

# NORTH MIAMI ELEMENTARY SCHOOL

## VISION STATEMENT

EXCELLENCE IN TEACHING

EXCELLENCE IN LEARNING

## MISSION STATEMENT

*The Mission of North Miami Elementary School is to provide tools, knowledge, and opportunities to ensure that students are capable and feel valued and respected. Academic success is measured with a variety of assessments. We will prepare, inspire, and challenge our students to become successful, contributing citizens of the world.*

## BELIEF STATEMENTS

*We believe all students learn and progress at different rates with individual learning styles.*

*We believe that a team effort of staff, families and community is needed to develop the maximum potential of all learners.*

*We expect all students to respect themselves and others.*

## MOTTO

LEARNING FOR LIFE

**The administration reserves the right to make amendments to this handbook as needed.**

### **ENTRANCE REQUIREMENT**

To enter kindergarten at North Miami Elementary, a child must be five years old on or before August 1. For grade one, a child must be six years of age on or before August 1. All immunization requirements, according to state law Sec. 10.1 Statement of Immunization History must be met before entering school, grades K-6. This also includes the chicken pox immunization.

### **ATTENDANCE POLICY**

Please help us at school by instilling in your child the importance of good attendance. Good school attendance will help make your child a responsible adult and a good attendee in the workplace. Regular school attendance is one of the most important factors to successful achievement in school, and daily school attendance is required by law. While there are times when students are sick and need to stay home to keep from spreading illness to other students, it is important for students to be at school as much as possible. In monitoring attendance there is a distinction between "excused" and "unexcused" absences.

If a student will be absent for the day, parents must notify the school no later than 9:00am.

**Excused absences** are absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include the following:

1. Illness verified by note from parent(s)/guardian(s) (limit of 3 per semester)
2. Illness verified by note from Physician
3. Family funeral
4. Military Connected Families (e.g. absences related to deployment and return)
5. Dental/Orthodontist or other medical appointment **with** an excuse from the doctor
6. Death in the family
7. Court appearance
8. Dismissal from school by the school nurse (The following day is not automatically excused)
9. Verification of a childhood disease (example: chicken pox) by the school nurse
10. Head lice - one week maximum
11. Failure of the school bus to pick-up child
12. Situations as determined by the administrators

**Unexcused absences** are absences not covered under the definition of excused. These include (but are not limited to) the following:

1. Illness verified by note from parent(s)/guardian(s) after the allotted three per semester
2. Vacation
3. Missed the bus
4. Car trouble
5. Oversleeping
6. Assuming school is closed
7. Baby-sitting/childcare for younger siblings
8. Truancy
9. Working
10. Needed at home
11. Suspension from school

Any school absence extending more than three days will require a doctor's note. Furthermore, if a student is absent for additional days beyond what the doctor's note permits, each of these days will be considered unexcused.

Each student is allowed to accumulate a total of sixteen unexcused absences each year or no more than **eight unexcused absences per semester**. Under Indiana Code (IC) 20-33-2-25, "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."

NMES will be utilizing the following continuum of interventions for unexcused absences per semester. At each student's:

4<sup>th</sup> unexcused absence – Administration will contact parent(s)/guardian(s) via phone with attendance policy reminders.

6<sup>th</sup> unexcused absence – Administration conferences with student and a letter is sent to parent(s)/guardian(s) regarding the student's standing with the school.

8<sup>th</sup> unexcused absence – Administration will utilize local and state agencies, as needed, to improve student attendance. Conferences will be held with parents regarding truancy.

### **GUIDELINES FOR MARKING PARTIAL DAY ABSENCES**

Tardiness - Three tardies to school will be counted as one day of absence. Students are considered tardy after 8:30 AM.

Credit - Credit will be given for make-up work for all excused absences. Credit will also be given for unexcused absences within the eight-day/semester limit.

Homework Policy Regarding Absences - Teachers will not prepare homework in advance for unexcused absences such as vacations. Also, unless an illness extends beyond two (2) days, we will not prepare work to go home. If absent only one (1) day the work will be made up at school.

Notes From Home - The day following each absence, regardless of excused or unexcused nature, the student will submit a note to his teacher from the parent stating the reason for the absence.

Attendance Awards - Students will receive certificates for perfect attendance or outstanding attendance.

### **PERSONAL APPEARANCE OF STUDENTS**

The primary requirement for appropriateness of dress is that students be reasonably neat and clean. If a child's clothing is so unusual that it attracts attention to him, it usually will distract in the classroom. When this happens, the business of education is interrupted. In this case the child will be asked to correct the situation or the parent may be contacted.

Dress code items include, but are not limited to:

1. Patches or pictures which are profane or suggestive cannot be worn to school.
2. Clothing displaying alcohol and/or tobacco slogans or advertisements will not be permitted.
3. Any attire that causes unnecessary increase beyond the normal demands of school maintenance are not permitted, as well as any that create unsafe conditions (skate shoes, etc.).
4. No hats or hoods are to be worn in the building unless designated by administration as "hat day".
5. For upper elementary (grades 4-6), students should exhibit common decency with their clothing:
  - a. Shirts should always cover any undergarments.
  - b. No mid-ribs.
  - c. For tight-fitting, "yoga" pants, front and rear should be covered by shirt, skirt, or shorts.
  - d. Shorts and skirts must be at or below the fingertips when the student stands with arms at sides.
  - e. There should be no skin showing through rips or tears above the finger tips as well.

### **BREAKFAST AND LUNCH PROGRAM**

Lunch and breakfast money will be collected any day of the week. You may also pay online via the school website. Lunch and breakfast prices are as follows:

Breakfast	\$ 1.50 per day (\$ 7.50/week)
Lunch	\$ 2.30 per day (\$11.50/week)
Milk	\$ .40

Our computerized lunch program will continue to manage your child's lunch account this year. Some items to remember with this program:

1. Money (check or cash) should be sent to school in a sealed envelope with the student's name and ID number included in or on the envelope. You may also go on the school's website to make an online payment at any time.
2. We encourage you to make advance payments to your child's lunch account. Any amount can be deposited.
3. Negative balances in a student's account will generate a letter to parents two times weekly. These notification letters will be sent home with your child. Please acknowledge these letters and send money immediately.
4. Parents may call and request an account balance for their child.

#### Breakfast:

Breakfast will be served daily. The breakfast price is \$1.50/day or \$7.50/week.

#### Reduced Prices:

If your child has qualified for reduced prices, they are \$0.40 for lunch and \$0.30 for breakfast. Alternate beverages are the responsibility of parents and students including storage/refrigeration.

### **LUNCH ARRIVAL/RECESS TIMES**

10:45	KDG
11:00	1 <sup>st</sup> Grade
11:15	2 <sup>nd</sup> Grade
11:25	3 <sup>rd</sup> Grade
11:40	4 <sup>th</sup> Grade
11:50	5 <sup>th</sup> Grade
12:00	6 <sup>th</sup> Grade

## **POLICY FOR CHARGING MEALS**

Students are expected to pay for meals in advance or on the day the meal is delivered. Meal charges are strongly discouraged but we understand that an occasional emergency makes it a necessity. See North Miami Community School website for the complete charging policy.

Free and reduced price meal applications may be filled out any time during the school year. Applications are available in the school offices. This institution is an equal opportunity provider.

## **BOOK RENTAL**

Book rental fees are for one school year and should be paid at registration or no later than final day of first semester of the current school. The fee covers digital instructional materials, textbook supplements and student fees. Make checks payable to *North Miami Elementary School*, or you can pay online <https://nmcs.revtrak.net/>. Partial payments must be arranged with the elementary treasurer.

## **STUDENT ARRIVAL AT SCHOOL**

The arrival time for students riding the bus is 8:05 a.m. For parents delivering their students to school by car, please follow the rules to insure your child's safety:

1. We ask that you deliver your child no earlier than 8:00 a.m. to the back door.
2. Please use the circle drive on the east side of the building. The bus parking lot is not available for drop off or pick up of students during arrival and dismissal times.
3. Students are not counted tardy until 8:30 a.m.

## **EARLY STUDENT ARRIVAL**

Students who arrive prior to the start of the school day are reminded to be seated in the cafeteria. Students may move to their classrooms upon dismissal by the morning bell at 8:05 a.m.

## **RELEASE OF CHILDREN DURING SCHOOL DAY**

It is imperative that we keep track of each student who leaves school during the day. Please come to the front office to pick up your child/children for appointments and/or examinations. All students must be signed out in order to be released.

## **ENTRANCE TO THE BUILDING DURING THE SCHOOL DAY**

To increase student safety, the elementary building is locked during the day. Please use door #1 if you must enter the building for any reason during the day.

## **STUDENT SAFETY DURING DISMISSAL**

Student dismissal time is 3:13 p.m. for K – 3 and 3:15 p.m. for 4 – 6. Announcements will be at 3:05 p.m. For the safety of your child please help us in carrying out the following policies:

1. Students who ride home with brothers or sisters or are attending an activity at the high school will ride their bus across the parking lot and exit at the middle/high school.
2. If a student misses their bus, we will radio the driver to return to the elementary to pick them up.
3. Changes to your child/children's transportation must be made to the elementary office before 2:30 p.m.

## **EAST DOOR PICK-UP/DROP-OFF GUIDELINES**

A green pick-up pass must be present when picking up your child. If a pick-up pass is needed, see Mr. Hudson or the school office. Passes will also be distributed during registration, open house or in the office. If you do not have a green pick-up pass, you will need to meet your student in the main office for pick-up.

Please use the following procedures for the east door:

1. If picking up students at the end of the school day, please wait until the first grade recess is over before pulling around the large loop on the basketball courts.
2. Stay in your vehicle; your child/children will be brought to you.
3. Do not park and enter the building.
4. Be courteous to other parent drivers.
5. Stay in the order that you arrive.
6. Be sure all vehicle doors are closed before departure.
7. If your child has not exited the building when you get up to the door, pull up and to the right so other vehicles can get around you.
8. Be alert and pay attention to children exiting building.

## **EXTREME WEATHER**

Students will spend recess outdoors during the school year. Recess is a 20-minute period. Your child will be asked to go out for that period of time. Recesses will be held outside except when it is raining or the temperatures/wind chill are below:

- A. KDG-2<sup>nd</sup> Temperatures/Wind Chill 28°

B. 3<sup>rd</sup>-6<sup>th</sup> Temperature/Wind Chill 25°

Teachers will honor a note from home when a child is returning from an illness, or when other health conditions warrant that they remain inside. For periods longer than one week, a doctor's excuse will be required. It is also expected that children should have hats, gloves, boots, and coats in cold weather.

### **SCHOOL DELAY OR CANCELLATION**

If school is delayed or canceled due to inclement weather, an instant alert message will be sent. Also, information will be broadcast on several local radio and TV stations.

### **HOW DO WE DECIDE TO DELAY OR CLOSE SCHOOL?**

NMCS understands that our decision to open or close school in bad weather impacts our families. We also understand that our students are better served both academically and socially by being in school. As always, our top priority is the safety of our students.

#### **HOW DO WE MAKE OUR DECISION?**

Please understand that we make the decision to open or close in bad weather based on careful analysis of all relevant factors, such as:

1. Information on road conditions from the County Highway Department, transportation staff, sheriff's department, and actually driving the roads.
2. We must give careful consideration to the roads in our district. Even if your road looks clear, travel elsewhere in the district may be dangerous.
3. Amount of snow and ice accumulated.
4. Whether precipitation is continuing.
5. Power outage that affects heating or electricity in our facilities.
6. Temperature and wind chill as we consider the students that wait outside for the bus each day.
7. Weather predictions, while not always accurate, are also considered.

#### **WHO MAKES THE DECISION?**

The superintendent of schools is responsible for the final decision. This is based on the above factors, recommendations, and personal travel and assessment of road conditions.

#### **HOW IS THE PUBLIC NOTIFIED?**

An instant alert notification will be sent to all school families and staff. You may also tune to the radio and television stations on school closings.

#### **WHEN IS THE DECISION MADE?**

The decision must be made by 6:00 a.m. or earlier so we can notify radio and TV stations, bus drivers, and other staff.

#### **WILL WE CLOSE SCHOOL IF CONDITIONS WORSEN?**

Keep in mind, even if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions worsen during the school day, we may need to have an early dismissal. Adequate notice will be given to all parents in this circumstance.

#### **AT SCHOOL REGISTRATION, IT IS IMPERATIVE THAT YOU TELL US WHERE TO DELIVER YOUR CHILD IN THE EVENT THAT WE CLOSE EARLY.**

While our staff does their absolute best in this process, we know that often no perfect decision exists. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. Also, discourage teenagers from driving in bad conditions.

### **SCHOOL PICTURES**

Pictures are taken by *Interstate Studios* in the fall and spring and are available for purchase by the parents. All interscholastic and extra-curricular photographs will be provided by *Memories by Di Photography*.

### **FIELDTRIPS**

Most field trips are of educational nature and are included in our school program. The following procedures will be used:

1. Trips will be by corporation bus (unless otherwise scheduled, i.e. 6<sup>th</sup> grade).
2. A letter will be sent to parents in advance giving details of the trip.
3. Parents attend fieldtrips at the invitation of the classroom teacher.
4. All chaperones must have a criminal history check on file at the central office. This is required by law.
5. Parents are not allowed to meet students at their field trip destination.
6. All students will ride the bus with their group to and from the fieldtrip destination.

Students may be denied participation in a fieldtrip due to excessive absences or a citizenship grade lower than a C- in grades 1-6. The administration will make the final determination in the enforcement of this policy. Students that are denied fieldtrip participation due to the citizenship grade will be suspended from school attendance on the day of their trip. Parents will receive notification of this suspension one week prior to the trip.

Fieldtrips within central Indiana area are authorized if they have sufficient educational merit and are approved by the building principal and superintendent. Signed permission slips must be on file.

### **PARENT-TEACHER CONFERENCES**

Communication will be made regarding parent/teacher conferences. If you would like to meet with your child's teacher, please feel free to contact them any time during the school year to schedule a meeting.

## **GRADING**

Assessments in the following areas may be used for student grades for each of the nine week grading period:

### Language Arts (Reading, Writing, English, Spelling)

Comprehension  
Vocabulary  
Oral reading/fluency  
Word Study  
Phonics/phonemic awareness  
Reading Level  
Essential Skills - Indiana Language Arts Standards  
Elements of good writing (word choice, sentence fluency, organization, editing skills, idea development)

### Math

Problem solving  
Math facts  
Daily work  
Homework  
Essential Skills - Indiana Math Standards

### Social Studies

Comprehension of chapter/unit material  
Special projects  
Essential Skills - Indiana Social Studies Standards  
Map skills

### Science

Comprehension of chapter/unit material  
Special projects, experiments  
Essential Skills – Indiana Science Standards

The elementary grading scale for grades 1-6 is as follows:

99-95% A	76-73% C
94-90% A-	72-70% C-
89-87% B+	69-67% D+
86-83% B	66-63% D
82-80% B-	62-60% D-
79-77% C+	≤ 59% F

## **GRADE REPORTS**

All students in grades K-6 will receive a report card for each of the four quarters. Report cards will be sent home five days following the last day of each grading period. As you examine your child's report card, remember that all grade levels provide flexible grouping in math and reading. The card may indicate that your child is performing below, at, or above his/her grade placement. Please consider this information along with the grades. For example, two third graders receive a "B" in math. One student may be in a target group placement while the other may be in an average placement. Report cards also include a space for citizenship. Students in grades 1-6 will receive a citizenship grade each grading period. This grade will count toward scholarship awards. Citizenship grades are based upon: 1) observing school and classroom rules, 2) being considerate of others, 3) respecting persons in authority, 4) accepting suggestions and criticisms, and 5) specific positive or negative behaviors that occur during each grading period. Citizenship grades reflect overall behavior and not only that displayed in the classroom. This includes lunch, recess, special class, bus, athletic events, and any other times in which students are under the supervision of North Miami Elementary School.

## **HEARING SCREENINGS**

Indiana Law (Code 20-34-3-14) states that every school corporation shall conduct annual hearing screenings as follows:

1. All students in grades 1, 4, 7, and 10 are screened.
2. Students new to the corporation are screened.
3. Students with known hearing losses and/or with a history of ear problems are monitored and screened during the year.
4. Any student will be tested upon request by parent and/or school staff.
5. The speech language pathologist will also screen all kindergarten in addition to the above required by law.

Parents will be notified of failed screening results.

Note: A screening by audiometer/pure tone hearing screen reveals how a person hears various sounds.

## **HOMEWORK**

Homework should be meaningful, positive, and with purposes related to any one or more of four major categories:

- A. Enrichment
- B. Preparatory
- C. Reinforcement
- D. Skill Development

Enrichment assignments are normally those lessons in which all students may realistically enhance their personal growth and development. Students are usually given great latitude regarding the topic and the scope of their reading and research. Except for general teacher guidelines, the student's efforts may result in an original and creative lesson for that student.

Reinforcement lessons are not generally assigned to all class members since individual students have a varying need for this type of homework. In contrast to enrichment assignments, reinforcement lessons are on a daily basis and are also on a one to one basis with the teacher.

Preparatory homework is normally intended to familiarize the student with a content or topic area to serve as a basis for subsequent activity.

Skill development lessons are usually assigned to all students and are closely related to the regular current class work. Analysis of weakness and strengths is noted regularly by the teacher.

## **READING**

Core reading instruction in phonics, fluency, vocabulary, and comprehension is provided for all students during the daily 90-minute reading block. Teachers provide whole group instruction at grade level and small group instruction at instructional level. Student progress is checked regularly using a variety of assessments, such as STAR reading (computer) and teacher-created tests.

Elementary schools are required by law to submit an annual reading plan to the Indiana Department of Education defining the goals, remediation, professional development, assessments, and materials used for reading instruction. The North Miami Elementary School Reading Leadership Team meets 4-6 times each year to review the plan, study student data, investigate new reading materials and instructional strategies, and plan professional development for staff.

## **STANDARDIZED TESTING**

Students participate in standardized testing required by the Indiana Department of Education. Keep in mind that attendance, sleep, and nutrition impact a student's performance on standardized tests. Families are advised to avoid scheduling appointments during testing windows.

Indiana law requires all third graders to take the IREAD-3 test. This occurs in March each school year. If a student does not pass, they must attend summer school for remediation and retesting. Special education students must also take the IREAD-3 test. The IEP (or ILP) case conference for that student will address the reading deficit, allowing the student to potentially be exempt from summer school or mandatory retesting.

Students in grades 3-6 will participate in ILEARN (formerly known as ISTEP) in April and May of each year.

## **RESPONSE TO INTERVENTION-RTI**

Individual and small group intensive instruction is provided for students who do not meet grade level expectations in reading and/or math. Students are identified using data from assessments, such as STAR reading and math, classroom performance and screenings, and benchmark testing. RTI opportunities will be utilized and occur outside of the regular math and reading classroom instruction. Frequent monitoring of the progress of students in the RTI groups will allow them to move in and out of the groups based on need.

## **GENERAL EDUCATION INTERVENTION (GEI)**

A "General Education Intervention" (GEI) plan is assigned to a student who consistently does not meet grade level expectations in reading and/or math. This student may need modified instruction, such as extended time, adjusted lessons, or additional small-group/individualized instruction in order to show progress in learning. The classroom teacher identifies any student in need and documents modifications and student progress over a period of time. The GEI Team meets with the teacher to review the documentation and provide suggestions for further interventions. Once a student is identified as needing a general education intervention by the GEI Team, parents are notified by letter. The teacher continues the modifications and monitors the student's progress at least every 3-4 weeks using STAR reading or math test and classroom assessments. The GEI Team meets monthly to review student progress and determine additional intervention for the student as needed. Progress reports will be sent home for all GEI students every three weeks. Teachers will request a meeting with the GEI Team to discuss a student who continues to show lack of progress, even with the interventions and modifications, which may result in additional interventions, modifications, retention and/or further testing for the student.

## **SCHOOL VISITATION**

We welcome parent and grandparent visitors to NMES provided you notify your child's teacher in advance. Parents and grandparents are welcome for special programs presented by classes or grade groups. We will continue with our policy of allowing pre-school age children to attend events with parents; however, please do not send a pre-school child to school with a brother or sister. Students are expected to remain at school on program days. All parents planning to volunteer in the classroom must have a criminal background check on file at the central office. Children from other schools may visit when prior arrangements have been made and administration has approved their visit.

## **SCHOOL PROGRAM AND PARTY DATES**

*Fall Programs (performance dates to be announced) – Grade 1, Grade 3, Grade 4 and Grade 5*

*Spring Programs (performance dates to be announced) – Grade K, Grade 2 and Grade 6*

Sixth grade graduation will be held the last day of school at 10:00 a.m.  
Kindergarten graduation will be held the last day of school at 1:00 p.m.

October	Fall Festival
December	Classroom Christmas Parties
February	Classroom Valentine Parties

### **BOOK STORE**

The book store is open every morning from 8:15-8:30 a.m. in the cafeteria. Students must receive permission from their classroom teacher prior to visiting the bookstore.

### **SAFETY DRILLS**

It is vital that students and staff are able execute the correct actions in case of emergency. In order to be prepared for a variety of possible scenarios, drills are completed and “safety scenarios” discussed regularly among students and staff. According to new legislation (**IC 20-34-3-20**), schools are required to conduct one fire drill per month, one tornado drill per semester, and one manmade occurrence/intruder drill per semester. The new version of the law allows schools to conduct an additional tornado drill or manmade occurrence/intruder drill as a substitute for a fire drill up to two times a semester (not in consecutive months).

### **TELEPHONE USE**

The school has two incoming telephone lines. Students may use these to make necessary calls (forgotten lunch or backpack) if they have a phone pass from their teacher.

### **SNEAKERS**

All children will be required to have sneakers for P.E. Please label and send them to school during the first week.

### **LABELING OF STUDENT ITEMS**

Your child’s clothing should be marked for easy identification. Items of clothing such as sneakers, sweaters, coats, boots, hats, gloves, jackets, lunch boxes and backpacks can be identified more easily when marked. Lost items will be kept approximately six weeks before taking to Goodwill.

### **PEST CONTROL**

North Miami School Corporation uses a variety of pest control practices in and around our school buildings with both chemical and non-chemical methods. Chemical applications are done so as to not expose students or staff. For information on pesticide application please contact the central office for a copy of the complete policy as well as other application information.

### **ATHLETIC POLICY**

Philosophy – By providing extra-curricular athletic programs, NMES offers student-athletes opportunities for growth; lessons of teamwork, discipline, perseverance, and overall character development. We strive to offer the best experience in our athletic programs by providing shared goals for teams, but also by growing each individual. As a representative of North Miami Community Schools, we expect student-athletes to display good sportsmanship at all times. We encourage each student to explore interests and to participate in as many activities as possible.

Programs Offered – Both intramural and interscholastic programs are available.

Intramural Programs:

Girls – Volleyball, Basketball, and Soccer

Boys – Football, Basketball, Wrestling, and Soccer

Interscholastic Programs:

Girls – 5<sup>th</sup> and 6<sup>th</sup> grade basketball, 6<sup>th</sup> grade volleyball

Boys – 5<sup>th</sup> and 6<sup>th</sup> grade basketball

Girls and Boys in 6<sup>th</sup> grade are offered interscholastic programs at the Middle School as well, including cross country, wrestling, soccer, and track.

Physicals– Committed to the safety of our student athletes, physicals are required for all interscholastic programs, including volleyball, basketball, and all “middle school” athletics. Annual physicals ensure that student athletes are healthy at the onset of his/her athletic season. Forms, available in the front office of the elementary, must be completed before participation is allowed.

Academic Eligibility – Please be reminded that “student” comes first in the phrase, “student athlete.” A student wishing to participate in our athletic programs must be earning at least a “C-” in citizenship and a “D-” in any core subject. A student becomes ineligible as soon as he/she earns a “D+” in citizenship or an “F” in any core subject. A student’s ineligibility begins when the report card is issued to the student. Students who choose to participate in middle school athletics, or athletic programs outside the aforementioned ones, are under the same eligibility requirements. Parents are encouraged to reinforce the importance of academics, and any “higher” standard set by parents will be supported by North Miami coaches and administration.



Attendance – Being in school every day is more important than being at practice. For this reason, a student must be aware of the school's current attendance policy. Should an attendance problem occur, school officials will decide the eligibility of that student. Any student absent from school on the same day as practice or a scheduled event will not be eligible to participate.

### **STUDENT EXPECTATIONS**

At North Miami Elementary School, we expect our students to be respectful of teachers and peers, to treat others how s/he wants to be treated, and to provide his/her best effort on a consistent basis.

The following matrix is intended to serve as a guide that administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.

<b><u>Behavior</u></b>	<b><u>1<sup>st</sup></u></b>	<b><u>2<sup>nd</sup></u></b>	<b><u>3<sup>rd</sup></u></b>
<b>Battery/Physical Attack</b>	1 Day OSS	5 Days OSS	10 Days OSS
<b>Bomb Threat</b>	5 Days OSS	10 Days OSS and recommendation for expulsion	Expulsion
<b>Cell Phones/Electronic Devices</b>	Verbal warning by teacher or staff.	Teacher will confiscate the device. Student will serve an after school detention.  1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.  1 Day Recess detention (K-3 <sup>rd</sup> ).	Confiscate the device and turn into office. Parent must pick up the device after school hours and the student will serve 1 Day ISS. Further violations considered insubordination.
<b>Disrespect</b>	Teacher contacts parents and administration documents incident.	1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.  1 Day Recess detention (K-3 <sup>rd</sup> ).	1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, student will serve 1 Day OSS, see insubordination.
<b>Dress Code</b>  *Grades K-3 <sup>rd</sup> will be at the discretion of the teacher and administration.  * Change of clothing is required when dress code is broken.	Grades 4 <sup>th</sup> -6 <sup>th</sup> Verbal warning by teacher or staff.	1 Day (4 <sup>th</sup> -6 <sup>th</sup> ) after school detention.	Grades 4 <sup>th</sup> -6 <sup>th</sup> , 1 Day ISS, with an additional day added for every offense. After 3 Days of ISS, see insubordination.
<b>Drugs/Alcohol/ Paraphernalia</b>	Up to 10 day OSS, possible recommendation for expulsion. MCSD notified.	10 day OSS, recommendation for expulsion. MCSD notified.	n/a
<b>Failure to Comply with NMES Rules</b>	Teacher contact parent, teacher detention... other consequences deemed appropriate by administration.	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration. See insubordination.	Teacher/Administration contact parent, teacher detention... 1-10 days OSS, other consequences deemed appropriate by administration Insubordination.
<b>Fighting</b>	1-5 days suspension, other consequences deemed necessary.	3-5 day OSS, MCSD possibly notified.	5-10 day OSS, MCSD possibly notified, possible recommendation for expulsion.
<b>Intimidation/ Harassment/ Threats</b>	Detention, possible 1 day of suspension, other consequences deemed appropriate by administration	1-5 days suspension, other consequences deemed appropriate by administration	5-10 days suspension, other consequences deemed appropriate by administration
<b>Insubordination</b>	1-3 days suspension, other consequences deemed appropriate by administration.	3-5 days suspension, other consequences deemed appropriate by administration.	5-10 days suspension, other consequences deemed appropriate by administration.
<b>Profanity</b>	Warning, possible detention	Parent notification, detention, other consequences as deemed necessary.	1-5 days suspension. Further violations considered insubordination.
<b>Possession of a Firearm/ Weapon with intent</b>	5-10 days OSS, MCSD notified, possible expulsion.	10 days OSS, MCSD notified, expulsion.	n/a
<b>Theft</b>	1-5 days suspension. Restitution made.	5-10 days ISS/OSS. Restitution made. MCSD Notified	10 day OSS, MCSD notified, recommendation for expulsion

As stated, these rules are established for the well-being of our students. Special circumstances may cause the administration to amend or adapt the typical disciplinary process, which will be implemented at the discretion of administration.

After-school detention will be utilized in grades 4-6 for some disciplinary offenses, primarily for missing work. Dates for after-school detention include 9/7, 10/12, 11/16, 12/21, 2/8, 3/15, 4/19, 5/17. Students should be picked up at 4:30pm.

North Miami Community Schools reserves the right to share student information with local and state agencies when directly related to the safety and/or well-being of the student. Under Indiana Code (IC) 31-33-5-1, the school has a duty to report if there is reason to believe a child is a victim of child abuse and/or neglect. There are repercussions, including a Class B misdemeanor, if the school fails to report suspected abuse or neglect under Indiana Code (IC) 31-33-22-1.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

There are different types of bullying – physical, verbal, social/relational, electronic, or a combination of any of these. According to the law, a bullying incident has three main characteristics: it is repeated, intended to cause physical/emotional harm, and involves some imbalance of power. Under IC 20-33-8-0.2, it is a violation of school rules to physically or verbally threaten, bully, harass or intimidate others while under the supervision of North Miami Schools. Students who experience such harassment or intimidation for any reason should report the incident to a school counselor or administrator immediately for investigation. “Bullying, Harassing” behavior is behavior directed toward another person for a non-school purpose after that person has clearly stated or shown that the behavior is unwelcome.

**Examples of violations of this rule:** Picking on or bothering a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.

**Bullying will not be tolerated** and students will be severely punished. Each circumstance will be reviewed and punishment will be based on the type and severity of the infraction as deemed by the administration.

**Cyber-bullying** is any offense by which the act of, sharing, sending or posting harmful or cruel text or images using the Internet or other digital communication devices.

**Sexting** is an offense by which the act of, sharing, sending or posting sexually explicit messages or photos electronically, primarily between cell phones, Internet or other digital communication devices. Discipline will range from detention to expulsion depending on the severity and offense brought forth by the offender.

Please be advised: Bullying that takes place off campus can bring disciplinary action if it causes a distraction/interruption to the learning environment.

### **DIGITAL CITIZENSHIP**

Our expectation of students to responsibly use technology and to behave appropriately with both personal and school-owned devices is what we consider "digital citizenship." Classroom teachers communicate his/her procedures regarding technological use in the classroom. Generally, there is a simple way for students to notice when electronic devices are, or are not, being used. Students will be expected to share with his/her teacher at any point how they are using electronic devices. Any misuse may result in appropriate restrictions to be placed on a student's school-owned device. The Responsible Use Policy and iPad Handbook is found on pages 20-24.

### **DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The following will be applied:

1. Students will explain their situation/side of the event that occurred.
2. Staff or administration will work with other staff or students to gather any additional information.
3. A decision will be made regarding the infraction and consequences may, or may not, be applied.
4. If unsatisfied with results, student may request a meeting with the superintendent.

### **NMES PROCEDURES**

The following procedures are practiced to maximize the safety and efficiency of the learning environment.

#### **Classroom**

1. Keep desk neat and orderly.
2. Keep waste paper off the floor.
3. Use a soft voice the building and in the classroom.
4. Students should not leave homeroom area without permission.
5. Students should be truthful in their dealings with classmates and adults.
6. Laser pointers are not allowed.

#### **Movement in Building**

1. Students walk in a single line.
2. Walk on right side of hallways and stairs, using the handrail on the stairs.
3. Students shall not talk as they move throughout the halls.
4. Do not cross a line of moving students.
5. Students shall walk in the building.
6. Students are not to chew gum at school.

#### **Movement to and from Buses**

1. After a student gets off the bus, he/she must get on the sidewalk and stay on the sidewalk. He/she must not step off the sidewalk in the bus loading zone.
2. Going to the buses, all students must stay on sidewalk until they get to their bus. Please stay to the right side of the sidewalk when entering and exiting the building.
3. Students must walk to and from buses.
4. If a student misses his/her bus, we will radio the driver and they will return to the elementary to pick-up the student.

#### Restrooms

1. No climbing.
2. All waste paper shall be placed in the trash.
3. Do not be wasteful of paper products.

#### Playground

1. Students are to play in designated areas. These areas are the entire playground except areas between sidewalks and the building or between blacktop areas and the building.
2. When ground conditions are muddy, students will play only on blacktop areas. Announcements will be made in advance.
3. Students will line up and be requested to enter the building quietly at the end of a recess period.
4. Kickball or other base games may be played on the northeast field.
5. Playground equipment: In order to make the equipment last and provide safe use, the following rules must be observed:
  - A. Only one student is to sit, not stand in a swing.
  - B. Unless swinging or walking to or from a swing, students should stay clear of the mulch area around the swings. This includes walking through or standing in this area.
  - C. One person is to sit on each end of the teeter board.
  - D. Students should not stand between teeter boards as others are using the equipment. Bouncing someone up and down on the teeter board is not permitted.
  - E. Each student is to go down the slide in a forward, sitting position.
  - F. Students are not to jump from a fast moving swing or climb up the slide.
6. Unnecessary roughness on the playground is not allowed. Unnecessary roughness includes tackle football and fighting. Any kind of game that causes contact such as pushing, shoving, kicking or in any way causes a person to be at risk of injury will be eliminated.
7. When the whistle blows, children will stop playing, return equipment and line up immediately.
8. Rocks, sticks, ice and snow are not to be thrown or kicked.
9. All teachers at all grades will be consistent in enforcing these rules. These expectations will be shared in the classroom before students arrive on the playground.

#### School Bus

1. The student should be ready and waiting at the boarding location when the bus arrives.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
3. No student shall stand or move from place to place during the trip.
4. Loud, boisterous language, profanity, or indecent conduct shall not be tolerated.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door. If crossing the road, students will wait for the signal of the driver, look both ways, and then proceed in front of the bus. The student shall not cross the road from the back of the bus.
7. Students will not be permitted to leave the bus without prior arrangements being made between parents and driver.
8. Be courteous to fellow students and the bus driver.
9. Treat bus equipment respectfully. Damage to seats and other school bus equipment will be paid for by the student.
10. In case of a road emergency, remain in the bus unless directed by the driver to do otherwise.
11. The driver will discuss behavior problems with the parent as necessary to encourage students to behave properly on the school bus.

### **TRANSPORTATION**

Our goal is to provide safe transportation of students at all times. Driving a school bus is a huge responsibility; however, supervising a bus load of students adds to the responsibility. It is imperative that students behave appropriately.

School bus drivers are to have control of all school children transported. The driver shall keep order, maintain discipline among children while on the bus, treat children in a civil manner, and see that no child is imposed upon or mistreated while in his/her charge. All drivers will enforce the following rules:

1. No eating/drinking.
2. Remain seated, facing forward.
3. Keep hands/feet to yourself.
4. No loud or inappropriate verbal disruptions.

When behavior goes beyond the three simple rules, the driver will do the following:

1. Call attention to the problem and instruct the student to correct the behavior.

2. If the student does not correct the behavior, the driver can move the student to a designated seat for a period of time and/or give a written bus discipline referral. When a referral is completed, the student cannot be transported until the referral is returned to the driver with a parent signature.
3. If the problem persists, additional referrals will be sent home. With each new referral, the student is assigned the next "level," whose disciplinary actions include possible bus suspensions and/or parent meetings.

If the discipline problem is major in nature – vandalism, fighting, use (or possession) of drugs, tobacco, weapons, sexual behavior, lewd or profane behavior, or other major infractions listed in the student handbook, the following procedure will be used.

1. Immediate referral to school administrator.
2. The school administrator will then determine what action will be taken:
  - A. In-house action by administrator.
  - B. In or out of school suspension.
  - C. Expulsion
  - D. Denial of the privilege to be transported to or from school.

If infraction occurs so late in school year that denial of transportation or expulsion for that semester would not be feasible, then the student's disciplinary action may carry over to the first semester the following year.

Balloons are NOT allowed on the bus.

### **INSURANCE**

Any student wishing to participate in any of our athletic programs must have insurance and provide proof of insurance to the school. If you do not have insurance and wish to participate in a school-sponsored athletic program, please contact Mr. Storm for additional information.

### **STUDENT MEDICATION POLICY**

No medication (prescription or over-the-counter; including injectable insulin, cough drops, sore throat lozenges, sprays, or oils) shall be given/dispensed unless the dispensing school personnel has a medication authorization on file. This will include written and dated instructions of the M.D. and legal custodian of the student in the case of a prescription medication, and of the legal custodian in the case of a nonprescription/over-the-counter medication.

Medication must be kept in original containers/package with the student's name, dosage to be given, and time to be given all noted on the container/package.

It is the responsibility of the legal custodian to make sure medication is delivered safely to the school nurse. Students are no longer allowed to transport prescription medication on the school buses. Prescription medication must be transported by an adult.

All administered medication must be documented on appropriate record sheets-medication given, dosage given, time given, and by whom given.

Non-aspirin pain relievers (Acetaminophen/Ibuprofen) may be dispensed to students from a supply sent from home. A written consent from the legal custodian must be provided with the said medication. Non-aspirin pain reliever may be dispensed by the school nurse in emergency situations.

The school personnel dispensing medication (school nurse or delegated individuals) will secure medications at all times.

Medications should be picked up from the nurse's office within one week after the last dose or prior to the end of the school year. Medications left at school after this time will be destroyed in the presence of a witness.

The school nurse is responsible for administering injectable insulin and/or glucose testing by finger stick or monitoring this process. The nurse will also monitor students who wear self-administering insulin pumps daily. Upon absence of the school nurse, the MS/HS nurse will administer/monitor this service.

### **HEALTH POLICIES**

#### **Revised Health Record Form:**

Upon enrollment, each student will be required to have an updated health record on file. This record informs the school nurse of any conditions your student may have and includes imperative information such as allergies and medications.

#### **Duplicate Nurse Referral Form:**

A duplicate nurse referral form will be used to log daily student visits to the nurse's office. This form allows for better communication amongst the nurse, teacher, and parent/guardian.

#### **Screenings:**

The school nurse will schedule and administer MCT Vision Screening (grade 1), vision screening (grades K-6), annual immunization check (grades pre-K-6), height and weight screening (grades K-6), dental program (grades 1&3), hand washing program (grade 1), head lice inspection twice per year (grades K-6), and puberty program (grades 4-6).

Over-The-Counter Medication Form:

Upon enrollment, an over-the-counter medication permission form will be provided to the parent/guardian. This form indicates what over-the-counter medications will be stocked in the nurse's office, and requires written consent from the parent/guardian prior to the administration of the over-the-counter medication(s).

Prescription Medication Form:

Upon enrollment, a prescription medication permission form will be provided to the parent/guardian. A physician authorization, along with a parent/guardian authorization must accompany all prescription medications. This form will be required for all routine prescription medications that must be dispensed during school hours.

School Nurse Absence:

Two delegated individuals will have the sole responsibility of dispensing all medication in the absence of the school nurse and the substitute nurse. Matt Storm and Amy Name will act in the school nurse's absence.

511 IAC 7-21-8 Sec. 8. (a) (8)

Head Lice:

Upon recognition of lice or nits, the student's parent/guardian will be notified. Following recommended treatment, students must return to the school nurse to be checked prior to attending class.

Illness:

Students will be sent home for temperatures of 100 degrees and above, diarrhea, and/or vomiting. Students should be fever-free without medicine, for 24 hours before returning to school.

## **TITLE I SERVICES**

North Miami Elementary School is a Schoolwide Title 1 school. All students are eligible to receive additional assistance, if needed during the year. Family events and parent workshops are open to all families. The following are Federal requirements for all schools receiving Title 1 funds:

- To provide all families with a copy of the NMES Family Involvement Policy\*
- To provide all families information on the "Right to Know" teacher qualifications\*
- To convene an annual meeting for parents to explain the NMES Title 1 program
- To collect from all families the signed Home and School Compact\*, a promise from parents, students and teachers to work together for success

\*The Family Involvement Policy, Right to Know letter, and Home and School Compact are all included in this section of the Parent/Student Handbook.



### North Miami Elementary School **Title 1 Family Involvement Policy** 2018 - 2019



North Miami Elementary School recognizes that educating students and helping them achieve success is a shared responsibility between the school and the home. Schools and parents must work together to ensure that students develop the necessary skills for success in life.

North Miami Elementary School intends to follow the family policy guidelines in accordance with the *Elementary and Secondary Education Act of 2001* (ESEA) as listed below. This policy is distributed to parents of all students participating in the Title 1 program at North Miami Elementary School.

#### **1. ANNUAL MEETING**

NMES will hold our annual Title 1 meeting in October for all families in the school. Information will be shared about the Title 1 program. The annual meeting, Octoberfest, will be held in the early evening, with childcare provided if needed. Parents will be notified of the meeting time through the newsletter, on the school website, and in written notices sent home with their children. Attendance will be recorded.

## **2. COMMUNICATION WITH PARENTS**

Parent/Teacher Contacts are made as needed throughout the year to communicate classroom expectations, curriculum requirements (including Indiana State Standards), and student achievement.

Student reading levels will be included on the report cards.

The school prepares a monthly newsletter with calendar items and other important information.

Title 1 also provides a monthly publication entitled "Helping Children Learn". Individual classroom teachers prepare newsletters and make individual phone calls to share grade level activities and information with parents. Parents are encouraged to take the initiative in calling their child's teacher or making an appointment for a conference when they have questions and concerns. The school website is another source of school information for families.

## **3. OPPORTUNITIES FOR PARENT INVOLVEMENT**

Many types of parental involvement are needed in a school-home-community partnership that will help all children to succeed. NMES values both the at-home contributions and those which take place at school. Reading to children at home, talking with them at a family meal, assisting with homework, and providing balanced meals and regular bedtimes are all as important as serving on committees and volunteering at school.

Opportunities will be provided by the school staff for parents to attend workshops on helping their children improve reading, math, and study skills. Additional information sessions will be provided to address topics of interest to parents. Scheduled family events will provide opportunities for families to learn how to improve student success in language arts and math-related areas.

Families will be encouraged to continue supporting student learning during the summer break through opportunities such as web-based programs for reading and math, Summer Care Packages, and Summer Reading Logs.

Parents will be given opportunities to volunteer at school in The Parent Place, a workroom designed just for volunteers. The Family InfoCenter (a resource library for parents and children) and well-equipped work spaces are housed in this area. Parent input will also be requested on committees to review the Title 1 Family Involvement Policy, the Home and School Compact, and the Corporation Family Involvement Policy.

Parents will be included on the Title 1 Planning Committee to review the Family Involvement Policy, the Home and School Compact, and other aspects of the Title 1 program, as needed.

## **4. PARENTS' RIGHT TO KNOW INFORMATION**

Parents have the right to know if their child's teacher is highly qualified, as defined by ESEA. Information will be included in the School Parent/Student Handbook for all parents at the time of registration.



# **NORTH MIAMI ELEMENTARY SCHOOL**

632 E County Road 900 N Denver, Indiana 46926

PH: 765-985-2251

FAX: 765-985-2058

Principal: Matt Storm

Admin. Assistant/Guidance: Troy Hudson

Dear Parents and Guardians:

August 2017

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Miami Community Schools to every parent of a student in a Title 1 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 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 teacher's 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 four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

At this time, all of the teachers at North Miami Elementary School have met all Indiana qualifications and licensing criteria for the grade level and subject matter that they teach.

All of the North Miami Elementary School paraprofessionals have met the *No Child Left Behind Act of 2001* qualifications for continued employment.

If you have questions or concerns, please feel free to contact Mr. Storm at North Miami Elementary School.

Sincerely,  
Danielle M. Galbraith, Principal  
North Miami Elementary School

### **HIGHLY QUALIFIED TEACHERS**

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from North Miami Community Schools to every parent of a student in a Title 1 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 shall include the following:

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

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

At this time, all of the teachers at North Miami Elementary School have met all Indiana qualifications and licensing criteria for the grade level and subject matter that they teach.

All of the North Miami Elementary School paraprofessionals have either met, or are in the process of meeting, the *No Child Left Behind Act of 2001* qualifications for continued employment.

If you have questions or concerns, please feel free to contact Mrs. Galbraith at North Miami Elementary School.

### **STATEMENT OF NON-DISCRIMINATION**

North Miami Community Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of or otherwise subject to unlawful discrimination on such basis.

In addition, The North Miami School Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourage those within the school corporation community, as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The board will investigate all allegations of harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the corporation superintendent, Kenneth Hanson, North Miami Community School Corporation, P.O. Box 218, Denver, Indiana 46926, phone number 765-985-3891.

For further information, clarification or complaint regarding Title IX or Section 504, please contact the following persons:

***Title IX Coordinator (Gender Equity)***

Mr. Storm, Middle/ High School Principal  
North Miami Middle/High School  
570 E 900 N, Denver, Indiana 46926 Phone: 765-985-2931

***Section 504 Coordinators (Disability)***

Mrs. Galbraith, Elementary School Principal  
North Miami Elementary School  
632 E 900 N, Denver, Indiana 46926 Phone: 765-985-2251

Mr. Storm, Middle/High School Principal  
North Miami Middle/High School  
570 E 900 N, Denver, Indiana 46926 Phone: 765-985-2931

## GRIEVANCE PROCEDURE

Below is the grievance procedure for discriminatory violations, interpretations and applications.

1. Applies to Regulatory TITLES VI (race, color, national, origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap condition), and the Advisory Committee Requirements of the State Vocational Technical Educational Plan.
2. Interested parties include school corporation officers, employees, students and patrons.
3. Applies to acts omissions relating to protected rights based upon age, race, color, national origin, religion, sex, and handicap condition including limited English proficiency.
4. Compliance Coordinator
  - a. The building principal for allegations of building level violations to students or building patrons.
  - b. The superintendent for allegations and violations of a corporate level such as policy or practice
5. Complaint Officer is the Superintendent of Schools
6. The Process
  - A. Level One
    1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance officer described in #4 above. The complaint shall stipulate the specific act or omission, the date of same and parties involved.
    2. The compliance officer shall initiate investigation of circumstances of the complaint within seven (7) calendar days of the written receipt of the complaint.
    3. The compliance office shall render a decision within fourteen (14) days of the receipt of the written complaint.
    4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance officer and submits such a statement in writing to the compliance officer, a Level Two Procedure shall be enacted.
  - B. Level Two
    1. The compliance officer shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
    2. The superintendent shall review all material and schedule a meeting within seven (7) calendar of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance officer and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
    3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
7. NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed by the parties.
8. NOTE: If the alleged violation interpretation application is of a corporate nature such as a written rule or regulation in policy, then Level Two is initiated immediately.

North Miami Community Schools reserves the right to share student information with local and state agencies when directly related to the safety and/or well-being of the student.

## TECHNOLOGY – RESPONSIBLE USE POLICY

All use of the Internet shall be consistent with North Miami Community School's goal of preparing all students for success by facilitating resource sharing, innovation, and communication. The policy does not attempt to state all required and/or unacceptable behaviors by users. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, including possible disciplinary measures and/or appropriate legal action. The user's signature on this form indicates the person who signed it has read these terms and conditions carefully and understands their significance.

### **Terms and Conditions**

- 1. Acceptable Use** – The use of technology resources must be for education or research purposes and consistent with the educational objectives of North Miami Community Schools; *namely increased engagement, guided inquiry, and creative/innovative problem solving. Network resources should primarily be accessed with school owned computers, laptops and similar devices. Staff owned computers, laptops, tablets, and other internet devices may be used wirelessly to enhance instruction, but are not the responsibility of North Miami Community Schools for upkeep and repair. If the use of a personal device causes an infection, etc., the owner may be subject to the cost of repairing/removing the virus from the school's system. Ongoing configuration settings, updates, and repairs are the sole responsibility of the owner.* Your Internet searches and online activity are monitored based upon appropriate use standards.
- 2. Privileges** – The use of the North Miami Community School's telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent, in their sole discretion, determine what is "inappropriate use," and their decision is final. The administration and technology staff of North Miami Community Schools may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts. As a user you will fully understand the Responsible Use Policy and instruct others whenever applicable. Modeling and teaching digital citizenship is part of being a member of the North Miami Community School community.
- 3. Social Media** – A staff/student's personal or private use of social media, such as Facebook, Twitter, Instagram, Snapchat, blogs, etc., may have unintended consequences. While the Board respects a staff/student's First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the North Miami Community School's mission, undermine relationships, or cause a substantial disruption to the school environment. This prohibition against inflammatory, disruptive digital comments includes a staff/student's online conduct that occurs off school property and from the staff/student's private computer. Postings and relationships on social media should be conducted in a manner appropriate to the standards of North Miami Community Schools.



**4. Unacceptable Use** – You are responsible for your actions and activities involving the network. Some examples of unacceptable use include but are not limited to:

- 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, including email, for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- 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.

**5. Exclusive Use of Access** – Users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a staff/student's login is that person's responsibility. The use of a registered login by someone other than the staff/student is prohibited and is grounds for denial or limitation of network access privileges.

**6. Network Etiquette** – Staff/students 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.
- Do 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 North Miami Community Schools.

**7. Personal Safety** – A staff/student should 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 alone with someone you have met online.
- Report immediately to building administrator or the technology director any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not "friend" or follow staff/student on personal social networking sites such as Facebook, Twitter, Instagram, or Snapchat in a social manner that could lead to an inappropriate relationship.

**8. Evasive Procedures** – Perform the following when an inappropriate Internet site is accessed:

- Immediately click on the STOP button.
- Immediately click on the BACK button.
- Immediately notify the technology director of the computer/device that was used and the action that led to the inappropriate site being accessed.

**9. Search and Seizure/Due Process** – A staff/student's network accounts are not private. A staff/student's should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers or file servers may lead to discovery that the staff/student has violated this policy, or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that the staff/student has violated this policy or the law, or if requested by local, state or federal law enforcement officials. North Miami Community Schools will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by North Miami Community Schools.

**10. Security** – Security on any computer system is of the highest priority, especially when the system involves many users. If a staff/student identifies a security problem on technology resources, the staff/student must immediately notify the technology director. The staff/student should not demonstrate the problem to other users. No user should use another individual's logins. Attempts to log in to the network with a stolen identity or as a system administrator will result in cancellation of the staff/student's privileges and possible employment termination or educational expulsion. If a staff/student is identified as a security risk or has a history of problems with other computer systems, North Miami Community Schools may deny access to technology resources.

**11. Vandalism/Bullying** – Vandalism and/or bullying will result in cancellation of privileges and disciplinary action, including the possible termination of employment or expulsion of a student. 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, employee or other person are prohibited. Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

**12. Public Access to Documents** – North Miami Community School's technology policies are available for review by all parents, guardians, employees, and community members online.

**13. Amendment.** North Miami Community Schools reserves the right to amend this policy at any time.

## IPAD HANDBOOK

### **1.0 Overview**

The focus of the iPad program for North Miami Community Schools (NMCS) is to provide tools and resources to the 21<sup>st</sup> Century Learner. Excellence in education requires that technology is essential for that future, and one of the learning tools of the twenty-first century is the iPad.

NMCS is pleased to integrate iPad technology and the vast range of applications (apps) available to the district. We believe that the 1:1 initiative will enhance learning for all students.

The information contained within this document applies to all NMCS iPads used in our schools, and may include any other device deemed by the administration to come under these guidelines. The information and agreements found here represent a clear and comprehensive attempt to explain to our parents and students the level of responsibility necessary to participate in this program. NMCS reserves the right to make any additions to these guidelines as necessary in order to insure the effectiveness of this program as well as the safety and well-being of our students.

This handbook is intended to promote responsible use and protect students, staff, and the district from liability resulting from any misuse of the iPads. Technology, on or off campus, must be used in accordance with the mission and philosophy of NMCS as well as the Responsible Use Policy for Students.

The iPad remains the property of NMCS at all times. There is no assumption of privacy. NMCS reserves the right to inspect student iPads, and the content, at any time. Misuse of the iPad may result in disciplinary action.

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

### **2.0 General Information**

- a) Receiving your iPad
  - o iPads will be distributed at the beginning of each school year.
  - o Parents and students must sign and return the Technology Responsible Use Policy for Students before the iPad will be issued.
- b) Returning your iPad
  - o iPads, with original cases, cords, and charging bricks will be returned at the end of each school year.
  - o If a student transfers out, withdraws, is expelled or suspended from NMCS during the school year, for any reason, the iPad will be returned at that time.
  - o Failure to return the iPad will be considered theft.
- c) Personal iPad
  - o Students are not allowed to use personal iPads in place of district iPads due to the use of a mobile device management system.

### **3.0 Care Of Your iPad**

- a) General Care
  - o Cords must be inserted and removed carefully.
  - o Students are responsible for keeping their iPad battery charged for each school day using the appropriate cord and brick.
  - o iPads should remain in the school-issued case at all times.
  - o iPads should be kept away from food and liquids.
  - o Avoid exposure to extreme temperatures.
  - o Do not alter, in any way, the iPad, case, cord or brick.
  - o Do not attempt to repair a damaged or malfunctioning iPad. All damaged or malfunctioning iPads must be taken to the designated place in your school building.
  - o Do not upgrade the iOS unless directed by technology staff.
  - o Do not remove or circumvent the management system installed on the iPad. This includes removing restriction or "jailbreaking" the device.
- b) Carrying Your iPad
  - o iPads must always remain in the school-issued protective case.
  - o Do not leave the iPad unattended at any time.
- c) Screen Care
  - o When cleaning the iPad screen, use a soft, dry, anti-static cloth.
  - o Do not lean on or place anything heavy against the screen.
  - o Do not drop the iPad.
  - o Avoid touching the iPad screen with a pencil, pen or other blunt object. Use an appropriate stylus if necessary.
- d) Security
  - o Students are responsible for the safety and security of their school-issued iPad.

- iPads should not be stored in a vehicle and should never be left in view in a vehicle, locked or unlocked.
- Labels, stickers, screen protectors and cases placed on the iPad by the technology department shall not be removed or tampered with.
- Do not lend your iPad to anyone.

#### 4.0 Using Your iPad At School

- a) Forgotten or uncharged iPads
  - A working iPad is required for each class. If your iPad is left at home or is not charged, you will not be excused from any missed homework or assignments.
- b) Sound
  - Sound must be muted while in class, unless permission is obtained from the teacher.
- c) Content
  - All content (music, games, apps, files, backgrounds, etc.) must be school appropriate and used in a responsible manner.
- d) Use of Camera and Audio Recording
  - iPads are equipped with cameras that are capable of taking still photos as well as video. All photos, videos, and audio recordings that are taken or reside on the iPad must be appropriate and are subject to inspection by district staff at any time. **Students are not allowed to take pictures/videos/audio of staff, students and/or visitors without express prior consent of those individuals. All pictures/videos/audio must be school appropriate. Absolutely no pictures or videos are to be taken in locker rooms and rest rooms.** Any violation of this directive will result in discipline measures.
- e) Internet at Home
  - Students are allowed to access wireless networks away from school.
  - Parent supervision is an expectation while the iPad is not at school.
  - NMCS has a filtering device and will be diligent in our attempts to block objectionable sites.

#### 5.0 Managing Your Files

- Students may save documents directly on the iPad using DropBox, My Big Campus or other cloud-based storage, or email documents to teachers or themselves as a backup. iPad malfunctions are not an acceptable excuse for not submitting work.
- If printing is necessary, the document can be emailed to a teacher or printed from the student's cloud account on a desktop computer.
- NMCS does not guarantee 100% uptime on our network. The district is not responsible for lost or missing data.

#### 6.0 Content Management

- a) Originally Installed Apps/Software
  - The software/apps and profiles installed by NMCS must remain on the iPad in usable condition and be easily accessible at all times.
- b) App Management
  - Devices will be monitored through our Mobile Device Management (MDM) system (this is how school-issued apps are distributed).
  - Storage space is limited on an iPad. For that reason, NMCS reserves the right to delete personal apps and data that interfere with the storage necessary to run academic applications.
- c) iTunes Accounts
  - In order for students to use apps on their iPad, the student will need to have access to an iTunes account.
  - Currently, children under the age of 13 are restricted from owning an iTunes account.
  - If you are a student creating your own account, or if you are a parent creating an account for your child, please go to the following website for instructions on creating an account: <http://support.apple.com/kb/HT2534>.
- d) iPad Restore
 

It is possible that, at some point, your iPad will need to be restored. NMCS does not accept responsibility for loss of apps, or data.
- e) iOS Upgrade
 

Apple periodically releases updates to their iOS. Depending on the nature of each update, a visit to the technology department might be required.

#### 7.0 Responsible Use

- a) Student Responsibility
 

The use of NMCS technology resources is a privilege, not a right. This privilege is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the district. These guidelines are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines contained within this document, privileges may be terminated, access to the district technology resources may be denied and appropriate disciplinary action may be applied.
- b) Parent/Guardian Responsibilities
  - Discuss with your child(ren) the values and the standards you expect them to follow with regard to the use and care of the iPad and the internet.
  - The parents release North Miami Community Schools and its personnel from any and all claims and damages of any nature arising from their child's use of, or inability to use, district technology. This includes, but is not limited to, claims arising from the unauthorized use of the iPad to purchase products or services.
  - The parents understand that it is impossible for NMCS to restrict access to all controversial materials and will not hold the school responsible for materials accessed on the network and agree to report any inappropriate iPad use to the respective building administration.
  - Parent supervision is an expectation of the 1:1 iPad program. The district cannot control all aspects of student use, especially while a student is off campus. Please remember that students are subject to the same guidelines in school and out.
- c) School Responsibilities

NMCS reserves the right to review, monitor and restrict information stored on or transmitted via district owned equipment and to investigate inappropriate use of resources. In addition, the district may at any time utilize Find My iPad to track a lost or stolen iPad. The school agrees to provide:

- Internet access at school
  - Curricular apps and content
  - Due diligence in internet filtering
  - Support and guidance to aid students academically and assure student compliance with these guidelines.
- d) Student Responsibilities
- Use school-issued devices in a responsible and ethical manner
  - Follow the guidelines in this document
  - Report to a building administrator any communications containing inappropriate or abusive language or subject matter.
  - Return their iPad, original case, cord and charging brick at the appropriate time following district procedures.
  - Students should not misrepresent themselves as the author or creator of content found online or from other sources.
- e) Prohibited Activities
- Using school device or network for illegal activities. This includes copyright and/or license violations
  - Using the iPad for plagiarism.
  - Unauthorized downloading of apps and software. This includes “jailbreaking” the device
  - Accessing and/or using websites or materials that are not in direct support of the curriculum or are inappropriate for school.
  - Vandalizing equipment and/or accessing the network inappropriately. Programs capable of hacking are a direct violation of these guidelines and must not be used in or out of school.
  - Gaining any unauthorized access to any part of the network
  - Invading the privacy of any individual.
  - Using or allowing use of another person’s login
  - Being a passive observer or an active participant with any unauthorized activity
  - Participating in cyber-bullying of any person
  - Using objectionable language, photos or content (i.e. racist, terrorist, abusive, explicit, threatening, stalking, demeaning or slanderous)
  - Modifying files that do not belong to you
  - Accessing or attempting to access websites that are blocked by our filter.

## 8.0 Discipline

During the school year, students may have their access restricted based on attendance, discipline, or academic achievement. Students who have had access curtailed will have their status reevaluated at the end of each grading period.

## 9.0 Damaged iPads

NMCS recognizes the need to protect the investment by both the district and the student/parents. This section outlines the various areas of protection.

- Student or parent must report any damaged or lost iPads to school administration by the end of the next school day.
- Stolen iPads must be reported to school administration and to police immediately.
- Damaged and/or malfunctioning iPads must be taken to the designated place in your school building for assessment.
- The technology department will make final determination of repair/replacement.
- Damaged iPads that are not in a school issued case, or were not in the case at the time of damage, will be the complete financial responsibility of the student/parent.
- Students/parents are responsible for the costs of repair/replacements as follows:
  - Damaged iPad – First incident - \$50.00
  - Damaged iPad – All other incidents – full cost of repair/replacement
  - Destroyed/unrepairable iPad – every incident – full cost of replacement
  - Lost/damaged cord – every incident -\$19.00
  - Lost/damaged brick – every incident \$19.00
  - Lost/damaged case – every incident \$40.00
- Students/parents/guardians are responsible for the full replacement cost (every incident) of not returned, intentionally damaged, lost, destroyed, stolen, unrepairable, and jailbroken iPads.
- Students/parents are responsible for repair/replacements costs (every incident) for damage done to another student’s iPad.
- Failure to pay these fees within 14 days will result in restrictions being placed on the student iPad. This will block all personal content on the iPad and restrict it to academic use only. The restriction will be removed upon receipt of the fees.

## **STUDENT SUPPLY LISTING 2018-19**

These are the supplies that the teachers have requested for your child to have at the beginning of school. Some of these supplies will need to be replaced during the school year. All students will need to provide a personal set of headphones/earbuds.

1. Paint Shirt with name (one adult size M or L white t-shirt)
2. Two boxes of Kleenex
3. One bottle of Elmer's school glue (4 oz.)
4. Four small glue sticks
5. Four boxes of 24 Crayola regular crayons
6. One child size beach towel or regular size bath towel
7. Book bag or regular back pack
8. Gym shoes (no high tops)

#### **GRADE 1**

1. Four boxes Crayola crayons (24 count)
2. Three bottles Elmer's white glue (4 oz.)
3. Two glue sticks
4. Yellow #2 pencils (24 count - Ticonderoga preferred)
5. One pair Fiskars scissors
6. One pink eraser
7. Two black chisel-point Expo brand dry erase markers
8. Two pocket folders
9. One plastic school box
10. Three large boxes of Kleenex
11. Backpack
12. Gym shoes

#### **GRADE 2**

1. Two large erasers
2. Two Expo dry erase markers (low odor – black)
3. Scissors
4. One box of crayons (24 count)
5. Yellow # 2 pencils (24 count - Ticonderoga preferred)
6. One pack of glue sticks (3)
7. Small school box
8. Two boxes of Kleenex
9. Two folders (no trappers, please)
10. Ruler – cm. and inches (for homework) - wooden
11. Earbuds or headphones
12. Backpack (no wheels, please)
13. Gym shoes

#### **GRADE 3**

1. Three boxes of Kleenex
2. One large eraser
3. One box of crayons ( 24 count)
4. Scissors (pointed, not blunt tip)
5. One bottle of white glue
6. Three regular ruled notebook tablets – (no college rule)
7. Three folders with pockets (no trappers, please)
8. Small school box
9. Two highlighters (any color)
10. One box colored pencils
11. Yellow #2 pencils (24 count - Ticonderoga preferred)
12. Earbuds or headphones
13. One container of antibacterial wipes
14. Backpack
15. Gym shoes

#### **GRADE 4**

1. Cap erasers or large pencil eraser
2. One box of 24 colored pencils or crayons
3. Yellow #2 pencils ( 24 count - Ticonderoga preferred)
4. Two Expo dry erase markers (black, chisel point)
5. Scissors
6. One large glue stick
7. Small school box
8. Two composition books

9. Two boxes of Kleenex (family size)
10. Two folders (one take home and one stay at school)
11. Backpack
12. Gym shoes

**GRADE 5**

1. Two boxes of Kleenex
2. Crayons or colored pencils (24 count)
3. Scissors
4. Six glue sticks
5. Small school box
6. Yellow #2 pencils (24 count - Ticonderoga preferred)
7. One highlighter (any color)
8. Two folders (one take home and one stay at school)
9. Index Cards 200 count (3x5 white with lines)
10. Green Social Studies folder
11. One package of colored paper (not construction paper)
12. Two spiral notebooks
13. Backpack
14. Gym shoes

**GRADE 6**

1. Crayons (24 count)
2. Two boxes of Kleenex
3. Small school box
4. Scissors
5. Yellow #2 pencils (24 count - Ticonderoga preferred)
6. Large glue stick
7. One or two black dry erase markers
8. Colored pencils
9. Black and blue pens
10. Three spiral bound notebooks (70 page)
11. One folder
12. Filler paper (one package 100 sheets)
13. Backpack
14. Gym shoes
15. One box of gallon size Ziploc bags

**PLEASE PUT NAMES ON ALL SUPPLIES**