

North Putnam Middle School

Student Handbook 2017-2018



North Putnam Middle School
8905 North County Road 250 East
Roachdale, Indiana 46172

Main Office Phone: 765-522-2900
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Athletic Office Phone: 765-522-0717
Homework Hotline: www.AskRose.org
Rose-Hulman: 1-877-ASK-ROSE

Principal: Scott Miller
Dean of Students Bucky Kramer
Counselor: Alyssa Ward
Athletic Director: Roger Busch
Corporation Nurse: Mary Unger

Administrative Office: 765-522-6218
Transportation: 765-522-6220
Old National Trail Special Services (ONT): 765-653-2781

This handbook belongs to:

Name _____

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SCHEDULE OF THE SCHOOL DAY

DAILY SCHEDULE

PERIOD 1: 8:15-9:02
PERIOD 2: 9:07-9:54
PERIOD 3: 9:59-10:46
SPARK: 10:51-11:11
PERIOD 5: 11:16-12:36
LUNCH A 11:11-11:42
LUNCH B 11:38-12:09
LUNCH C 12:05-12:36
PERIOD 6: 12:41-1:30
PERIOD 7: 1:35-2:24
PERIOD 8: 2:29-3:17

2 HOUR DELAY SCHEDULE

PERIOD 1: 10:15-10:45
PERIOD 2: 10:49-11:19
PERIOD 3: 11:23-11:53
PERIOD 5: 11:53-1:23
LUNCH A 11:53-12:23
LUNCH B 12:23-12:53
LUNCH C 12:53-1:23
PERIOD 6: 1:27-1:57
PERIOD 7: 2:01-2:36
PERIOD 8: 2:41-3:17

EARLY RELEASE (WEDNESDAY)

PERIOD 1: 8:15-9:02
PERIOD 2: 9:07-9:54
PERIOD 3: 9:59-10:46
PERIOD 5: 10:51-12:16
LUNCH A 10:51-11:22
LUNCH B 11:18-11:49
LUNCH C 11:45-12:16
PERIOD 6: 12:21-1:06
PERIOD 7: 1:11-1:56
PERIOD 8: 2:01-2:47

SCHOOL INFORMATION

For more information regarding the school and the staff directory, please access the school's website at <http://www.nputnam.k12.in.us/np-middle-school-home>. In addition, a staff directory database may be found at the North Putnam Middle School's website. The corporation's webpage may be found at <http://www.nputnam.k12.in.us/>

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

DISCLAIMER

THIS HANDBOOK IS STILL SUBJECT TO CHANGE DUE TO REVISIONS IN STATE LAW AND BOARD POLICY

NPMS VISION STATEMENT

NPMS students will be highly motivated productive citizens who are prepared for high school and the work force of the 21st century. Our students will be life-long learners and high achievers. They will be nurtured by parents, teachers, and community members in an environment that promotes emotional, physical, and intellectual growth.

NPMS MISSION STATEMENT

The NPMS community will realize our vision through practices that develop relationships and produce high academic achievement. Staff will deliver a rigorous, standards-driven education with engaging curriculum by applying best instructional practices. Staff will create a strong school-community partnership by seeking input and utilizing feedback from stakeholders

**NORTH PUTNAM COMMUNITY SCHOOLS
CORPORATION ACADEMIC GOALS**

- 1. 90% of NPCSC students will pass the state required exams relative to their academic grade/placement: (iRead, ISTEP, English 10 ECA, Algebra 1 ECA).**
- 2. 100% of NPCSC teaching faculty will be teaching in academic areas/grades where they are considered highly qualified by the Indiana Department of Education.**
- 3. All NPCSC schools will maintain a 96% student attendance rate or better.**

ACADEMIC INFORMATION

GRADING SCALE

(USE FOR SEMESTER AND YEAR GRADE AVERAGING)

A+ 100	B 82-87	C- 70-71
A 92-99	B- 80-81	D+ 68-69
A- 90-91	C+ 78-79	D 62-67
B+ 89-88	C 72-77	D- 60-61
		F 59-0

REPORT CARDS/MID-TERMS

1. Report cards are issued twice during each semester for all classes at the conclusion of each nine (9) week grading period.
2. Mid-terms for all classes will be issued to the students half way through each nine (9) week grading period.

GRADES/GRADING PERIODS

1. The grading periods are nine (9) weeks long for all classes.
2. Each grading period represents 50% of the final semester grade.
3. Each semester represents 50% of the final year grade.
4. The 4-point scale (see above) will be used to calculate **semester** and **year** grades. For example, if the student receives a "B+" (3.33) the 1st 9 weeks and a "C" (2.00) the 2nd 9 weeks then the semester grade would be a "B-" ($3.33+2.00/2=2.67$)

HOMEWORK STATEMENT

The North Putnam Middle School staff believes that homework plays an integral role in a student's learning process. Homework should be given when needed in each class. It is a combination of work that the student completes in the classroom, outside of the classroom but still at school, and/or at home. The grade level teams will work closely together to equitably distribute homework. Homework is used as a tool to clarify and reinforce classroom instruction. It is ultimately used to strengthen knowledge so that each student can successfully master the subject matter and be successful lifelong learners.

NINE (9) WEEK AND SEMESTER HONOR ROLL

High Honor Roll: The student must earn all "A's" in all classes.

Honor Roll: The student must earn all "A's" and/or "B's" in all classes.

Semester Honor Roll: Semester Honor Roll will be calculated by averaging the nine (9) week grades for all classes.

PROMOTION/RETENTION POLICY

(A SUMMARY OF SCHOOL BOARD POLICY 7710)

The North Putnam Community School Corporation Board of School Trustees recognizes that the personal, social, physical, and educational growth of children will vary, and that children should be placed in the educational setting most appropriate to their needs at various stages of their growth. The normal expectancy for each student shall be to progress one grade level each year in kindergarten through grade eight and to accumulate sufficient credits each year at the high school level to meet graduation requirements. It shall be the policy of the North Putnam Community School Corporation that each student be moved forward in a continuous pattern of growth and achievement that is in harmony with the child's development. A student enrolled in special education shall be promoted or retained on the opinion of the Case Conference Committee and the student's I.E.P.

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

The student EARNs advancement from one grade level to the next. In grades five through eight a student will advance to the next grade if he/she is passing the majority of his/her classes. That majority **MUST INCLUDE** passing all language arts, mathematics, science, and social studies classes. A direct observation by the principal as well as teacher documentation must occur prior to a decision to retain a student. Notice of the possibility of retention must be given to parents as early as possible, and no later than at spring parent-teacher conferences.

Exceptions to the above provisions may be made only upon the recommendation of the building principal and the professional staff after a contractual agreement is reached between school personnel, the parents, and the student. Said contract must include successfully completing a summer remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

Regardless of the grades received, a student will not advance to the next grade level until he/she successfully passes the statewide test given at the grade level, or having failed the test, successfully completes a remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

Successfully completing the remediation program provided by the school corporation will be determined by the professional staff after the student demonstrates mastery of a post-test or other program-ending assessments developed by the North Putnam Community School Corporation. Students receiving school approved private tutoring and not participating in the school corporation remediation program must demonstrate mastery of the post-test mentioned above.

ATTENDANCE INFORMATION

ABSENCE PROCEDURE

The parent should call the School Office at 522-2900 by 9:00 a.m. to report the reason for the student's absence. If no prior phone call has been made to report the absence, a note must be sent with the student upon returning to school. If no phone call has been received by 9:00, the attendance clerk will call to verify the student's absence. If no contact can be made to explain the absence, the absence will be unexcused. All attendance data will be kept as part of the student's cumulative record.

PARTIAL DAY ATTENDANCE

Students who miss five (5) to seven (7) periods in a day will be counted as one-half day absent. If a student must leave the school building during the day for any reason (medical or dental appointment, etc.), arrangements are to be made before school in the Administrative Office to be excused. Notes from home and the doctor are a necessity for an excused absence. Before leaving the building, the parent/guardian must sign the student out in the School Office. When returning to school on the same day, the student should immediately go to the School Office, sign in, and be given a pass to class.

LEAVING EARLY

If a student needs to leave school before the regularly scheduled time, a note should be brought from home to be given to the teacher. Parents are to report to the office to pick up their child in case of any requested early dismissal. The office will then call to the student's room and have the student sent to the office. **Parents are not to go directly to the classroom.** Students leaving school after 11:45 a.m. and before regular dismissal time will be marked as having left early in the attendance book (see Partial Day Attendance).

EXCUSED ABSENCES

Students may be excused from School for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- personal illness but not illness in the family unless the circumstances are approved by the Principal
- death in the immediate family (at the discretion of the parent/guardian).
- absence assigned through disciplinary action, e.g. GRASP, Out of School Suspension, In School Suspension
- exhibiting projects at the Indiana State Fair/4-H
- quarantine and communicable disease
- school-sponsored field trips/contests
- bona-fide religious holiday
- professional appointments that cannot be scheduled at non-school times
- Service as a page, as an honoree of the Indiana General Assembly, or a helper for Election Day
- In response to a subpoena to appear in court as a witness.
- students with a health condition that causes repeated absence are to provide the School office with an explanation of the condition from a licensed physician.

Students who are considered medically to be chronically ill may be eligible for homebound services. Please contact your school's principal for more information regarding homebound services.

UNEXCUSED ABSENCES

All absences that do not fall into the previous excused categories will be classified as unexcused. Verification by the parent of an unexcused absence must occur the day following the student's return to school. Students who are absent for more than eight (8) days in a semester, regardless of the reasons, will be considered "excessively absent". All future absences must be excused. If there is a pattern of frequent absences for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student will be marked unexcused. Any student with excessive unexcused absences will be reported to the Prosecutor's Office.

EXTRACURRICULAR ACTIVITIES DURING ABSENCES

Students who are absent from school or are sent home ill are not permitted to attend extracurricular activities on the day of the absence. A student must be in school at least the last half of the school day in order to participate in or attend an extracurricular activity.

EXCESSIVE ABSENCES

An attendance letter will be sent to parents whose child has been absent five, seven, and eight (5, 7, and 8) days in a semester. Once the child has been absent eight (8) days, another letter will be sent to the parents stating that any future absences must be medically excused. This is a probationary period at which time the student and his/her parent will enter an attendance contract with the school.

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

MAKE-UP WORK

Students who have absences classified as excused will have the benefit of make-up work for credit. Students will have one day for each day of absence to turn in make-up work. Work assigned before an absence occurs will be due on the assigned date or on the first day the student returns from his/her absence unless alternative arrangements are made with the teacher.

VACATIONS/PRE-ARRANGED ABSENCES

Parents are encouraged to schedule vacation time that corresponds to the vacation days built into the school calendar. Absences due to vacation time beyond that of the school calendar are considered as an unexcused absence. Any assignments requested in advance

for a prearranged absence should be completed upon return from the prearranged absence. The student is responsible for making the arrangements with teachers concerning tests and assignments. All tests are to be taken prior to leaving, and any assignment due before the vacation should also be turned in before leaving. Some teachers may elect for their students to make up missed work upon their return.

TARDINESS/LATE ARRIVAL

Students arriving to school after 8:15 a.m. will be considered tardy to school. Two tardies to school in the same nine weeks will result in an after school detention being assigned. Additional tardies will result in ASD and notification of the appropriate officials. This would include the office of Child and Family Services as well as the prosecutor.

It is the parent's responsibility to ensure their child arrives to school on time. The corporation provides transportation to insure this. Failure by the parent to have their child in school before 8:15 does not waive the consequences for the student's tardiness

TRUANCY

Students absent from school without the permission and/or knowledge of their parent(s) or school officials will be recorded as truant. Students who are truant shall be subject to disciplinary action. If a student is truant twice during the school year, he/she will be considered a habitual truant and a report will be filed with the probation department.

HEALTH CLINIC INFORMATION

A school nurse or instructional health aide is staffed in the clinic in every school building. The school nurse or health aide will treat all injured or ill students according to guidelines from the Indiana State Department of Health. If a student should become ill during the day, he/she should notify the teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic. Students must go to the clinic to be evaluated by the nurse or health aide. Students who are admitted to the clinic by the nurse/health aide will be allowed up to 20 minutes to rest before returning to class unless they are going home.

The nurse may exclude from school a student who has a communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so through the school clinic. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his or her parent and asks to be picked up without the nurse's approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child.

HEALTH NEEDS

Parents are encouraged to keep the school informed of the status of the student's health by communicating with the school nurse. It is crucial that any student allergies to medications and various foods be communicated by the parent to the school nurse. Food allergies require a doctor's statement for special dietary needs through the cafeteria service.

LICE (PEDICULOSIS)

Any student having lice/eggs shall be sent home from school. The parent will be provided a copy of procedures to follow for treatment. School personnel will explain these procedures to the parent when they arrive at the school to take their child (children) home. Upon returning to school, the student will be readmitted to the classroom after their hair is checked by school personnel and the parent must provide proof of treatment in the form of a label from lice shampoo and/or a note from a doctor stating the type of treatment used.

Parents have the responsibility, under state law, to have their children in school when possible. Failure to send the child to school following a reasonable amount of time (approximately five school days) may result in the filing of educational/medical neglect charges with the county welfare department.

IMMUNIZATION REQUIREMENT POLICY (IC 20-8.1-7-9.5)

Whenever a student enrolls in North Putnam Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (IC) 20-34- 4-5 this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received.

Each student should have the immunizations required by law or have an authorized waiver. State law (I.C. 20-8.1-7-9.5) requires that every child residing in the state shall be immunized against diphtheria, whooping cough, tetanus, measles, rubella, mumps, poliomyelitis, and Hepatitis B. Also, all middle school age students must be vaccinated against meningitis, chicken pox or have physician documentation of proof of disease and have a current Tdap vaccination. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

INJURY AND ILLNESS

All injuries must be reported to a teacher, the nurse, or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents/guardian.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse or health aide will determine whether or not the student should remain in school or go home.

Parents will be notified of all significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school. These incidents must be reported immediately to the person in charge followed by communication to the principal's office and school nurse. An accident report will be completed within 24 hours on any student that has an injury where it is recommended by school staff that they be evaluated by a physician, ER department or have a significant head injury or other serious injury. A copy of all accident reports will be kept on file in the school clinic and a copy will be sent to the Superintendent's office.

MEDICATION POLICY

Indiana State Law (I.C. 20-34-3-18) mandates that neither prescription medications nor over-the-counter medications (such as Tylenol and cough drops) may be dispensed by school personnel unless written permission has been granted by the student's parent/guardian or a physician. This means that students may not carry any medication on their person during the school day unless the student has an acute medical condition. A student with a chronic disease or medical condition may possess and self-administer medication for the medical condition if the school has written permission from the parent/guardian AND physician. Otherwise, all medication must be brought to the clinic and will be dispensed from there by designated school personnel. Students may not transport medication to or from school. Parents must bring the medication to school and must pick-up the medication from school. All medications brought to school must be turned in to the school clinic. If a prescription medication is to be given daily or 2-3 times a day per doctor's order, the medication should be given at home. Authorized school personnel may administer medication when the following directions are observed:

1. All medications shall be brought to the school office or clinic by the student's parent/guardian and be kept in the original container bearing the student's name.
2. Written permission is given by the student's parent/guardian AND physician for prescription medications. The pharmacy label shall serve as the written consent of the physician. Written permission from the parent/guardian shall include the student's name, name of the medication, dosage and time to be administered.
3. Written permission is given from the student's parent/guardian for over-the-counter medications including the student's name, name of medication, dosage and time to be administered.
4. Herbal remedies and supplements will not be dispensed by any school personnel because these items have not been approved by the FDA.

All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc.

Students who possess or use prescription or non-prescription medications at school independently from the school nurse will be subject to disciplinary action and possible expulsion from school.

At the end of the school year, medications will be disposed of the following day after the last day of student attendance.

HEARING AND VISION SCREENING

The State of Indiana mandates screening in the areas of hearing and vision. If a student does not pass a screening, according to state guidelines, the examiner is required to refer the child for further testing.

Students receive hearing, vision, and speech and language development screening tests at appropriate intervals during their school years. The results of all tests are available to parents. In order to identify students with hearing losses, hearing tests will be given to all students in the 7th grade, all students in special education, all students transferred from other school districts, and all students suspected of having hearing losses. If you do not want your child's hearing screened, you must return a written note to your child's school office immediately, stating your refusal. Please address the note to the "Speech and Language Pathologist". Vision screenings will be done on all students in 8th grade. Referrals will be sent by the school nurse on those students who fail the screenings.

STUDENT CONDUCT & DISCIPLINE

It is the policy of the North Putnam Community School Corporation Board of School Trustees to provide all students with graduated, relevant learning experiences that will enable them to develop to their full potential. It is recognized that an effective learning environment includes many facets. The basic purpose of discipline is to help the students benefit from the learning activities presented by the school. The goal of the North Putnam Community School Corporation shall be for the student to effectively discipline himself/herself so as to reach his/her greatest potential. Every effort shall be made to influence the student through example, discussion, & counseling. Self-discipline is a major component of the total learning environment. Self-discipline is best defined as the control exhibited in a student's behavior, so that the civil rights and dignity of others are protected, however, if such self-discipline fails, a firm positive method of correction will then be invoked. When the behavior of any student disrupts the learning environment, then discipline procedures will be initiated by school personnel. School administrators are authorized to establish reasonable rules & regulations in an effort to insure a properly functioning school organization.

All the discipline procedures shall be administered fairly, with respect for the dignity of all students involved, and without anger, malice, or prejudice. Prior to the initiation of discipline procedures, due consideration shall be given to individual and unique differences, as well as to exceptional circumstances. All discipline shall be intended to improve behavior and shall be progressive if repeated behavior problems have occurred. Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions.

Any staff member has legal authority to correct any North Putnam student at all times. The jurisdiction of the school with respect to rules of conduct shall apply:

- When the student is present at any time on the school grounds or any property owned or operated by or for the benefit of the North Putnam Community Schools.
- When the student is off school grounds at a school activity, function or event.
- When the student is on the way to or from school, a school activity, function or event.
- According to state law, this includes any unlawful activity, which takes place during school holidays, breaks, vacations, or other periods of time when a student is not attending classes or a school function.
- The administration has the authority to search any individual student based upon the belief that the search would produce evidence of a violation of school rules.

PROHIBITED ACTIONS/DISCIPLINE OPTIONS

The administration may use past disciplinary records to make decisions regarding disciplinary consequences. Based on the administration's thorough investigation, the administration has the final authority to determine to the extent and intent of the violation. This determination will give the administration the final authority to place the student's consequence at the usual place on the continuum of discipline; or to reduce or advance the students consequence on the continuum of discipline.

Violation	SUGGESTED ACTION
Dress Code **All violations will warrant changing apparel. If the student does not change then he/she will be placed in ISS for the remainder of the day.	After School Detention
Minor Classroom Infractions	Warnings, Lunch or After School Detention, Parent Notification and /or conference
Major Classroom Infractions	A range of action from After School Detention to suspension And/or expulsion
Cheating	Fail assignment/test/quiz/project
Horseplay	A range of action from Lunch Detention to suspension
Physical Contact	A range of action from after school detention to suspension
Tardy to School/Class – Per nine weeks	Students will be assigned an after school detention on the Second tardy in the same class. Second, third, and fourth Tardies will be an ASD. Anything beyond four tardies to the Same lass will result in an office referral as a habitual offender And more significant consequences will be assigned.
Cutting Class/Truancy Disruptive with a Substitute	A range of actions from after school detention to expulsion
Insubordination/Disrespect Verbal/Physical Altercation	A range of actions from after school detention to expulsion and Referral to legal authorities
Public Display of Affection	A range of actions from after school detention to suspension
Cell Phones and other unauthorized electronic devices (On person)	After School Detention and Guardian must make arrangements To pick up device
Vandalism Theft	After School Detention to a recommendation for expulsion, Referral to legal authorities
Bullying/Intimidation/Threats/Harassment	A range of action – from after school detention to suspension And/or expulsion, referral to legal authorities
Failure to serve a Detention	In School Suspension and ASD re-assigned
Disrupting ISS/Detention	A range of actions – from additional days of ISS to suspension And/or expulsion

Fighting/Battery	1 st 5 days GRASP/Contact Law Enforcement 2 nd 10 days GRASP/Recommend Expulsion/Contact Law Enforcement
Tobacco	1 st 3 days GRASP/Contact Law Enforcement 2 nd 5 days GRASP/Contact Law Enforcement 3 rd 5-10 days GRASP/Recommend Expulsion/Contact Law Enforcement
Alcohol/Drugs/Paraphernalia Causing Injury to School Personnel Weapons and Look-Alike Weapons Sexual Behavior Illegal Activity	1 st - 10 days GRASP/Recommend Expulsion/Contact Law Enforcement
Computer/Internet Misuse	1 st Office Referral/9 weeks computer suspension 2 nd Office Referral/Computer suspension for the remainder of the year
Forbidden items (i.e. Gum)	After School Detention

DISCIPLINARY METHODS AND PROCEDURES

IC 20-33-8 Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of the school corporation and the students. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students and have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow responsible directions and refrain from disruptive behavior that interferes with the educational environment. Discipline methods and procedures will comply with due process. School administrators determine progressive disciplinary actions after an investigation and hearing. Discipline options defined:

- LUNCH DETENTION: disciplinary action whereby a student is required to remain in isolation during their lunch time. Students assigned to Lunch Detention are required to eat after all other students have gone through the lunch line.
- AFTER SCHOOL DETENTION: disciplinary action whereby a student is required to stay after school in a supervised situation. **After school detentions are assigned on Tuesday or Thursday from 3:25-4:25pm. ASD must be served on the assigned date unless the student is absent from school. Students are expected to bring homework or student materials to ASD. Electronic Devices are not allowed.** Extracurricular activities or transportation problems are not acceptable reasons for missing detention assignments. Twenty-four hours notice will be given to allow time to arrange transportation. Notification will be sent via Harmony or with the student.
- IN-SCHOOL SUPERVISION (ISS): disciplinary action where a student is allowed to continue learning in a strictly supervised classroom situation. Students in ISS may not attend regular classes, socialize with other students, or attend extracurricular activities while assigned to ISS. Students who are assigned ISS for two (2) or more periods will not be able to attend extracurricular activities on that night.
- SCHOOL SERVICE: a disciplinary action, which allows students to perform supervised service work, such as picking up, cleaning, and washing.
- GRASP: Generating Responsibility through an Alternative to Suspension Placement. A student who receives a two (2) to ten (10) day out-of-school suspension and is placed in the GRASP program MUST successfully complete the alternative to suspension program BEFORE returning to school. Should the student or responsible adult fail to comply with the provisions for the alternative program, further court action may be initiated by the Putnam County Prosecutor's office in appropriate cases including but not limited to a charge of educational neglect against a parent/guardian who does not insure their child's school attendance, and if appropriate, a charge of juvenile delinquency may be filed against the student. Failure to pay the specified fees may result in contempt charges being filed against the parent/guardian.
- OUT-OF-SCHOOL SUSPENSION: disciplinary action whereby a student is separated from school attendance for a period not to exceed ten (10) days. GRASP may be used in conjunction with OSS
- EXPULSION: disciplinary or other action whereby a student is separated from school attendance for a period exceeding (10) days or for the balance of the current semester or school year

- **SOCIAL PROBATION:** disciplinary action whereby a student is not allowed to attend or participate in school extracurricular activities for a specific period of time
- **OTHER OPTIONS:** Counseling, parent meetings, rearranging class schedules, and reporting to law enforcement, welfare departments, or Putnam County Juvenile Probation, etc.

Any student who is suspended from school for any disciplinary reason shall not be permitted to participate in extra-curricular and/or co-curricular activities during the time of suspension.

BULLYING

Bullying is a form of aggression and it occurs when a person who perceives a power imbalance willfully subjects another person (whoever the person may be) to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which results in the victim feeling oppressed (stress, injury, discomfort). Bullying means overt repeated acts or gestures, including: verbal or written communications transmitted, physical acts committed, any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

In accordance with I.C. 20-33-8-13.5, bullying is prohibited at any school site or school board-sponsored activity. Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or guidance counselor to properly investigate the situation.

Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a part of the consequence. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

North Putnam Middle School utilizes a comprehensive and school-wide bullying prevention program. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.

The following are the rules for bullying:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: We will report any bullying we see and we expect our peers to do the same.

DRESS CODE

It is important for the North Putnam Community School Corporation to maintain a safe and appropriate learning environment. We know that student's clothing and appearance can be distracting to other students and can interfere with learning. With this in mind, we are concerned about the personal appearance of our students. Current fashion trends and styles should not dictate the dress code for North Putnam Community School Corporation. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that the staff and parents judge to reflect good taste and a style appropriate for a school day. We believe that an appropriate student dress code will allow students to focus on high academic standards and will assist us in promoting school safety. This dress code provides a consistent mode of dress for students of North Putnam Community School Corporation.

We realize that questions will sometimes arise concerning a student's dress, appearance, or clothing "fads". In these cases, building administrators will determine the appropriateness of the student's appearance and will determine whether his or her appearance is disruptive to the learning environment or is inappropriate for safety reasons. Periodically students will be allowed to dress differently than the above policy indicates because of spirit days or other special occasions. Such days and style of dress will be determined by the administration.

Dress Code Standards:

1. Appearance should be clean, neat, and appropriate.
2. Caps, hats, bandanas, headbands, or sunglasses are to be removed when entering the building.

3. Students are required to wear appropriate footwear at all times.
4. Coats or jackets are to be stored in the student's locker during the school day.
5. Pants/Shorts are to be fitted and worn at the waist. Shorts are to be at or below knee length and pants shall not be long enough to drag on the floor.
6. Skirts are to be at or below knee length and slits are not to extend above the knee. Skirts must not drag on the floor. Dresses must comply with skirt and shirt/top rules. Leggings may only be worn if the covering garment is at or below the lower thigh.
7. Shirts and tops are to have sleeves that cover the shoulders and not expose undergarments. Shirts must be long enough to be tucked-in. Shirts and tops not tucked-in must remain below the waistline at all times. No exposed cleavage, back, or midriff will be allowed. Shirts must fit properly, regardless of style, and must not expose anything below the arm pit line.
8. Hair must be a natural shade of blonde, red, brown, or black. Hair is not to be dyed or streaked any unnatural color
9. The following are items that are not acceptable for students to wear during the school day:
 - a. Form fitting clothes (**leggings**) **may only be worn with a covering garment that extends to the lower thigh.**
 - b. Sheer/see-through fabrics
 - c. Pajamas (leisure wear)
 - d. Clothing with holes, rips, or tears above the knee.
 - e. Wigs.
 - f. Wallet or pocket chains
 - g. Any item that could cause harm to self, others or school property, promotes drugs, alcohol tobacco products or any illegal substance, depicts violence, sexual innuendoes, racial/religious slurs or is gang related.
10. Students are not to wear jewelry to school that is attached through piercing anywhere except the ears and a single clear plastic flat non-obtrusive post in the side of the nose. There are a variety of safety factors the school has considered for piercing of the tongue, nose, lip, mouth, eyebrow, and any additional areas other than the ear. School officials also reserve the right to forbid certain types of jewelry that may be determined to be dangerous such as collars and bracelets with long pointed spikes.

Students who wear objectionable items will be dealt with appropriately. This may include the changing of clothes at school, having parents bring other clothing, removing the student from classes, etc. Repeat offenders will be dealt with following the school's disciplinary procedures and may include a more restrictive dress code. The dress code would include and apply to all athletic and PE uniforms that are worn during the school day.

Electronic Devices (Cell phones, Ipods/mp3, Ipads, Notebooks, E-readers, etc.)

Students are not allowed to carry any electronic device on their person. This excludes any school issued devices. These devices must be kept turned off and placed in a student's locker when they enter the academic area every morning. Electronic devices may only be used before and after school. If a student is found to have their cell phone or electronic device on their person during the school day, it will be taken away and the student's guardian will need to make arrangements to pick it up. Repeated offenses will result in the student being assigned ASD or additional consequences. Consequences will be followed whether or not the device in question is the personal property of the offending student. Therefore, it is strongly recommended that students do not share their devices while on school property.

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

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

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

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

than 16 years of age or who appears less than age 16.

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

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

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

GROUNDS FOR SUSPENSION OR EXPULSION

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. Behavior that injures or presents a risk of injury to the student or another person.
2. Damaging or stealing school property or the property of another organization.
3. Disrupting a class or other school activity. This may include, but is not limited to, making a bomb threat, making a false fire alarm, or causing fear in students, staff, or the community.
4. Harassing, threatening or intimidating another person. "Harassing" behavior is behavior directed toward another person without a legitimate purpose after that person has clearly stated or shown that the behavior is unwelcome.
5. Possessing a knife, firearm, dangerous device or something that appears to be a dangerous device. "Dangerous device" includes fireworks, a handgun, rifle, shotgun, stun gun, knife, mace, pepper gas, and all other weapons and personal protection devices capable of causing injury or discomfort to a person. A violation of this policy will result in an automatic one (1) calendar year expulsion.
6. Consuming, possessing, offering, providing, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug except as authorized in a prescription by a licensed health care provider, an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient except as authorized in a prescription by a licensed health care provider, or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug except as authorized above.
7. Possessing alcohol or drug consumption paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use.
8. Possessing cigarettes, smokeless tobacco, "**E**" cigarettes, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products.
9. Engaging in activities referred to as "glue-sniffing" or "huffing".
10. Engaging in sexual behavior on school property.
11. Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function.
12. Taking, recording, displaying, and /or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
13. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter.
14. Violating a building level student conduct rule.
15. Violating Indiana or Federal law.
16. Possessing Sexually-related Materials which include images displaying uncovered breasts, genitals, or buttocks.
17. "Sexting" or using a cell phone or other personal communication device to send, text, or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and student should be aware that any images

suspected to violate criminal laws will be referred to law enforcement authorities

18. Attempting or conspiring to commit an act that is a ground for suspension or expulsion.
19. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
20. 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.
21. Habitual Offender – When a student has failed on a substantial number of instances to comply with the direction of teachers or other school personnel during any period of time when he/she is properly under the supervision, where such failure constitutes an interference with school purposes or an educational function, the student will be subject to suspension and/or expulsion
22. 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.
23. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

The grounds for suspension and expulsion listed above apply to student conduct: during school activities on or off campus; on school property at any time; and while traveling to and from school or a school activity. A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee or Board Member, arises out of a school relationship, or has foreseeable in-school consequences. Students are “in possession” of an item for purposes of these rules when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, or is permitted in a place under their exclusive control such as a locker or vehicle. A repetition of, or combination of disciplinary problems may result in a ten day out-of-school suspension and a possible recommendation for expulsion from school for the remainder of the semester/school year.

POSSESSING A FIREARM OR 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:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any weapon described above any firearm muffler or firearm silencer
 - c. 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
 - d. 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
 - e. 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
 - f. an antique firearm
 - g. 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
 - a. 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,

- b. 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
 - c. 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.

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, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon is up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify law enforcement when a student is expelled under this rule.

GANGS

- A. While on school property or at any school-sponsored event wherever held, no student shall participate in any gang or in any gang-related activity, including but not limited to the following:
 1. Soliciting others for membership in any gang
 2. Requesting any person to pay protection or otherwise intimidating or threatening
 3. Inciting students to act with physical violence upon another
 4. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which is often associated with membership in or affiliation with any gang
 5. Committing any other illegal act or other violations of school district policies or regulations
- B. "Gang" as used in this regulation shall mean individuals who associate with each other for criminal, disruptive and/or other activities prohibited by law and or by the School Corporation's rules and regulations. Violation of this policy may result in suspension and/or expulsion.

STUDENT HARRASSMENT (SCHOOL BOARD POLICY 6360)

The Board of School Trustees of the North Putnam Community School Corporation is committed to providing its students with a learning environment that is free from discrimination and harassment of any kind, including harassment based on an individual's race, color, religion, sex, national origin, age or disability. The School Corporation strictly prohibits, and will not tolerate in any fashion, harassment of any School Corporation student by another School Corporation student. Similarly, the School Corporation will not tolerate harassment of its students by any employee or other third party. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. A complete copy of the student harassment policy can be obtained in the school office.

Prohibited harassment occurs when an individual is subjected to verbal or physical conduct that defames or shows hostility toward the individual because of his or her race, religion, sex, national origin, age or disability, including the fact that such individual has made a complaint of discrimination or harassment, has participated in the investigation of any such complaint, or due to such individual's association friendship or relationship with any person protected by applicable law.

Prohibited harassment also includes conduct that:

- a. creates or is intended to create an intimidation, hostile, or offensive learning environment,
- b. interferes or is intended to interfere with the individual's learning environment or performance, or

- c. otherwise adversely affects the individual's school attendance or performance.

HAZING (SCHOOL BOARD POLICY 6365)

It is the policy of the North Putnam Community School Corporation that hazing activities of any type are inconsistent with the educational process and are prohibited at all times. For the purpose of this policy, hazing is defined as (doing) any act of coercing another, including the victim, to do any act to themselves or to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, personal degradation or disgrace. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Students, including leaders of student organization, are prohibited from planning, initiating or engaging in hazing, or encouraging or assisting any other person in hazing. Students who are guilty of hazing will be subject of disciplinary action ranging from suspension from school and/or school activities up to and including expulsion. Further, students and/or their parents may be liable for civil or criminal penalties in accordance with state law.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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 either legal counsel or a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion to conduct the expulsion meeting.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by mail, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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 appeal to the school board must be in writing. As per NPCSC Policy 6440, the Board of School Trustees of the North Putnam Community School Corporation shall decline to hear appeals of its expulsion examiner's student due process case determinations in any of the following circumstances:

- The student has not been expelled or required to attend an alternative school.
- The expulsion examiner has found that the student has engaged in prohibited conduct of the type enumerated below, when 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: off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event, or during summer school unless significant new evidence favorable to the student and not applicable at the time of the expulsion meeting has been discovered, and is specifically described in the request for appeal.
- Possessing, handling, or transmitting a knife, firearm, destructive device, deadly weapon or any object that can be considered a knife,

firearm, destructive device, deadly weapon or any object that is represented to be a knife, firearm, destructive device, deadly weapon or looks like a knife, firearm, destructive device or deadly weapon.

- 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 or the consumption of any of the stated substances immediately before attending school or a school function or event. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanplamine (PPA), or stimulants of any kind, be they available with or without a prescription. 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.
- Possessing, using or transmitting drug paraphernalia of any kind.
- Causing or attempting to cause physical injury or intentionally behaving in such a way as to endanger the safety of any person, except where self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person has been raised at the expulsion meeting as a defense to a finding of a violation of this provision.
- Reporting or triggering a false fire alarm, bomb threat, disaster drill or committing an act of arson.
- Failing to report the actions or plans of another person or a teacher or administrator when 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.
- Repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law.

If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of the North Putnam Community School Corporation have certain responsibilities to the school. In order to carry out these responsibilities, they have authority to correct students when the need arises. If any adult employee corrects any student, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction.

SEARCH AND SEIZURE

The principal or the principal's designee may search the person of a student during the regular school day and during any school activity if the principal or the principal's designee has a reasonable suspicion to believe a student possesses a prohibited material. "Prohibited material" shall mean any item, which causes or can reasonably be foreseen to cause an interference with school purpose or educational function of the school.

Searches of the person shall be limited to the student's pockets and shoes, any object in the student's possession (i.e. book bag, purse, back pack, wallet, etc.), and an exterior "pat down" of the student's clothing.

A person of the same gender as the student shall conduct an exterior "pat down" of the student's clothing, if necessary. One person shall conduct the search. No more than two additional persons shall witness, but not participate in the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

STUDENT DRUG TESTING "REASONABLE SUSPICION"

North Putnam Middle School is authorized to require any student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function or event.
- Traveling to or from school or a school activity, function or event.

A student's refusal to submit to a chemical test, requested due to "reasonable suspicion", may result in disciplinary action up to and including 10 days of suspension and expulsion up to 365 days. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action may be recommended as if the test were positive.

Reasonable suspicion may arise from the following:

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice.
- The student possesses alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, an illegal substance or a controlled substance without a valid prescription or order of a practitioner acting in the course of the practitioner's professional practice. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary).

Although authorized to do so, school officials may not require a drug test if the student is impaired to the point of causing a disruption in school. Any attempt or effort by any student to alter a urine sample that has been submitted for drug testing, or that is being submitted for drug testing, will be considered a severe disruption. This includes possession of chemicals identified as agents known to invalidate such tests. The student who produces the urine sample and/or the person(s) who attempted to alter the urine sample may be subject to disciplinary action up to and including suspension or a recommendation for expulsion.

If a student tested for reasonable suspicion and tests positive for any substance for which the test is designed to screen, that student may be considered to be in violation of the NPMS rules against illegal drug use. If any student tests positive, disciplinary action may be taken up to and including 10 days of suspension and expulsion up to 365 days.

LOCKER INSPECTION (NPCSC POLICY 6801)

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, technical and vocational educational classrooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items, which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials or such items as weapons, illegal drugs, or alcohol.

QUESTIONING OR APPREHENSION BY THIRD PERSONS

Pupils shall not be questioned in school or their persons, personal effects, or lockers searched other than by school employed personnel and shall not be removed from school or school-related activities by non-school personnel, except in the following situations:

1. Where the parents have consented to this action, such consent shall be effective only if it is given with knowledge of the possible consequences of the consent.
2. By persons with police authority pursuant to a court order or other legal process, provided that the parents are notified as soon as reasonably possible, and if reasonably possible, before carrying out such order.
3. By persons with police authority who are investigating or enforcing law relating to: (a) criminal conduct occurring on school grounds or in the carrying out of school function off school grounds where the conduct has caused an immediate and direct disruption of the operation of school or such function, or (b) criminal conduct creating an immediate and direct disruption of students coming to or going from school or school functions.
4. By persons with police authority, who possess a court order or warrant, or other legal process in cases of suspected child abuse, parents shall be notified by the investigating agency and not by the school authorities.

GENERAL INFORMATION

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

North Putnam Middle School provides athletic opportunities for all students. Full time (all day) Middle School students may participate in volleyball, football, basketball, track, swimming, cross country, wrestling, baseball, softball, golf and cheerleading. The following rules apply to student athletes:

1. No Tobacco – Any athlete smoking using smokeless tobacco or having any form of tobacco in his/her possession will be automatically dismissed from the athletic activity for the remainder of the season.
2. No Drinking/Drugs – Any athlete found with alcohol or drugs, in any form, in his/her possession or under the influence of alcohol or drugs will be automatically dismissed from the athletic activity for the remainder of the season
3. North Putnam Middle School Athletes are representative of the school, team, and the community and should conduct themselves accordingly. Any behavior detrimental to the image of North Putnam will result in the following consequences:
 - 1st Offense – One game suspension
 - 2nd Offense – Two Game suspension
 - 3rd Offense – Dismissal from the team

Parents will be notified of each offense by phone or letter. Examples of detrimental behavior – use of foul language, not following coaches or administration instructions repeatedly, unruly behavior on the bus, in school suspension, etc. An athlete is expected to maintain a higher standard of conduct than the non-participant. Athletes who are suspended from school may not participate in practices or competitions until the 1st day they return to school from suspension. An athlete is given the privilege of representing the school and community and must do so in such a way as to be a good representation.

4. Each member of any athletic team is responsible for attending each practice session and game. If you have joined an athletic team, you have made a commitment to yourself, the other team members, the school, and the coaches. If practice or a game is missed, you must have a valid excuse or face the following consequences:

- 1st Unexcused Practice – One game suspension
- 2nd Unexcused Practice – Two game suspension
- 3rd Unexcused Practice – Dismissal from the team

Examples of valid excuses include doctor's appointments, bereavement, or previous commitment to another school activity, such as a concert. Hair appointments and birthday parties are not considered valid excuses from practice. Coaches should be informed of any family vacations scheduled during an athletic season in advance in order to consider approving any missed practices during vacation.

Coaches must be notified directly by the athlete of a missed practice – not through word of another student. If an athlete has an ASD on the day of practice, he may face the consequences of being late to practice.

5. In order to participate in an athletic event, the athlete must have attended school ½ of the day of the contest. Exceptions will be made by the administration for doctor's appointments and other personal reasons. If a student is suspended out of school, he is not to attend a practice or game that same day

6. Athletes are expected to ride the team bus to and from any away event. Exceptions to riding the bus home will be made only by approval of the coach or administration. Parents/guardians must sign athletes out. Athletes may only leave with their parents unless prior arrangements have been made with school.

7. To be eligible to try out for a team, an athlete must have a current physical on file with the athletic director prior to their first practice. Physicals are valid for the entire school year. Students will be allowed to participate in more than one sport in the same season. Serious consideration should be given to the time and commitment it takes before any student decides to participate in more than one sport in the same season. Once a student has joined a sports team, he may not quit to join another team during the same season.

8. A student must maintain a passing level in all subjects to be eligible for extracurricular activities. The semester grade will take precedence over a nine weeks' grade. To remain eligible to participate in athletic events, an athlete must be passing ALL subjects at the mid-term grade report. Any athlete not passing at the mid-term report will still be eligible to practice, but will not be allowed to compete until all grades are passing.

9. Athletes are not allowed to stay after school for late practice unless they are supervised by school or coaching staff. Staying to watch another team practice does not meet supervision requirements. Any practice that starts more than an hour after the end of the school day constitutes a late practice and requires athletes to remain in a supervised setting if they stay after school.

10. Athletes who have been issued equipment from the school will be responsible for the care of the equipment. Any equipment that is not returned at the end of the season by the athlete will be charged for the replacement cost.

BUS TRANSPORTATION PASS PROCEDURES

If a student must ride home on a different bus for emergency reasons or get off the bus at a different stop, he/she shall have a pass from the school office. Students must bring a verifiable note from their parents explaining the reason for the requested pass, bus number, and destination. If a student does NOT have a note, he/she will be sent home on his/her regular bus.

BUS TRANSPORTATION

Bus transportation is provided to students who live within the North Putnam School district as a privilege, not a legal right. This privilege may be removed or suspended by the building administration should that action be deemed necessary due to student misbehavior. Students are expected to behave in a safe, courteous manner while boarding the bus and while on the bus. All rules and discipline policies, which apply in school, will also apply to student behavior while on the school bus. Specific information about bus conduct, safety rules, and consequences for violations may be found in the Ride-Guide.

GYM BAGS

Bags such as 'gym bags' or other hand carried bags may not be carried to classes.

SCHOOL HOURS

The building will be open at 8:00 each morning. Academic hours will be from 8:15-3:17. With the arrival of the first bus, students go to the Commons or Gym. Students may purchase breakfast. After the first bell ring, the students will leave the area that they are in to go to their lockers. All students should be in their seats and ready to begin their day at the final bell. Once school is dismissed, students participating in supervised activities may remain in the building school. Needed books, clothing, and equipment must be taken with the student when leaving the building for extracurricular/after school activities. The office will be open from 7:30-4:00.

STUDENT HANDBOOK AND HALL PASS SYSTEM

Students are expected to record all assignments in their handbook on a daily basis. Parents are encouraged to check their child's handbook daily. Students who repeatedly fail to complete assignments may be required to have their assignment books signed by their parents on a daily or weekly basis. Handbooks will be utilized by students and staff as a passport for movement throughout the school building. Students should have their Student Handbook with them at all times during the regular school day. Students will not be allowed to leave the classroom without this Handbook. Each student will have (10) personal passes each nine (9) weeks. Once the student has used those ten (10) passes, he/she will not be allowed to leave the room for the remainder of the nine (9) weeks. If a student loses his/her handbook, a new one must be purchased in the Administrative Office.

CAFETERIA

All students eat in the cafeteria whether they purchase a lunch from school or bring lunch from home. The student breakfast price is \$1.75 and the student lunch price is \$2.90. The adult breakfast price is \$2.10 and the adult lunch price is \$3.60. Students are to display appropriate courtesy and manners while in the cafeteria. This includes entering and leaving the cafeteria, and eating in a quiet, orderly manner. Also, the following rules need to be followed:

- a. Depositing all lunch trash in wastebaskets
- b. Returning all trays and utensils to the dishwashing area.
- c. Leaving the table and floor around your place in a clean condition for others. No food may be taken from the cafeteria.
- d. Throwing food, paper, or other items in the cafeteria is forbidden.
- e. Tables should not be moved and all chairs should be placed back under the tables.
- g. Moving ahead of other students in the lunch line is unacceptable behavior.
- h. No loans (or charges) for breakfast or lunch will be allowed.

FIRE AND TORNADO DRILLS

Fire evacuation plans and tornado instructions are posted in each room and area of our school. When the fire alarm sounds, students and teachers should quickly and quietly leave their assigned area and proceed directly to the specified outside door. The first students to reach an outside door should hold it open until all students are evacuated. When the tornado signal sounds, students should leave the room or assigned area and proceed directly to the specified protection area without talking. Running, pushing, and/or horseplay will not be tolerated during emergency drills. Students must listen for additional instructions during the drills. Remember, your safety may be dependent upon strict compliance with these instructions.

ACCEPTABLE USE POLICY FOR ELECTRONIC INFORMATION AND NETWORKS

North Putnam Community School Corporation has committed substantial financial resources into the development of its computer hardware and software system. The commitment has been made to prepare its students for today's world. Parents and students must be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. It is also possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations, for which a student's parents or guardian would be liable. The School Corporation attempts to block out these materials, but it cannot guarantee that students will not gain access to them. It is important for the users of this equipment to protect the investment of the Corporation. To enforce this, the Acceptable Use Policy (#7550) was created. The terms listed below are a basic summary of the Acceptable Use Policy. A User

Agreement of Understanding must be on file in the school office before students will be able to use school provided computer equipment.

Computer Acceptable Use Concepts:

1. Each user will be given an account. It is his/her responsibility to keep the account private. He/she will be required to change the password frequently.
2. Each user is given everything in which they need to accomplish their educational goals.
3. Alterations to the account should be done only for organizational reasons. Renaming is not an organizational reason.
4. Installation of any software or file of any type is strictly forbidden. The only exception is if prior approval was received from the technology coordinator.
5. Copying of software or files from any source is forbidden. If you did not create it, do not copy it.
6. Printing is limited to ten pages. Print only what needs to be printed.
7. The use of NPCSC computer systems is for educational purposes. Email, games, surfing the net for personal use and unnecessary account alterations are not educational purposes.
8. Internet use is by permission from the supervisor on duty.
9. Use of Internet will be for research purposes. Attempts to access pornographic, racial, or other sites deemed inappropriate by administration are not tolerated.

EARLY DISMISSAL

Local radio and television stations will be contacted if a decision is made to dismiss early. Each home will also be contacted via School Messenger. Please be sure that your son/daughter knows where he/she is to go in the event school is dismissed early. Students will NOT be able to call you from school to inform you of early dismissal. We advise you to notify, in writing, your child's bus driver and school if there is a change of where your child normally goes after school.

EMERGENCY CLOSINGS AND DELAYS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the following radio and television stations: Radio –TV Channels -- 6, 8, 10, 13 and 59. Additionally, the North Putnam website will list delays and closings. (www.nputnam.k12.in.us). The automated phone alert system will notify parents/guardians of a cancellation or delay. If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

SCHOOL EMERGENCY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires, and students will be informed of the difference. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

VISITORS & VISITOR TAGS

Students may not bring visitors to school during school hours. Room congestion, interference with the teacher and student's programs, and different school calendars make this rule necessary. However, interested parents are always welcome. Parents should coordinate visits with the student's teacher(s). All visitors are expected to check in at the office to obtain a visitor's tag. Please do not be offended if you are stopped if you do not have a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us.

PARENT VOLUNTEERS

For the safety of our students, all volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. The Limited Criminal History Check will be conducted at the Central Office and will be free of charge to the volunteer. Each school makes use of parent volunteers in ways that are most suitable for the particular building. Volunteers who are working in the school may not bring other children.

STUDENT ATTENDANCE AT SCHOOL EVENTS

NPMS encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

When an athletic or social event is held at school, students will go directly to the meeting place after they have been dismissed at the end of the day. Students are not allowed to roam around the building.

In order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. However, NPMS will continue to provide adequate supervision for all students who are participants in a School activity.

PUPIL SERVICES INFORMATION

GUIDANCE COUNSELING SERVICES

Guidance services which may be provided through individual meetings or group counseling are organized services and activities of North Putnam, which help you:

- a. Evaluate your abilities, achievements, aptitudes, interests, needs and values.
- b. Become familiar with courses available to you.
- c. Make decisions about your middle school program of studies.
- d. Plan for your future: whether work or further education.
- e. Make the best adjustment to school situations, other pupils, and teachers.
- f. Think through your personal problems.
- g. Utilize the guidance services as an academic and personal resource.

CHANGE OF ADDRESS

Parents are requested to report address and telephone changes as well as employment changes to the School Office by calling 522-2900. It is extremely important that this information is accurate throughout the school year.

ENROLLING IN SCHOOL

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the North Putnam Community School Corporation. **All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the school office before a student can be enrolled. When enrolling parents will need to bring:**

- a birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

STUDENT FUND-RAISING

All fund-raising activities shall be approved by the principal and Board of School Trustees. Students are not permitted to sell items for personal gain or for organizations that are not part of the school.

MESSAGES FOR STUDENTS/SCHOOL TELEPHONES

It is important to keep school telephones lines open for school business and emergency calls. Only emergency messages will be delivered to students. Office telephones are for business purposes only and are not available to students except in emergencies. Students will be called to the office at the end of the day to receive emergency phone messages from a parent/guardian. **Students are not permitted to call/text or receive/text calls at school on their cell phones during school hours.**

HOME SCHOOL

Any student who withdraws from school to be schooled at home and decides to return to NPMS, will be required to take a placement test to determine their appropriate placement. The administration reserves the right to place the student appropriately.

CONFIDENTIALITY

A transcript of student records will be forwarded to another public or private school, which a student transfers, applies for admission or enrolls. The student's records will be released to a Court of Law following a written direction by a Judge or Magistrate. Student records will be released when compliance with state and/or federal laws has been met.

SPARK (SUPPORT, PRIDE, ACHIEVEMENT, RESPONSIBILITY, AND KINDNESS)

Spark provides a home base for the students during their middle school years –a place where they can establish a close identification with a caring adult and a group of other students. Achieving this closeness depends on one basic factor: that of human beings knowing and caring about one another. Each student in the Spark program will be encouraged by the Spark teacher to become a more aware, self-directed, caring person.

RELEASE OF DIRECTORY INFORMATION (BOARD POLICY #6550)

The School Corporation may release certain "directory information": including the student's name, date & place of birth, major field of study, participation in officially recognized activities & sports, weight & height of members of athletic teams, date of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio & television, colleges, civic organizations or similar groups or publish such information in its own publications, programs, or by other means unless the parent notifies the school district by September 1st that he/she does not want any or certain designated directory information released to such parties without their express prior written consent. Parents desiring to object to this disclosure of any or certain of the categories of directory information to parties not entitled to access of such information under Section IV (A) of this policy should state denial in writing to the principal's office. A parent may deny consent for release of all directory information or he/she may selectively deny consent by identifying those categories or directory information he/she does not wish released about his/her child.

WITHDRAWAL FROM SCHOOL

Parents who are going to withdraw their child from NPMS should contact the School Office before withdrawal. The parent will be given a withdrawal form to complete. This completed form and all school property (including library books, textbooks, etc.) must be turned in at the School Office before the student leaves and before a transfer will be issued.

NON-CUSTODIAL PARENTS

A non- custodial parent, unless restricted by a court order, will be given access to all student records. The non- custodial parent will also be allowed to participate in conferences, classroom visitations, and all other school activities. The student shall not be released to the non-custodial parent unless the custodial parent gives written permission. A certified copy of a court order restricting the rights of the non- custodial parent shall be provided to the administration should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

NON-DISCRIMINATION POLICY STATEMENT

The North Putnam Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity, educational program, or student activity. No person is excluded from participating in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice, educational program, or student activity.

If you believe that the North Putnam Community School Corporation or any of the corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, you may present a complaint, which shall be referred to as a grievance, to one of the civil Rights compliance coordinators listed below:

- **Building Level Violations - Building Principal**
- **Corporation Level Violations – Superintendent**

TITLE IX /CIVIL RIGHTS COMPLIANCE /SECTION 504 COORDINATORS

Educational services, programs, instruction, and facilities will not be denied to anyone in the North Putnam Community Corporation as the result of his/her race, color, sex, disability, or national origin, including limited English proficiency. For further information, or to file a complaint please contact the following:

Title IX Coordinator or Civil Rights Compliance Officer

Superintendent NPCSC
300 North Washington Street
Bainbridge, Indiana 46105
765-522-6218

Section 504 Coordinator

Coordinator of Special Education
300 North Washington Street
Bainbridge, Indiana 46105
765-522-6218

CHILD ABUSE

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate abuse. This will be reported by the school district in accordance with the Statutes of the State of Indiana.

PARENT RIGHT TO KNOW

NORTH PUTNAM COMMUNITY SCHOOL CORPORATION

300 NORTH WASHINGTON ST.

P.O. BOX 169

BAINBRIDGE, INDIANA 46105-0169

August 1, 2017

Dear Parents and Guardians:

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

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

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact the school principal at North Putnam Middle School.

Sincerely,

Mr. Daniel Noel

