete an assignment is completing the assignment. We don't allow students to "opt out" of learning. Students may complete missing assignments for full credit throughout the first eight weeks of each quarter. When missing three or more assignments, students will be given a written notice that must be signed by a parent and returned to the school. Additional interventions will be utilized to support the student including increased teacher communication with the family, a working lunch, structured SRT, after-school detention, and/or withdrawal from co-curricular commitments until the work is completed. The behavior of turning in late work will be addressed, but it will not be reflected in the student's grade. We feel great satisfaction as teachers in being able to work with students to complete the work and demonstrate learning.

*All grades recorded will refer to a skill in the assignment title. At least one grade will be entered per week for each class. This grade will be recorded by points earned.

3. Bonus Points/Extra Credit

We believe students should, of course, be able to provide additional evidence of their understanding, knowledge, and/or skill. However, we want to discourage students from the belief that learning is about doing the work and accumulating points rather than about achieving higher levels of learning. Teachers will not reward students with bonus points and/or extra credit. Students who go above and beyond will

be recognized for their efforts through Class Dojo (6G) or Knights KASH (7/8G) and/or weekly/monthly student recognitions.

4. Academic Dishonesty

We believe in clearly communicating our expectations regarding cheating, plagiarism, and sharing work. We will explicitly teach academic integrity and help students understand why it is so important. Academic dishonesty is unacceptable and will not be tolerated. When academic dishonesty is suspected, it will be addressed as a behavior infraction first by the classroom teacher and communicated directly to the parents. To emphasize that the learning is most important, the student will be required to redo the assignment/assessment that involved academic dishonesty without cheating or plagiarizing before/after school or during SRT. Additional offenses will be handled in the office with progressive discipline. Offenses accumulate per school year and across all classes.

5. Retake:

We believe that the consequence for a student who fails to meet a standard is not a low grade, but rather the opportunity to resubmit his/her work. This applies to class work, homework, and assessments (quiz, test, project, etc.). Individual teachers are encouraged to use an agreement to ensure the student has prepared for the retake. Teacher discretion may influence whether an assignment is eligible for retake. Remediation may be required prior to a redo, but will ~~int~~ not count in place of the assessment. When a student has demonstrated improvement in terms of mastery, the more recent evidence will be emphasized in the determination of the grade.

*A grade will be the average of the work submitted in the nine week quarter.

NATIONAL JUNIOR HONOR SOCIETY SELECTION

Selection to the National Junior Honor Society is both an honor and a responsibility. *No student has a right to belong to the National Junior Honor Society—it is an honor bestowed by the faculty.* Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.

1. Students will be invited to membership based on Scholarship: an accumulative grade point average of 3.75 or above. Students must have been enrolled in their present school for at least one semester. Once membership is attained, the student must maintain an accumulative GPA of 3.75 for the remainder of his/her middle school years.
2. Students will also be asked to be evaluated numerically (1-4) by the teachers of their core classes in the areas of Character and Leadership. An average score will be calculated in each area for each student based on the evaluations of their teachers.
3. These students will then be asked to provide information about themselves in biographical form. This should be submitted to the Chapter Advisor who will then provide this information to the five members of the Faculty Council.
4. The area of Service will be evaluated by the Faculty Council after carefully reviewing each biographical information form provided by the student. An average score will be calculated in this area for each student.
5. The Chapter Advisor will tabulate the scores in each area with a maximum score of:

Scholarship	4.0
Character	4.0
Leadership	4.0
Service	4.0

Total	16.0

6. The Chapter Advisor will rank each student in the order of their total score placement and provide each member of the Faculty Council with a list.
7. The Faculty Council will then convene a meeting for the purpose of reviewing the biographical information forms, the numerical totals for each student and their ranking. The Faculty Council will then vote on each student individually. A majority vote will place a student in membership.
8. Each student will then be notified via letter on his/her selection status. Students not selected will be counseled personally. New members will be inducted during a special ceremony.

NORTHEASTERN LEARNING LAB

Serving non-traditional students as well as enrichment opportunities, our alternative education program offers individualized instruction, which provides flexibility in meeting the needs of the learner using Edgenuity, an online learning platform. The smaller class sizes, adjustable scheduling, and personal attention all serve to improve the student's social/behavioral needs and chances for academic success through credit recovery. Traditional students may be offered individual classes based on academic need. Students registered to the alternative school will be self-contained in the alternative classroom. Furthermore, students will work at their own pace on subjects needed to meet graduation requirements.

PROMOTION/RETENTION

Promotion Standards: Students must demonstrate grade level proficiency. Grade level proficiency is determined by the student's performance in three areas: standardized assessments, attendance, and teacher judgment.

Standardized Assessment: Student performance will be ranked using a combination of ISTEP+, report card data, and other standardized assessment data.

Attendance: Per student handbook quality attendance habits are integral to academic and future success; therefore, the student's attendance shall be included.

Professional Judgment: The professional educators who know the student best will offer information regarding maturity level, work ethic, responsibility, previous retentions, quality of classroom work, and other relevant criteria. At the beginning of the second semester, the school shall design an intervention to support the student. The intervention may include a variety of strategies such as the following: resource room support, differentiated instruction, tutoring, and remediation.

Retention: A middle school student may be retained if two of the three following criteria occur:

- a) The student earns 3 F's in the following five (5) subjects; English, Math, Science, PE/Health, and Social Studies for either semester of the current school year.
- b) The student fails either the Math and/or English portions of the ISTEP+ test.
- c) The student falls below 95% attendance for the year, excluding medical and/or other extenuating circumstances.

WORK PERMITS

All students between the ages of 14 and 18 must have a work permit in order to work. A student must have a job before a work permit is issued. Work permits may be obtained from the registrar during the academic year and at the superintendent's office when school is not in session. Under Indiana law, school corporations have the right to deny a work permit or revoke a work permit to a student whose academic performance does not meet the school corporations standards or whose attendance is not in good standing.

WITHDRAWAL

Prior to a student withdrawing from school, the parent should schedule an appointment with the registrar to complete a withdrawal form. All library books, athletic equipment, and school property (such as an iPad) must be returned. Students who fail to turn in assigned textbooks (at the time of withdrawal or expulsion) will be responsible for payment of those textbooks. No student will be allowed to withdraw from school without parental permission and an exit interview with the guidance counselor or administration.

STUDENT EDUCATIONAL RECORDS (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days after the day Northeastern Middle School receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Northeastern Middle School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Northeastern Middle School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Northeastern Wayne Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northeastern Wayne Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northeastern Wayne Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Display of exemplary student work without any grade indicated.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Northeastern Wayne Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Northeastern Wayne Schools has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.**

STUDENT DISCIPLINARY RECORDS

Student disciplinary records, specifically those related to suspension and expulsion, will be maintained as a part of each student's permanent record. These documents will be transferred to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis in the school.

FINANCIAL OBLIGATIONS

Students must pay all fees (excluding textbook/technology fees) associated with each activity by the established due dates. Special financial arrangements must be made in writing with the principal or treasurer. Students who have outstanding financial obligations may be excluded from extra-curricular activities including athletics, clubs, field trips, and dances until all overdue balances are paid in full.

TEXTBOOK/TECHNOLOGY FEES

Fees for the entire year will be paid at the beginning of the school year. Students who deface rented textbooks and/or damage their iPad will be required to pay the replacement cost(s) and may be subject to additional disciplinary action. Those who believe they qualify for textbook assistance shall complete a free lunch/textbook form and return it to the school office. TRCF (Textbook and Lunch Assistance) expires each year on October 1st. If you qualified for free/reduced lunches last year and have not submitted an application by October 1st, you will be billed for the full amount of textbook/technology rental fees. A \$50 textbook/technology fee is due at the time of registration for all students (on or before August 5th). A payment plan contract is also available through each school's treasurer, but must be in place by August 10th. Textbook/technology fees not paid by October 31st shall be submitted to the Statewide Credit Bureau for collection. The Statewide Credit Bureau charges additional collection fees.

<u>Payment Due Date:</u>	<u>Amount Due:</u>
At Registration (or online prior to the start of school)	\$50
Friday, August 31 st	1 st Payment
Friday, September 29 th	2 nd Payment
Wednesday, October 31 st	3 rd Payment
Total Paid	Varies per student

IPAD CARE

The use of an iPad for classroom instruction is a requirement as it replaces the traditional textbook. Students are responsible for the general care of the iPad they have been issued by the school. The iPad is school property and all assigned users have signed a student pledge for iPad use. If a student's iPad is broken or fails to work properly, it will be taken to the Northeastern Middle School Library/Media Center for an evaluation of the device. Students may be required to pay for damages of other students' iPads if determined responsible for the damage. Charges may be split between any students involved.

The following fees are associated with iPad damage or lost parts:

1st time - \$100.00

2nd time - \$125.00

Intentional or extreme damage - Full replacement cost of the device

Extreme damage may result in the student being charged for the replacement cost of the device even on a 1st time damage.

Missing Parts:

Cord – Apple Current Market Price

Adapter/Charger - Apple Current Market Price

HOMEWORK

Students should expect to be assigned homework in a majority of classes in order to achieve the educational goals of Northeastern Middle School.

1. For an illness, assignments can be obtained directly in the office.
 - a) The deadline for any make-up test is set by the teacher. The allotted time for make-up work is generally the number of days absent. However, teachers may extend the time if unusual circumstances exist. If the assignment or test was announced (verbally or in a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day following the absence or suspension. It is the responsibility of the student to obtain test and in-class work information from the teacher.
 - b) The student should arrange to make up work ahead of time if the absence is known in advance, such as pre-arranged and family vacation absences. It is understood that there are always unique situations that may be left to the discretion of the teacher in dealing with homework deadlines.
2. It is the responsibility of the student to obtain missed assignments from individual classroom teachers when absent from school. Tests and quizzes must be arranged with the teacher upon the day of return to school. Failure to do the make-up work may result in a zero grade. It is also the responsibility of the student upon the day of return to make arrangements with teachers to make-up any and all labs, skill-practice sessions, quizzes and tests. Failure to do so may result in a zero grade.

CHEATING AND PLAGIARISM

Academic integrity requires honest pursuit in all academic work. Assignments assist in demonstration of student mastery of learning. Therefore, all work should reflect the learner's own understanding and effort.

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade.

Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing.

Consequences:

1st Offense - Isolated reassessment & teacher reports the offense to the dean & parents.

2nd Offense - Isolated reassessment & progressive discipline.

Habitual Offenses - Dean may take disciplinary actions including, but not limited to, lunch detention, after-school detention, and in/out-of-school suspensions.

Offenses accumulate per school year and across all classes.

DRESS GUIDELINES

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group. It is in this spirit that reasonable standards are established. It is impossible to devise a policy that covers all situations and, generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. There are a few

guidelines that need special clarification. The administration and staff will be enforcing the following dress values:

- Shirts/tops must have sleeves with shoulders covered. Bare shoulders are not allowed at any time. Tank tops, tube tops, and shirts with spaghetti straps are unacceptable.
- Clothing that exposes the midriff or cleavage is inappropriate. Any apparel that exposes undergarments or intended coverage area is not acceptable.
- Pants must be worn above the hips.
- Lingerie or see through material is not acceptable as an outer garment.
- Jeans and pants may not have any rips or tears that appear above finger tip length.
- From the time the school day begins until dismissal, bandanas, hats, sunglasses, and headgear are not to be worn or carried in the building. Tops with hoods are allowed, but hoods must remain off of a student's head.
- Appropriate shoes must be worn at all times. Slippers are not permitted.
- Pajamas (including pajama pants and onesies) are not permitted.
- Clothing with vulgar or suggestive slogans or advertising which promote alcohol, tobacco, drugs, or any illegal products are not permitted.
- Shorts and skirts may be worn, but must extend to finger tip length.
- Skin-tight clothing (spandex, etc.) will not be permitted unless it is worn under an appropriate garment. This includes, but is not limited to, leggings, jeggings, yoga pants, tights, etc. If worn, these items require coverage from the waist to fingertip length.
- Trench coats or winter coats should not be worn during the school day and should be secured in the student's locker.
- Group dress associated with known gangs is prohibited.
- Chains of any kind can be a safety concern and are not permitted on student clothing or book bags.
- No blankets should be worn during the school day and should be secured in the student's locker.
- No large padded headphones.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an education function will require the student to take corrective action and may result in school issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags with vulgar, obscene, racist, or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs and tobacco).

Violations of the student dress code will be handled in the following manner:

1st Offense - Student will be sent to the office and will be required to change into appropriate attire. Parent will be contacted.

2nd Offense & Higher - Student will be sent to the office and will be required to change into appropriate attire. Progressive discipline will apply. Parent will be contacted.

Reasonable discretion must be exercised to avoid undue distraction, to provide proper cleanliness, and to maintain proper levels of common decency.

LIBRARY/MEDIA CENTER

The Northeastern Library/Media Center is an important learning center in the school; providing books, videos, periodicals, reference materials, pamphlets, and computer network, etc., for student and faculty use with classroom work and individual and recreational reading. Students are to maintain a quiet,

studious atmosphere while using the facilities, thus giving all patrons the opportunity for thoughtful study. Library use is a privilege; therefore, each student MUST take the responsibility of being a good citizen so he or she may keep that privilege. Specific guidelines and rules are posted in the library for everyone's convenience. A fee will be charged for lost library books and materials.

General Policies and Procedures

A. Admission to the Northeastern Library

1. All students need a pass or permission from their classroom teacher to enter the library during school hours.

B. Conduct While Using the Library

1. The library is a space where all students are welcome to work and learn. Student's need to keep their volume down, so they don't disrupt others.
2. Students are expected to treat library property, equipment, materials, and computers with care.

C. Discipline Procedures: **Incidents will be handled on a case-by-case situation.**

1. The first issue they will result in a warning.
2. If the behavior persists, the student will be sent back to his or her classroom.
3. Extreme issues will result in the student being escorted to the office.

D. Circulation of Materials

1. Every student may check out books.
2. All students may check out 2 books.
3. All books circulate for 2 weeks.
4. The student is responsible for the replacement cost of all lost or damaged books.

PERSONAL PROPERTY

Cameras, MP3 players, iPods, electronic games, and other such equipment are NEVER to be brought to school unless they are being used as part of a class assignment. Students should not bring large amounts of money or other valuable personal items to school. The school assumes no responsibility for items damaged, lost, or stolen.

CELL PHONES/ELECTRONIC DEVICES

Students are required to keep cell phones "off" and out of sight during school hours. Any cell phone or related electronic device that is not "off" is subject to confiscation. This includes devices that text including watches. There may be exceptions to this rule if a teacher determines cell phones can be used in the classroom, during a specific period, for an educational purpose to enhance learning. The teacher who makes this decision is required to establish procedures for cell phone use in his/her classroom and remind students to turn "off" cell phones before leaving class. Each time a cell phone/related device is confiscated from a student by a staff member, it will need to be picked up after school in the office. A student is required to surrender a cell phone and/or electronic device to a teachers and/or staff member directly after initial request. Failure to comply will be considered disrespectful and insubordinate. Students refusing to give a staff member a cell phone, when it is asked for, could face an out-of-school suspension as a consequence.

In the event of an emergency, parents/guardians and students are to call the school directly at (765) 847-1331. Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their parents/guardians.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyber-bullying/cyber-threats, invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing,

videotaping, or otherwise recording individuals is strictly prohibited without teacher or administrative approval. Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion. Students who are found to be using a cell phone or any other device that is not deemed to be school appropriate will also be subject to the following consequences:

1st Offense - Student will be given a warning and a call will be made to the parent/guardian by the teacher. The device will be held in the office and may be picked up after school by the student.

2nd Offense - Student will be given another warning and a call will be made again to the parent/guardian by the office. The device will be held in the office and may only be picked up after school by a parent/guardian.

3rd Offense - The device will be confiscated and held in the office until a parent meeting can be held. At that time, a plan will be put into place to sign the phone in and out of the office everyday or keep the phone at home.

Continued offenses past the third offense will result in progressive discipline. Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

Important Notice to Students and Parents Regarding Cell Phone/iPad Content and Display

- a. The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- b. It is “child exploitation,” a Level 5 Felony under IC 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- c. It is “child pornography,” a Level 6 Felony under IC 35-42-4-4(c), for any person/student to *knowingly or intentionally possess* a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears to be less than age 18 years of age.
- d. “Sexual conduct” is defined by IC 35-42-4-4(a)(4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- e. The Indiana Sex Offender Registration Statute at IC 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.
- f. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

IPADS

Students should refer to the Northeastern Wayne School Student iPad Usage Policy, Northeastern Wayne School Student Pledge for iPad Use, and Northeastern Wayne School Corporation Technology Acceptable Usage Policy (Student Agreement) for guidelines regarding iPad usage and technology usage. It is the responsibility of the student to charge the iPad to ensure readiness for school use. Teachers will monitor iPad usage on Apple Classroom. Students found to be in violation of any of these policies would be subject to, but not limited to, the following consequences:

1st Offense - Student will be given a warning.

2nd Offense - Student will be given a warning and a parent contact will be made.

3rd Offense - Student will serve an after-school detention and a parent contact will be made.

4th Offense - Mandatory parent meeting will be scheduled to discuss how we can support the student using the iPad appropriately and/or bringing it to school, charged and ready to use for learning on a regular basis.

Broken iPads will be confiscated and turned into the library by teachers to protect students from injury. The principal will contact the student's parent/guardian to inform them of the issue and repair fee.

Note: Any rules violations beyond leaving the iPad at home and/or not having it charged and ready for learning will be handled according to the progressive discipline plan. It is possible that a student's actions could be serious enough to result in an expulsion for any infraction. Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

BACKPACKS

Students are not permitted to have backpacks in the classrooms. All backpacks should be stored in lockers during the school day.

LOCKERS

Lockers are the property of the middle school and are a permanent part of the building. Each student is assigned a locker for storage. The principal or his representative shall possess the authority to examine the contents of the locker located on premises for any reason. Locker space is provided for all students. Students are to keep lockers neat and clean and report any malfunction of lockers to the main office.

1. No obscene, offensive, or vulgar pictures, cartoons, etc., are to be placed on any part of the locker.
2. Students taking physical education may be required to rent a lock.
3. Other areas of the school may also provide lockers for students.
4. Students are expected to use locks and lockers assigned to them.
5. Students should not share combinations, locks, or lockers with others.
6. Students should not alter the functioning of the locker so that it will not lock. Students who repeatedly violate this rule will be subject to disciplinary action.
7. Stickers are not permitted.

CONFISCATED ITEMS

Items confiscated during the course of time where the school corporation is responsible for the supervision of students may be returned only to a parent/legal guardian. Those items may be picked up in the main office. Items left for longer than thirty (30) days will be disposed of in an appropriate manner.

RESTRICTED AREAS

Sharing facilities with high school students presents special problems for its students and staff. The following restrictions apply:

1. High school students (students in grades 9-12) are not permitted in the middle school hallways during the school day.
2. Middle school students are not permitted to have one on one contact with high school students, at any time during the day, without the direct supervision of a school staff member.
3. "Courting" relationships between a middle school student and a high school student are strictly prohibited during the course of the school day or at any school sponsored, or related activity.
4. Students who are present after 3:30 p.m. daily are not permitted in the academic area of the school (those areas north of the double doors in the cafeteria/gym area) without the immediate supervision of a school staff member.

STUDENT RESOURCE TIME (SRT)

Student Resource Time (SRT) has been established to provide students opportunity and motivation for academic growth, advisor/advisee, character education, remediation, and enrichment. Organization will be based on academic and other criteria enabling organization to maximize the diverse needs of our student body.

TELEPHONE

Telephones are for school business purposes and emergencies only. Students will use the phones only for those purposes and with teacher or administrative approval. A student will not be called from class except in cases of emergency.

ANNOUNCEMENTS

A combination of digital, daily, and email announcements will be used to communicate with students. Email announcements are sent electronically to parents via email once per week. Announcements may be made at the discretion of the principal or assistant principal.

LOST AND FOUND

All articles found in and about the school building should be brought to the middle school office where students may check for lost items. Items left for longer than thirty (30) days will be donated or disposed of.

STUDENT LIFE

NMS has a vibrant and diverse student life, which affords students numerous opportunities to experience school through a variety of avenues. The numerous extra-curricular and athletic activities and clubs offered are designed to give students a sense of belonging and enhance the academic experiences offered as a part of the curriculum of Northeastern Middle School. Students should refer to the Northeastern Wayne School Athletic Handbook for guidelines regarding athletics. An up-to-date physical is required for participation in athletics. A list of student activities can be found below.

- Clubs: Academic Teams, Band, Choir, Color Guard (8G), Drama, Fellowship of Christian Athletes (FCA), Future Farmers of America (FFA), Gay Straight Alliance (GSA), Golf, National Junior Honor Society (NJHS), Student Council, Spell Bowl
- Athletics: Basketball, Cheerleading, Cross Country, Football (7/8G), Track, Volleyball (7/8G), Wrestling

DANCES

The following guidelines are to be followed for all dances:

1. The sponsor must attend the dance and remain until all students have left the building.

2. There must be at least two (2) other adult chaperones, preferably one male and one female, at all dances.
3. Students will not be allowed to re-enter the dance if they leave the school building or the immediate area of the dance site (excluding restrooms).
4. Any student who has withdrawn/dropped out of school or who is currently suspended or expelled from Northeastern Middle School or any other school are ineligible to attend any dance during that time.
5. Couples must face each other (front-to-front) while dancing.
6. Sexually suggestive dancing may result in a student being removed from the event.

The following guidelines are for **guests**:

1. All guests must be registered in the office the week of the dance.
2. Only one guest per NMS student will be permitted to attend the dance.
3. Only middle students will be allowed to attend middle school dances.
4. Northeastern Middle School students and their parents/guardians are responsible for a guest's behavior. If there is a problem with a guest, the NMS student could lose the privilege to bring a guest to any future NMS dance.

The administration, faculty, and staff appreciate your understanding of Northeastern Middle School wanting to promote a healthy and respectful environment for our students.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by external groups are not permitted on school grounds unless approved by the administration. Sponsors must submit a fundraiser request form to the administration for approval before any fund raising activities take place.

FIELD TRIPS

All field trips are arranged by faculty and/or staff. Each student will receive prior notice if leaving the building. Field trips are approved by the sponsor, administrator, and superintendent. Good conduct is expected and all school rules and state law regulations apply. Homework and other assignments missed in other classes are to be made up. Students are required to have signed permission slips turned in to the sponsor before they may leave school premises. The sponsor shall turn the permission slips into the administration before the trip may begin. Students who have multiple referrals/suspensions and excessive absenteeism/tardies may not attend field trips, may be removed from school events and activities during the school day, and may be removed from after-school activities and events.

8TH GRADE WASHINGTON D.C. TRIP

Each year, pending student interest and administrative and school board approval, 8th grade students may have the opportunity to be a participant on the 8th grade Washington D.C. trip. In order to be eligible for this trip, students must meet the following requirements:

1. You must be registered and academically qualify as an 8th grader for the current academic year.
3. You must be in good standing with the school treasurer.
4. Those students who have been expelled during the current school year are not eligible.
5. Those students who are on a behavior, social, or attendance contract at any time during the current school year are not eligible.
6. Those students who have had an out of school suspension at any time during the school year may not be eligible.
7. Failure to meet any of the above requirements following the exchange of funds will not entitle the student to a refund. Transfer of your "trip seat" may occur with the principal's approval. The principal's decision will be considered final.

8. Discipline referrals, attendance, and habitual tardiness may affect a student's eligibility.

The above named requirements in no way restrict the principal or trip leader from allowing or disallowing participation in this activity.

CAFETERIA EXPECTATIONS

While in the cafeteria and surrounding lunch areas, students will be expected to:

1. Stand in line and wait for turn.
2. Keep lunch trays and full meals in the cafeteria only.
3. Keep the table areas clean.
4. Return trays and resume to the proper area.
5. Use good table and eating manners.
6. Place chairs back in proper place.

Students who repeatedly violate these rules will be subject to disciplinary action.

Automated Payments

The cafeteria is equipped with an automated system of keeping record of each student's breakfasts/lunches. Each student is assigned a PIN that is used to access their account as they go through the lunch line each day.

Parents may send money daily, weekly, or monthly and also have the ability of making online payments for lunch fees, book fees, etc. using check, credit, or debit cards. Account statements showing each student's balance will be sent home at the end of the month. Those students whose accounts show a negative balance (charges) are sent home each week. Parents can easily pay for school meals online at myschoolbucks.com. In addition, parents can receive low balance alerts and view student activity. Signing up is free and simple.

With our automated system of recording lunches, we encourage parents to prepay as much as possible. However, we understand there are times when charges are necessary. Students can charge up to \$15 for full price lunches or up to \$6 for reduced. Emails will be sent to remind families of charge balances. Phone calls will be made once student has reached charge limit. Students who have reached the lunch charge limit will be provided the alternate lunch. When charges are paid up to date, the regular lunch will be served.

SCHOOL BUS EXPECTATIONS

A very essential part of bus safety is the student. The driver's first responsibility is to safely transport students to and from school. Since the driver must give most of his/her attention to the driving of the bus, it is necessary that the students display a certain amount of self-discipline. Each bus may be equipped with a video camera in order to help eliminate and properly discipline any problems that may arise during transportation. In order to have a safe and successful transportation program, these rules must be followed:

1. Each student should be waiting at his/her boarding station when the school bus arrives.
2. Unless a driver is early, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
3. Each student shall be seated immediately upon entering the bus.
4. No student shall stand or move from place to place during the trip.
5. No windows or doors will be opened or closed except by permission of the bus driver. No part of the body should be extended through the window opening.
6. Loud, boisterous, profane language, or indecent conduct will not be tolerated.

7. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
8. Throwing objects in or out of the bus will not be allowed.
9. Students are not to be rude, annoying, or discourteous to anyone on or off the bus.
10. No student shall have in his/her possession tobacco products, illegal drugs, or alcohol.
11. There will be no smoking or lighting of matches or lighters on the bus.
12. Students who vandalize the bus will be suspended according to due process.
13. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
14. Requests by students to get off the bus at unauthorized stops will not be permitted without parent and administrative consent.
15. There will be no eating or drinking on the bus.
16. Students are to keep the bus clean.
17. Students are subject to both the rules of the bus and the rules of the school in which they attend. Drivers should be accorded the same respect and cooperation by the student as that student would extend to a teacher or administrator in the school where he/she attends.
18. Students can be assigned seats at any time as deemed necessary by the driver or the administration.

Students will be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents/guardians are responsible for getting the child to and from school.

VISITORS

All visitors are expected to report to the middle school office immediately for the purpose of gaining permission and allowing the school to be aware of the visitation. A criminal background check must be completed and approved in order for the visitor to be around other students. The following people may be granted a visitor's pass:

1. Parents are welcome and should report to the middle school office to present their intent of business. School officials may deny visitation where custody is in question.
2. Student visitors will not be permitted to visit during the school day.
3. Visitors with a specific appointment.
4. Small children or babies participating in classroom instruction. Administrative approval must be granted at least 24 hours in advance of the visit.
5. Visitor's clearance need not be requested if a person's presence limits them to business in the administrative office, guidance office, principal's office, or athletic office. Personnel who are present for a specific school service or maintenance need not receive visitor's clearance.
6. All visitors must obtain a visitor's pass to be worn in a manner that is clearly visible (lapel).
7. Any person not abiding by these regulations will be subject to trespassing as defined by law.

SCHOOL GROUNDS

1. Parking privileges are for registered vehicles only.
2. Being careful and courteous on school grounds is essential for everyone's safety.
3. Keeping the school grounds neat and clean by driving only on the pavement, picking up trash, and not defacing property is a priority. Failure to do so may result in reprimand, suspension, or legal action.
4. The east exit of the south parking is for school buses between 7:45 am and 3:30 pm.
5. All vehicles must enter the school parking lot from the South. The student drop-off and pickup area is also on the south side of the building. There is to be no student drop-off/pick up along the north side front doors.
6. Visitors are to use the north parking lot and entrance by the principal's office during school hours and report to the office (See "Visitors"). Violators can be charged with trespassing.

7. School buses have the right of way.

SCHOOL DELAYS AND CLOSINGS

The decision to close or delay school will be broadcasted via the “One-Call” notification system and the following radio stations: WKBV, WQLK, & WHON (FM). In the event that a two-hour delay occurs on a school day that was previously scheduled to be an early release day, the early release day will become a regular student day, and students will be dismissed at 3:15 p.m. instead of 2:40 p.m.

STUDENT DISCIPLINE CODE

All students at NMS are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. The following standards are designed to allow the faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct.

All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination.

Persons associated with Northeastern Wayne Schools should strive to exercise respect for themselves, other people, and other people’s property. Their character should reflect personal integrity and honesty. Everyone in our community of learners is expected to exhibit the highest in standards regarding appropriate language, character and conduct in association with any Northeastern Middle School activity on or off campus.

Enforcement of Standards

Standards will be enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards are:

- ✓ to protect the physical safety of all persons and prevent damage to property;
- ✓ to maintain an environment in which the educational objectives of the school can be achieved;
- ✓ to enforce and instill the core values of the Northeastern Wayne School Corporation and its school community.

The nature and extent of any discipline utilized to enforce student behavior standards will be determined by:

- ✓ the nature and extent of any potential or actual injury, property damage, or disruption;
- ✓ the student’s prior disciplinary history and the relative success of any prior corrective efforts;
- ✓ the willingness and ability of the student and the student’s parents to participate in any corrective action;
- ✓ the interest of other students in the School and in a school environment free from behavior that violates the school’s behavior standards;
- ✓ any other aggravating or mitigating factor or circumstance that should be considered.

LAW ENFORCEMENT

It shall be the policy of the Northeastern Wayne School Cooperation that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

SCHOOL RESOURCE OFFICER

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders (school administrators, parents, students, and greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

DUE PROCESS RIGHTS

NMS will afford due process rights to each student when disciplinary action against the student is contemplated. The following is a brief summary of the disciplinary procedures established by state statute and recent court decisions. Students with questions regarding these rights should request clarification from any administrator. Before action will be taken to suspend a student, he/she will be given the following rights in an informal hearing with an administrator:

1. An oral or written statement of the charges against the student.
2. A summary of the evidence against the student.
3. An opportunity for the student to explain his/her conduct. If a decision is made to suspend the student, he/she will be assigned to either an in-school suspension or out-of-school suspension.

Suspension and expulsion from school will be utilized when it is in the best interest of the school. Weekends, school holidays, and days when classes have been canceled because of weather or other emergency will not be counted as part of the suspension. Nothing in this policy will remove the right of the school to employ alternative discipline actions as noted in IC 20-33-8-25.

Parent Participation

A parent (including a guardian and/or custodian) of a dependent student, at the discretion of and upon proper notice by a school official, shall be required to participate in any disciplinary action involving the student's behavior, which is authorized under the Student Due Process Code, IC 20-33-8-8.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to that student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be a "child in need of services" in accordance with IC 31-6-4-3(a)(7).

SUSPENSION AND EXPULSION INFORMATION

Jurisdiction for any form of disciplinary action at Northeastern Middle School applies when a student is:

1. On school grounds immediately before, during, and after school hours or at any other time the school is being used;
2. Off school grounds at a school related activity;

3. Traveling to or from school or at a school-related activity;
4. Participating in summer school; and
5. A student may be suspended or expelled for engaging in online bullying and/or other unlawful activity (IC 20-33-8-15) on or off school grounds if
 - a. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - b. the student's removal is necessary to restore order or protect persons on school property; 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.

Student misconduct could result in, but is not limited to, detention, academic probation, social probation, in-school suspension, out-of-school suspension, recommendation for expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case. A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful acts arises out of a school relationship or is likely to have school consequences.

The grounds for student suspension or expulsion from school fall into two broad categories:

- Student Misconduct
- Substantial Disobedience

A school administrator may recommend students whose conduct is not satisfactory to the superintendent for expulsion. The student is not allowed on school grounds during the period of the expulsion. Indiana Code determines the term of the expulsion. However, the minimum term is one semester and the loss of academic credits. Excessive referrals from a single class may result in removal from the class and a WF grade issued. All punishments are subject to the discretion of the principal or designee.

STANDARDS OF BEHAVIOR

1. Arson/Fireworks/Fire Alarm Tampering/False Reporting

The setting of any illegal fire in an NMS building or on any NWS property is not permitted. Students are not to use or be in the possession of any type of fireworks on NMS property or at any NMS activity. Any action such as the setting off of fire alarms is false reporting and is also not permitted.

2. Battery

No student shall willfully attack another student or staff member while on NMS premises or while under NMS supervision (IC 35-42-2-1). Knowingly or intentionally touching another person in a rude, insolent, or angry manner is unacceptable. This would include battery with a bodily fluid.

3. Bomb Threat

Any student who writes, calls in, or otherwise makes a bomb threat toward NMS, its students, or its staff, shall be reported immediately to law enforcement officials and shall be recommended for expulsion (IC 35-44-2-2). A person who reports, by telephone, telegraph, mail, or other written or oral communication, that the person or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility; or knowing the report to be false, commits false reporting, a Level 6 felony.

4. Building Security

No student shall allow any unauthorized person access to any NMS building. No student shall attempt to tamper with or block an exterior door so as to keep it from closing. Any student in the building during non-school hours without permission or not under the direct supervision of a teacher, coach or sponsor is guilty of trespassing. Any student who is out of area, in a location for which he does not have

permission, may be issued school consequences. Trespassing may result in school consequences and/or a police report may be filed.

5. Cheating and Plagiarism

Cheating is the deceitful or fraudulent storage, retrieval or use of information in preparation for or during any assignment or assessment. It includes, but is not limited to, the wrongful giving, taking or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Cheating also includes communication by any means, including verbally, electronically, gesturing, etc. during times when it could be a method of cheating as defined above. Plagiarism is the presentation, as one's own ideas, wording, image, or information created by another person. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. Attempts to cheat or plagiarize may result in similar consequences as actual cheating and plagiarizing.

6. Conspiracy

Making plans or conspiring to cause harm to any person or NMS property is not permitted.

7. Disrespect

Students are responsible for their own behavior and are expected to show respect for all NMS personnel. Disrespect may include, but is not limited to, walking away, talking back, using profanity and/or abusive language directed toward, or threatening behavior to, anyone.

8. Disruption

Any act that is a distraction to the educational process within the classroom or school building will not be tolerated. This may include, but not limited to sleeping, not being prepared, not following class rules, running, hallway misconduct, obnoxious behavior, etc.

9. Dress Code

The responsibility for a student's dress, grooming and appearance rests in the first instance with the student and his or her parent(s) or guardian(s). The school will not interfere unless a student's personal choices create a disruptive, distractive influence on the school's educational mission, affect the health or safety of the student or others or are destructive to school property. Through its dress and grooming guidelines, the school intends to promote community standards of decency, cleanliness, etiquette, decorum and good citizenship as part of its educational mission. If a teacher or staff member feels a student is dressed inappropriately for NMS, he/she will refer the student to the office immediately. See "Dress Code" for specific details.

10. Drugs and Alcohol

Knowingly possessing, using, transmitting, facilitating, arranging, requesting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, tobacco or tobacco product, sniffing glue or other substances, drug-related paraphernalia or any type of drug-related paraphernalia represented to be a drug or paraphernalia; or knowingly 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 is not permitted. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription is not permitted. This also includes all over-the-counter medications. Over-the-counter medication needs to be taken to the clinic along with written permission from a parent to administer the medication. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision (IC 35-48-4-4.5) - Dealing

and (IC 35-48-4-4.6) - Possession.

11. Fighting

Any form of violence and/or harassment such as combative acts and/or gestures, argumentative, aggressive behavior, or actions which may reasonably lead to a fighting situation, directed toward another individual on NMS premises or during a school activity, is not permitted. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person is not permitted. In cases of fighting where the combatants are mutually involved in fighting, there will be a suspension of both or all parties. If evidence clearly indicates a student was not the aggressor and in fact was under an unprovoked attack, acting strictly in self-defense, the aggressor will have committed battery (See Battery Above). In these cases, the victim may not be suspended or may receive fewer days of suspension than other parties. For our purpose, self-defense means the student tries to evade the attack, but cannot, and must use force for self-protection.

12. Fraudulent Acts

Engaging in misrepresentation, such as deception or knowingly assisting another student in deception, cheating, lying, dishonesty, falsifying documents, or spreading damaging rumors.

13. Forgery

Students are not permitted to falsely and/or fraudulently mark, alter, or use a document or statement. These include, but are not limited to, physician's notices, parent/guardian notes, or student passes.

14. Gambling

Gambling or wagering on NMS property is not permitted.

15. Gang Activity

The presence of gangs and gang activities constitutes a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity shall exhibit or participate in a manner identified to be associated with a gang, including the wearing and displaying of bandanas. Disruptive activities and/or the commission of illegal acts may be considered as gang related. Violation of this policy may lead to expulsion.

16. Harassment (Ethnic, Racial, Sexual, Religious, Disability), Extortion, Threats, Bullying, and Intimidation

The harassment or threatening of other students or members of the staff, or any other individuals is not permitted. This includes any speech, action or electrical communication that creates a hostile, intimidating, or offensive learning environment. Any other individual student or group of students shall not subject students to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activities. The use of slurs or derogatory language aimed at a student's ethnic or racial heritage, sexual orientation, religious preference or disability may result in immediate suspension or expulsion. Extortion is defined as threatening, intimidating, or coercing any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

17. Hazing

Forcing or requiring another person with or without the consent of the other person and as a condition of association with a group or organization to perform an act that creates a substantial risk of bodily injury is not permitted (IC 35-42-2-2).

18. Horseplay

Any act of rough or boisterous play, which tends to disrupt the educational environment or causes accidental harm or damage to person or property. Acts may include but are not limited to yelling, pushing, shoving, running, slamming, and other disruptive behaviors.

19. Illegal Activity

Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is not permitted.

20. Insubordination/Defiance

All NMS personnel, including administrators, teachers, substitute teachers, instructional assistants, cafeteria staff, and custodians, are responsible for the supervision and direction of students during all NMS activities. All students are expected to comply with directions given by all adults. Failure to do so will result in a disciplinary consequence. Examples of insubordination include, but are not limited to:

- a. **Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:** Failure to follow any reasonable direction given by a staff member or adult in charge (i.e. disregarding cafeteria procedures or regulations).
- b. **Refusal to Work in Class:** Failing to do assigned work in class or complete homework.
- c. **Refusal to Serve Detention:** Failure to serve detention as directed.
- d. **Refusal to Participate in In-school Alternatives:** Failure to report to in-school alternatives as directed by a staff member or adult in charge.
- e. **Refusal to Report to Office:** Failure to report to the administrative office as directed by a staff member or adult in charge.
- f. **Refusal or Failure to Identify Oneself:** Failure to identify oneself when requested by a staff member or adult in charge.
- g. **Failure to respond truthfully and completely when questioned about a school matter.**
- h. **Refusing to cooperate in a vehicle search** conducted pursuant to reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.
- i. **False Attendance Note, Call, or Pass:** Any intentional change, alteration, or forgery of a hallway pass or attendance note will be treated as a major disciplinary infraction. The same is true for a false attendance call, professional note, or parent note.

21. Mobile Phones/Electronic Devices

Students are required to keep all cell phones “off” and out of sight during school hours. Any cell phone or related electronic device that is not “off” is subject to confiscation. This includes devices that text including watches. There may be exceptions to this rule if a teacher determines cell phones can be used in the classroom, during a specific period, for an educational purpose to enhance learning. The teacher who makes this decision is required to establish procedures for cell phone use in his/her classroom and remind students to turn “off” cell phones before leaving class. Each time a cell phone/related device is confiscated from a student by a staff member, it will need to be picked up by a parent or guardian in the front office. Students refusing to give a staff member a cell phone, when it is asked for, could face an out of school suspension as a consequence. Students who are found to be using a cell phone or any other device that is not deemed to be school appropriate will also be subject to the consequences previously listed. Adjustments to this policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

22. Profanity/Lewd Speech or Behavior

Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes; including but not limited to: profanity, vulgarity, obscene gestures, sexual innuendo, verbal abuse, or sending, sharing, viewing or possessing pictures, text

messages, emails or other material of a sexual nature in electronic or hard-copy form is not permitted. Students directing profanity to administrators, teachers, substitute teachers, instructional assistants, custodians, and hall monitors shall receive a disciplinary consequence.

23. Public Displays of Affection

Since displays of affection are generally considered to be private, physical contact, other than the holding of hands will be considered inappropriate in school. The simple holding of hands is the only permissible display under this provision. Any other contact is strictly forbidden.

24. Out of Area (Skipping)

Students who remain on school grounds, but purposely miss part of or a full class, lunch, or SRT assignment without permission.

25. School Disturbance

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

- Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- Setting fire to or damaging any school building or property.
- Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

26. Sexual Misconduct

Sexual misconduct is defined as engaging in voluntary or consensual sexually-related contact with another person. Disciplinary action will be taken against students who engage in this type of misconduct.

27. Social Media

Students are subject to disciplinary action if social media activity disrupts the educational learning environment. Examples include, but are not limited to, Twitter, Instagram, Snapchat, and Facebook.

28. Theft/Possession of Stolen Property

For our purposes, theft is defined as the unlawful taking of or being in possession of property belonging to another person or NMS, while on NMS property, during an educational event, or function off NMS grounds, or when traveling to or from NMS or such educational event or function (IC 35-43-4-2).

29. Tobacco

The use and/or possession of tobacco or tobacco products inside of NMS and on the property of NWS are not permitted. This includes cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, lighters, matches, or any other type of tobacco products including electronic cigarettes (IC 35-46-1-10.5).

30. Unauthorized Area

Students who occupy an unauthorized and/or unsupervised area (classrooms, lockers, gymnasiums, and cafeteria) will face disciplinary action.

31. Vandalism

No student shall maliciously or willfully damage, deface, or destroy NMS property or the personal belongings of others (IC 35-43-1-2(b)).

32. Weapons

Possession of a Weapon

In compliance with state law, any student who possesses a deadly or dangerous weapon on NMS property shall be expelled. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. Any student who possesses a disassembled weapon of any kind, and/or component of a weapon of any kind shall be expelled. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. The WCSD will be notified and criminal charges may be filed.

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, mace, pepper spray, etc. Intentional injury to another can be a felony and/or a cause for civil action.

A Deadly or Dangerous Weapon

A loaded or unloaded firearm, including any antique firearm, which is defined as any weapon that is capable of or designed to, or that may readily be converted to, expel a projectile by means of an explosion, or a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. Students, staff members, and visitors are entitled to function in a safe school environment; and therefore, students are required to report to the principal knowledge of deadly or dangerous weapons or threats of violence. Failure to report such knowledge may subject the student to discipline. No student shall possess, handle, or transmit any firearm on NWS property. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

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

33. Other

Any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school. Other misconduct deemed inappropriate by school officials and/or engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

RESTRAINT POLICY

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion.

HABITUAL OFFENDER

Students who have accumulated ten (10) or more days of suspension within an academic year will be defined as a habitual offender. Students classified as habitual offenders may face, but not be limited to, behavioral contract, out of school suspension, or expulsion.

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the corporation.

Gender/Ethnic/Religious/Disability Harassment

- A. Verbal
 - 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the Corporation.
 - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation by refusing to have any form of social interaction with the person.
- B. Nonverbal
 - 1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation.
- C. Physical
 - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the corporation.

BULLYING

Bullying shall be defined as 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, (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own eyes or others' eyes), intimidate (to make timid or fearful), or harm (to injure) the other 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.

Anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are students of the same school district; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

REPORTING OF HARASSMENT

Any student who believes that he or she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation should immediately take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he or she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

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

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

Use of Metal Detectors

Reasonable Suspicion

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

Administrative Suspicion

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each elementary, middle, and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

Use of Metal Detectors--Procedures

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each elementary, middle, and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each elementary, middle, and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each elementary, middle, and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-

containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

EXPLANATION OF DISCIPLINARY ACTIONS

The following represent an explanation of possible disciplinary actions that may be implemented by the administration or faculty of Northeastern Middle School. Appropriate disciplinary action will be determined by the administration or faculty based on circumstances and merits of the case as well as the laws of Indiana or the United States.

LUNCH DETENTION

Lunch detentions are established to deal with minor acts of misbehavior and may be assigned by teachers and/or administration. Those students assigned to lunch detentions are to report to the appropriate detention room for the duration of their lunch period. Teachers and/or administrators will assign the lunch detention the day of or the day after the misbehavior occurs. Failure to report to detention when assigned shall result in an after school detention. While in lunch detention, students are to quietly remain in their assigned seats. Sleeping during lunch detention time is not permitted. The number of lunch detentions is considered excessive when a student exceeds ten (10) in a school year. If a student exceeds ten (10) lunch detentions within a school year, progressive disciplinary action may be taken such as 1/2 day in-school suspensions, in-school suspension, out-of-school suspension, or expulsion.

CLASS SUSPENSION

A teacher can suspend a student from class for causing a disruption of the educational environment, or when a student is insubordinate or insolent. The teacher will fill out a disciplinary referral form and send that student to the office. If the student's behavior warrants an immediate response the teacher may send the student and complete the form later. If a student is suspended from the next day's class the teacher will make sure that the student's assignment is provided for the student on the day of the suspension. The following guidelines will apply:

1. Students are expected to arrive for an in-class suspension before the tardy bell rings with all necessary materials.
2. If the student completes the assignment early they will be assigned additional work by the administration.
3. Students are not to communicate with other students during the out-of-class suspension time.

AFTER-SCHOOL DETENTION

After-school detention can be assigned by any teacher for a violation of the Student Discipline Code or a violation of the teacher's classroom rules. The following guidelines pertain to after-school detention:

1. Detention will be served on the date and in the room indicated on the detention form.
2. Detention may be for either 30 or 60 minutes.
3. Students will be in their seats, prepared to study, at 3:20 pm. No student will be admitted to detention after 3:20 p.m.
4. If a student misses a 30-minute detention without an acceptable excuse, he/she may be assigned a 60-minute detention or an in-school suspension. Missing a 60-minute detention without an acceptable excuse will result in an additional consequence.

5. Students are responsible to bring work to keep them busy the entire time. Only good behavior is acceptable during detention. A student who misbehaves may be subject to an additional detention, in-school suspension, or out-of-school suspension.

BEHAVIORAL CONTRACT

A behavioral contract will be issued to a student who has received several disciplinary referrals or excessive tardies throughout the school year. The terms of the contract will be set by the principal or assistant principal and are non-negotiable. If a student is unwilling to agree with terms of the contract he/she will be suspended from school until a conference with the student's parent is held. It should be noted that all students on a behavioral contract are also automatically placed on social probation (See "Social Probation").

HALF DAY IN-SCHOOL SUSPENSION (ISS)

The purpose of the program is to minimize missing class time for disciplinary action. The 1/2 day in-school suspensions are periods 1-4 (a.m.) or periods 5-7 (p.m.). Students with multiple 1/2 day in-school suspensions will be alternated between a.m. and p.m. Students assigned to 1/2 day in-school suspensions shall come to school as usual on the day(s) they are assigned except they shall immediately report to the ISS room with all classroom materials. During a 1/2 day in-school suspension, students are to do school work assigned to them by their classroom teacher or work related to schoolwork. Talking, sleeping, or other disruptions are not permitted. Students who fail to attend a 1/2 day in-school suspension, violate in-school suspension regulations, or fail to cooperate with the ISS supervisor will be assigned a full day ISS. Students who do not come to school on a day they are assigned to a 1/2 day in-school suspension will have their 1/2 day ISS reassigned. Credit is to be given for work that is assigned for days of 1/2 day in-school suspension if it is completed during the time in ISS a.m. or p.m.

IN-SCHOOL SUSPENSION (ISS)

The purpose of the program is to provide an alternative to an out-of-school suspension. This may be served in the Northeastern Learning Lab. The full day in-school suspension hours are from 8:10 a.m. to 3:15 p.m. Students assigned to in-school suspension shall come to school as usual on the day(s) they are assigned except they shall immediately report to the ISS room with all classroom materials. During an in-school suspension, students are to do school work assigned to them by their classroom teacher or work related to schoolwork. Talking, sleeping, or other disruptions are not permitted. Students who fail to attend in-school suspension, violate in-school suspension regulations, or fail to cooperate with the ISS supervisor will be suspended out of school. Students who do not come to school on a day they are assigned to in-school suspension will have their ISS reassigned. The following guidelines will be followed:

1. The administration will notify the parent by phone or mail that the student has been assigned to ISS.
2. The student will report to the area assigned by the administration as soon as he/she arrives at school. Students are expected to have all class materials with them.
3. Students will not be permitted to leave the assigned area during passing periods. Students will be allowed one (1) restroom break in the morning and one (1) in the afternoon, as given by the supervisor.
4. The student's lunch will be brought to the assigned area by a supervisor. As soon as the student finishes eating lunch, he/she will commence studying.
5. Students are not to communicate with any other student during the school day.
6. Students in ISS will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
7. Students are to complete all work assigned by teachers and/or supervisors by the end of school day or within a timely manner as stated by the supervisor. The work must be turned into the

supervisor upon completion or as indicated by the supervisor or teacher. Failure to follow the above guidelines may result in an immediate out-of-school suspension.

PROGRESSIVE DISCIPLINE PLAN

The staff at Northeastern Middle School believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. To achieve this goal it is necessary for students to behave in a safe, orderly way for an effective learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

Northeastern Middle School uses a progressive system of discipline. The system is based on the idea that as a student commits more violations of school policy, the penalties become more severe. The overall goal is to discourage misbehavior, thereby enhancing the learning environment and helping to insure a safe educational setting. The progressive discipline system consists of the following penalties listed from less punitive to most punitive:

- Lunch Detention
- Class Suspension
- After-School Detention
- 1/2 day In-School Suspension A.M. (Periods 1-4) or P.M. (Period 5-7)
- In-School Suspension (May be Assigned to Northeastern Learning Lab)
- Out-of-School Suspension (From 1 to 10 Days)
- Northeastern Learning Lab
- Expulsion from School

Outlined below is the progressive discipline plan that stipulates behaviors that will not be allowed at school. Also, outlined are the possible consequences of engaging in such behaviors. Staff members will utilize their classroom management system and will give verbal warnings prior to progress through the consequences. These lists are meant to be representative, but not necessarily inclusive.

<i>Examples of Behavior</i>	<i>Menu of Possible Consequences</i>
Type A Behaviors	Step 1: Teacher Assigned
<ul style="list-style-type: none"> • Violation of classroom rules • Disrespectful to other students • Class Disruption • Unprepared for class • Unauthorized use of electronic devices in classroom 	Verbal warning, Teacher-student conference, Parental contact.
Type B Behaviors	Step 2: Teacher Assigned
<ul style="list-style-type: none"> • Horseplay/Rough play • Inappropriate classroom behavior • Inappropriate Bus Behavior • Repeated violations of Type A Behaviors 	Restriction of privileges, Lunch detention, Teacher assigned and supervised after school detention, Parental contact
Type C Behaviors	Step 3: Administrator Assigned
<ul style="list-style-type: none"> • Dress Code violations (see Dress Code Policy) • Public displays of affection • Disrespect, to adults 	Assigned seating in the cafeteria, After-school detention, Lunch Detention, Bus Suspension,

<ul style="list-style-type: none"> • Profanity, obscene language or gestures toward student • Skipping/Out of Area • Bullying (see Anti-Bullying Policy) • Frequent tardies (see Tardy Policy) • Inappropriate cafeteria behavior • Academic dishonesty (see Academic Dishonesty Policy) • Extortion / blackmail • Violation of Acceptable Use of Technology Policy • Failure to serve detention • Misuse of technology – photographing, recording or videotaping of other students without their permission. • Repeated violations of Type A and B Behaviors 	Restitution, Parent shadow, ISS: 1-5 days
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Type D Behaviors	Step 4: Administrator Assigned
<ul style="list-style-type: none"> • Profanity, obscene language or gestures toward staff • Truancy/Leaving School Grounds without permission. • Physical or verbal aggression or threat of physical aggression • Possession of tobacco, tobacco products or tobacco paraphernalia. • Lewd, indecent, offensive conduct • Dishonesty, fraud, falsification of document or statement • Disrespect, defiance, and insubordination • Disruption/Disturbance to educational environment • Misuse of technology – photographing, recording or videotaping of other faculty and staff without their permission • Misuse of technology – posting photos or videos to social media of students, staff or faculty without their permission. AND/OR possessing, viewing or searching for explicit content • Retaliation for reporting. • Interfering with an administrative investigation. • Repeated violations of Type A, B, and C Behaviors. 	ISS: 1-5 days, OSS: 1-3 days
Type E Behaviors	Step 5: Administrator Assigned
<ul style="list-style-type: none"> • Repeated violations of any of the behaviors listed above 	OSS: 5 days, Behavior contract and mandatory parent conference, Meeting with school resource officer
Type F Behaviors	Step 6: Administrator Assigned
<ul style="list-style-type: none"> • Possible causes for expulsion include but are not limited to: controlled substances, drugs or drug paraphernalia, weapons (including gestures), serious bodily injury or threat thereof, vandalism or theft of school or private property, bomb threats, sexual misconduct, any violence (electronic, physical, verbal) against teachers, any unlawful behavior or criminal activity and failure to respond to increasingly restrictive consequences. These behaviors may be reported to law enforcement authorities and, as determined, to mental health professionals. • Repeated violations of any of the behaviors listed above. • Possible transfer to an alternative educational setting. 	OSS: 10 days, Due process, A student may be assigned to alternative educational placement located at any Northeastern Wayne School Corporation facility.

SOCIAL PROBATION

Social probation may be assigned at any time by the administration for excessive disciplinary referrals. Social probation prohibits attendance from any or all school dances and club meetings. All those on a behavioral contract are also automatically placed on social probation (See “Behavioral Contract”).

OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension will be assigned by a principal or designee for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent conference required prior to returning, or where the continued presence of a student at school would be a threat to the safety and well-being of others or to the educational atmosphere. The days missed will not be counted toward the student’s eight (8) day limit of countable absences. All misconduct resulting in the recommendation for expulsion will be an out-of-school suspension. Out-of-school suspensions totaling more than ten (10) days in one school year may result in a request for expulsion for repeated violation of school rules and regulations. Students who continue the same disciplinary problems after in-school suspension may move to the discipline level of out-of-school suspension.

EXPULSION

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Expulsion means loss of credit in classes during the time of the expulsion.

RESTRICTIONS DUE TO SUSPENSION OR EXPULSION

Suspended or expelled students are not permitted on Northeastern Wayne School Corporation property. In addition, suspended or expelled students are not permitted to participate nor be present at any extra-curricular activities on Northeastern Wayne School Corporation property and/or involving Northeastern Wayne School Corporation teams during the term of the suspension or expulsion.

DRUG TESTING

A.) Rationale

Northeastern Wayne school Corporation has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States and an increased substance abuse problem in Wayne County, Indiana, indicate that education alone is not an effective deterrent to substance abuse. Statics from recent “Indiana Alcohol, Tobacco, and Other Drug Use Surveys” show a use of controlled substances among students at Northeastern Middle School. To endure safe and secure educational and extra-curricular environments, a clear policy as well as supportive programs relating to detection, treatment and prevention of substance abuse is needed.

B.) Purpose

The purpose of this program is to educate, assist and direct students away from drug and alcohol use and toward healthy and drug-free school participation. Students involved in extra-curricular activities need to be exemplary in the eyes of our community and other students as well. Therefore, restrictions from participation in extra-curricular activities will be part of this program. The primary intent of this program, however, is not to be disciplinary or punitive. Therefore, no student shall be expelled or suspended from school as a result of any verified “positive” test conducted by his/her school under this program other than stated herein.

C.) Non-Punitive Nature of Policy

No Student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug test pursuant to this policy will not be documented in any student’s academic

records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Northeastern Wayne School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified as soon as possible before response is made by the Northeastern Wayne School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

D.) Legal Obligation

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

E.) Current Policies

This program does not affect the current policies, practices, or rights of Northeastern Wayne School Corporation with respect to tobacco and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this Policy. Northeastern Wayne School Corporation 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.

F.) Scope

Participation in extra-curricular activities is a privilege. This policy applies to all Northeastern Wayne School Corporation students who wish to participate in extra-curricular activities at Northeastern Middle School, grades 6-8. Extra-curricular activities refer to those activities listed in the current school handbook, which include all athletic teams; all school sponsored clubs and organizations as well as any other school-sponsored extra-curricular activities not listed in the school handbook. This policy also includes students who wish to attend dances, prom, class-sponsored activities and those students who wish to drive to school, from school, or during school. **For the purpose of this policy, “extra-curricular” will be used to include extra-curricular and co-curricular activities, dances and driving unless otherwise stated.**

The testing pool is made of up, but no limited to:

1. Athletics (Participants include but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Music (Participants include, but are not limited to, performing band members, performing choir members and participants in solo/ensemble contests.)
3. Damsels
4. Academic Teams
5. Drama
6. Co-Curricular Activities (Participants include but are not limited to FFA, Yearbook, Journalism, Newspaper, etc.)
7. National Honor Society
8. Student Government (Participants include but are not limited to, Class Officers, Student Council, etc.)
9. All school clubs (in the master contract or approved by school administration)
10. Dance attendees
11. Model Legislature
12. Senior trip attendees or other special trips
13. Cadets
14. A parent/guardian may request that his/her student be placed in the testing pool.
15. This policy also applies to any student who elects to drive to school, from school or during school. However, current case law prohibits action against drivers who only fail the nicotine test.

G.) Consent Form

It is MANDATORY that each student who participates in extra-curricular activities as designated in the “Scope” sections of this document sign and return the “consent form” prior to participation in any extra-curricular activity. Failure to sign the consent will result in non-participation in any and all extra-curricular activities at Northeastern. The “Consent Form” (attached hereto) shall be signed and dated by both the participant and by the parent/guardian. In so doing, the student agrees to participation in the random drug-testing program at Northeastern Middle School. Student and parents who submit the form in a timely manner will not have to pay for the testing.

A student who does not return the Consent/Non-Consent Form within the specified time period will be required to submit to a drug test prior to participation in extra-curricular activities at Northeastern. The student and/or his/her parent/guardian will be financially responsible for all costs and expenses of said test.

H.) Banned Substances

For the purpose of this Policy, alcohol, nicotine and all drugs listed as a Controlled Substances in Indiana are banded substances under the Extra-Curricular Activities Drug Testing Program for Northeastern Middle School.

Information on Controlled Substances in Indiana can be for at the following sites:

<http://www.in.gov/legislative/ic/code/title35/ar48/ch4.html>

<http://www.clarkprosecutor.org/html/substnce/druglaw.htm>

There are more common substances or their metabolites that can be tested for that are considered illicit or banned for Northeastern Middle School students include, but are not limited to, the following:

Alcohol	Amphetamines*1	Anabolic Steroids
Barbiturates	Benzodiazepines*1	Cocaine Metabolites *1
LSD	Marijuana Metabolites	Methadone*1
Methaqualone*1	Nicotine*2	Opiates*1
Phencyclidine 1	Propoxyphene*1	

Other Specified Drugs *2

1. Street Drug Names for the substances above can be found at the following sites:

<http://www.drugalcohol-rehab.com/stree-drugs.htm>

<http://www.streetdrugs.org/>

2. Current Indiana case law prohibits action against drivers who only fail the nicotine test.

I.) Testing Procedure

1. The selection of participants to be tested will be done randomly by the Vendor and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those students agreeing to be tested. Testing may occur Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to 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.

2. No student 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. If the student’s number is randomly drawn and the student is absent the day of the test he or she will be tested on the next date. Upon being selected for a urinalysis test under this policy, either by random selection, parent/guardian request, or a “follow up” test, a participant will be required to provide a sample of fresh urine according to the quality control standards and policy of the laboratory conducting the urinalysis test.

3. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extra-curricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

4. If determined by school officials or Vendor that tampering or cheating by the student has occurred during the collection, the student will become ineligible for all extra-curricular activities until the date of registration for the following school year. This will be reported to the parent/guardian.

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

6. The Laboratory selected must follow the standards set forth by the Department of Health and Human Services and be certified under the auspices of the Clinical Laboratory Improvements Act (CLIA).

J.) Chain of Custody

1. The contracted, certified laboratory will provide training and direction to who supervise the testing program. To maintain anonymity, the student's random drug testing number, not name, will be used.

2. The principal/administrative designee will be responsible for calling students selected by The Vendor to be tested. In addition to the school day, students in the testing pool may be called after school, before, during, or after an extra-curricular activity.

3. Before the student's urine sample is tested by the laboratory, the student is to fill out, initial and date any form requested by the laboratory. At that time a student may notify school personnel that he/she is taking prescription medications.

4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will initial that the specimen has properly sealed in his/her presence. The seal may be broken only by the lab testing specimen.

5. If the seal is tampered with or broken, after leaving the student's possession or prior to arriving at the lab, the specimen is subsequent to a retest.

6. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have up to two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the same. The faucets in the restrooms will be shut off.

7. After the specimen has been sealed, it will be sent to the testing laboratory in accordance with the Vendor and the lab's specifications. The testing laboratory will report the results back to the principal/administrative designee in a timely fashion.

8. In order to maintain confidentiality, the container which holds the urine specimen to be tested will not have the name of the student on the container. Return confirmation sheets from the Vendor and testing laboratory will make reference to the individual test by student random identification number and specimen ID number only.

K.) Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reasons for suspending the student from participation in extra-curricular activities.

2. The Results Group (RG) will be made up of the principal, assistant principal in charge of student activities and one teacher. The teacher will be chosen by lottery from staff members who are not club sponsors, coaches, or co-curricular teachers. A different teacher will be selected each time.

3. Drug testing result sheets will be returned to the RG identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location accessible only by the RG

4. The Results Group will be notified by the laboratory of a student testing “positive”. The RG will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive test” has been satisfactorily explained.

5. If the test is verified “positive”, the RG will meet with the student and his/her parent/guardian at a school corporation facility in a timely fashion. The student and parent/guardian will be given information on counseling and assistance agencies that the family may want to contact for help.

The student will be prohibited from participating in extra-curricular activities until a follow-up test shows a negative result. The student shall be eligible for a retest upon completion of suspension of extra-curricular activities (or the first school day after the suspension period). If a positive result is obtained from any subsequent test of that participant, the procedures outlined in this paragraph will be followed. In addition, anytime any student in this program who tested positive during the participation periods and did not make satisfactory explanation, Northeastern Middle School reserves the right to continue testing such student at any time. The student or parent/guardian may appeal the suspension of extra-curricular activities by requesting that the urine specimen be tested again by certified laboratory at a cost to the student or his/her parent/guardian. The appeal process must be made with Northeastern High School Administration. All decisions made by these administrators are final.

6. Information on a verified “positive” test result will only be shared with the appropriate school personnel (i.e. coaches, or club sponsors.) The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

L.) Financial Responsibility

1. Under this policy, Northeastern Middle School will pay for initial random drug tests, and the initial “follow up” tests resulting from any verified “positive” test. Any other tests requested by a student and his/her parent/guardian will be the financial responsibility of the student and his/her parent/guardian. Fees must be paid in full before testing.

2. Counseling and subsequent treatment by non-school agencies are the financial responsibility of the student and his/her parent/guardian.

M.) Confidentiality

Northeastern Middle School is committed to confidentiality in regard to this program. Under this drug testing program, any staff, coach or sponsor of Northeastern High School who may have knowledge of the results of a drug test shall not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of legal subpoena made upon that person in the course of the a legal investigation.

Notice: Disclaimer of Responsibility for Community Comment

Due to the small size of the student body, the Corporation cannot be responsible for community speculation regarding the non-participation of a particular student in extra-curricular or co-curricular activities

N.) Drug Testing Policy Consequences

General Information: For the purpose of the policy, “extra-curricular” will be used to include extra-curricular and co-curricular activities, dances, and student drivers unless otherwise stated.

Consequences for Non-compliance: Students who do not participate in the Northeastern High School Drug Testing Program will not be permitted to participate in extra-curricular and co-curricular activities, dances, and driving.

Refusal: Should a student/athlete or parent/guardian of a student enrolled in the testing program refuse to provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

Other Rules: Apart from this drug testing program, Northeastern Middle School and the coaching staff/sponsors of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules and requirements.

O.) Consequences - Co-curricular Activities

First Offense:

The student will be suspended 50% of the activities associated with the class or academic course for 90 calendar days. The student will be prohibited from participating in activities related to the class or academic course scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other projects. The student will not receive academic penalty for failure to participate in co-curricular activities because of a positive test.

The building principal or his/her designee may reduce the suspension to 25% of the activities associated with the course for 90 calendar days. This option may be pursued only if the following criteria are met:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.
2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All suspensions will occur for consecutive events.

Second Offense:

The student will be suspended 75% of the activities associated with the class or academic course for 90 calendar days. The student will be prohibited from participating in activities related to the class or academic course scheduled outside of the classroom or outside of the school day. The student's teacher or the activity advisor will make arrangements for the student to make up the missed activity through additional classroom work or other projects. The student will not receive academic penalty for failure to participate in co-curricular activities because of a positive test.

The building principal or his/her designee may reduce the suspension to 40% of the activities associated with the course for 90 calendar days. This option may be pursued only if the following criteria are met:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.

2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All suspensions will occur for consecutive events.

Third Offense:

The student will be permanently suspended from all co-curricular classes or academic courses for the remainder of his/her academic career at Northeastern High School.

Refusal:

Should a student or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

If a student qualifies for participation in the program in more than one are (i.e. a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and/or drives) the student will be suspended in all applicable areas.

P.) CONSEQUENCES FOR STUDENT ATHLETES

Computation of Percentages for Athletes

A season is defined as being the total number of regular scheduled season contests plus one (1) IHSSA tournament contest. To determine a percentage of a season take the total number of contests and multiply by the appropriate percentage. The fractional portion of a penalty will be rounded off to the next highest whole number (e.g. 1.25 moves to 2.)

First Offense:

The student/athlete will be suspended for 50% of the athletic team's season's calendar of events. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty would begin at the beginning of his/her next regular season or activity. The building principal or his/her designee may reduce the suspension to 25% of the athletic season if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.
2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All athletic suspensions will occur for consecutive events played.

Second offense:

The student/athlete will be suspended for 75% of the athletic team's season's calendar of events. If any offense occurs during the off-season in athletics or if the student is not currently participating in any activity, the penalty would begin at the beginning of his/her next regular season or activity.

The building principal or his/her designee may reduce the suspension to 40% of the athletic season if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.
2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

All athletic suspensions will occur for consecutive events played.

Third Offense:

The student/athlete will be suspended from participation in all athletics **for the remainder of his/her enrollment** at Northeastern High School.

Refusal:

Should a student/athlete or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

If a student qualifies for participation in the program in more than one area (i.e. a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and or drives) the student will be suspended in all applicable areas.

Q.) Consequences for Dances/Student Drivers/Extra-curricular Activities

First Offense:

The student will be suspended from parking on school grounds during school hours and/or participating in any dances or extra-curricular activities for 90 calendar days.

The building principal, or his/her designee, may reduce the suspension to 45 calendar days only if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern High School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.
2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

Second Offense:

The student will be suspended from parking on school grounds during school hours and/or participating in any dances or extra-curricular activities for 120 calendar days.

The building principal, or his/her designee, may reduce the suspension to 60 calendar days only if:

1. The student and parent/guardian agree to a drug and alcohol assessment provided by an alcohol/drug agency in the community selected by the parent and approved by Northeastern Middle School and conducted by a Certified Alcoholism/ Drug Abuse Counselor, and follow his/her recommendations.
2. The parent/guardian is responsible for all cost associated with the assessment and treatment.
3. The assessment and treatment must avoid a conflict of interest. The facility used may not be an employee that has a family relationship to the student.
4. In order to receive reduction of penalty, the parent/guardian must provide proof of drug and alcohol assessment and enrollment in the recommended programs.
5. Failure to provide proof of completion of recommended programs will result in loss of extra-curricular participation until the next school registration date.

Third Offense:

The student will be suspended from participation in all parking privileges during school hours, dances, and extra-curricular activities for the remainder of his/her enrollment at Northeastern Middle School.

Refusal:

Should a student or parent/guardian of a student enrolled in the testing program refuse to provide a sample or have their student provide a sample, when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

If a student qualifies for participation in the program in more than one area (i.e. a student athlete that is also a participant in extra-curricular and co-curricular activities, dances, and/or drives) the student will be suspended in all applicable areas.

<p style="text-align: center;">Northeastern Way School Corporation Extra-Curricular Activities Drug Testing Program Consent Form</p>

A Student who does not turn this Consent Form within the specified time period will be required to submit to a drug test prior to participation in extra-curricular activities at Northeastern. The student and/or his/her parent/guardian will be financially responsible for all costs and expenses of said test.

I have received, read, and understand the information contained in the “Northeastern Middle School Extra-Curricular Activities Drug Testing Program”. I desire that (Print Student Name Clearly) _____ will be a participant in the program and in the extra-curricular programs of Northeastern Wayne Schools. We voluntarily agree to be subject to its terms for the duration of the student’s participation in extra-curricular activities throughout grades 6 through 8. We accept the method of obtaining specimens, testing and analyses of such specimens, and all other aspects of the program. We agree to cooperate in furnishing any specimen sample that may be required from time to time.

We further agree and consent to the disclosure of the sampling, testing, and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statues, and is a waiver of rights to nondisclosure of such test records and results but only to the extent of disclosures in the program.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Non-Consent

I (Print Student Name Clearly) _____, have decided not to participate in any extra-curricular activities sponsored by Northeastern Middle School. In order for me to participate in extra-curricular activities at a later date, I understand that I must submit to urinalysis test. We further acknowledge that cost of this test is to be the obligation of the parent/guardian (or student if legal age.)

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

The information and statutes set forth in this handbook are subject to constant change. The statutes included herein are current according to Indiana Code. Northeastern Wayne School Corporation, its Board of Trustees, principals, teachers, and all others associated therewith hereby disclaim any and all responsibility or liability, which may be asserted or claimed arising from or claimed to have arisen from reliance upon the statutes set forth in this handbook.

IC 20-33-8-18 Maximum term of suspension; procedure

Sec. 18. (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) A written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) The student's misconduct.
- (2) The action taken by the principal.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-19 Expulsion procedure; appeals

Sec. 19. (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

(1) Legal counsel. (2) A member of the administrative staff if the member:

(A) has not expelled the student during the current school year; and (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parent are given notice of their right to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). Notice of the right to appear at an expulsion meeting must:

(1) be made by certified mail or by personal delivery; (2) contain the reasons for the expulsion; and (3) contain the procedure for requesting an expulsion meeting.

(c) The individual conducting an expulsion meeting: (1) shall make a written summary of the evidence heard at the expulsion meeting; (2) may take action that the individual finds appropriate; and (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent not later than ten (10) days of receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

(1) shall hold a meeting to consider: (A) the written summary of evidence prepared under subsection (c)(1); and (B) the arguments of the principal and the student or the student's parent;

unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and (2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 21 of this chapter.

(e) A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, notice of the right to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote to not hear appeals of actions taken under subsection (c). If the governing body votes to not hear appeals, subsequent to the date on which the vote is taken, a student or parent may appeal only under section 21 of this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-20 Maximum term of expulsion; reenrollment in alternative program after expulsion or exclusion; reinstatement review

Sec. 20. (a) Except as provided in section 16 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities

may require that a student who is at least sixteen (16) years of age and who wishes to reenroll after an expulsion or an exclusion attend an alternative program.

(b) An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The review:

(1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and

(3) may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester. (c) An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review: (1) shall be conducted by the superintendent or an individual designated under section 19(a) of this chapter after notice of the review has been given to the student and the student's parent; (2) is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting; and (3) may lead to a recommendation by the individual conducting the review that the student be reinstated for the upcoming school year.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-21 Scope of judicial review

Sec. 21. Judicial review of a governing body's action under this chapter by the circuit or superior court of the county in which a student who is the subject of the governing body's action resides is limited to the issue of whether the governing body acted without following the procedure required under this chapter.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-22 Effectiveness of statute during judicial review

Sec. 22. An expulsion that has been upheld by a governing body continues in effect during judicial review under section 21 of this chapter unless:

(1) the court grants a temporary restraining order under the Indiana Rules of Civil Procedure; and (2) the school corporation was given the opportunity to appear at the hearing regarding the temporary restraining order.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-23 Suspension pending expulsion decision

Sec. 23. The superintendent or the person designated by the superintendent under section 19(a) of this chapter may continue suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision under section 19 of this chapter if the superintendent or the designated person determines that the student's continued suspension will prevent or substantially reduce the risk of:

(1) interference with an educational function or school purposes; or (2) a physical injury to the student, other students, school employees, or visitors to the school.

However, a student may not be suspended from school pending a meeting on a student's proposed expulsion if the expulsion is ordered under section 17 of this chapter. As added by P.L.1-2005, SEC.17.

IC 20-33-8-15 Unlawful activity by student

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or (2) the student's removal is necessary to restore order or protect persons on school property; 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.

As added by P.L.1-2005, SEC.17.

IC 20-33-8-16 Possession of firearms, deadly weapons, or destructive devices

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-31.5-2-86. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a firearm or destructive device to school or on school property; or (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is: (1) identified as bringing a deadly weapon to school or on school property; or (2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year. (g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action. (h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

As added by P.L.1-2005, SEC.17. Amended by P.L.114-2012, SEC.42.

IC 20-33-8-32 Locker searches

Sec. 32. (a) A school corporation must provide each: (1) student; and (2) student's parent; a copy of the rules of the governing body on searches of students' lockers and locker contents.

(b) A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in:

(1) that locker; or (2) the locker's contents.

(c) In accordance with the rules of the governing body, a principal may search: (1) a student's locker; and (2) the locker's contents; at any time.

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

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

As added by P.L.1-2005, SEC.17.

IC 35-47-1-5 "Firearm"

Sec. 5. "Firearm" means any weapon: (1) that is:

(A) capable of expelling; or (B) designed to expel; or (2) that may readily be converted to expel; a projectile by means of an explosion.

As added by P.L.311-1983, SEC.32. Amended by P.L.3-2008, SEC.254.

IC 35-47-5-2.5 Possession of a knife on school property

Sec. 2.5. (a) As used in this section, "knife" means an instrument that:

(1) consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and (2) is intended to be used as a weapon.

(b) The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

(c) A person who recklessly, knowingly, or intentionally possesses a knife on: (1) school property (as defined in IC 35-31.5-2-285); (2) a school bus (as defined in IC 20-27-2-8); or (3) a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Level 6 felony if the offense results in bodily injury to another person.

(d) This section does not apply to a person who possesses a knife: (1) if: (A) the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and (B) the person uses the knife for a purpose authorized by the school corporation; or (2) if the knife is secured in a motor vehicle.

As added by P.L.72-2006, SEC.9. Amended by P.L.114-2012, SEC.140; P.L.158-2013, SEC.592.

IC 35-31.5-2-86 "Deadly weapon"

Sec. 86. (a) Except as provided in subsection (b), "deadly weapon" means the following:

(1) A loaded or unloaded firearm.

(2) A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it: (A)

is used; (B) could ordinarily be used; or (C) is intended to be used; is readily capable of causing serious bodily injury. (3) An animal (as defined in IC 35-46-3-3) that is: (A) readily capable of causing serious bodily injury; and (B) used in the commission or attempted commission of a crime.

(4) A biological disease, virus, or organism that is capable of causing serious bodily injury.

(b) The term does not include:

(1) a taser (as defined in IC 35-47-8-3); (2) an electronic stun weapon (as defined in IC 35-47-8-1); (3) a chemical designed to temporarily incapacitate a person; or (4) another device designed to temporarily incapacitate a person; if the device described in subdivisions (1) through (4) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

As added by P.L.114-2012, SEC.67.

IC 35-47.5-2-4 "Destructive device"

Sec. 4. (a) "Destructive device" means:

(1) an explosive, incendiary, or overpressure device that is configured as a:

(A) bomb;

(B) grenade;

(C) rocket with a propellant charge of more than four (4) ounces;

(D) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce;

(E) mine;

(F) Molotov cocktail; or

(G) device that is substantially similar to an item described in clauses (A) through (F);

(2) a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch; or (3) a combination of parts designed or intended for use in the conversion of a device into a destructive device.

(b) The term does not include the following:

(1) A pistol, rifle, shotgun, or weapon suitable for sporting or personal safety purposes or ammunition.

(2) A device that is neither designed nor redesigned for use as a weapon.

(3) A device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

(4) A surplus military ordnance sold, loaned, or given by authority of the appropriate official of the United States Department of Defense.

As added by P.L.123-2002, SEC.50.