

**NORTHWESTERN ELEMENTARY**

4223 West 350 North

Kokomo, Indiana 46901

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**WELCOME**

We would like to welcome you to a new school year. We are so excited to have you as part of our Northwestern family. We would love for you to become involved in many ways so that you can experience happiness and success at Northwestern Elementary School. You are always welcome to volunteer in the classroom, join the PTO, or chaperone field trips. Northwestern Elementary School is a family and we want you to feel welcome in our school. We are always available to answer questions or support you and your family in any way possible. Welcome to the 2022-2023 school year!

**SCHOOL HOURS**

9:10-3:35

2-Hour Delay Hours—11:10-3:35

Office Hours—7:30-4:30

Summer Office Hours—7:00-3:00

Students are tardy at 9:10.

Grades K-2: Students arriving before 12:45-tardy, after 12:45-1/2 day absent. Students leaving before 12:45-1/2 day absent, after 12:45-tardy.

Grades 3-6: Students arriving before 11:40-tardy, after 11:40-1/2 day absent. Student leaving before 11:40-1/2 day absent, after 11:40-tardy.

**DISMISSAL PROCEDURES**

If your child will not be riding the bus as usual on a particular day, you will need to write a note to the teacher to let us know what your child's instructions are for that day. Notes help us to be sure of your plans and are very much appreciated. Without a note, we will have your child ride the bus as usual. Please refrain from making last minute phone calls to the school for this purpose. Calling classrooms causes a significant disruption to instructional time.

**POLICY NOTIFICATION STATEMENT**

It is the policy of the Northwestern School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.1971.22-9-1), Public Law 318 (I.C.1971 title 20, Titles VI and VII (Civil Rights Act 1964), the Equal Pay Act of 1973, Title IX (1971 Education Amendments), and Section 504 (Rehabilitation Act Of 1973). Inquiries regarding compliance with Title IX and Section 504 may be directed to Mr. Dan Armstrong, Corporation Compliance Officer, Northwestern School Corporation, 3075 N Washington Street, Kokomo, Indiana 46901. Telephone 765-457-8101. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations. Students may present complaints to teachers or administration officials in an orderly fashion.

## **RELEASE OF RECORD STATEMENT**

Northwestern Schools maintains records on all students K-12. These records may include directory information such as:

1. Name, address, telephone, name of parent, photograph.
2. Date and place of birth.
3. Participation in school activities and athletics.
4. Date of school attendance.
5. Honors and awards.
6. Other information such as yearbooks, playbills, etc.
7. Student work may be displayed at the discretion of the teacher with no grade visible.

This information may be released WITHOUT consent unless the parent/student files an objection with the building principal. Student records may be released without consent as follows:

1. A transcript of student records will be forwarded to other public or private schools and post-secondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.
2. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made an application.

The release of ANY student records, other than in the areas specified, requires the written consent of the parent or eligible student.

## **ADMISSION POLICIES**

In accordance with school laws of Indiana, children must be five years of age on or before August 1 to be admitted to kindergarten. Parents will be advised of spring registration. Any pupil wishing to enter kindergarten whose birth date occurs after the state guidelines must conference with the building principal and provide documented proof of academic, social and emotional eligibility. Pupils entering school for the first time must present:

- Birth Certificate
- Immunization Record
- Social Security
- Two proofs of residency

## IMMUNIZATION REQUIREMENTS

### Kindergarten

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

### Grades 1 to 5

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hep A (Hepatitis A)

### Grades 6 to 11

- 3 Hep B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetnus & Pertussis)
- 1 MCV4 (Meningococcal conjugate)
- 2 Hep A (Hepatitis A)

**Hep B** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday **Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 4<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered **at least 6 months** after the previous dose.

**Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 6<sup>th</sup> grade. Parental report of disease history is acceptable for grades 7-12. **Tdap** There is no minimum interval from the last Td dose.

**MCV4** Individuals who receive dose 1 on or after their 16<sup>th</sup> birthday only need 1 dose of MCV4. For children who have delayed immunizations, please refer to the 2014 CDC "Catch-Up Immunization Schedule" to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2014 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>.

**PRESCRIPTION MEDICATION PROCEDURE:** Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee in the original container upon arrival at school. This procedure will be taken care of immediately upon entering the building. All medications shall be taken and administered in the health clinic.

### ADMINISTERING MEDICATION TO STUDENTS

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

1. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. Medications given three (3) times a day or less are not to be brought to school unless a doctor has ordered that they need to be given during school hours.
2. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal or nurse before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the nurse's office.
4. ALL medication, prescription and over-the-counter, MUST be in the original container.
5. Medication that is brought to the office or clinic will be properly secured.
6. It is the responsibility of the parents or another adult to transport any type of medication to school and deliver it to the school office. Students are not to transport any type of medications--with the exception of emergency needs medicine (i.e. inhalers, bee sting kits) as approved by the parents and office. A two to four (2-4) week supply of medication is recommended.
7. A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during school hours or at school functions. The student's parent must file a five-part authorization with the student's principal/nurse for the student to possess and self-administer the medication. This authorization must be completed by the student's physician and the parent and must be filed annually.
8. Any unused medication unclaimed by the parent or student will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
9. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time. Parents are also responsible for making sure the child has an adequate supply of medication at school. The school and its personnel cannot keep track of each student's medication supply and/or notify parents when the supply is diminishing.
10. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
11. Dispensing of non-prescribed, over-the-counter (OTC) medication by employees to students served by the school corporation is prohibited, except with parent permission, and the OTC medication is provided by the parent.
12. The school corporation may not send home a student medication that is possessed by the school for administration during school hours or at school functions. Medication that is possessed by the school in grades kindergarten through grade 8 may be released only to:
  - A. The student's parent/guardian or
  - B. An individual who is at least eighteen (18) years of age and designated in writing by

the student's parents receive the medication.

## **ATTENDANCE**

Attendance in school is compulsory as provided by Indiana Code 20-8.1-3-17. Failure of the child to attend school even one day without excuse is truancy. An excused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration, or lawful removal of the student from school by the parent or guardian is not truancy. A child is not truant, or absent, if the child is engaged in activities which are exceptions to compulsory school attendance as provided by Indiana Code 20-8.1-3-18.

Habitual truancy may be evidenced by the following:

1. Defiance of parental authority in the failure to attend school.
2. A repeated, continuous pattern of absences over a period of time such as a grading period.
3. A larger number of aggregate absences over the period of a school year.
4. More than three (3) judicial findings of truancy.

### **A. CONSEQUENCES DUE TO ABSENCE:**

A student exceeding ten (10) unexcused absences in a semester will be handled in the following manner:

Number of Absence/Tardy

- 1-8 Monitored/documented by the school office.
- 9 Phone call home;
- 10 A certified letter sent home, and documented in the Quest Management system.
- 12 Attendance conference with the principal, teacher, and parent(s);
- 14 Notification of liaison officer, a home visit with hand delivered non-compliance letter, conference, Child protective Services 310 form may be completed.
- 15 Notification of liaison officer, a home visit with hand delivered non-compliance letter, family conference, and documented in Quest Management System.

The principal shall have the exclusive jurisdiction in determining the classification of excuses and penalties.

### **B. MAKE UP WORK:**

Requests for make up work need to be received by 9:00 a.m. and make up work will not be available until the end of the school day at 3:30 pm. Responsibility and arrangements for making up missed assignments shall be made by the student with each teacher. ALL ASSIGNMENTS SHOULD BE MADE UP and credit will be given for all work. The designated time limit is one day for each day's absence up to a maximum of 5 days.

**C. OTHER ABSENTEE GUIDELINES:**

1. **ILLNESS:** Any student who becomes ill during the day must receive approval from a staff member to report to the office.

2. **EARLY DISMISSAL/ARRIVAL LATE:** All parents must sign students in or out in the office if they leave or enter the building during their regular school day. Parents are required to pick up children in the front office.

3. **RE-ADMIT SLIPS:** If your child arrives late or leaves early, students must be signed in by a parent. All parents are to sign students in at the office upon returning to school after 9:10. IF NO NOTE IS RECEIVED THE DAY FOLLOWING THE ABSENCE OR WITHIN SIX DAYS IMMEDIATELY FOLLOWING ABSENCE, THE ABSENCE WILL AUTOMATICALLY BE COUNTED AS an Unexcused Absence and tardy notes should include the following information: name of pupil, exact nature of illness or reason for absence.

4. **CURRICULAR/EXTRA CURRICULAR PARTICIPATION:** The school assumes that any student who is unable to attend school for educational purposes is also unable to attend extra curricular activities later that day. (This includes athletic practice, games, contests, organizational functions, NYO, Scouts.) Students who attend such events will be marked as unexcused for that same day's absence. Students under suspension shall not attend such functions. Any student who is ill must attend one half day to be able to attend practice or an event. Students who have an appointment must attend at least half of the day to be able to attend practice or an event.

### Northwestern Corporation Attendance Chart

Absence limit 10 days of "U" class absences/semester

A	U
Absence does not count toward limit	Absence counts toward limit (10)
EXAMPLES:	EXAMPLES:
1)PERSONAL ILLNESS: requiring physician's care	1) PERSONAL ILLNESS: not requiring physician's care
2)DEATH and FUNERAL: of family member	2) EMERGENCY at home
3)MEDICAL/DENTAL APPOINTMENTS	3)COURT SUMMONS on own accord
4)SERVICE AS PAGE clearance from sponsoring teacher/coach	<b>4)TRIPS (Family) :</b> <b>Parents are to give prior written notification to administration and receive approval</b>
5)SCHOOL SPONSORED/ AUTHORIZED EVENTS	
6)RELIGIOUS SERVICES verified by a note	
7)COURT APPEARANCES verified by a subpoena	

8)ALL OTHER ABSENCES protected by IC 20- 8.1-3-22	
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I. TARDIES/EARLY DISMISSALS: (EXCUSED - CLASS "A") (UNEXCUSED CLASS "U" All students coming to school after 9:10 must check in at the office before going to their classroom. The office will issue an admit slip and students should report directly to their classroom.

II. TARDIES/EARLY DISMISSALS PER SEMESTER

- 1-8 Monitored/documented by school office;
- 9 Phone call home;
- 10 Certified letter sent home;
- 11 Lunch/recess detention (grades 1-3 3 days; grades 4-6 1 week);
- 12 Attendance conference with principal, teacher and parent(s);
- 13 In-school suspension or other measures at the principal's discretion.

### **DEFINITION OF TARDY/HALF DAY ABSENCE**

The student day is 9:00 a.m. to 3:35 p.m. (6 hours and 35 minutes). Students taken out of school but returning to school within the same day will be counted as tardy/early dismissal as long as the time out of school does not exceed 2 hours and 45 minutes.

### **VISITORS**

All visitors and volunteers must report to the office before conducting any business they may have at the school and receive their identification. Background checks must be approved prior to volunteering in the building. Please visit our corporation webpage to complete a background check.

### **CHANGE OF DIRECTORY/EMERGENCY INFORMATION**

Any change in guardianship, residency, address, telephone number, physician, emergency contacts, or other information shall be reported immediately to the school office.

### **SCHOOL LUNCHES**

The school cafeteria serves a well-balanced lunch at reasonable prices. Breakfast and lunch are served daily and will require payment. Checks for lunches should be made out to Northwestern School Corporation. Meals may be paid for through Skyward by setting up an e funds account.

### **NOTIFICATION OF FREE/REDUCED BREAKFAST/LUNCH ELIGIBILITY**

Parents may apply for free or reduced lunch/breakfast eligibility in the office. Any change in income status during the school year must be reported to the principal.

### **TEXTBOOKS**

All textbooks are selected in compliance with local and state policies, guidelines and procedures. These adopted textbooks and materials are furnished to each student at the beginning of the school year or when the student enters. A rental fee is due at the time of registration or as soon as possible in the school year. Special arrangements for payments may be made through the school corporation. Textbooks issued are the property of Northwestern School Corporation. They should be used with care and returned in good condition. Students are responsible for books that are lost, stolen, or damaged beyond use.

### **SPEECH-LANGUAGE-HEARING**

In the fall of each school year children in kindergarten, first, fourth, seventh, and tenth grades, and all new students are given a hearing screening. These screenings also include any child with a previous hearing problem as well as children referred by parents and/or teachers. The hearing screening includes checking the child's hearing with an audiometer and letting the parent and teacher know if a problem does exist. If a parent does not wish for a child to participate in the screening, written notification must be provided to the school office within the first week of enrollment.

Students in grades kindergarten, first, and second are given brief speech screenings to check articulation and language development. If a problem is suspected, parents are notified and further testing may be recommended.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued every nine (9) weeks or four (4) times a year. Each year one (1) parent teacher conference is scheduled at the end of the first nine weeks of school. Conferences may be scheduled anytime at the discretion of the teacher or parent. You may check your child's grades via skyward at any time throughout the course of the year.

## **DISCIPLINE MEASURES**

Disabled students under IDEA or Section 504 shall be expelled only in accordance with guidelines that are available in the principal's office.

## **USE OF SECLUSION AND RESTRAINT**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student 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 use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

## **DISCIPLINE ACTIONS**

The superintendent, principal, or any administrative personnel in the school corporation shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith, such action including such matters as:

1. Counseling with a student or group of students
2. Conferences with a parent or group of parents
3. Assigning students additional work
4. Rearranging class schedules
5. Requiring a student to remain in school after or before regular school hours to do additional schoolwork or for counseling
6. Restriction of extracurricular activity
7. In-school detention
8. Denial of recess privilege
9. Assigned to Saturday School
10. Suspension of bus riding privileges
11. In-school suspension
12. Out-of-school suspension
13. Expulsion
14. Denial of technology privilege

## **SCHOOL BUSES/VAN**

It is a privilege for students to ride to and from school on school buses. Students who fail to comply with the rules of their bus may lose their school bus riding privileges. Students are assigned to ride the school bus based upon their home address. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops.

## STUDENT CONDUCT

### School Bus/Van

The school bus driver may suspend a student's riding privilege on the school bus for one (1) day in case of repeated misconduct and violation of proper student behavior on the school bus. School bus drivers shall assure that the following regulations are observed by all student passengers:

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
5. Students shall not throw objects or debris on the bus or from the bus.
6. No windows or doors will be opened or closed except by permission of the driver.
7. Students will not litter the bus with food or other debris.
8. 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.
9. Damage to the bus other than regular usage will be paid for by the student.
10. The child should be waiting at his/her boarding station when the school bus arrives. In case of emergency, late arrival by the student at his/her station, the school bus driver will be required to wait no longer than one (1) minute after the scheduled time for arrival at the student station.
11. Persistent infractions or refusal to obey school bus rules, district policies, school rules and regulations in such a way as to endanger the safety of himself/herself or others may lose his/her bus riding privileges.
12. At the transfer points, students shall remain on the bus until released by the driver.
13. Students shall not spit.
14. Seat belts must be worn on the vans.
15. Students will act respectful toward the driver.

### Drugs and Alcohol

It is a violation of the disciplinary code to:

A. Possess, provide to another person, or be under the influence of any substance or look alike which may or may not contain:

Tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen. Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal before possessing, using, or providing the medication or substance.

B. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of:

Alcohol, marijuana, stimulants, intoxicants, narcotics, depressants, or hallucinogens

1. On school premises at any time or

2. At any school-sponsored activity at any location, including the school bus.

Examples of things that are not to be possessed or provided to another person are: Pipes, rolling papers, clips, or other devices

C. Possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA) or stimulants of any kind available with or without prescription.

Violation of the above is punishable by suspension and/or expulsion from school.

### **Smoking and/or Possession of Tobacco, Vaping**

Smoking and/or possession of tobacco by students is forbidden in school buildings, on school grounds, and on school buses at all times. Possession means in the immediate area of your person. Violation of the above will result in notification of parents and disciplinary action.

### **Bullying**

Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

The bullying rule must apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

All incidents of bullying should be reported to the principal or assistant principal.

### **Threatening, Harassing, or Intimidating Students/School Employees**

Threatening, harassing, or intimidating any student(s) shall be considered misconduct. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Penalty for threatening, harassing, or intimidating another student or school employee is suspension or expulsion from school. Incidents of this nature should be reported to the principal or his designee.

### **Technology Usage**

It is a violation of the disciplinary code to knowingly possess or use on school grounds during school hours an electronic paging device or a handheld telephone in a situation not related to a school purpose or an educational function. Any misuse of any type of technology including, but not limited to, computers, computer network, internet, e-mail, voice mail, or cameras is a violation of the disciplinary code and/or corporation Acceptable Use Policy. Violation of the above will result in notification of parents and disciplinary action.

### **Other**

1. The use of obscene language in any form is strictly prohibited.
2. Cheating on tests or any other form of dishonesty is considered a serious offense.
3. No running within the building - this is dangerous to students and others.
4. For safety reasons, students are not to bring glass bottles to school.

### **Habitual Offender**

When a student has failed in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time, he/she may be suspended or expelled.

### **STUDENT SEARCH AND SEIZURE POLICY**

Student searches will be conducted in accordance with the policy adopted by the Northwestern School Board. This policy is available for inspection in the principal's office.

### **GROUND AND PROCEDURES FOR SUSPENSION AND/OR EXPULSION**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one day.  
(1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUNDINGS FOR SUSPENSION OR EXPULSION:

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

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

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - c. Setting fire to or damaging any school building or property
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule
5. Bullying any person when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

6. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student
7. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans
8. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon
9. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. **Exception to Rule 9: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:**
    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.**
10. 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
11. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
12. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function
13. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
14. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.



15. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
16. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
17. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - A. engaging in sexual behavior on school property
  - B. disobedience of administrative authority
  - C. willful absence or tardiness of students
  - D. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes
  - E. failing to tell the truth about any matter under investigation by school personnel
  - F. possessing or using a laser pointer or similar device
18. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.

**B. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm **or a destructive device** on school property.
2. The following devices are considered to be a firearm under this rule:
  - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - The frame or receiver of any weapon described above
  - Any firearm muffler or firearm silencer
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - An antique firearm
  - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

### 3. For purposes of this rule, a destructive device is

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

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

### C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

#### D. Unlawful Activity

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

#### RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

LEGAL REFERENCE: **I.C. 20-33-8**

**I.C. 35-47.5-2-4**

**I.C. 35-41-1-8**

**I.C. 35-47-1-5**

#### SUSPENSION PROCEDURE

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

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

EXPULSION PROCEDURE

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

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

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

## **PARTICIPATION IN SURVEYS**

Indiana Code 20-10.1-4-15 states that:

(a) A school corporation shall make available for inspection by the parents or guardians of a student any instructional materials, including:

- (1) Teachers manuals;
- (2) Student texts;
- (3) Films or other video materials;
- (4) Tapes; and
- (5) Other materials;

used in conjunction with a personal analysis, an evaluation, or a survey described in subsection (b).

(b) A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning: (1) Political affiliations;

- (2) Religious beliefs or practices;
- (3) Mental or psychological conditions that may embarrass the student or the student's family;
- (4) Sexual behavior or attitudes;
- (5) Illegal, antisocial, self-incriminating, or demeaning behavior;
- (6) Critical appraisals of other individuals with whom the student has a close family relationship;

(7) Legally recognized privileged or confidential relationships, including relationship with a lawyer, minister, or physician; or

(8) Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.

(c) The department and the governing body shall give parents and students notice of their rights under this section.

(d) The governing body shall enforce this section.

## **CLASSROOM DISCIPLINE**

Students are under the supervision of many teachers during the day. Each will have his/her own requirements. The teacher will handle minor disciplinary offenses with private conferences, corrective assignment, home calls and a referral to the principal. Each classroom will have posted expectations for behavior. The discipline plan will be progressive in nature.

### **TEACHER DISCRETION**

The teacher has the authority and responsibility to maintain discipline in the classroom consistent with school policy. Fair policies will be established, announced, and consistently enforced. When a problem occurs, a teacher may:

1. Conference with the student
2. Conference with the parent (and/or student)
3. Conference with the counselor, student (and/or parent)
4. Use classroom disciplinary action
5. Referral to administration

### **PRINCIPAL'S DISCRETION**

In instances where the teacher or other school personnel have used the general discipline guidelines to promote discipline in the school setting without success, the problem will be referred to the principal. The principal has the authority and responsibility to maintain an atmosphere conducive to learning through a fair and consistent application of district policies and procedures. When a problem occurs, the principal will:

1. Identify the problem (student view & teacher view).
2. Consider disciplinary action.

When disciplinary action is necessary, the principal may:

- Conference with the student;
- Refer the problem back to the teacher;
- Refer the problem to the counselor;
- Conference with the parent (and/or student);
- Take other appropriate disciplinary action

### **INJURIES**

Many accidents that initially appear to be minor may result in serious injury or disability. For this reason and because of the interest in the general welfare of students, these procedures will be followed at the time of an accident:

1. Staff members should administer any needed first aid using appropriate universal precautions.
2. When feasible, the building principal or nurse should be consulted before moving a seriously injured student.
3. Parents of injured students should be contacted immediately by school officials.
4. Parents are to assume the responsibility for transporting injured students home or to medical attention from a physician.
5. A report form must be completed on any accident by the staff member on duty. The report should then be forwarded to the principal's office.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are encouraged. If the teacher feels the conference is necessary the school will contact the parent. If for any reason the parent wishes to have a conference with a teacher, the parent should contact the school.

At the conclusion of the first grading period, a parent-teacher conference will be scheduled. You will be contacted, as a parent, as to the time of the conference. Every effort will be made to accommodate your schedule. The conference will be for the benefit of both the teacher and the parent, and attendance is encouraged.

## **EXPECTATIONS FOR DRESS**

Students will be expected to keep themselves well-groomed and neatly dressed at all times.

Any form of dress or hair style which is considered contrary to good hygiene, distracting, disruptive in appearance, or unsafe and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages, tobacco, drugs, or clothing with obscene or questionable printing on them will not be permitted.

Just as later in life, there are many jobs and social functions which dictate appropriate dress, there is an inappropriate way to dress for school and there are things which are inappropriate. In addition to what was previously stated above, the following will be dress guidelines for all students:

1. Hats, including hoods, sunglasses, visors, bandana hats, etc. are not to be worn in the building, except on determined dress up days.
2. Coats and jackets are not to be worn in classrooms unless warranted by the building temperature.
3. Apparel with the following exposed: backs, buttocks, cleavage, stomachs are not permitted.
4. Shoes with built-in roller skates are prohibited.

Changes to the above guidelines must be authorized by the building principal.

## **FIELD TRIPS**

When trips are planned as a part of school activities, written permission, including emergency medical information, and release from responsibility must be signed by the parent or guardian. Each student is responsible to all sponsors of the trip. Students are expected to follow all rules and to behave properly, following all directions of the adult sponsor.

Advance notification will be made to all parents and students. Parents or any other adults chaperoning field trips must complete a Volunteer Release Form prior to the trip. Chaperones must also ride the bus to and from the trip destination. No children other than the designated grade level students may attend the trip.

## **SCHOOL PARTIES**

Parties are sponsored jointly by the staff and the Parent-Teacher Organization. If a parent objects to a child taking part in these celebrations, he/she should notify the school in writing and the school will provide alternative activities. Absence from these parties must be approved by the principal.

## **DRILLS FOR EMERGENCIES/EMERGENCY CLOSINGS AND DELAYS**

It is the responsibility of the building principal to determine the need for and organize emergency drills. He is to see that all personnel and students are informed of procedures and routes to be followed in such drills.

At least one fire drill is conducted each month that school is in session, and disaster drills are held two times each semester to comply with state law.

Emergency closings and delays due to inclement weather or other conditions will be determined by the superintendent. Every effort will be made to notify the community via radio announcements as soon as possible.

## **PTO**

A Parent-Teacher Organization is an active part of our school. You, as a parent, are encouraged to belong and to be active. This is your school as well as your child's school. We need your participation!

## **PTO EVENTS**

The PTO sponsors many wonderful programs throughout the school year. All PTO meetings, events, functions, fundraisers, donations, etc. must be approved by the building principal prior to the intended meeting, event, function, fundraiser, and/or donation.

## **PARENT VOLUNTEERS**

Parents are needed as school volunteers to help with the library program, and assist classroom teachers with instructional and clerical duties. We are very proud of our Parent Volunteer organization, and encourage your participation.

## **STUDENT VALUABLES/PERSONAL ITEMS NOT ALLOWED AT SCHOOL**

Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, laser pointers, games, cell phones and the like, are tempting targets for theft and extortion. The school will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. In addition, toys attached to the exterior of book bags are not allowed because they pose a safety hazard.

## **ELECTRONIC DEVICES**

Use of cell phones, electronic games, lasers, and other electronic devices are prohibited during the school hours of 9:00 a.m. to 3:35 p.m. These items must be turned off and secured in backpacks, bags or coats away from students, both because their noise is distracting and because security for such items poses a problem. Exceptions may be granted by a supervising teacher for use of games or music devices during recess and field trips. No exceptions may be granted for use of a cellular phone during the school day. The school will not assume the responsibility for the security of any such items on school grounds.



### **LOST AND FOUND**

The school cannot assume responsibility for your losses. However, if you report them immediately, every effort will be made to help.

### **FUNDRAISING/PUBLIC SOLICITATION**

1. School-sponsored solicitations and selling campaigns are to be kept to a minimum based upon educational value and local need. Such selling shall be voluntary in nature, with no minimum amount required of each student.
2. No collection or sales of items are to be conducted at the school by our students for community drives.
3. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with school guidelines.
4. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
5. No student may participate in fund-raising activities off school property without the written consent of his/her parents.
6. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for...", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
7. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **STUDENT COUNCIL**

The purpose of the student councils shall be to develop attitudes of good citizenship, leadership, promote harmonious relations through the school, improve student-teacher relations, improve school morale, help provide orderly direction of school activities and promote the general welfare of the school.

### **ROBERT K. DOWNEY HONOR AWARD**

An honor award has been established for sixth grade students. This award is in honor of Mr. Robert K. Downey, former teacher and elementary principal in Northwestern School Corporation. Recommendations for this honor award will be made in the spring with the final selection to be made and announced in May. Two students will be selected each year and their names will be inscribed on the honor plaque.

## **HOMEWORK POLICY**

The Northwestern School Corporation Board of Trustees believes that homework is an important part of the educational process and should be used to enhance the time students spend learning.

We believe the value of homework should be:

1. To provide opportunities to learn responsibility.
2. To develop and practice self-discipline.
3. The reinforcement of classroom experiences.
4. To foster effective study habits.
5. To provide opportunity for independent work.
6. To promote positive self-image.
7. To strengthen communication between home and school.

Teachers, parents and students have a role and responsibility in seeing that homework is a vital part of the learning process.

### **ROLE OF STAFF**

1. Assignments should be creative, challenging, and individualized to meet student needs.
2. Assignments should be graded and checked. Credit should be given in light of the objective.
3. Every effort will be made to coordinate departments in distributing the homework load throughout the school week or weekends.

### **ROLE OF STUDENTS**

1. To make sure the assignment is understood in terms of purpose, how it is to be done, and time due.
2. To take advantage of study time during the school day.
3. To effectively budget time to complete assignments within required timelines.
4. To monitor study habits to improve study skills.

### **ROLE OF PARENTS**

1. To show an interest and establish helpful attitudes toward homework.
2. To provide an environment conducive to study.
3. To motivate by encouraging completion of assignments.
4. To encourage growth toward self-discipline and independence.

## STUDENT TECHNOLOGY RESPONSIBLE USE GUIDELINES

The Northwestern School Corporation (hereafter referred to as NWSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help our 21st century learners by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of these guidelines and agreements are subordinate to school, local, state and federal law. NWSC has the duty to investigate any suspected violations of this policy.

The Responsible Use Guidelines sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets consequences for those who choose to violate the guidelines. Students should remember that access to technology is a privilege not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a global, technological world. Technology includes:

- all computer hardware and software
- PDAs, cell phones, handheld technologies and personal storage devices •
- analog and digital networks (e.g., data, video, audio, voice, and multimedia) •
- distance learning through multiple means and locations
- electronic (e-mail) mail systems, and communication technologies
- television, telecommunications, and facsimile technology
- servers, routers, hubs, switches, and Internet gateways including wireless access •
- administrative systems, media systems, and learning information systems including •
- online applications
- related and future systems and technologies.

**Personally owned devices are included in the Responsible Use Guidelines when on school property or connected to the school infrastructure. NWSC is NOT responsible for any damage done through the network connection. This includes but is not limited to power surges, viruses or malicious acts from other users. Personal technology brought for use at school must meet minimum NWSC requirements including approved virus protection software.**

The following uses of school-provided or curricular-based technology are prohibited: a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher

- b. to remove or copy school-owned software from school computers
- c. to use technology to harass, bully, or threaten another individual
- d. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- e. to vandalize, damage, alter, or disable the property of NWSC
- f. to plagiarize, violate copyright or use the intellectual property of an individual or organization without permission
- g. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- h. to download games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- i. to participate in gambling or on-line games
- j. to send unsolicited e-mails or participate on chat lines unless there is a curricular connection approved by the teacher
- k. to send chain letters or to broadcasting messages to lists or individuals and other types of use that would cause congestion of the network or otherwise interfere with the work of others
- l. to disclose personal email addresses of others through a group or chain email
- m. to shop, barter, or use credit cards on-line
- n. to utilize the school corporation technology for commercial purposes or financial gain
- o. to install or use encryption software on any computer
- p. to send non-school related audio, video or data communication to school staff members
- q. to use social networks at school unless approved for curriculum  
to attempt to circumvent NWSC policies or network restrictions. The use of proxy websites is prohibited. It is a criminal offense to hack into a school system computer and criminal charges may

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

**Important Notice:** The Northwestern School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate or blocked material and reporting incidents should they occur. Students should not post personal information about themselves or others nor should they contact individuals they meet online. Personal information includes names, home/school/work addresses, telephone numbers, and personal photographs.

NWSC will not be responsible for unauthorized financial obligations resulting from school- provided access to the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Students who violate this policy may also lose their ability to bring in or use technology at school. In addition, the falsification of information regarding equipment may result in disciplinary action. Further disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

**Important Notice:** Each individual is responsible for any and all data stored on the device whether personal or school-owned. If non-RUP compliant material is found, disciplinary action will be taken.

### **Networks- Internet/Local and Wide Area**

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

### **Hardware/Software**

NWSC has the right to regulate hardware/software technologies including online applications that are on its network or used within the school environment. This includes personally owned devices and/or media used on NWSC property or with NWSC technological infrastructure.

### **Documents/Files/Web Based Applications**

The NWSC has final editorial authority over students creating websites that are stored on NWSC equipment or whenever students are given school credit for designing, editing, or updating the websites.

File-sharing by students is not allowed unless specifically requested for a class by the teacher. The NWSC local-area network will be equipped with software that monitors Internet traffic to detect any file-sharing.

### **No Expectation Of Privacy**

All information/documents/files that are created, sent or received from a school computer including e-mail messages are school corporation property, should not be considered confidential, and may be accessed by school personnel at any time. Electronic messages and files stored on school based computers may be treated like school lockers. • Personal information sent to school computers should not be considered private.

- Personal information (whether from school-owned or personal technology devices) sent to school-enabled accounts should not be considered private.
- Personal equipment brought to school is subject to school rules and may be detained and searched by building administration with valid cause.
- Students using school-owned computers should store personal information on external drives (external hard drive or flash drive) and not on the computer's hard drive.

### **School Owned Technology**

In some situations, school-owned equipment may be loaned or rented to students. The following expectations apply:

- Person receiving equipment is solely responsible
- Person receiving equipment is responsible for care and maintenance
- Person receiving equipment will use device for designated curriculum purposes • School is not responsible for unauthorized information (games, music) added to device nor will school try to maintain information if repair is needed
- Person receiving equipment is responsible for creating and maintaining backup of any personal data.

The district makes no warranties of any kind, expressed or implied, for Internet services. Use of any information obtained via the Internet is at each user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

A student's Parent(s) or Guardian(s) who wish/wishes to deny Internet access to the NWSC network, the student must request a Deny Internet and Computer Usage form and return the signed copy to the office of the school within two weeks of registration of their child(ren) at the respective school.

Northwestern School Corporation  
Kokomo, IN 46901

DENY INTERNET AND COMPUTER USAGE

I, \_\_\_\_\_, the legal parent/guardian of \_\_\_\_\_  
(Name of Parent/Guardian) (Name of Student)

do hereby deny permission for the above named child to access the Internet or to use  
computers owned/leased

and/or operated by the Northwestern School Corporation for the year. (School Year)

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

# 1:1 Digital Learning

## Information, Guidelines, and Procedures



### OVERVIEW

Northwestern School Corporation is excited about 1:1 Digital Learning. 1:1 Digital Learning provides equitable 21-Century tools and resources necessary for our students to be successful and engaged learners. In order to achieve academic excellence, today's students require access to educational experiences that seamlessly integrate technology throughout the educational program.

The individual use of a digital device is a way to empower students to maximize their full potential and to prepare them for their educational and career future. Teaching and learning through the integration of technology not only will increase student engagement and ownership of learning, but it also allows for effective transformation of curriculum that can take place anywhere and at anytime. By using technology effectively, we believe it will lead to increased student engagement thereby improving student achievement in all areas. All students will be immersed in a technology rich environment which motivates, engages and challenges students to learn 21-century skills as it will be an integral part of their future.

The information contained within this section of the Student Handbook applies to all of Northwestern School Corporation iPads used in our schools including any other device deemed by the administration to come under these guidelines. The information found here represents a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this learning environment. Northwestern School Corporation reserves the right to make any additions or alterations to these guidelines as necessary, in order to ensure the effectiveness of digital learning as well as the safety and well-being of our students.

The information contained in this section is intended to promote responsible use and protect students and the school from liability resulting from any misuse of the school-issued iPad. Technology, on or off-campus, must be used in accordance with the mission and philosophy of Northwestern Schools as well as the Student Responsible Use Guidelines as stated in the Student Handbook. Teachers may set additional requirements for use in their respective classes.

The iPad remains the property of the Northwestern School Corporation at all times. Therefore, there is no assumption of privacy. Northwestern School Corporation reserves the right to inspect student iPads at any time during the school year. Misuse of the iPad may result in disciplinary action.

Above all, the 1:1 Digital Learning program at Northwestern Schools is an academic program, and the guidelines governing the use of the iPad support its academic use. To maintain the integrity of this program, all students and parents/guardians must acknowledge and agree to the following conditions of use:



## 1:1 DIGITAL LEARNING GOALS

- To increase student engagement in learning.
- To prepare learners with digital resources that they will experience within their future careers and/or post-secondary education.
- To enrich the curriculum through the use of digital resources
- To differentiate instruction for all learners by using technology.
- To promote student pride through creative learning opportunities.

### 1:1 is...

- *An environment in which each student utilizes a technology device, increasing the opportunity for self-directed and differentiated learning, enhanced global awareness, and increased more relevant feedback from teachers and other students.*
- *A chance to provide a tool for students to expand critical thinking, problem solving, technology, media literacy, and communication skills.*
- *An opportunity for students to create, collaborate, and innovate.*

### 1:1 is not...

- *Apple vs PC. The goal is that one day the device will be as much a part of the learning environment as a whiteboard.*
- *All about test scores. We believe that test scores are important but not the main factor driving innovation on our schools.*
- *A silver bullet to learning and engagement. Education is still a people business.*
- *A replacement for the teacher. The teacher/student interaction is the core of the learning process.*

## 1.0 GENERAL INFORMATION

The procedures and information within this document apply to all student iPad use at Northwestern School Corporation. Teachers may set additional requirements for use in their classroom.

### 1.1 Receiving your iPad

iPads will be distributed during the month of August. The specific date will be set by each school.

### 1.2 Returning your iPad

iPads will be returned back to Northwestern School Corporation during the last week of the school year. All students will need to return all power accessories, including power block and cable at the end of the school year. Students who withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any reason must return their individual school iPad with accessories on the date School Resource Officer.

### 1.3 Personal iPad

Students are not allowed to use personal iPads in place of district issued iPads. This is to provide equity and consistency for our teachers and students to create the best technology environment possible. In addition, it is important to utilize a mobile device management system to ensure efficient deployment of apps for student use.

## 2.0 CARE OF THE IPAD

### 2.1 General Care

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Students are responsible for keeping their iPad battery charged each day using an Apple Certified iPad charger and cord.
- iPads should be closed in cases and away from food and liquids when students are eating.
- Avoid exposure to long-term temperature extremes.
- Do not alter the iPad in any manner that will permanently change the iPad.
- Do not attempt to repair a damaged or malfunctioning iPad. All damaged and malfunctioning iPads will need to be taken to school office (Elementary) and the TigerTech Support Room

(Middle School and High School).

- Do not upgrade the iPad operating system (IOS software update) unless directed by technology staff.
- Do not remove or circumvent the management system installed on each iPad. This includes removing restrictions or “jail-breaking” the device.
- Do not sync the iPad with a district or home computer. Student documents or files will be emailed or saved to a cloud based storage app (Dropbox, Box, Google Drive, or others).
- Students will be permitted and encouraged to take the iPad home unless of special circumstances.

## 2.2 Carrying and Transporting iPads

- The iPad must always remain within **any district issued case at all times**. Failure to do so could lead to higher repair rates if the iPad is damaged.
- Do not leave the iPad unattended at any time during class, extra-curricular activities, lunch, locker room, etc.

## 2.3 Screen Care

- When cleaning the iPad screen, use a soft, dry, anti-static cloth.
- Do not lean on or place anything heavy against the screen.
- Do not drop the iPad as the screen will most likely break.
  - Avoid touching the iPad screen with a pencil or pen. Use an appropriate stylus if needed.

## 2.4 Security and Identification

- It is highly recommended for students/parents to turn on the **Find My iPad** feature on the iPad settings.
- Students are responsible for the safety and security of their school-owned iPad.
- iPads should not be stored in a vehicle and should never be left in view inside a locked or unlocked vehicle.
- Labels, stickers or screen protectors placed on the iPad by the technology department shall not be removed.
- Each iPad will be registered with the district by an asset tag along with the serial number which should never be altered or removed.
- Do not lend the iPad to a classmate, friend or family member.

## 3.0 USING YOUR IPAD AT SCHOOL

iPads are intended for use during school each day. Students must bring their iPad to all classes.

### 3.1 iPads Left at Home

Not having an iPad or not having a working iPad will not be an excuse for not participating in class or not completing assignments. Loaner iPads will not be available to students who forgot to bring their iPad to school or failed to charge their iPad.

### 3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when the assigned iPad has been sent in for repair.

### 3.3 Charging your iPad

Students are responsible for ensuring that their iPads are charged and ready to go for school each day. It is recommended to charge the iPad at home each evening.

### 3.4 Screen Savers/Background Photos

A standard screensaver or background will be preset on the iPad. Any changes to the background must be school appropriate.

### 3.5 Sound, Music, Games, or Programs

Sound must be muted while in class unless permission is obtained from the teacher. All content (music, games or programs) on the iPad must be appropriate, used in a responsible manner and at the discretion of the teacher.

### 3.6 Use of Camera and Video

Each student iPad is equipped with a digital camera feature which includes the ability to take HD video. The camera will allow students to utilize a 21-century tool to develop learning skills.

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#### Examples of Use:

- Recording and/or taking pictures for project-based learning assignments.
- Assisting in ensuring accurate notes are taken in class.
- Submitting work digitally

*Students are not allowed to take pictures/video of staff and/or students without expressed permission by those individuals. All pictures/video taken must be school appropriate. Any violation of this directive will result in discipline measures.*

### 3.7 Photos and Videos

All videos, photos and images that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time.

### 3.8 Home Internet Access

Students are allowed to set up wireless networks on their iPads for use while at home. Parent supervision is an expectation while the iPad is used at home. The Children's Internet Protection Act requires that schools have a content filter in place onsite and the school will make every effort to block objectionable sites.

## 4.0 MANAGING YOUR FILES & SAVING YOUR WORK

### 4.1 Saving Documents

Students may save work directly on the iPad through DropBox or another cloud-based storage (i.e. Box, Google Drive, etc.). Documents may be emailed to their teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.

### 4.2 Printing from iPads

Printing is not currently allowed from the iPads at school. If printing is necessary, students must email the document to a student email account or save the document to be printed to a cloud-based storage.

### 4.3 Network Connectivity

Northwestern School Corporation makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

### 4.4 Google Classroom

Northwestern utilizes Google Classroom as our learning management system. Google Classroom makes it easier to move files between the school and home and also lets students turn in documents electronically to their teachers. The teachers can review the work and send it back to the student.

## 5.0 CONTENT MANAGEMENT

### 5.1 Originally Installed Software

The software/apps and profiles originally installed by Northwestern School Corporation must remain on the iPad in usable condition and be easily accessible at all times. From time to time, the district may add/remove apps for use in a particular course. Devices will be monitored through our Mobile Device Management (MDM) system to ensure that students have not removed required apps or added apps that are not appropriate for school use.

## 5.2 App Management

- Apple restricts ownership of iTunes account for students under the age of 13. However, for students ages 12 and under you may use a “Family” iTunes account for the student to use. This account could then be supervised by the parent/guardian.
- All downloaded Apps/music must be appropriate and recommended for educational use.
- Students from time to time will need to add/remove apps from the MDM app portal. This is where district purchased apps would be located. Removing a district purchased app from your iPad does not permanently remove the app, as it is moved back to the MDM portal for future use if needed.

## 5.3 Inspection

- Northwestern School Corporation owned iPads may be inspected by district staff at any time.
- Northwestern School Corporation staff maintains the right to delete any App, song, video, picture, book, or file that is not deemed appropriate for student use.
- Storage/space on the iPad and iCloud is limited. Any non-required Northwestern School Corporation apps, songs, videos, pictures, books, or files will be subject to removal and deleted to preserve storage space.

## 5.4 Restoring of iPad

If technical difficulties occur or non authorized software/apps are discovered, the iPad may need to be restored. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

## 5.5 IOS Upgrades

Upgrade versions of licensed apps/software are available from time to time. Students may be required to check in their iPads to Technology Services for maintenance to apply upgrades and app updates.

# 6.0 RESPONSIBLE USE

## 6.1 Statement of Responsibility

The use of the Northwestern School Corporation technology resources (hardware, software, etc.) is a privilege, not a right. The privilege of using the technology resources provided by the district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action may be applied. **Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be contacted.** Disciplinary action will follow district policy and the guidelines contained within each respective school’s Student Handbook.

## 6.2 Parent/Guardian Responsibilities

- Discuss with your children the values and the standards you expect your children to follow with regard to the use and care of the iPad, and the use of the Internet, just as you do on the use of all media information sources such as television, cell phones, movies, and radio.
- The parents release Northwestern School Corporation and its personnel from any and all claims and damages of any nature arising from their child’s use, or inability to use the district technology, including but not limited to claims that may arise from the unauthorized use of the iPad to purchase products or services.
- The parents understand that it is impossible for Northwestern School Corporation to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
- Parent supervision is an expectation of the 1:1 Digital Learning Program. The district cannot control all aspects of student use while the student is off site. Please remember that students are subject to the same guidelines while not in school.

### 6.3 School Responsibilities

Northwestern School Corporation reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad in order to track an iPad while on our school network in order to locate an iPad if lost or stolen. The school agrees to provide:

- Internet and Email access to its students.
- Curricular Apps and content.
- Internet blocking of inappropriate materials as able.
- Support using cloud based storage.
- Staff guidance to aid students in doing research and help assure student compliance of the guidelines contained within this document and those within the district's Student Technology Responsible Use Guidelines.

### 6.4 Students Responsibilities

- Use computers/devices in a responsible and ethical manner.
  - Follow the guidelines within this document.
  - Report to a building administrator any email containing inappropriate or abusive language or if the subject matter is questionable.
  - Return their iPad at the end of each school year following district procedures. Students will be receiving the same iPad during the next school year.
  - Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Northwestern School Corporation for any other reason must return the district issued iPad and all additional items (case, charger and cable) by the date of termination to their respective building office
  - Check in your iPad for periodic IOS updates. Do not update the iPad IOS unless you are told to do so.
  - Students are prohibited from plagiarizing (using as their own without citing the original creator) content, including words or images, from the Internet.
  - Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online.
  - Research conducted via the Internet should be appropriately cited giving credit to the original authors.
  - Students are prohibited from accessing sites that promote plagiarism. These sites should be reported to school personnel.

### 6.5 Student Activities Strictly Prohibited

- Using the school network for illegal activities such as copyright and/or license violations.
- Using the iPad as the vehicle for plagiarism.
- Unauthorized downloading of apps and/or jail-breaking of the iPad.
- Accessing and/or using websites or materials that is not in direct support of the curriculum and is inappropriate for school.
- Vandalizing equipment and/or accessing the network inappropriately. Programs that are capable of hacking the network should not be possessed or used.
- Gaining unauthorized access anywhere on the network.
- Invading the privacy of individuals.
  - Using and/or allowing use of another person's login/password to access the network.
- Being a passive observer or active participant with any unauthorized network activity. • Participate in cyber-bullying of any person.
- Using objectionable language, photos or other content (e.g. racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous).
- Obtaining, modifying or using username/passwords of others.
- Modifying files belonging to another student.
- Attempting to access or accessing websites blocked by the school's Internet filter.
- Downloading apps, streaming media, or playing games without permission of a teacher or administrator.
- Sending and/or forwarding emails that are chain letters, forwards, etc. via school mail.

### 6.6 Cyber-Bullying

The National Crime Prevention Council defines cyber-bullying as “When the internet, cell phones, or other devices are used to send or post text or images intended to hurt or embarrass another person.” • Cyber-Bullying will not be tolerated and is strictly forbidden.

- The user should remember that digital activities are monitored and retained.
- Report cyber-bullying immediately to school personnel.

### 6.7 Student Discipline

If a student violates any part of the above guidelines and procedures, he or she will be subject to consequences as listed in the district Student Technology Responsible Use Guidelines, the respective school Student Handbook and Board Policy.

### 6.8 Student Technology Responsible Use Guidelines

Northwestern School Corporation Student Technology Responsible Use Guidelines can be found on the district website.

### 7.0 Behaviors and Discipline Related to Student iPad Use

<i>Technology Related Behavior Violations</i>	<i>Equivalent “Traditional” Classroom Violations</i>
• Failure to Bring iPad to school	• Coming to class unprepared
• Missing Cover	• Not having required supplies
• Email, texting, FaceTime, Internet surfing, etc.	• Passing notes, reading magazines, games, etc.
• Damaging, defacing, placing stickers, etc. to iPad	• Vandalism/Property damage to school owned equipment
• Using account belonging to another student or staff member	• Breaking into someone else’s locker or classroom
• Accessing inappropriate material	• Bringing inappropriate material to school in

	print form
• Cyber-Bullying	• Bullying/Harassment
• Using profanity, obscenity, racist terms	• Inappropriate language, harassment
• Sending/Forwarding assignment to another student to use as his/her own and/or copy.	• Cheating, copying assignment, plagiarism
<i>Violations unique to the NWSC 1:1 Digital Learning Program</i>	
• Not having iPad fully charged when brought to school	
• Attempts to defeat or bypass the district’s internet filter and/or security settings	
• Modifying the district’s browser settings or other techniques to avoid being blocked from inappropriate sites or to conceal inappropriate internet activity.	
• Unauthorized downloading/installing of apps.	

## 7.1 Progressive Discipline

### Discipline Steps

- One and Done! Game playing on the iPads is up to the discretion of the classroom teacher. If the student is off task and is playing games when not allowed, the student will have the App Store removed and all loaded Apps that are not a part of the District App Portal will be removed on the student iPad. The App Store will be reinstated at the beginning of the next semester. Parents will be contacted when this occurs.
- Parents can request to have the App Store removed.
- Any further disciplinary infraction will be handled by building administration and may result in loss of iPad privileges.

## 8.0 Liability

The parent/guardian/student is responsible for the cost to repair and/or replace, at the date of loss, the iPad, case or USB charging cable/charger if the property is:

- Not returned.
- Intentionally damaged.
- Lost or damaged because of negligence.
  - Stolen and report must be filed with the district School Resource Office by the end of the next school day.

## 9.0 Damaged and Lost iPads

The Northwestern School Corporation recognizes that with the implementation of the 1:1 Digital Learning Program there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection.

- Student/Parent must report any damaged, lost, or stolen iPads **immediately** to a teacher, school administrator, or technology services staff member.
- Student/Parent will bring damaged iPad to the Main Office (Elementary) and TigerTech Room (Middle and High School) for assessment.
- The TigerTech students and staff will be able to do minor troubleshooting and repair.
- Technology Services Staff will make final determination of what needs to be done with the iPad. •

***Damaged NWSC iPads that are not in a district issued case will be the financial responsibility of the student/parent.***

Beginning with the 2020-2021 school year, each iPad will be covered by AppleCare+ for a four year period. Each year, the coverage begins again. For example, if a student has damaged an iPad twice in a given school year, the first repair incident would be \$50.00. The second repair incident would be \$75.00. The next school year, the coverage begins again and the repair incidents start over. This new coverage allows for two iPad damage repair incidents for each of the four years. If a student incurs a third or more iPad damage repair incident in a given school year, the repair charge would be \$100.00 per incident. Students/Parents are responsible for the repair and/or replacement costs based on the situations listed in the table below:

<b>Damaged iItems</b>	
First iPad Incident* \$50.00	
Second iPad Incident* \$75.00	
Additional iPad Incidents* \$100.00	
iPad Case	Grades K-2: \$30.00 Grades 3-12: \$50.00
Apple Certified Charging Block	\$0.00
Apple Certified Charging Cable \$20.00	
<p>All students will initially receive an Apple Certified charging block and cable. The charging block and cable is now covered under the AppleCare+ warranty. If the charging block and/or cable is damaged or no longer working, please return to TigerTech Support and a replacement will be provided. A determination will be made if the block/cable is considered a warranty (no charge) replacement or non-warranty (charged) replacement. If a charging block or cable is lost or stolen, it is the responsibility of the Student/Parent to replace the charging block and/or cable with an Apple Certified replacement. It is recommended to purchase through Northwestern School Corporation's TigerTech Support.</p>	

• **Per year of the 4 Years of AppleCare+ Coverage (Beginning in the Fall of 2020)**

**Additional Items:**

- An Apple Certified charging block and/or cable must be used at all times. Additional damage to the iPad may occur if using a non-Apple Certified charging block and/or cable.
- Any damages or repairs that need to be made to the school issued iPad will be billed to the student/parent and will be due 30 days upon receipt. If repair/replacement fees are not paid within the designated time frame, late fees and court costs may apply. Please reference the costs listed in section 9.0 above.
- If a student enrolls or withdrawals during the current school year, the iPad rental payment will be prorated.

**Additional Information:** In cases of theft, vandalism and other criminal acts, a police report must be filed with the district School Resource Officer or other Law Enforcement officials. A copy of the police report must be provided to the respective building's main office. The cost of a replacement iPad will be charged to the student's account until the iPad is found and returned. It is the responsibility of the parent/guardian to return or pay for a replacement iPad.

**Intentional Damage:** Students/Parents are responsible for full payment of intentional damages to their individual iPad or to another student's iPad. Administrators will make final determinations on what costs will be passed onto the Student/Parent on a case by case basis.



### 10.0 iPad Costs and Payment

The cost for the iPad device rental is as follows:

The cost for the iPad device rental is as follows:

Students Package Total Cost Annual Rental Fee

Grades K-2 iPad, 4Yr AppleCare+ & STN Dux Case \$427.95 \$75.00

Grades 3-12 iPad, 4Yr AppleCare+ & Logitech Keyboard Case \$477.95 \$85.00

The 1:1 Digital fee will be charged and added to the student's fees in Skyward. In addition, any iPad or case damage/repair/replacement fees will be added to the student's Skyward Fees. Any time an iPad is presented for repair, parents will be notified by note and/or phone call. Repair fee structure is listed in Section 9.0 above. The parent/guardian will have 30 days to make payment or arrange to enter into a payment plan with the district. If payment is not made in a timely manner, late fees, in addition to court costs, may apply. Court costs can lead to an additional cost of over \$120.00.