

# North Side School

302 E. Harding Street, Kendallville, Indiana 46755  
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www.eastnoble.net

## Student-Parent Handbook 2016-2017

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This School Agenda Belongs To:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher/ Classroom Teacher \_\_\_\_\_

### **Mission Statement**

Maximize potential in all people every day.

### **East Noble School Corporation Vision Statement**

To be known as a premier school district providing superior education and opportunities to its students through a culture of caring, respect and high expectations.

### **North Side Vision Statement**

To create a culture in which all children can learn lifelong skills to succeed.



The East Noble School Corporation does not discriminate on a basis of sex, race, creed, color or handicap in the operations of education programs or activities employment and other personnel policies and procedures.

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### PURPOSE OF THE HANDBOOK

The purpose of this handbook is to acquaint the students and parents of North Side with the school's programs, services, and policies. Communicating the regulations which keep the school functioning efficiently and the opportunities offered at North Side for growth and development will facilitate a common understanding among the school administration, staff, parents, and students.

### STUDENT EXPECTATIONS

North Side is part of the East Noble School Corporation initiative to strengthen character development in our schools and our communities. The CHARACTER COUNTS! Initiative is the vehicle that will support our efforts to help students become actively involved concerned and capable citizens. Students will be expected to exhibit *trustworthiness, respect, responsibility, fairness, caring, and citizenship*. These six pillars restate the

primary values that exist in every religion and culture in the world.

### RESPECT PROPERTY AND OTHERS

1. Students should be proud of their school; in order to help to keep its appearance
2. pleasing to all and do not deface property in any way.
2. Each day students should strive to work to the best of their ability.
3. Respect the property and rights of others both inside the school and outside of school.
4. Students should present any criticism and suggestions in a proper and courteous manner to the teachers and administrators.

### WEBSITES

To access the East Noble School Corporation Website, use the following address:

[www.eastnoble.net](http://www.eastnoble.net). From this home page you can select the school and teacher you wish to view.

### SCHOOL DAY

1. Doors will be opened at 7:45.
2. Classes/announcements begin at 8:00 A.M.
3. Students are expected to be in their seats at the starting time of school each day.
4. School is dismissed at 2:50 PM.
5. Students will remain in classes until dismissed by the teacher regardless of bells.
6. The playground equipment is not to be used by students prior to the start of the school day or immediately after school, as this area is not supervised during this time period.

### BREAKFAST

Our breakfast program starts at 7:45 a.m. Bus students are also encouraged to eat breakfast. They will be served at 7:45.

### **SCHOOL LUNCH PROGRAM**

- \*Cafeteria computerized debit cards can have deposits made on them weekly, monthly, by semester, or on a yearly basis.
- \*A lunch may be purchased with cash on a daily basis.
- \*Students are allowed to charge two lunches.
- \*After two meal charges, a cheese sandwich with milk will be served until the charges are paid.
- \*If a child has two charges for lunch he/she will not be allowed to eat breakfast at school.
- \*Students will not be permitted to charge lunches the last two weeks of school so that monies can be collected prior to the end of the school year.

### **CAFETERIA PROCEDURES**

1. Students are to walk into the cafeteria.
2. Students are not allowed to leave the building during lunch period.
3. No food throwing. Students are asked to pick up after themselves.
4. Students are asked to remain in their seats after returning their trays to the dishwashing area.
5. SEATS MAY BE ASSIGNED.

### **DEPARTING FROM SCHOOL**

1. If your child is to go home any other way than the usual routine, he/she is to bring a written note from home stating this information. Without a note, the student will follow his/her normal routine.
2. Cars must use the one-way traffic lanes on the north side of the building off Harding St.
3. Parents of car riders will be given a pick-up sign by the school to be displayed in an easily viewed location of their vehicle.
4. When dropping students off at the North entrance to the building – Door #1 please make sure you either park and walk students across the driveway or pull up by the curb

next to the sidewalk in front of the building to drop off your child.

5. Students should **never** cross traffic lanes without an adult accompanying them.
6. All students must walk on sidewalks. The bus and staff entrance off Wayne St. is for vehicles only. Pedestrians are not to walk in this driveway.
7. The parking lot to the south and east of the building is for event parking only.
8. All students will remain inside the entrance of the building until their name is called to help with safety issues for all students.

### **DELAY OR CANCELLATION PROCEDURES**

If it is necessary to delay school, dismiss school early, or cancel school because of bad weather, parents and students will be informed by school messenger or the following radio and television stations:

WAWK - 1140 AM

WHWD - AM 1380 WBTU - 93.3 FM

WOWO - 1190 AM WMEE - 97.3 FM

Channel 15 WLNB - 102.7 FM

Channel 21 WBCL - 90.3 FM

Channel 33 WIFF - 1570 AM

Channel 55 WAJI - 95.1 FM

Parents and students should listen to these stations. Do not phone the stations or the school as this ties up already busy phone lines. Make sure your child knows what to do, or where to go, if school is dismissed early. If you are not currently signed up with school messenger please contact the East Noble School Corporation Office to do so at 347-2502. Remember it is important to keep your numbers and information current so that the system can notify you for delays and cancellations.

### **EMERGENCY INFORMATION**

It is imperative that we have complete and accurate information in our student records. If a home phone number, work number, address or other emergency information

changes, the school office must be informed of these changes right away. This is for the safety of your child. It is also important for the school office to be alerted to any medical conditions that your child may have.

### **VISITING THE SCHOOL**

We invite you to visit your child's classroom. Visits must be non-disruptive to assure continued student learning.

1. ALL VISITORS MUST REPORT TO THE NORTH SIDE OFFICE to receive proper name tags.
2. Please avoid visiting just before a holiday or during the last week of school.
3. Visitors will check with the teacher or principal twenty-four hours before their visit to make sure that testing or other activities that need to be completed without disruptions are not scheduled.
4. Conferences with teachers should be arranged in advance, and at a time when the teacher does not have other duties or students to supervise.
5. Preschool children must not visit unless accompanied by an adult responsible for them.

### **VOLUNTEERS/BACKGROUND CHECK**

We encourage you to become an active participant in your child's education by joining them in school sponsored trips and activities. To more adequately safeguard students the East Noble School Board requires an inquiry into the background of each individual which will be accompanying our students. A limited criminal history check, as defined in IC 5-2-5-1 (1) which is no more than three months old should be completed in the school office. A copy of your driver's license along with the above mentioned application will be required for this process.

### **TREATS**

All treats provided for students must be store bought or prepackaged items.

### **GUM/CANDY/POP**

No gum chewing, candy or pop will be permitted anywhere in the building during the school day without the permission of the administration or class teacher.

### **EAST NOBLE ATTENDANCE POLICY/TARDIES TO SCHOOL AND CLASS**

To support and comply with the Indiana School Attendance Law, East Noble Schools monitor the attendance of each enrolled student. A parent or guardian is required to contact the school prior to 10:00 a.m. each day of absence. The principal may extend the number of days of excused absences due to extenuating circumstances.

A student is considered present when serving as a legislative page or is being honored by the legislature;( Indiana Code 20-33-2-14 ) when serving on the precinct election board or as a helper to a political candidate or to a political party on election day; when subpoenaed to make a court appearance; or when called to active duty with the Indiana National Guard for not more than 10 days. Required verification of each of the above is stipulated in Indiana Code 20-33-2-17.

#### **Definitions:**

**Verified**-A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the school office or a note sent with the student and brought to the office.

**Unverified**-A student absence in which notification by telephone call or written note by the parent has not been submitted to document the absence.

**Absence of Concern**-Absences for activities such as family errands, missing the bus, vacation, recreation, or instances when a parent contact with the school has not

occurred could be designated an absence of concern. In many cases, an absence of concern would violate the Indiana Compulsory School Attendance law.

**Truant**-An absence without the knowledge or consent of the parent or school, or absent with the intent to evade the compulsory attendance law.

**To ensure that parents are well informed of their child's attendance pattern, the following will occur:**

**The total number of absences will be posted on each progress report and report card.**

**Sixth Absence**-A letter will be sent to parent/guardian. A copy of the policy will be included. A legal notice could also be sent home to notify the parent that the next absence may result in referring the parent/guardian to the legal authorities.

**Eighth Absence**- Contact will be made with the parent/guardian and parent/guardian may be referred to the Prosecutor.

**Ninth Absence**-Home visit by ENSC Attendance Officer and parent/guardian may be referred to the legal authorities.

**Tenth Absence**-Appropriate penalties as determined by the administrator, including, but not limited to detention, Saturday School, in-school suspension, referral of the student to Teen Court (6-12), referral of the parent/guardian to the legal authorities, or recommendation for expulsion.

Absences and tardies will be reported on the quarterly grade reports. School officials may communicate with parents intermittently to confirm the whereabouts of absent children. School officials may advance complaints and communicate attendance records to legal authorities when excessive absences accumulate.

#### **IC20-33-2-4 Compulsory Attendance**

Sec. 17. (a) Subject to the specific

exceptions under this chapter, each individual is entitled to attend under IC 20-26-11 or some other school which is taught in the English language.

(b.) An individual is bound by the requirements of this chapter from the earlier of the date on which the individual officially enrolls in a school or, except as provided in subsection (h), the beginning of the fall school term for the school year in which the individual becomes seven (7) years of age until the date on which the individual:

(1) Graduates

(2) reaches at least sixteen (16) years of age but who is less than eighteen (18) years of age and the requirements under subsection (j) concerning an exit interview are met enabling the individual to withdraw from school before graduation; or

(3) Reaches at least eighteen (18) years of age

(d) An individual for whom education is compulsory under this section shall attend school each year: (1) for the number of days public schools are in session in the school corporation in which the individual is enrolled in Indiana; or

(2) If the individual is enrolled outside Indiana, for the number of days the public schools are in session where the individual is enrolled.

#### **I.C. 20-33-2-3.2 Compulsory Attendance; parent's responsibility**

Sec. 33 Compulsory Attendance; Parent's Responsibility. (a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter. Lengthy and repeated tardies to school may result in the absences being considered as truancy.

## **Tardy Policy Grades K-6:**

### **Definitions:**

**Tardy**-Arriving in the classroom after the school's announced starting, and prior to 10:00 a.m., or early departure from school, after 1:00 p.m.

**Absent for the morning**-arriving at or after 10:00 a.m.

**Absent for the afternoon**-departing the school at or prior to 1:00 p.m.

**Verified Tardy**- Tardy because of medical reasons, or appointment authenticated by a doctor's note; or a required court appearance for the child authenticated by the clerk; or due to extenuating circumstances primarily attributed to person or persons other than the student, **and** verified by parent or guardian in writing at the time of signing the student in at the office upon arrival.

**Unverified Tardy**- Tardy for reasons primarily attributed to the child, **or** for which no reason or documentation is provided by the parent at the time the student is signed in at school. Please note, students arriving late to school must be accompanied into the building and signed in by a parent upon arrival.

**Lengthy and repeated tardies for any reason may result in the tardies being considered truancy in accordance with Indiana's Compulsory Attendance Law.**

- All children arriving late or departing early will be signed-in/out by their accompanying adult at the office, indicating date, time, and reason. A parent is expected to accompany the child in/out of the office upon a late arrival or early dismissal.
- Every tardy will be classified as verified or unverified by the building administration.
- Parents may be contacted after three instances of unverified tardiness to review the record and the policy and to explore remedies.

- Repeated instances of unverified tardies may result in the following consequences:
  - Warning Issued
  - Loss of Recess
  - Detention

## **ABSENCES/TARDY TO SCHOOL/ASSIGNMENTS**

1. Appointments scheduled during the school day require a note from parents. Parents are to sign students out at the office and sign them in upon their return.
2. Students arriving to school late must be accompanied by a parent to sign them in at the office or have a written explanation.
3. Absences should be phoned into the school office by 8:00am. If the office has not been notified, an effort will be made to contact the parent at home or at work.
4. The student is responsible for all assignments missed due to absence. The student will have the number of school days to make up work equal to the number of days absent.
  - When an absence is anticipated, the parents should contact the office in advance of the absence. Plans can then be completed so that work can be made up. Parents are strongly urged to avoid vacationing on school days. Vacation absences are classified as unverified.
  - When a student is absent from school, they are not allowed to attend extra-curricular events on the date of the absence.

## **ASSIGNMENT REQUESTS**

Requests for assignments are needed by 9:00 a.m. so they can be ready by the end of the school day.

## **TEXTBOOKS**

Textbooks issued to students are the property of the East Noble School Corporation. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged.

## **BOOK RENTAL POLICY**

Parents/guardians are encouraged to pay for their student(s) book rental and associated fees by the first day of school. If these fees are not paid in full by this time, parents/guardians may enter into a contract setting up payment or complete an application for textbook assistance. The payment schedule will be as follows:

- 1/4 amount due by September 15
- 1/2 amount due by October 15
- 3/4 amount due by November 30
- full amount due by January 30

Parents/guardians who fail to pay the book rental and fees will be notified on March 1 and will be given until April 1 to make payment in full or be processed through the courts. If processed, the court will add a filing fee to the amount owed. The parents/guardians will then be responsible for the textbook rental, associated fees, filing fees, attorney fees, and interest.

## **PAYMENT OF FEES**

Checks made out to the school must be written for the exact amount of each fee. Also, separate checks will need to be written for lunches and book rental. It is not necessary to write separate checks for each of your children. For example, if you have three students at North Side, one check may be written for all three students' lunches or all three students' book rental fees.

## **NEWSLETTER**

The *North Side News*, our school newsletter, is filled with information about school happenings. Our newsletter will be sent home on goldenrod

colored paper once a month. The office will send out an email to ask if you would like to receive your newsletter via email as opposed to hard copy at the start of the school year. Take advantage of this quick and easy way to access the school newsletter or view it online at the school website. Otherwise, please encourage your student to bring home his/her copy of the newsletter and post it so the family can refer to it for important dates and times.

## **TELEPHONES**

**Phone calls from school will be as limited as possible.** Each classroom is equipped with a telephone, so it will be at the discretion of the teacher to use the phone. In the event that something is cancelled and students must notify parents of alternate after school arrangements, North Side School will make every effort to allow those students access to phones. Phone calls home to receive permission to go home with friends will not be allowed. A written note from the parents **MUST** be provided.

## **SCHOOL IMMUNIZATIONS**

Whenever a child enrolls in the East Noble School Corporation, the parents are required to furnish the school corporation with a written statement of the child's immunizations, accompanied by the physician's certificates or other documentation. All students shall be immunized against; Diphtheria, whooping cough, Tetanus, Measles, Rubella, Poliomyelitis, Hepatitis B, Varicella (or documented History of Chicken pox disease) and other diseases as determined by the Indiana State Board of Health. Also required are test for tuberculosis.

The Law does provide for exemption from immunization for those children who show a physician statement indicating the child cannot receive the immunization because of health reasons and for those children whose parents present the school with a written statement objecting to the immunizations for religious reasons. Documentation of this must be on file annually.

## **ADMINISTRATION OF MEDICATION**

While acting within the scope of his/her duties, no employee, volunteer, or any other member of the East Noble School Corporation is permitted to prescribe or recommend any type of medication, drugs, or any substance of a medical nature for internal consumption of any individual. A school administrator, teacher or other school employee designated by the school administrator, who in good faith administers medications sent in by you to a pupil, is not liable for civic damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct.

School personnel may cooperate with parents and physicians for the health and welfare of children under the following procedures, as approved by the Superintendent, building principal, or his/her designee:

A. All medications to be given during school hours need:

a. Written Parental consent. A medication authorization form is available at your school.

A written physician's statement or current prescription label for all prescribed medication indicating that the medication is to be taken. The label must include student's name, doctor's name, and directions. We will only be able to follow the directions on the label. (If your physician gives you a sample medication that has no pharmacy label, we will need a physician's script to accompany the medication)

b. To be sent in the ORIGINAL CONTAINER with directions. (Medications in baggies will not be given). Medication will only be dispensed as the directions on the manufacturers label unless accompanied by a physician's note stating otherwise. Please check your label to make sure what you send in is appropriate for your child's

age and/or weight.

c. To be kept in a locked location designated by the school principal, and taken by the student in the designated place.

B. The nurse must be notified of all medication brought into the school. No medication should be sent to school unless it is really necessary. Please arrange, as much as possible, that medication be given at home. Medication that is needed **three or fewer** times a day can usually be given before school, after school, and at bedtime, unless otherwise specified by Physician written statement. (Please only send in the amount of medication needed at school in the original container, and keep any additional doses of medication at home).

It is the student's responsibility to come to the location where the medication is kept to receive the medication.

A. School personnel cannot be expected to administer medication that requires skill beyond their qualifications.

B. Parents who do not wish to comply with the above procedures may come to the school and administer the medication.

C. The release of medication that was possessed by a school for administration during school hours or at a school function for a student may be released to:

a. A student's parent

b. An individual who is 18 years of age and has written consent from the parent to receive the medication

c. At the discretion of school administration, medication can be released to a student with



written parental  
permission

- D. Students that need to carry medication on them for emergency reasons should have the form *Student Authorization to Possess and Self-administer medication* on file in their school building annually. This form includes the parent authorization and a physician statement that confirms that the student has a medical condition that the physician prescribed the medication for, has been instructed on how to self-administer medication, and the nature of the medical condition warrants emergency administration of medication.

Students, who may need emergency medication for a recurring health problem, should have a doctor's statement on file outlining particulars of the case. If the doctor's statement indicated a continuing need to have emergency medication available, the location of such medication should be approved by the Principal and nurse in the building.

### **RECESS POLICY**

Decisions to have outside recess during the cold weather season will depend on the temperature and the wind chill. Shorter recess times are scheduled on very cold days. Students should have appropriate clothing during the colder months. Inside recess in the gym or classroom, if available, will be offered when students cannot go outside for weather reasons. Students will be allowed to stay in from recess, due to illness, with a physician note only.

### **PLAYGROUND RULES**

1. Play safely and fairly at all times.
2. No throwing of any object other than footballs, kick balls, etc. No hard baseballs allowed.
3. No rough-housing-This means wrestling, karate, play fighting, or tackle football.
4. No jumping from any of the equipment.
5. Students may not leave the playground without permission from an adult in charge.

### **HALLWAY RULES**

1. All students are asked to WALK on the RIGHT side of the hallway and behave in an acceptable manner at all times.
2. Students will not make excessive noise in the hall. There should be no whistling and yelling.

### **LOCKERS AND VALUABLES**

1. Do not leave money or valuables in lockers or desks. Objects that are too large for lockers may be left in the office. There will be locker inspections to check for cleanliness etc. Do not tamper with another locker.
2. No tape or glue may be used in lockers or painted surfaces.

### **BOOK BAGS AND PURSES**

Book bags, backpacks, extra-large purses, and/or any bag/purse that is large enough to carry a textbook are not to be taken to any classes. Book bags are to be put in the student's locker upon arrival to school and kept in the locker throughout the school day. Only school approved laptop cases will be permitted for students to carry to and from class.

### **NUISANCE DEVICES**

CD players, MP3 players, cellular/digital phones, camera phones, digital cameras, or any other device found to be a nuisance may not be used during the school day. They MUST be turned off and put away during school hours, NO EXCEPTIONS!

### **STUDENT SEARCHES**

A student may be searched by the Principal or his/her designee when there is reason to believe that the student possesses any illegal item that will cause harm to the student or another person or an item that could disrupt the educational process. All personal property brought upon the school property is subject to search. The administration shall conduct general inspection of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

### **SCHOOL BUS VIOLATIONS AND CONSEQUENCES**

- A. The school bus is considered as a classroom and all problems occurring on the bus will be governed by this Code of Discipline. It is the responsibility of the student to obey all posted rules while riding the bus. School authorities may deny the privilege of riding the bus.
- B. All bus incidents will be reviewed separately. The following consequences

may be implemented by the administration when bus violations occur:

- 1<sup>st</sup> Offense-warning or detention
- 2<sup>nd</sup> Offense-recess withheld/detention
- 3<sup>rd</sup> Offense-3-5 days suspension from the bus
- 4<sup>th</sup> Offense-5-10 days suspension from the bus
- 5<sup>th</sup> Offense-loss of bus privilege for semester

To allow the driver to fully focus on safely transporting students, East Noble Schools expects all bus riders to behave in the following manner:

- 1. All students will remain seated, at all times, while bus is in motion.
- 2. All students will refrain from excessive noise.
- 3. All students will keep hands, feet and other objects to themselves, and inside the bus.
- 4. All students will follow any rules set forth by the driver.

### **SCHOOL BUS PROCEDURES**

- 1. To ride home with someone on a bus, students' **must** have written permission from home. This note must also be approved by the North Side office.
- 2. Students are asked not to call home during the school day to make special arrangements.
- 3. Appropriate behavior is also expected on buses while riding to and from the school.
- 4. Buses depart from the school as soon as buses are loaded, usually 5 minutes after school is dismissed.

**EAST NOBLE**  
**SCHOOL**  
**CORPORATION**  
**STUDENT TECHNOLOGY**  
**RESPONSIBLE USE**  
**POLICY**

All use of the Internet shall be consistent with East Noble School Corporation's goal of maximizing the potential of every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. The signature(s) on the Permissions/Approval form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

**Internet - Terms and Conditions**

1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.

2) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use

will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School

Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.

3) **Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal use.
- Using the network for private or commercial gain and/or using the network for commercial or private advertising.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.

sages.

- Posting anonymous mes
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

3) **Exclusive Use of Access** - Network users are solely responsible for the use of

their logins, passwords, and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Network resources can only be accessed with school owned computers, laptops and similar devices. Student or staff owned computers, laptops, tablets, and other internet devices may not access ENSC network resources either wirelessly or connected directly to the network. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere.

Students are encouraged to use personal thumb drives to back-up, store and transport personal files between classrooms, home and school.

4) **Network Etiquette** – You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Users may not post chain letters or engage in spamming.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be property of East Noble School Corporation.

5) **Personal Safety** – For your own benefit, observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number,

work address, etc.

- Do not agree to meet with someone you have met online.

- Disclose to your teacher, librarian, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

6) **Search and Seizure/Due Process** - Your network accounts are not private. Routine maintenance and monitoring of email, student laptops, or file servers may lead to the discovery that you have violated this policy or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state or federal law enforcement officials. East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation.

7) **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

8) **Vandalism/Bullying** – Vandalism and/or bullying will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the

uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student or adult are prohibited, and repeated instances may cause a student to be identified as a bully. (IC 20-33-08-0.2) Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

9) East Noble School Corporation reserves the right to amend this policy as needed.

10) The student and parent(s)/guardian(s) need to sign the Responsible Use Policy each year while at East Noble School Corporation.

### **SPECIAL SERVICES**

In addition to regular classroom experiences, North Side School students will have available when appropriate, the following special services:

Speech Therapy	Music Classes
Reading Tutoring	Art Classes
Library Classes	Physical
Education Student Services	School
Nurse Psychological Evaluation	

### **HEALTH AND COUNSELING**

1. The school nurse will be in the building on a weekly basis if you are in need of health services.
2. The school's counselor is someone to talk to about home, school, or personal problems. Stop by and set up an appointment with this person if you would like.

### **GRADE PLACEMENT**

The decision to promote, retain, or assign students to the next grade is based on student data as well as parental, teacher, and principal input. The school retains the

right to make the final decision. Assignment to the next grade is reserved for students who are likely to meet the regular academic expectations the following year, or who have not successfully met the academic expectations in the current year, and for whom retention would not be beneficial.

### **TOBACCO POLICY**

All East Noble school facilities are tobacco free. Board policy prohibits the use of tobacco in school buildings, in school vehicles, on school grounds, or at any school-related events. Tobacco may not be used on school grounds by students or adults at any time.

### **STUDENT ACTIVITIES**

Students at North Side can participate in various activities. These activities include:  
Elem. National Honor Society – Grades 4-6  
Student Council - 4-6  
Spell Bowl - 4-6  
Basketball -2-6  
Intramurals – grade 6

### **PARENT/TEACHER ORGANIZATION**

The North Side Parent Teacher Organization will meet on the second Tuesday of every month. Meetings begin at 6:30 p.m. The North Side PTO sponsors a winter carnival, Christmas Shop, Mothers' Day Flower Sale and health fair for students. The PTO has also supported our Reading is Fundamental book purchases and book distribution celebrations. Members assist our staff and students with "Reading is Fundamental" themes and activities. The PTO has also assisted with funding for 5<sup>th</sup> grade students to attend Camp Potawatomi. Additional funding has been provided for purchase of special equipment, field trip expenses, or materials for classrooms.

## **SCHOOL SUPPLIES**

Parents are responsible for seeing to it that their children have all necessary school supplies throughout the school year.

Teachers will provide a list of necessary supplies to start the year. Please check with your child periodically to see if he/she is in need of additional supplies. Available to students for purchase outside the school office are pencils, notebooks, pens and erasers.

**Appendix of East Noble  
Elementary Schools' District  
Policies**

**Attendance Policy/Tardies to  
School and Class**

To support and comply with the Indiana School Attendance Law, East Noble Schools monitor the attendance of each enrolled student. A parent or guardian is required to contact the school prior to 10:00 a.m. each day of absence.

**Definitions:**

**Verified**-A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the school office or a note sent with the student and brought to the office.

**Unverified**-A student absence in which notification by telephone call or written note by the parent has not been submitted to document the absence.

**Absence of Concern**-Absences for activities such as family errands, missing the bus, vacation, recreation, or instances when a parent contact with the school has not occurred could be designated an absence of concern. In many cases, an absence of concern would violate the Indiana Compulsory School Attendance law.

**Truant**-An absence without the knowledge or consent of the parent or school, or absent with the intent to evade the compulsory attendance law.

**To ensure that parents are well informed of their child's attendance pattern, the following will occur:**

**Sixth Absence**-A letter will be sent to parent/guardian. A copy of the policy will be included. A legal notice could also be sent home to notify the parent that the next

absence may result in referring the parent/guardian to the legal authorities.

**Eighth Absence**- Contact will be made with the parent/guardian and parent/guardian may be referred to the Prosecutor.

**Ninth Absence**-Home visit by ENSC Attendance Officer and parent/guardian may be referred to the legal authorities.

**Tenth Absence**-Appropriate penalties as determined by the administrator, including, but not limited to detention, Saturday School, in-school suspension, referral of the student to Teen Court (6-12), referral of the parent/guardian to the legal authorities, or recommendation for expulsion.

**The total number of absences will be posted on each progress report and report card.**

Absences and tardies will be reported on the grade reports. School officials may communicate with parents intermittently to confirm the whereabouts of absent children. School officials may advance complaints and communicate attendance records to legal authorities when excessive absences accumulate.

**Tardy Policy Grades K-6:**

**Definitions:**

**Tardy**-Arriving in the classroom after the school's announced starting, and prior to 10:00 a.m., or early departure from school, after 1:00 p.m.

**Absent for the morning**-arriving at or after 10:00 a.m.

**Absent for the afternoon**-departing the school at or prior to 1:00 p.m.

**Verified Tardy**- Tardy because of medical reasons, or appointment authenticated by a doctor's note; or a required court appearance for the child authenticated by the clerk; or due to extenuating circumstances primarily attributed to person or persons other than the student, **and** verified by parent or guardian in writing at the time of signing the student in at the office upon arrival.

**Unverified Tardy-** Tardy for reasons primarily attributed to the child, **or** for which no reason or documentation is provided by the parent at the time the student is signed in at school. Please note, students arriving late to school must be accompanied into the building and signed in by a parent upon arrival.

**Lengthy and repeated tardies for any reason may result in the tardies being considered truancy in accordance with Indiana’s Compulsory Attendance Law.**

- All children arriving late or departing early will be signed-in/out by their accompanying adult at the office, indicating date, time, and reason. A parent is expected to accompany the child in/out of the office upon a late arrival or early dismissal.
- Every tardy will be classified as verified or unverified by the building administration.
- Parents may be contacted after three instances of unverified tardiness to review the record and the policy and to explore remedies.
- Repeated instances of unverified tardies may result in the following consequences:
  - Warning Issued
  - Loss of Recess
  - Detention

**Absences/Tardy to School/Assignments:**

- Appointments scheduled during the school day require a note from parents. Parents or guardians must sign out at the office and sign in upon their return.
- Parents shall accompany tardy students to sign in the child, or provide a written explanation.

- The student is responsible for all assignments missed due to absence. The student will have the number of school days to make up work equal to the number of days absent.
- When an absence is anticipated, the parents should contact the office in advance of the absence. Plans can then be completed so that work can be made up. Parents are strongly urged to avoid vacationing on school days. Vacation absences are classified as unverified.
- When a student is absent from school, they are not allowed to attend extra-curricular events on the date of the absence.

**Bullying**

In accordance with state law IC-20-33-8-13.5 – “bullying” is prohibited in the East Noble School Corporation. Bullying is defined as any repeated acts of threatening or intimidating behaviors with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of “bullying” means overt, repeated acts or gestures that could be verbal, written communications, digitally sent, or physical acts or any other behavior that fits this definition above.

The schools in the East Noble School Corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. Parent involvement may be through the school’s parent organization that is already in place at each school. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or that school’s designee. The report must contain the name of the alleged violator as well as the complainant. Upon



receiving the report, the principal/designee will investigate the matter at the building level and school consequences will be assessed, as appropriate, according to the East Noble School Corporation disciplinary code for elementary schools.

*Engaging in conduct that disrupts or interferes with school purpose: for example the use of violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.*

*False Reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.*

## **Criminal Gangs and Criminal Gang Activity**

***It is the policy of East Noble School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property including school buses and/or at school-sponsored functions.***

***It is the policy of East Noble School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.***

East Noble School Corporation defines “criminal gang” and “criminal gang activity” as:

- "Criminal gang" defined (per IC 35-45-9-1) "criminal gang" means a group with at least three (3) members that specifically
  - (1) either:
    - (A) promotes, sponsors, or assists in; or
    - (B) participates in; or
  - (2) requires as a condition of

membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

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

Procedures for investigating suspected gang activity

- Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

- The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.
- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
- The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the

availability of counseling and other intervention services.

#### Notification of gang-related policy

- The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation (Handbooks). The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

#### Reporting of gang-related incidents

- Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The School Safety Specialist will be responsible for these reports.

### **Dress Code**

East Noble School Corporation wishes to impart worthwhile values of health, safety, decency, and good taste. Proper dress and grooming are the responsibilities of every pupil attending our school. The administrators are charged with the

responsibility of establishing and enforcing standards of dress and grooming necessary for orderly operation of the school.

Students are expected to exhibit cleanliness and good taste in personal appearance. Shirts and shoes must be worn at all school functions. Unusual and exotic fads in dress and haircuts will be discouraged (unnatural hair colors, face painting, etc.)

#### **The following is not acceptable in the school setting:**

- Tank tops or other garments which expose bare midriff, undergarments, or too much skin; or garments that are so tight as to be otherwise revealing.
- Clothing which could present a safety issue.
- Clothing or display imprinted with profanity, questionable suggestions, or slogans.
- Hats and sunglasses are not to be worn in the building.
- Any display advertising alcohol, tobacco, drugs, drug paraphernalia, violence, or weapons.
- Any display containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

#### **The following also apply:**

- An undershirt should be worn underneath baggy shirts that hang low at the neck and under the arms.
- All dresses, shorts, and shirts must be appropriate in length and neckline as determined by the building level administrator.
- When the weather necessitates wearing a coat or jacket, the garment will remain in the student's locker until

they are dismissed for the day. They are not to take these items to class.

- Pants, shorts, skirts, etc., must be worn at the student's waist (no sagging).
- For health and safety considerations, appropriate footwear should be worn at all times.
- Any item of clothing or accessory (chains, dangling jewelry, etc.), deemed dangerous or unacceptable by the building level administrator may not be worn to school.

### Grading Practices

Elementary students will receive report cards every twelve weeks. Mid-term progress reports will be sent to every parent at the six-week mid-term point. Children in kindergarten through second grade receive marks that indicate how they are coming along with specific skills. In grades 3-5, grades will be listed for each subject, in an A-B-C-D-F format, along with a continuum of standards mastery indicators and additional comments. The following grade scale is used for the East Noble School District.

A	93 - 100	A -	92 - 90
B+	89 - 87	B	86 - 83
B-	82 - 80	C+	79 - 77
C	76 - 73	C-	72 - 70
D+	69 - 67	D	66 - 63
D-	62 - 60	F	59 - 0

### Grade Placement

The school has final authority in the appropriate placement of a student in the grades.

While it is often desirable to keep students with same-age peers, other options may be appropriate, too. Students who move into an elementary building within East Noble's

District typically will be placed in a grade upon recommendation from the previous school.

Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress to date, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parental, teacher, and principal input.

## Discipline

**The listed procedures are meant to serve as a general guideline for implementation of disciplinary action and will be used at the discretion of the Principal and Dean of Students. Student age, behavior history, and seriousness of the behavior will also be considered when working with students in becoming good school citizens.**

### Discipline Procedures for Student Misconduct

**\*Legal Authorities may also be notified if warranted.**

**\*1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG: Possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as cause impairment).**

- Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.

**\*2. ALCOHOL:** Use, possession of, or under the influence of, sale, or distribution of, while traveling to, attending, and going from the academic day or an extracurricular activity is prohibited.

- Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.

**\*3. TOBACCO:** There is to be no use or possession of tobacco or tobacco products by students in the building, on school grounds, during the school day or at school functions. For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing tobacco, or any other matter or substance containing tobacco as well as electronic, “vapor,” or other substitute forms of tobacco or cigarettes.

- 1<sup>st</sup> Offense-5 days out-of-school suspension and parent conference.
- Subsequent Offenses-up to 10 days out-of-school suspension and recommendation for expulsion.

**\*4. MAJOR DISRUPTION OF THE SCHOOL DAY AND SERIOUS VIOLATIONS OF THE SCHOOL RULES:**

Serious violations of school rules will result in the following at the discretion of the school administrator or designee:

- Detention, loss of school privileges, removal from class, and/or up to 10 days out-of-school suspension and possible recommendation for expulsion.

**\*5. FIREARMS:** No student shall possess, handle, or transmit any firearm on school property or at school functions.

- 10 days out-of-school suspension and expulsion from school for one calendar year.

**\*6. DANGEROUS WEAPONS:** Possession on person or in locker of a dangerous weapon and /or ammunition (other than those depicted in #5 above) on school premises or at any school function activity may result in:

- Suspension from school for up to 10 days with a parent conference and possible recommendation for expulsion for up to one calendar year.

**\*7. HARMFUL DEVICES:** Any device that could cause bodily harm, or is used to cause bodily harm, is prohibited at school or during a school activity. These devices could include, but are not limited to: pepper spray, laser lights, lighters/matches, items that shock, etc. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention and parent contact
- Removal from class 1-3 days and parent conference
- Up to 10 days out-of-school suspension and parent conference
- Up to 10 days out-of-school suspension and recommendation for expulsion.

**\*8. TRUANCY:** Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent when there is an attempt to evade the School Attendance Law.

- 1st Offense-Detention or removal from class and parent contact.
- Subsequence Offenses- Detention or removal from class and parent

conference. A report will also be filed with the appropriate legal authorities.

**\*9. VANDALISM, DESTRUCTION OF PROPERTY, OR STEALING:** Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

The student may be required to make restitution and:

- Warning
- Detention or loss of school privileges and parent contact
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of school suspension and recommendation for expulsion.

**\*10. INSUBORDINATION:** Willfully disobeying staff members or the use of profane, obscene, or degrading language or gestures to any staff member. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

**\*11. THREATENING, HARASSING, AND ABUSIVE BEHAVIOR:** Students are

expected to be respectful of other members of the school community at all times.

Threatening, harassing, or abusive behavior is defined as picking on, making verbal or physical threats against, or excessively teasing another individual with the intent of bullying, (as per Indiana Code 20-33-8-0.2) embarrassing, intimidating, or disrupting his/her school activities. This includes any form of sexual harassment. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of school suspension and recommendation for expulsion.

**\*12. FIGHTING/CAUSING PHYSICAL INJURY:** If overt aggression is identified with one student, the discipline policy may affect only one student. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

**\*13. DISRUPTIVE CONDUCT, VULGARITY AND PROFANITY:** The faculty/staff will handle the above items until unable to solve the problems. (Problems are not considered unsolvable until there has been

a parent/teacher conference.) Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

**\*14. GANG RELATED ACTIVITY:** In an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the following gang activity policy will be enforced at school, during school related functions or on any school district property. Gang activity and/or involvement are defined as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang.
- Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
  - Soliciting and/or initiating others for membership in any gang.
  - Requesting any person to pay for protection or

otherwise intimidating or threatening any person.

- Committing any illegal acts or violating any school district policy.
- Inciting other students to act with physical violence upon another person.
- Engaging in concert with others in intimidating, fighting, assaulting or threatening to assault others.
- Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent contact.

**\*15. ACCEPTABLE USE OF TECHNOLOGY:** The rules and regulations of the ENSC Technology Responsible Use Policy will be enforced. Failure to abide by this policy will result in disciplinary action. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact
- Loss of access to technology and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

**\*16. HABITUAL OFFENSES:** Any repeat violations of the aforementioned school rules or any combination of violations thereof may result in the following disciplinary actions.

- Removal from class 1-3 days and parent conference.

- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out of school suspension and recommendation for expulsion.

### **OTHER DISCIPLINARY PROBLEMS**

will be reviewed on their own merit and action taken could include restitution, community service, Saturday School, Teen Court, detention, removal from class, suspension, or expulsion with teacher and parent conference depending on the offense.

#### **Suspensions and Expulsions**

- Students who have been removed from class, suspended, or expelled from the regular school setting will not be permitted to attend or participate in any extracurricular activity during the time of punishment. Students may be placed on social probation and suspended from attending extracurricular activities for a period of time.
- After a student has received any 2 suspensions, any subsequent violation may result in expulsion from school.
- A suspended student may not return until his/her parents contact the school office.
- The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.



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