

# NORTHRIDGE MIDDLE SCHOOL

## WHERE TO FIND HELP

Absences/Tardies .....	Office Secretary/Assistant Principal
Academic Progress .....	Classroom Teacher
Appointments .....	Office Secretary
ARMS Mentoring .....	Assistant Principal
Athletics .....	Northridge Activities Director
Book Rental .....	Bookkeeper
Buses .....	Bus Driver/Assistant Principal
Change in student information .....	Office Secretary
Curricular concerns .....	Principal
Discipline concerns .....	Assistant Principal
Extracurricular clubs .....	Sponsor
Gifted and Talented .....	G/T Coordinator (Supt. office)
Hall incidents .....	Assistant Principal
Immunizations .....	Nurse
Lockers .....	Assistant Principal
Lost and Found .....	Office Secretary
Lunch Cards .....	Office Secretary
Parent conferences .....	Guidance Secretary
Personal concerns .....	Counselor
P.E. excuses .....	P.E. teacher
Withdrawal and transfers .....	Office Secretary/Assistant Principal

## MISSION STATEMENT OF MIDDLEBURY COMMUNITY SCHOOLS

“The mission of Middlebury Community Schools is to prepare our students to be life-long learners and contributing citizens.”

## NORTHRIDGE MIDDLE SCHOOL MISSION STATEMENT

The staff of Northridge Middle School, in cooperation with the parents and community, provides all students with a standards-based program, offering challenging opportunities during the transitional years for academic, emotional, and social growth in a positive, supportive environment.

## PURPOSE OF MIDDLE SCHOOLS

Middle schools exist to respond to the needs of students who are leaving childhood and entering adolescence. Typically, these are young people between the ages of ten and fourteen. Emerging and early adolescents are experiencing rapid and extensive change in every area of development: physical, intellectual, social, and emotional.

Strong middle school programs provide opportunity for students to relate closely to at least one adult. They provide learning activities and extra-curricular activities, which permit students to explore without pressure to become experts. The schedule is flexible to allow varied groupings and interdisciplinary experiences.

Middle level students need opportunity to explore a variety of areas and to experience success while doing so. They learn best in an environment which is attentive to helping students develop a positive self-concept. Learning of facts, skills, and information is maximized in a setting which is designed to be responsive to the developmental needs of this age group. Middle schools are neither advanced elementary schools nor mini-high schools. They are places where students are assisted through transition. They are also places where students are recognized as individuals with interests, talents, and needs which are independent of their particular life stage.

## **NORTHRIDGE MIDDLE SCHOOL STATEMENT OF PHILOSOPHY**

Northridge Middle School, in partnership with parents and community, is committed to assist early adolescents in making a successful transition from childhood to adulthood. The school provides a program responsive to students' needs to develop intellectually, socially, physically, and morally.

At Northridge, individual student needs will be addressed through a formal and informal curriculum which provides the following:

- opportunity to explore
- enhancement of self-concept
- cultivation of success and a sense of competence
- meaningful learning experiences
- physical and emotional security

## **NORTHRIDGE MIDDLE SCHOOL GOALS**

1. Northridge students will be presented a curriculum to help them achieve excellence in reading, writing and mathematics skills.
2. Northridge students will advance their ability to reason logically, think critically, and solve problems through active exploration, interaction, and discovery.
3. Northridge students will learn to express thought and feelings creatively through words, sounds, fabric, color, wood, body movement, and other means. They will learn to appreciate such expression on the part of others.
4. All adults in the building will provide Northridge students with an ongoing experience enabling them to be productive members of society and to assume positive leadership roles, both in the present and in the future.
5. All adults at Northridge will assist student growth in the following character traits: integrity; courtesy; common sense; and respect for self, others and authority.
6. All Northridge students will be consistently affirmed and validated for their individual strengths and uniqueness.
7. Northridge will provide systems of communication for parents and students which result in a better understanding of the school goals and will enable students to achieve in a positive manner both academically and in their personal development.
8. Northridge will provide for the development of the staff in the understanding and implementation of the middle school philosophy in such areas as teaming, scheduling, enrichment, sports, activities, evaluation and delivery of instruction.

# CLASSIFICATIONS OF ABSENCES

## Excused Absences

Indiana law stipulates that the following absences are excused absences:

1. Illness of the child, medical, dental, and/or clinical appointment
2. Illness or death in the family
3. Court appointments
4. Required religious observance
5. Exhibiting projects at the Indiana State Fair
6. Quarantine and communicable disease
7. Other absences may be considered excused through collaboration with administration.

Students who have absences classified as EXCUSED will have the benefit of make-up work for credit.

Letters of communication may be sent to Northridge Middle School Families informing them of levels of absence per the following criteria:

1. Five (5) days of absence (per semester).
2. Ten (10) days of absence (per semester). Absences for illness beyond this number must be verified by a doctor's note to be excused.

Absences Recorded as Being Present in accordance with Indiana Code:

1. Service as a page in the Indiana General Assembly
2. Service on a precinct election board or as a helper to a political party on the date of a general, city or town special or primary election
3. Subpoenaed to appear in court as a witness in a judicial proceeding

## Make-up Work

1. Students will be allowed one day of make-up for each day of absence if the absence is excused by administration.
2. Students will need to be absent a minimum of two days prior to work being collected by teachers. Parents may call in the morning of the second day of absence to request work. This must be done before 9:00 am and be picked up after 3:00 pm.
3. ALL make-up work must be completed one day before the end of each quarter regardless of the dates of the absence. Exceptions may be made for serious student illness or death in the immediate family.

## Truancy

Students who are absent from school without the permission of parent or school officials and for a reason other than those permitting an absence to be classified as excused or unexcused will be recorded as truant. Students who are truant will be subject to disciplinary action and receive no credit for missed schoolwork. Teachers and parents will be notified of the truancy and the disciplinary action taken against the student by the administrator.

## Unexcused Absences

Unexcused absences are recorded for students who miss classes with parental approval communicated to the school, but not for one of the reasons given for excused absence or the three reasons given for absence recorded as being present. Examples of unexcused absences would include the following: no parental notification to the school about the absence; failure to arrange for vacation in advance; missing the bus; or absence for baby-sitting, or help at home. Students are responsible for getting the homework they missed.

Work missed due to unexcused absences cannot be made up for credit.

1. After two unexcused absences, a contact by phone or mail will be made by the attendance secretary.
2. After four unexcused absences, a contact will be made by certified letter, informing the parent/guardian that the student will be enrolled in the Elkhart County Attendance Program.

### **Elkhart County Attendance Program**

In an attempt to deter excessive unexcused absences and truancies, Northridge Middle School implements the Elkhart County Attendance Program detailed below. The goal of the program is to thwart attendance issues before the courts get involved.

### **Vacation Requests**

1. Since the school calendar allows vacation times, two of which are lengthy enough for distance traveling, other absences for vacation are strongly discouraged. It should not be assumed that days immediately preceding or following a vacation are of less educational value than any other school day. Reasons for taking school time for vacation should be seriously evaluated.
2. If parents or guardians determine that a vacation will be taken, it is recommended that a contact is made with the attendance office at least five days prior to the absence.
3. The student must then secure a vacation form from the school office. There is also a limit of five days per school year that may be excused for family vacations. Any days in excess of this amount will be considered unexcused. The form is to be presented as soon as possible to all teachers. It must be returned to the school office at least two days prior to leaving.
4. Teachers have the option of providing work for students prior to the absence. Teachers will state their expectations of a due date for this work. It is students' responsibility to request and complete work.

### **Absences for Educational Experience**

1. Parents who wish to have students excused from school for a day or portions of a day for educational purposes will be expected to notify the administration at least five days prior to the absence.
2. Final determination for allowing make-up work will rest with the administration.

### **Responsibilities**

It is the student who ultimately must assume the greatest responsibility because it is only the student who is doing the learning.

1. Find out what is expected. Ask about homework/class work missed during an absence.
2. Get materials to and from school.
3. Reserve time at home to complete the work.
4. Secure a form from the school office and take to all teachers.
5. **Homework sent with students on vacation is due immediately upon student's return to school. Extra time to complete this work may or may not be granted per the teacher's decision.**

### **Sign-Out Policy**

1. When a student is to leave school early for any reason, the parent/guardian should notify the attendance secretary that morning via a phone call. The parent/guardian must provide the specific reason and time for release.
2. Students will be released upon arrival and sign-out by the parent/guardian. Students will not be taken from class before parent/guardian arrival to avoid loss of instructional time.

### **Verification Procedures for Absences and Tardies**

1. When a student will be absent or tardy, the parent must call the attendance secretary by 8:15 am. the day the student is absent. If no contact is made to the office on the day of the absence, it may be marked unexcused and considered an absence of concern.

2. Students who have been ill five days or more must present a physician's statement excusing their absence.
3. Absences not verified by the parent through the Attendance Office will be marked unexcused or truant.

## **SCHOOL CITIZENSHIP**

### **Philosophy**

The primary responsibility of Northridge Middle School is to provide each student with the opportunity to acquire meaningful knowledge and skills and to help develop fully his/her potential as an individual. In order to assure a climate for learning, Northridge Middle School must maintain certain standards of conduct for school citizenship. Our rules and standards are based on the principles of respect for self and others; as a result of such respect the student can enjoy the freedom to think, speak, and act. In the absence of student self-discipline, the school is responsible for carrying out the rules for student conduct.

### **Jurisdiction**

The jurisdiction of the school with respect to rules of conduct shall apply in the following situations:

1. When the student is present at any time on the school grounds or on any property owned or operated by or for the benefit of the Middlebury Community Schools.
2. When the student is off the school grounds at a school activity, function, or event.
3. When the student is on the way to or from school, a school activity, function or event.

### **Citizenship Awards**

The Very Important Person (V.I.P.) award is a special recognition given to students selected from each grade level every quarter. This honor is bestowed by teachers who select students who demonstrate exceptional concern, caring, and helpfulness toward other students and adults who are at Northridge.

## **V.I.P. AWARD CRITERIA**

### **"RECOGNIZING GOOD CITIZENSHIP"**

1. The VIP program at Northridge recognizes good citizenship qualities. This award will be given once per quarter to thirty students. Ten students will be selected from each grade level.
2. Each grade level team will nominate 10 students from their pod each quarter. Staff will then vote on the twenty nominations per grade level. Please remember you can vote for any student you have contact with (example: sports, academic teams, etc.) in each grade level. VIP selection criteria looks at all aspects of the student, not just what is seen in the classroom.
3. A student can receive this award only one time per year.
4. There are many honorable students at Northridge Middle School; we would like to recognize as many deserving students as possible with this award. This does not mean a student who has earned this recognition previously before cannot earn it again. Our goal, and Middle School philosophy, is to recognize as many (qualifying) students as possible for this honor.
5. Each quarter, VIPs will be honored with a Dairy Queen luncheon. They will receive magnets, certificates, and will be recognized at grade level assemblies. Their pictures will be posted in a display case.
6. The following criteria will be considered when selecting Northridge VIPs:
  - The student helps and cares for others.
  - The student takes care of school responsibilities (grades, detentions, overdue books, etc.) in a positive way.
  - The student displays leadership. This can take on many different forms.

- The student is actively involved in school.
- The student represents and supports Northridge in a positive manner.
- The student has good attendance.
- The student has a pleasant personality.
- The student respects other students' rights and properties.
- The student respects authority.

## **STUDENT DISCIPLINE**

### **Code of Conduct**

The following rules and procedures are based on individual rights and the responsibilities that are a part of those rights. These rules and procedures establish minimum, clear requirements for maintaining school order.

1. Northridge Middle School operates under a behavior modification program and points system.
2. Any referral to the office resulting in any disciplinary action will result in points being assessed.
3. Students who accumulate nine points per semester will lose their privilege of participation in activities outside the regular school curriculum. (i.e.-sports, dances, skating, clubs, attending events as a spectator).
4. If a student does not serve an assigned noon detention that he/she has been given to sign, he/she will be assessed two noon detentions and will be assessed one point for not serving the noon detention.
5. Points are accumulated in the following manner:
  - a. A student will be assigned three points for every major violation of the rules.
  - b. A student will be assigned one point for each minor violation of the rules, assigned by the office.
7. Students may lose their privilege of attending school if 18 points appear on their school discipline record. Students who accumulate eighteen (18) points or more during a semester may be recommended for expulsion from school.

## **TYPES OF VIOLATIONS**

Violations of school rules at Northridge will be divided into three classifications. These classifications will include minor, major, and expellable offenses.

### **Minor Violations**

The consequences for minor violations will be detention time. The type of detention will be determined by the number of violations received and the length of time between violations. All students will begin with a clean slate at the beginning of each semester. The office will keep a record of the number of violations.

When a student receives his/her fourth noon detention, an after-school detention will be assigned and one point will be assessed for reaching that infraction level.

Minor violations include, but are not limited to, the following:

- chewing gum
- disregarding classroom rules
- electronic devices
- cheating
- dress code violations
- horseplay
- inappropriate behavior

inappropriate grooming  
inappropriate display of affection  
inappropriate language  
running  
unprepared for class (textbook, workbook, writing paper, pencil or pen, student handbook)

### **Major Violations**

Generally, the consequence for a major violation will be a suspension. Major violations will count as three (3) points on the discipline record.

Major violations include, but are not limited to, the following:

battery  
chronic cheating (more than once)  
electronic devices (see general rules section)  
weapons  
disrespect  
forgery or alteration of school forms  
gambling  
insubordination  
school bus conduct  
theft  
threatening/bullying  
tobacco (possession, including all types of tobacco products)  
lighters  
truancy  
vandalism

## **CONSEQUENCES**

1. **Conferences**: A conference between teacher-student; teacher-parent; administrator-student; administrator-parent; bus driver-student; bus driver-parent will be arranged in an effort to correct behavior when it is deemed necessary.
2. **Referrals to Guidance**: Referrals will be made by teachers and administrators in an effort to help find solutions to a problem that is occurring.
3. **Noon detentions**: Teachers may assign noon detentions for minor rule violations.
4. **After-school detentions**: After-school detention will be held on Tuesday and Thursday of each week from 3:45 until 4:45 p.m. Students must report to the main office with study materials. Students will be expected to make their own arrangements for transportation home.
5. **In-school suspensions**: Students will report to the in-school suspension center on time at the beginning of the school day with their books, pencils, and paper, etc. Students will be counted present on the school records on these dates. They will be provided with class assignments. Students will remain in the ISS room the entire day. They will have lunch and restroom breaks separate from the rest of the student body.
6. **Corporal Punishment**: Corporal punishment may be used after other methods of discipline have been tried and have not produced a positive result.
7. **Out-of-School Suspensions**: Students will not be allowed to attend school for the prescribed length of the suspension. In addition, they will not be permitted to attend or participate in extracurricular activities on days they are suspended.
8. **Expulsion**: Removal from school for more than ten (10) days.

9. **Exclusion:** Separation of a student from, or denial of admission to school for reasons specified by state law.

**In-School Suspension:** Credit for class work missed will be given for in-school suspension time. The student must complete the work during the assigned in-school suspension time.

**Out-of-School Suspension:** If a student is suspended out-of-school, he/she will receive credit for all completed work while suspended.

### **Expellable Violations**

Offenses will be classified as expellable if they are in violation of federal or state law or local school board policy. Students who violate these will be immediately recommended for expulsion. All expellable offenses count as eighteen (18) points.

Expellable offenses include, but are not limited to, the following:

1. Use of violence, force, noise coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subsection:
  - A. occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
  - B. blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room;
  - C. setting fire to or substantially damaging any school building or property;
  - D. firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
  - E. prevention of or attempting to prevent by any physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property, and
  - F. continuously and intentionally making noise or acting in a manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the educational function under their supervision.

The subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other under the Constitution of Indiana or the United States.

2. Causing or attempting to cause substantial damage to school property, stealing, or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, or stealing or attempting to steal valuable private property, on school grounds during an educational function or event off school grounds; or repeatedly damaging or stealing private property on school grounds or during an educational function or event off school grounds when such student is traveling to or from school or such an educational function or event.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at an educational function or event. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to pro-

tect some other person shall not, however, constitute a violation of this provision.

5. Intentionally doing serious bodily harm to any student: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at an educational function or event by the school corporation, or when such student is traveling to or from the school or such educational function.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
7. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at any educational function or event sponsored by the school.
8. Knowingly possessing or transmitting an item that could be construed as drug paraphernalia or knowingly possessing, using, or transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by a school group; or (3) off the school grounds at a school activity, function, or event. Proper use of a drug authorized by a medical prescription from a registered physician shall not be a violation of this rule. (The use, sale or possession of a legend drug would be a violation of this rule.)

\*\*A legend drug is a look-alike drug that is made to look like a prohibited drug.

9. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he/she is properly under the supervision, where such failure constitutes an interference with school purpose.
11. Engaging in any activity forbidden by the laws of the state of Indiana which constitutes an interference with school purposes.

### **Weapons**

Students who bring weapons to school will be dealt with under guidelines provided by Indiana Law prohibiting the possession of weapons at school, to and from school, and school related activities. If a student is expelled for a deadly weapon at school, school related activities or while being transported by the school corporation, the school corporation is required to notify the Elkhart County Prosecuting Attorney's office.

### **Chain of Command**

Though the faculty and administration make every effort to avoid problems, parents and students will occasionally disagree with decisions that are made with regard to discipline or grades. In most cases, problems can be resolved when parents speak to the person who is directly responsible for decisions that have been made concerning a student. The appropriate "chain of command" for help with a concern is teacher or advisor, coach, sponsor; then the assistant principal or principal; then the superintendent; and finally, the school board.

## **HARASSMENT**

Students have a right to learn in an environment untainted by sexual or other forms of harassment, discrimination, or bullying. Harassment including sexual harassment of a physical or verbal nature

will not be tolerated.

Harassment will include conduct that has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory or offensive learning environment that disrupts the educational process of the school. Harassment of staff or other students will result in disciplinary action in accordance with the law and the school code of conduct.

### **Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).**

It is the policy of the Middlebury School Corporation to provide a free and appropriate public education to all disabled students, and not to discriminate against any otherwise qualified individual with a disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation. Inquiries regarding compliance with these policies may be directed to the guidance department.

### **Bullying**

Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

## **NON-DISCRIMINATION POLICY**

Non-Discrimination Policy: Middlebury Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin included limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

## **SCHOOL BUS**

Section 905 of the Indiana School Transportation Code states: "Public school children, while being transported on a bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation."

In addition, the Indiana State Police and Middlebury Community Schools have certain expectations of students on school buses:

1. Do not destroy or damage surrounding property while waiting for the bus.
2. No pupil will enter or leave the bus until it has come to a full stop and the driver has opened the door.
3. Be seated promptly; do not block the aisle; do not get up and move once you are seated except on orders from the driver.
4. Pupils shall not be allowed to tease, scuffle, trip, hit, or use their hands, feet, or body in an

objectionable manner.

5. Profane language or indecent conduct shall not be tolerated.
6. No windows or doors will be opened or closed except by permission of the driver.
7. Loud, boisterous language shall not be tolerated. Classroom behavior is expected at all times except for conversation in normal tones. (Unnecessary confusion diverts the driver's attention and may result in a serious accident.)
8. No food or beverages shall be consumed on the bus.
9. The child shall be waiting at his/her boarding station (not in the house) when the school bus arrives. Drivers may wait a short time for students who are late because of an emergency. Drivers will not wait for students who are late on a regular basis or when it is not known if the student is planning to ride that day.
10. The driver may, at his/her discretion, assign seats to individual students or to all students.
11. When homes are in close proximity, or there are other valid reasons, students may be expected to walk a reasonable distance to board the bus or to reach their homes when unloading.
12. Students shall cooperate with the instructions of the driver at all times.
13. Students shall comply with the general "Rules of Conduct for Students" (Public Law 162) at all times.
14. Students are expected to ride their assigned bus to and from school. In emergency situations, parents should contact the transportation office at 825-9425. Notes and phone calls to the middle school office will not be accepted.

Students who violate these rules are in jeopardy of losing bus transportation privileges for a period of time. Bus drivers are authorized to suspend students for one day at a time. In either case, every effort will be made to notify parents by phone or by giving the students a "Notice of Suspension" form to take home. Transportation services will be resumed only after the student and parent can assure the transportation department of improved conduct.

Students are to ride only the bus(es) to which they are assigned. The rationale for this is twofold. The Corporation wants to maintain a (1) safe and (2) secure transportation environment. We have had a growing concern with students using the transportation system to go to a friend's house rather than to their own home. Our bus drivers are frequently caught with the responsibility to make a decision of transporting unfamiliar students to a home that the student does not reside. It has become a concern both to drivers and parents. We are asking that parents have their children delivered only to the child's residence. We do understand that there are after school child care services that are part of a regular bus driver's route and we will continue to honor that relationship. We also understand that "emergencies" do arise. In an emergency situation we ask that the parent supply a telephone number and address where the parent can be contacted. We also ask for the name, address, and telephone number where the child is to be delivered. Our bus drivers thank you for your cooperation.

### **Getting to School on Time:**

All students within the Middlebury School Corporation have the option of riding the school bus in the morning. Students who choose not to use the bus as their method of transportation must get to school on time. The school day begins at 8:40 and students are expected to be in their first hour classroom at that time and 9:05 on Wednesday. Students arriving to the classroom after the tardy bell must report to the attendance office to pick up a tardy slip. Administration will keep a record of the number of tardies individual students accrue. At the beginning of the second semester all accumulated tardies will be erased. The following is a list of consequences for being tardy to first period:

- |                     |                |
|---------------------|----------------|
| 1st and 2nd tardy = | verbal warning |
| 3rd and 4th tardy = | noon detention |

5th and 6th tardy = after-school detention  
7th and 8th tardy = half day of in-school suspension  
9th and 10th tardy= full day of in-school suspension

Note- the above tardy policy is for being late to first period only. Teachers have their own methods of recording tardies throughout the school day.

## **GENERAL RULES**

Student Photo ID's: Every student at Northridge Middle School is required to wear his/her student photo ID around the neck, attached the issued Northridge Middle School lanyard, upon entry to the building and during school hours. Pictures for the student photo ID's are taken along with under-class pictures. Student ID's are used for purchasing lunch, checking materials out of the library, entrance to the building and school functions, and overall school safety. Students who come to school without their photo ID, lose their photo ID, or damage their photo ID, will be issued one temporary replacement ID free of charge. Thereafter, students will be responsible for purchasing a new Photo ID badge at a cost of \$5.00 each. Parents will be contacted and informed of fees accumulated once per 9-week term. Student lanyards and Photo ID's are for the purpose of safety and security of our students, staff, and school building.

Motorized Vehicles: Students are not allowed to drive any motorized vehicle to Northridge Middle School or any of its activities.

Playing Cards: Playing cards should be left at home unless they are a part of an assigned educational activity.

Snowballs: Snow is not to be thrown at school or any school activities by middle school students.

Skateboards: Skateboards are not allowed at Northridge Middle School or on adjacent property.

Cell Phones and Electronic Communication Devices: A student may possess a cell phone or other electronic communication devices (ECD) (e.g. paging devices/beepers, personal digital assistants (PDAs), in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD remains off.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the cell phone or ECD. If the cell phone or ECD is confiscated, it will be given back to the student's parent / guardian and the student may face disciplinary consequences. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones or ECDs brought onto its property.

## **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

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

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

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

describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

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

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

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

Other Electronic Devices: Students are not allowed to use electronic devices for personal use during the school day. Students are strongly encouraged to leave these devices at home, as the school is not responsible for devices that are lost, stolen, or damaged.

## **APPEARANCE**

Northridge Middle School is concerned with the appearance as well as the behavior of its students. The way you look and dress does have an effect on your attitude and behavior. Each student should be attired for school in a way that reflects credit to him/herself, his/her family, and his/her school. Any appearance which is extreme or inappropriate for school will not be permitted.

Examples of inappropriate dress would include, but not be limited to, the following:

1. tank tops and undershirts (shirts must be long enough to be tucked in pants or skirt)
2. bare midriffs
3. bicycle shorts, spandex, or any shorts other than walking shorts
4. sunglasses
5. hats
6. inappropriate language and symbols on shirts or other clothing
7. spikes in clothes or as jewelry
8. unusual facial make-up and/or hair that would cause disruption to the atmosphere of the school
9. clothing with holes that are deemed inappropriate by the administration will not be allowed
10. shorts, skirts, dresses must be appropriate in length. Students may be asked to change attire if clothing is deemed inappropriate by an adult
11. tights and skin tight cloth pants must have another garment worn over them
12. gang or rapper chains of any sort may not be worn as jewelry or attached to a wallet. Gang colored clothing, such as bandanas, are prohibited at school as well
13. sagging pants are not permitted.

A staff member will determine if clothing is appropriate. The student may be kept out of class until proper attire can be provided.

## **LANYARDS AND STUDENT ID'S**

No student, under any circumstances, shall possess another student's ID. If a student finds another student's ID, that ID must be immediately turned over to a staff member. It is a violation of school policy to be in possession of another person's ID and/or to lend an ID to another person and may result in disciplinary action.

The first time a student forgets their ID/lanyard, they will receive a warning. From that time on, when a student forgets their ID/lanyard they will receive a noon detention unless they have money to cover the cost of a new ID/lanyard. Students are to arrive at school with their ID/lanyard in plain sight as they enter the school building.

Students should keep their ID/lanyard intact and free from markings. If students deface their ID/lanyard, they will be asked to clean it off or replace it. If the ID/lanyard is broken or damaged, students would need to pay to replace it. The school provides each student with an ID/lanyard on the first day of school. The charge to replace an ID is \$3 and to replace a lanyard is \$3. The card will also serve as a lunch card and library card.

## **LOCKERS**

Lockers are assigned to individual students and inspected by designated teachers on a regular basis. They are provided for the students' convenience and storage of materials. **ONLY THE STUDENT TO WHOM THE LOCKER IS ASSIGNED SHOULD BE USING THE LOCKER.** Students should not share their combination with other students nor disable the locking mechanism. Lockers are to be kept neat and orderly. Posters and pictures are permitted inside if they are not promoting unacceptable behaviors for young people. The student may use magnets to attach their personal items inside their lockers. At the end of the year, they must be removed by the student along with all signs of mounting materials. The school has the right to open and search a locker at any time.

## **STUDENT ACADEMIC RESPONSIBILITY**

1. Students should be prepared for classes, bringing all materials and having assignments prepared on time.
2. Students should assume responsibility for understanding assignments and having them in writing before leaving class.
3. Students are expected to work in the classroom productively, avoiding distracting other students.
4. It is important that students talk with teachers when they have questions about expectations.
5. Homework is the responsibility of the student.
6. If a student is absent he/she is responsible for contacting the teachers regarding make-up work.
7. If a student is absent for two consecutive days the parent may call the instructional team, on the second day of absence, to request that make-up assignments be gathered to be done at home. It is important that phone calls are made before 9:00 am. Homework should be picked up in the front office after 3:00 pm.
8. Students are expected to be honest in doing their work. If a student is having difficulty, he/she should see the teacher. It is perfectly acceptable to need help. It is not acceptable to be dishonest. Dishonesty in academic work includes misrepresenting the work of others as their own, use of "cheat sheets" during evaluation, etc. All dishonesty in schoolwork will be subject to dis-

ciplinary action, and the teacher may determine whether or not a 0 will be given.

## **PROGRAM FOR AFTER SCHOOL SUPPORT (PASS)**

At times, some students find it difficult to complete homework assignments outside of the school day, resulting in failing grades. The PASS program was devised to provide a consistent and caring plan to help these students develop personal accountability for their school work and learn the required material. The focus of the support plan pertains to state standards and essential skills. Students who are failing classes due to missing assignments will be invited by the team of teachers to attend PASS. Parents may also request support from the PASS program by contacting the team of teachers.

The support plan will occur two days a week from 3:44 to 5:00. Students who are invited to attend a homework support group may not participate in extracurricular offerings on that particular day. Students may be picked up at the front doors of the school at 5:00 pm.

## **GRADE CARDS**

Grade cards are issued every nine weeks (four times a year). The first grading period parents come to the school for conferences. The second and third grading periods grade cards are sent home with the students. The fourth period grade report is mailed to the home after school has been dismissed for the summer.

There are periodic “grade checks” so that students will not be surprised when grade cards are received. The report cards have grades and attitude marks. A “5” attitude mark and/or a failing grade disqualifies a student from extra-curricular and/or co-curricular activities for the time period specified in the eligibility section of the handbook.

### **Conferences**

Parent/teacher conferences will occur during the fall. Fall conferences are open to all parents. Spring parent/teacher conferences will be by invitation only with a time allotted for parents with concerns. Invitation letters will be mailed home as well as contact will be made via the telephone.

### **Parent Access to Grades:**

Parents are able to monitor their child’s academic progress and attendance by logging on to our student software program – POWERSCHOOL. Through the corporation web-site, parents can use their individual password to access the system. This is a great tool to get current grades and attendance information pertaining to your child. Questions pertaining to this service can be directed to your student’s guidance counselor.

## **HONOR ROLL**

High Honor Roll: All A’s, Attitude mark from 1 - 3.

Honor Roll: All A’s and B’s, Attitude mark from 1 - 3.

## **NMS GRADING SCALE**

98 and above .....	A+
92-97 .....	A
90-91 .....	A-
88-89 .....	B+
82-87 .....	B
80-81 .....	B-
78-79 .....	C+

72-77 .....	C
70-71 .....	C-
68-69 .....	D+
62-67 .....	D
60-61 .....	D-
59 and below .....	F

## **PROMOTIONAL GUIDELINES**

A student must pass the majority of her/his solid classes to meet the promotion guidelines:

### **All Grades:**

Students must successfully pass six(6) SEMESTERS of the four (4) solid classes (math, science, language arts, and social studies)

In addition to the solid classes, students at all grade levels must pass SIX (6) of their EIGHT(8) rotations of expressive arts classes. A student may elect to participate in band and/or choir. Band and choir students are required to pass each quarter of the class and/or have a teacher recommendation to maintain enrollment in the class.

Determination of final promotion is made by a faculty committee, based upon the following criteria:

- A. adequate scores on the annual standardized achievement tests
- B. meeting the academic promotion guidelines as stated above, or
- C. an assigned placement at a higher grade level made through written faculty recommendation. Criteria utilized when considering an assigned placement would include the following: the student's age, previous retentions, medical history, attend summer remediation school, student's attendance, daily effort within the classroom, and the student's attitude.

### **Alternative school**

Administrators may place students in an off-campus alternative school setting if promotional guidelines are not being met at Northridge Middle School. Change of placement may occur at any point during the school year.

## **GUIDANCE SERVICES**

A counselor is ready to help students find out more about themselves as they grow through the middle school years. Students or parents may make an appointment to see the counselor. If there is an emergency situation, students should explain this to the secretary who will notify the counselor. At times, the counselor will make the appointment with a student.

Counselors provide both individual and small group counseling. Any time a parent has questions or concerns about a child's counseling, they should contact the counselor or the administration. Counseling at Northridge is to provide guidance and support. If school staff feel there is a need for extensive counseling, parents will be contacted and provided with assistance to find a professional outside the school who can provide these services.

## **S.T.A.R.T. PROGRAM**

START (Students Talking About Rough Times) is a student assistance program, which began in 1992 and will continue during the current school year. The program offers group support for students who are identified as having stresses in their lives, which interfere with their ability to perform at school. Teachers, administrative staff, guidance counselors, and parents can refer a student to the program. The goal of the program is to help the students get support and learn new coping skills that will improve their ability to do well in school and at home. The support groups focus on topics such as building self esteem, learning skills to manage emotions, problem solving, and coping with life stresses.

A social worker coordinates the program under the direction of the guidance counselors at Northridge. If you would prefer that your child not participate in the START program or if you have any questions about the program, please call the guidance department at 825-9531.

## **ARMS PROGRAM**

ARMS is Adults Reaching Middlebury Students, a not-for-profit community group pulling together to mentor Middlebury's young people. Designed to coincide with the school year, the program is a fun and rewarding way for positive adult role models, volunteering just 30 minutes each week, to help a young person succeed in school and in life. For more information about the ARMS program contact the Assistant Principal.

## **HEALTH SERVICES**

The nurse is regularly scheduled for Northridge services on a full-time basis. She may be contacted for emergencies at any time. The health program administered by the school nurse is one of prevention and emergency care. If a student is injured or becomes ill at school, he/she is sent to the office. If the illness or injury is considered to be of such a nature that the student should go home, parents will be contacted. **It is very important that the school have adequate information regarding what to do in case a parent cannot be reached when there is a medical emergency.** In the absence of instructions in case of emergency, the parent will be expected to pay costs of ambulance and hospital emergency service selected at the discretion of the school.

Vision and hearing screening and screening for scoliosis are among the health services provided at Northridge.

Students must be immunized against the following to attend school: measles, mumps, rubella, tetanus, pertussis, and polio.

Giving medicine to students during school hours must be carefully monitored. School personnel may not give medication of any kind to students unless the prescribed procedure has been followed. There are two ways a student may receive medication during the school day.

1. A parent may come to school and give the medication in the school office.
2. The school nurse or designee may give medication only if a medication release form is completed and on file in the school office. The form must be completed by the family doctor and a parent. (In certain instances, non-aspirin will be given by the school nurse if permission is secured by phone).

No type of medication should be kept in lockers, purses, pockets, etc. All medicine brought to the school must be submitted at the office. This policy includes all prescription and non-prescription medicine (drugs, vitamins, aspirin, relief of stomach aches, etc.). **There will be no exceptions. All medicine must be in its original container and clearly marked as to its contents, student's name, dosage, etc.**

Students are not allowed to carry medications home. All medications must be picked up by parent/guardian/ or family member over 18 with written permission from **PARENT**.

### Special medical condition form

If a student has a medical condition of which the school should be aware, a special medical condition form should be completed and returned to the school office.

### Insurance

School insurance is a voluntary plan. However, unless a student is covered by parents' accident insurance, serious consideration should be given to taking the school insurance. A brochure for such is available throughout the school year.

### Emergency information

School information needs to be updated if there has been a change in address, phone, parental employment, etc. There are times when it is necessary to call home or work. If the numbers are obsolete, the parent could miss a critical call. Changes may be phoned or sent with the student.

## **CAFETERIA**

We serve a breakfast, hot lunch, and salad daily. Extra milk may be purchased. Students are issued an identification card that is used to purchase lunch. Each student has a lunch "account" with our Meal Time computer software. Deposits may be made daily into their "account" in the morning before school begins or online with a credit card via the corporation website. It is recommended, but not required, that students make money deposits for at least a week or two. This reduces the possibility of losing money that is brought daily. Students are responsible to keep track of their identification card.

Persons meeting state requirements are entitled to free or reduced lunches. Applications for such are provided to all students at the beginning of the year and will be made available at any time upon request.

### **Cafeteria Behaviors**

All students are expected to be responsible for their own behavior in the cafeteria. Students may either stay in the cafeteria or go into the gymnasiums at the designated time. No food or drink is to be taken outside of the cafeteria. Students are not allowed in the halls during lunch. Examples of behaviors that are inappropriate in the cafeteria:

1. Loud or inappropriate behavior
2. Cutting in front of others in the lunch line
3. Throwing of food or beverage
4. Harassing or taking food from other students
5. Leaving tables or the floor cluttered with food, litter, or in an unclean manner
6. Displaying disrespectful behavior towards cafeteria workers or supervisors
7. Climbing on chairs or tables
8. Running
9. Using another student's personal identification number
10. Moving chairs from one table to another table

## **VENDING MACHINES**

There are vending machines in the cafeteria area. Students may purchase water, juice, milk, and sports drinks to drink in the morning, during lunchtime, or after school. Students are expected to keep vending machine items in the cafeteria if purchased during the school day.

## **LIBRARY**

The library is a resource area for our students. Our friendly, courteous library staff provides reading materials including fiction and non-fiction, audio book sets, periodicals, magazines, newspapers, and research materials. Information for student use is also available on CD. The library hosts two book fairs; one in the Fall and another in the Spring.

The library is open during regular school hours. Students are regularly scheduled into the library from their language arts class. Sixth grade students receive instruction in library skills.

Students who receive an overdue notice should return the book immediately and pay any fines. If the book cannot be found, the librarian should be informed immediately.

## **LOST AND FOUND**

Please see that gym shoes, jackets, and other items have a full name clearly printed on them. Items can be returned to the owner if they are marked. Any articles found around the school building should be brought to the office immediately. Students who lose items should inquire at the office. Items not claimed within a reasonable length of time will be given to a worthy agency.

## TELEPHONE

The school telephones are business phones only and are to be used by school staff members. A staff member will decide whether your situation is an emergency. Any calls made during the school day will be made only with permission from someone in the office. If there is an urgent matter that needs to be discussed with someone outside the school, it is important that school officials understand the nature of the emergency.

## BOOK RENTAL

Books issued to students are the property of Middlebury Community Schools. Students are responsible for returning them with only the expected amount of wear for the period of time they use them. There should be no markings in the books at any time. If a book is returned damaged, a fee will be charged. Students are encouraged to cover their books to protect them.

When book rental cannot be paid by the designated due date, the bookkeeper should be advised regarding intention of payment method. It is important to do this before the book rental is due.

## NATIONAL JUNIOR HONOR SOCIETY

Students at Northridge Middle School have the opportunity to become members of the Northridge Middle School chapter of the National Junior Honor Society. Seventh and eighth grade students eligible for membership must have achieved a cumulative grade point average of 3.5 out of 4.0. This grade point average is taken from the semester grade report. If a student has received an attitude mark of 3, 4, or 5 on his/her grade card at any time during the year, the student is not eligible for membership.

In addition to demonstrating outstanding scholarship, candidates must meet high standards of leadership, character, service, and citizenship.

A five member faculty council will review each student's academic records and candidates receiving a majority vote of the faculty council will be notified of eligibility for membership.

As soon as the candidate has been notified of eligibility for membership, he/she must complete a Student Activity Information Form. This form should be completed at home with the help of parents to be sure that all of their contributions and activities that demonstrate excellence in the four categories of leadership, character, service and citizenship are included on the form.

The induction ceremony for the National Junior Honor Society is held in the spring.

## STUDENT COUNCIL

Membership in the Student Council is comprised of representatives from each grade level. Both students and teachers participate in the selection process. Students who do not meet standards for participation in extracurricular activities are not eligible.

The Student Council is active in organizing some of the social activities for students. They also have managed an annual drive for contributions to a selected charity. Spirit Days are planned by the council to encourage student enthusiasm and support for Northridge. These are intended to raise interest for the school in general, not just for one particular group.

## EXTRACURRICULAR OFFERINGS

<u>Clubs:</u>	<u>Grade</u>	
Aerospace Club.....	6-8 .....	September-December and April-May
Jazz Band.....	7-8 .....	November - April
Leisure League .....	6-8 .....	All year
National Jr. Honor Society .....	7-8 .....	April
Pep Band.....	7-8 .....	November - March

Show Choir.....	7-8	September - May
Smart Adolescent Choices (SAC).....	6-8	September - May
Drama.....	6-8	October - May
Student Council.....	6-8	All year
Yearbook.....	6-8	January - March

**Academics:**

Academic Super Bowl.....	7-8	December - May
Geography Bee.....	7-8	December
Math Contests.....	6-8	
Math Counts.....	7-8	January - March
NITCM Calculator Contest.....	6-8	January - March
ICIM State Algebra Contest.....	8	April
Music Contests.....	7-8	February - March
Oratorical Contest.....	6-8	February
Science Olympiad.....	6-8	October - February
Spell Bowl.....	6-8	September - October
Spelling Bee.....	6-8	January

**Athletics:**

Basketball, boys (intramural).....	6	Through Raider Ball
Basketball, girls (intramural).....	6	Through Raider Ball
Basketball, boys.....	7-8	October - January
Basketball, girls.....	7-8	January - March
Cheerleading.....	6	November - December
Cheerleading.....	7-8	September - January
Golf.....	6-8	April-May
Cross country.....	6-8	August - October
Football, boys.....	7-8	August - October
Soccer, boys.....	7-8	August - October
Soccer, girls.....	7-8	August - October
Swim team.....	6-8	February - March
Tennis.....	7-8	April - May
Track.....	7-8	March - May
Volleyball, girls (intramural).....	6	April-May
Volleyball, girls.....	7-8	August - October
Wrestling, boys.....	6-8	February - March

**Social Activities and Events:**

Cedar Point.....	8	End of school year
Dances.....	6-8	Throughout the year
Make a Difference Day.....	6-8	October
Y.E.S. Day.....	7-8	November
Activity Field Trips.....	6-8	Throughout the year

**Extracurricular Requirements:**

The following are required of ALL extracurricular participants (Clubs, Academic Competitions, Athletics, and Social Activities/events):

1. All extracurricular participants must meet discipline, behavior, and academic requirements. A failing grade or an attitude mark of 5 will be cause for a participant to be ineligible until the next

grades are issued. Students may become ineligible as a result of the Grade Check, Progress Report and the Report Card. When a student receives an "F" or a "5" on two consecutive occasions he/she will be dismissed from the team for the remainder of the season. The first time a student becomes ineligible due to failing grades or attitude, there is a chance for restitution by raising those grades in time for the next grade check, progress report, or report card. If the student passes all classes and all attitude marks are 4 or better, he/she becomes eligible to participate once again. During the period of ineligibility, students may continue to practice only with the consent of both the coach and parent.

Students who receive a failing grade or a "5" attitude on the 4th quarter report card (end of the year) will be held accountable at the beginning of the Fall season. Students in this category will be placed on probationary status until the first grade check. These particular students may participate in practice only during the probationary period. If passing at the grade check, full eligibility will be reinstated; however, if an "F" or "5" is earned on the first grade check they will be ineligible for the remainder of the season.

Any student who accumulates nine discipline points is ineligible to participate in extracurricular activities. Unacceptable behavior may be cause for suspension at any time.

2. Coaches/sponsors are responsible for enforcing all rules and other discipline.
3. Extracurricular participants must be present at school for at least the second half of the school day (after lunch) to be eligible to participate in extracurricular activities on a school day, unless arrangements are made via the building administration or designee.

In addition, the following items apply to extracurricular athletic participants:

1. A completed physical form, signed by a physician, is required for participation in all inter-scholastic sports.
2. An athlete must either take school insurance or have a waiver signed by a parent.
3. A student who has been ill for five successive days must bring a physician's statement before being permitted to participate in the sport again.
4. Any athlete in or out of season having been determined by school officials to have used, been in possession of, contributed to, or attended a party where the use of alcohol, tobacco, or other illegal drugs were present, may be declared ineligible according to the Northridge Athletic Policy. (Offenses committed in middle school can affect high school status).

#### **Extra-Curricular and Co-Curricular Awards:**

All students will be recognized with a certificate of participation for their academic and/or sport seasons. Award pins, chevrons, and letters will no longer be provided.

Sportsmanship Award: Athletic coaches will select an athlete at the end of their season as the sportsmanship award winner. Each winner receives a sportsmanship certificate. Selections are based on positive attitude and leadership abilities. All winners throughout the year will be eligible at the end of the year to win the overall sportsmanship award for their grade level. A boy and girl from each grade will receive a plaque if selected.

#### **Athletic Participation Plaques:**

A plaque will be provided to all 8<sup>th</sup> grade students who have participated in 6 seasons of sporting events in 7<sup>th</sup> and 8<sup>th</sup> grades combined.

#### **Carmen Cripe Award:**

The top male and female athlete in the eighth grade will be awarded the Carmen Cripe Award. Criteria for earning this award are as follows: 1) Participation in 5 seasons (or more) of sports during 7<sup>th</sup> and 8<sup>th</sup> grade years combined, 2) attitude and behavior of student-athlete in school and sporting contests, and 3) grades. An athletic committee, consisting of teachers and coaches, will sort through the eligibility criteria for student-athletes and determine the male and female award recipients. This committee's decisions are final.

### **After School Activities:**

Students who are in the building for an after-school activity are expected to participate in that activity and not “hang out” away from supervision. It is expected that parents pick up their child no later than thirty minutes after the conclusion of the activity. Students who choose to not follow these instructions run the risk of being restricted from any after-school activities.

## **CURRICULUM**

### **English as a Second Language (ESL)**

Students who have been assessed for English proficiency and scored at the basic English or below will be assigned to this class. The class will increase your child’s English proficiency and help academic growth. The instructor will use small group instruction and individualized modifications to classroom assignments to help each student progress in their English usage.

### **Instructional Team Concept:**

In the sixth, seventh, and eighth grade, students receive classroom instruction from a team of core teachers. With this concept teachers are able to build strong relationships with students by recognizing their individual strengths and weaknesses. The team concept also allows teachers to closely monitor the academic progress of their group of students. By working together, teams are able to identify struggling students and provide tools for that student to become successful. Many of the activities once performed within the Advisory program have been absorbed within this instructional team format.

### **SIXTH GRADE**

The sixth grade will operate on a seven period day. They will be divided into Instructional teams (groups). The course offerings will include:

Language Arts (Year)	Art (9 weeks)
Social Studies (Year)	Family & Consumer Science (9 weeks)
Math (Year)	Chinese (9 weeks)
Science (Year)	Music Exploration (9 weeks)
Band (Year)	Physical Education (18 weeks)
Choir (Year)	Technology Lab (9 weeks)
Enrichment (Year)	Self Help (9 weeks)
	Spanish (9 weeks)
	M.E.R.G.E. (RTI)
	L.E.A.P. (RTI)

### **Course Descriptions**

#### **Language Arts/Reading**

The language arts curriculum encompasses reading, writing, spelling, vocabulary-building, applying rules of grammar and usage, understanding language, listening, study skills and various forms of speaking. The writing process is an integral part of the Language Arts program.

The curriculum encompasses a wide variety of classical and modern literature. The reading portion utilizes the Accelerated Reader program to motivate students, assess student progress, and allow instructors to identify “at risk” readers. The chief objectives are to encourage students to increase reading time, expand their selection of literature, build vocabulary and promote higher order thinking, while developing the various reading skills in today’s society.

#### **Social Studies**

Students build a knowledge base about the geography, history, government, economy, and culture

throughout the ancient world. These areas include North America, South America, and Europe. Multicultural and multidisciplinary activities are incorporated throughout the year.

## **Mathematics**

### **Regular:**

This course provides students with a foundation in essential mathematical skills and problem solving. The curriculum includes all basic number concepts as well as measurement, probability, statistics, and geometry.

### **Accelerated:**

This course provides a brief review of basic number concepts, then gives an in-depth study of ratios, proportions, percents, geometry, volume, and surface area. Some algebraic concepts are taught in the fast-paced class.

## **Science**

At the sixth grade level, the topics of study are divided among life, earth, and physical sciences. The intent is to provide a broad, basic background upon which students can build as seventh and eighth graders. Much of the class time is devoted to hands-on activities such as labs and projects to heighten student interest.

## **Band**

The band program explores many styles of music through performance on an instrument. The focus of sixth grade band is to gain a mastery of the technical aspects of playing an instrument, while the seventh and eighth grade bands focus on using that technical mastery to develop style, interpretation, and general musicality. The learning in the classroom culminates in a few concerts outside of school hours. Seventh and eighth grade students also have the opportunity to participate in two extracurricular ensembles, Jazz Band and Pep Band, which only meet for specific parts of the year.

## **Choir**

The sixth grade choir serves as a training ground for the seventh & eighth and high school choirs. The learning of basic note reading, tone values, and terminology are reinforced through the use of a theory workbook and periodic written tests. The choir is trained in proper tone production, breath control, diction, and general musicianship. The choir performs in four concerts.

## **Enrichment**

This class allows students to get the extra help they need if they are having difficulties in their core subject areas. Students in the same grade level have Enrichment at the same time thus allowing students to see teachers for additional help.

## **Art**

The visual arts curriculum centers around the art elements: line, shape, color, value, texture, form, and space. Both two and three-dimensional art are produced using a variety of media and equipment. The program is sequenced so knowledge can be applied to more complicated problems at the 7<sup>th</sup> and 8<sup>th</sup> grade level.

## **Family and Consumer Sciences**

The major areas of study covered are child care, nutrition, basic food preparation techniques, table setting and rules of etiquette.

## **Chinese**

Chinese is an introductory language course. The class uses a variety of learning activities for students to experience the Chinese language and culture.

## **Physical Education**

Physical Education students earn grades as well as attitude marks during their 9 weeks of class. Students are required to have: non-marking soled athletic shoes, an elastic heart rate monitor strap in their size. Students will focus on personal fitness and team sports. Classes will use heart rate monitors as a measurement of their effort, personal fitness, and improvement. Sports that will be

covered through the year include: Badminton, Basketball, Flag Football, Frisbee, Judo, Ping Pong, Racquetball, SHARBADE, Soccer Softball, Swimming, Tennis, Track & Field, Volleyball, and Weight Lifting. Units will partially be determined by: season, weather, or field availability. Students are expected to participate in all units unless a doctor's note is provided.

### **Technology Lab**

This class includes fourteen computer-assisted modules. Each module introduces the students to a different technology. Students will spend twelve to fourteen class periods working through the curriculum and activities and then rotate to another module. Each module contains many hands-on activities that allow our students to learn and experience technologies that would not be possible with traditional shop tools. Students will experience activities such as programming a robotic arm, working with lasers, designing and printing t-shirts, building and launching a model rocket and using a plastic injection molding machine to make a plastic handled screwdriver. The students will also spend about twelve class periods in the shop designing and building a project.

### **Music Exploration**

The music exploration curriculum is designed to expose students to the fundamentals of music and the history behind it. Students explore concepts in music that directly affect their daily lives. They use this knowledge to have discussions and create their own music.

### **Spanish**

Spanish is an introductory language course. The class uses a variety of learning activities for students to experience the Spanish language and culture.

### **Self Help**

The focus of this course is on personal and social development. A variety of class activities will help students develop a strong positive self-concept and relate to others as individuals. Units of study include: Getting to Know You, Role Models, Decision-making, Handling Rumors, Dealing with Anger, Cultural Diversity, and Conflict Resolution.

### **L.E.A.P. (Literacy Enrichment Activities Program)**

This course is designed to help students who are reading significantly below their current grade level. The curriculum focuses on the following: Reading Plus (Computer program designed for high reading experience for struggling readers), Lind/Bair Reading (Coding, segmenting, and blending of words), and Making Meaning (Comprehension strategies).

### **M.E.R.G.E. (Math Education Remediation = Greater Education)**

A place where knowledge and learning meet, this class is designed to strengthen the skills of students who are below grade-level in Math. Students will discover strategies for computation and problem solving as they move through three learning centers. Accelerated Math®, MathFacts in a Flash®, and 2KNOW!® instructional software will create a rich learning environment incorporating instructional technology and hands-on learning

## **SEVENTH GRADE**

The seventh grade will operate on a seven period day. They will be divided into Instructional teams (groups). The course offerings will include:

Language Arts (Year)	Art (9 weeks)
Social Studies (Year)	Family & Consumer Science (9 weeks)
Math (Year)	Chinese (9 weeks)
Science (Year)	Health (18 weeks)
Band (Year)	Physical Education (9 weeks)
Choir (Year)	Technology Lab (9 weeks)
Enrichment (Year)	Music Exploration (9 weeks)
	L.E.A.P. (RTI)

## Course Descriptions

### **Language Arts**

The language arts curriculum encompasses reading, writing, spelling, vocabulary-building, applying rules of grammar and usage, understanding language, listening, study skills and various forms of speaking. Many of these skills are applied within a social studies context through team instruction. The writing process, portfolios, the Accelerated Reader Program, and sustained reading are an integral part of the language arts program.

### **Social Studies**

Areas of study are Europe, Africa, Asia, and Australia. Classes review mapping skills learned the year before. The class will focus on the geographic, political, economic, sociological, and philosophical activities of the non-Western Hemisphere areas. There also is an ongoing emphasis on current events.

### **Mathematics**

#### **Regular:**

This course is a comprehensive one covering all basic computational skills with a special emphasis on problem-solving strategies and applications. Concepts taught include basic number concepts, measurement, probability, statistics, geometry, and an introduction to pre-algebra.

#### **Pre-algebra:**

This course enables students to learn all the essential skills and concepts needed to succeed in first year algebra. They will briefly review number concepts, geometry, and will include integers, equations, and graphing. This rigorous course will contain many problem-solving applications.

### **Science**

Encompassed in the seventh grade curriculum are earth science and biological sciences. Students explore these sciences through a variety of methods including hands-on activities. While studying earth science, astronomy and earth's relative motion are stressed. The biological sciences include the study of primitive animals and end with an in-depth study of the human body.

### **Band**

The band program explores many styles of music through performance on an instrument. The focus of sixth grade band is to gain a mastery of the technical aspects of playing an instrument, while the seventh and eighth grade bands focus on using that technical mastery to develop style, interpretation, and general musicality. The learning in the classroom culminates in a few concerts outside of school hours. Seventh and eighth grade students also have the opportunity to participate in two extracurricular ensembles, Jazz Band and Pep Band, which only meet for specific parts of the year.

### **Choir**

The seventh grade choir builds on fundamentals learned in the sixth grade choir with more emphasis placed on sight-singing through the use of a Solfege sight singing book. General musicianship, tone production, breath control, & diction are still strongly emphasized. In addition to performing in four concerts, the choir also participates in solo and ensemble and organizational choir contest

### **Enrichment**

This class allows students to get the extra help they need if they are having difficulties in their core subject areas. Students in the same grade level have Enrichment at the same time thus allowing students to see teachers for additional help.

### **Art**

The visual arts curriculum focuses on implementing the art principles: unity, variety, emphasis, movement, balance, rhythm, and repetition. Both two and three-dimensional art are produced

using a variety of media and equipment. The program is sequenced so knowledge learned can be applied to more complicated problems at the eighth grade level.

### **Family and Consumer Sciences**

Seventh grade students explore personal hygiene and grooming, laundry and clothing care, basic sewing techniques, nutrition trends, and time management.

### **Chinese**

Chinese is an introductory language course. The class uses a variety of learning activities for students to experience the Chinese language and culture.

### **Health: CPR, First Aid, Fitness**

Major areas of study include 1) Steps in providing basic first aid. 2) How to handle both common and life-threatening emergencies, 3) Basic training in C.P.R., 4) Fitness related activities and life-style.

### **Physical Education**

Physical Education students earn grades as well as attitude marks during their 9 weeks of class. Students are required to have: non-marking soled athletic shoes, an elastic heart rate monitor strap in their size. Students will focus on personal fitness and team sports. Classes will use heart rate monitors as a measurement of their effort, personal fitness, and improvement. Sports that will be covered through the year include: Badminton, Basketball, Flag Football, Frisbee, Judo, Ping Pong, Racquetball, SHARBADE, Soccer Softball, Swimming, Tennis, Track & Field, Volleyball, and Weight Lifting. Units will partially be determined by: season, weather, or field availability. Students are expected to participate in all units unless a doctor's note is provided.

### **Technology Lab**

This class includes fourteen computer-assisted modules. Each module introduces the students to a different technology. Students will spend twelve to fourteen class periods working through the curriculum and activities and then rotate to another module. Each module contains many hands-on activities that allow our students to learn and experience technologies that would not be possible with traditional shop tools. Students will experience activities such as programming a robotic arm, working with lasers, designing and printing t-shirts, building and launching a model rocket and using a plastic injection molding machine to make a plastic handled screwdriver. The students will also spend about twelve class periods in the shop designing and building a project.

### **Music Exploration**

The music exploration curriculum is designed to expose students to the fundamentals of music and the history behind it. Students explore concepts in music that directly affect their daily lives. They use this knowledge to have discussions and create their own music.

### **L.E.A.P. (Literacy Enrichment Activities Program)**

This course is designed to help students who are reading significantly below their current grade level. The curriculum focuses on the following: Reading Plus (Computer program designed for high reading experience for struggling readers), Lind/Bair Reading (Coding, segmenting, and blending of words), and Making Meaning (Comprehension strategies).

### **M.E.R.G.E. (Math Education Remediation = Greater Education)**

A place where knowledge and learning meet, this class is designed to strengthen the skills of students who are below grade-level in Math. Students will discover strategies for computation and problem solving as they move through three learning centers. Accelerated Math®, MathFacts in a Flash®, and 2KNOW!® instructional software will create a rich learning environment incorporating instructional technology and hands-on learning

## **EIGHTH GRADE**

The eighth grade will operate on a seven period day. They will be divided into Instructional teams (groups). The course offerings will include:

Language Arts (Year)	Art (9 weeks)
Social Studies (Year)	Family & Consumer Science (9 weeks)
Math (Year)	Chinese (9 weeks)
Science (Year)	Health (9 weeks)
Band (Year)	Physical Education (9 weeks)
Choir (Year)	Technology Lab (9 weeks)
Enrichment (Year)	Music Exploration (9 weeks)
	Spanish (9 weeks)
	L.E.A.P. (RTI)
	M.E.R.G.E. (RTI)

## Course Descriptions

### **Language Arts**

The language arts curriculum encompasses reading, writing, spelling, vocabulary-building, applying rules of grammar and usage, understanding language, listening, study skills and various forms of speaking. Many of these skills are applied within a social studies context through team instruction. The writing process, portfolios, the Accelerated Reader Program, and sustained reading are an integral part of the language arts program.

### **Social Studies**

The eighth grade focuses on the rich history of the United States from pre-Columbian times to the Reconstruction Period. The aspects of American History such as geographical, political, economical, educational, and cultural diversities will be brought to focus throughout the year. These aspects will be covered through a variety of activities. There is also a year-round emphasis on local, state, national, and world current events.

### **Mathematics**

#### **Pre-algebra:**

This course enables students to learn all the essential skills and concepts needed to succeed in first-year algebra. They will review all basic number concepts and learn about variables and algebraic expressions. It is a rigorous course where students will apply mathematical concepts to challenging word problems.

#### **Algebra:**

This is a rigorous course providing a concise development of first-year algebra concepts. Students will sequentially develop skills in the real number system and learn the language and symbolism of algebra.

### **Science**

Students will explore chemistry, physics, genetics, and earth science. Lab skills and the scientific method are taught through hands-on activities, which stimulate student interest. Our goal is to help students recognize the critical importance of scientific development in today's world.

### **Band**

The band program explores many styles of music through performance on an instrument. The focus of sixth grade band is to gain a mastery of the technical aspects of playing an instrument, while the seventh and eighth grade bands focus on using that technical mastery to develop style, interpretation, and general musicality. The learning in the classroom culminates in a few concerts outside of school hours. Seventh and eighth grade students also have the opportunity to participate in two extracurricular ensembles, Jazz Band and Pep Band, which only meet for specific parts of the year.

### **Choir**

The eighth grade choir builds on fundamentals learned in the sixth and seventh grade choir with

strong emphasis placed on the fundamental singing skills and sight singing. Working with the boys changing voice is an element of this grade level. The students are strongly encouraged to participate in solo & ensemble contest. The choir performs in four concerts and organizational choir contest. Strong recruitment and familiarity with the high school director promote continued choir participation at the high school level.

### **Enrichment**

This class allows students to get the extra help they need if they are having difficulties in their core subject areas. Students in the same grade level have Enrichment at the same time thus allowing students to see teachers for additional help.

### **Art**

Eighth grade visual arts curriculum will use the elements and principles of art studied in 6<sup>th</sup> and 7<sup>th</sup> grade as a foundation. Emphasis will be placed on student opportunities to develop individual interests and style using a variety of media and equipment. Art history, criticism, and appreciation are incorporated into production assignments.

### **Family and Consumer Sciences**

The eighth grade focuses on parenting skills, utilizing "Baby Think it Over", stress management, advanced food preparation, nutrition, etiquette, and management of resources.

### **Chinese**

Chinese is an introductory language course. The class uses a variety of learning activities for students to experience the Chinese language and culture.

### **Health**

The eighth grade health curriculum deals primarily with human sexuality, chemical substance abuse and AIDS education. Health classes team with language arts and science for some areas of interdisciplinary study.

### **Physical Education**

Physical Education students earn grades as well as attitude marks during their 9 weeks of class. Students are required to have: non-marking soled athletic shoes, an elastic heart rate monitor strap in their size. Students will focus on personal fitness and team sports. Classes will use heart rate monitors as a measurement of their effort, personal fitness, and improvement. Sports that will be covered through the year include: Badminton, Basketball, Flag Football, Frisbee, Judo, Ping Pong, Racquetball, SHARBADE, Soccer Softball, Swimming, Tennis, Track & Field, Volleyball, and Weight Lifting. Units will partially be determined by: season, weather, or field availability. Students are expected to participate in all units unless a doctor's note is provided.

### **Technology Lab**

This class includes fourteen computer-assisted modules. Each module introduces the students to a different technology. Students will spend twelve to fourteen class periods working through the curriculum and activities and then rotate to another module. Each module contains many hands-on activities that allow our students to learn and experience technologies that would not be possible with traditional shop tools. Students will experience activities such as programming a robotic arm, working with lasers, designing and printing t-shirts, building and launching a model rocket and using a plastic injection molding machine to make a plastic handled screwdriver. The students will also spend about twelve class periods in the shop designing and building a project.

### **Music Exploration**

The music exploration curriculum is designed to expose students to the fundamentals of music and the history behind it. Students explore concepts in music that directly affect their daily lives. They use this knowledge to have discussions and create their own music.

### **Spanish**

Spanish is an introductory language course. The class uses a variety of learning activities for students to experience the Spanish language and culture.

### **L.E.A.P. (Literacy Enrichment Activities Program)**

This course is designed to help students who are reading significantly below their current grade level. The curriculum focuses on the following: Reading Plus (Computer program designed for high reading experience for struggling readers), Lind/Bair Reading (Coding, segmenting, and blending of words), and Making Meaning (Comprehension strategies).

### **M.E.R.G.E. (Math Education Remediation = Greater Education)**

A place where knowledge and learning meet, this class is designed to strengthen the skills of students who are below grade-level in Math. Students will discover strategies for computation and problem solving as they move through three learning centers. Accelerated Math®, MathFacts in a Flash®, and 2KNOW!® instructional software will create a rich learning environment incorporating instructional technology and hands-on learning.

## **MIDDLEBURY COMMUNITY SCHOOLS' COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

Computer Network/Internet access is now available for students and teachers.

We are very pleased to bring computer network/Internet system access to the Middlebury Community Schools and believe that it offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools through innovation, communication, and resource sharing. This agreement is consistent with the mission statement of our school system.

The primary purpose of providing access to its computer network/Internet system is to allow Middlebury Community Schools' students, faculty, and administration the privilege of using a unique educational resource. However, this access brings the availability of material not suitable for school purposes. The Middlebury Community Schools and its employees have taken precautions to avoid direct links to unsuitable materials. It is impossible to control all materials on a global network, and an industrious user may discover controversial information. We firmly believe the valuable information and interaction on this worldwide network far outweigh the possibility that users may obtain material not consistent with the educational goals of the school district.

The purpose of this Agreement is to ensure that all who access Middlebury Community Schools' computer network/Internet system will use this unique resource appropriately. This Agreement establishes an acceptable use philosophy and standard of conduct to which all Internet and network users must subscribe and follow any time they access the computer network/Internet system regardless of the location from which the user is operating. This Agreement applies to each user of an account provided by the Middlebury Community Schools. It is the user's own responsibility to comply with these "rules of the road." Use of the school corporation's computer network/Internet system demands that users adhere to the following requirements.

### **REQUIREMENTS**

#### **At school, responsible users shall not:**

- use the school corporation computer network/Internet system to perform any act that may be construed as immoral, illegal, or unethical, including unauthorized access to other systems or sites.
- deliberately cause damage to computer equipment or to software or help others to do the same.
- cause or attempt to harm, modify or destroy another user's data, information or materials.
- exchange or use other user's account password or other access codes.
- intentionally upload, download or create a computer virus.
- harass other users. Harassment includes, but is not limited to, sending unwanted e-mail,

participating in conversations or chat rooms in which the theme or essence includes sexual, racial or ethnic slurs and innuendoes. **(This will be considered a 3rd level violation)**

- **Under no circumstances should a user send or cause to be sent via internet e-mail or any other media, information of a personal identifying nature - his or her own or that of any other person (eg. Names, addresses, phone numbers, etc.). Remember, e-mail is not a private file!**
- deliberately access inappropriate materials or show others how to do the same. If any user should find or learn that another user has found materials that may be deemed inappropriate or illegal, the user shall refrain from downloading or otherwise transferring the material, and the user shall not identify or share the location of the material with any user other than the appropriate adult in charge.
- buy or sell products or services on the Internet.

#### **At school, responsible users shall:**

- respect the privacy rights of other users' files and not access or view those files without the owner's clearly stated permission.
- respect and uphold copyright laws
- follow the direction of the appropriate adult in charge and follow the established procedures to access the computer system.
- seek the advice of the appropriate adult in charge if questions arise.
- be polite and use no abusive or offensive language.

#### **RESPONSIBILITIES**

The user assumes full responsibility for the consequences of his or her own actions and activities while connecting or being connected to the computer network/Internet system. All student users of adequate age and their parents and guardians must sign the Middlebury Community Schools' Computer Network/Internet Acceptable Use Agreement. There are to be no exceptions, and a student who fails to provide the school with an appropriately signed agreement will forfeit their access privileges. To ensure user compliance with these guidelines, the corporation reserves the right to examine and to access student held computer disks and floppies, files, and accounts, as well as all data stored in the machines involved in the Internet or network.

#### **CONSEQUENCES**

Users of the Middlebury Community School Corporation computer network/Internet system should be aware that they are embarking into an electronic global community and their actions reflect upon the reputation of their school.

- All users have the responsibility of complying to a strict ethical and legal standard of conduct.
- All instances of abuse will be reviewed by the Building Principal or his/her designee.
- Anyone abusing the connection will be suspended from computer network/Internet system access and may be subjected to further disciplinary action and/or, if appropriate, a fine, jail sentence, or any combination of the preceding consequences.
- Violations, except where noted elsewhere, will be as follows:
  - **first level violation** of these guidelines shall result in the offender's loss of user privileges for not less than nine (9) weeks.
  - **second level violation** shall result in the offender's loss of user privileges for not less than one full semester.
  - **third level violation** shall result in the offender's loss of user privileges for not less than twelve (12) months.
  - **subsequent violation** shall result in permanent loss of user privileges.

- Other disciplinary actions may include, but are not necessarily limited to, removal from the activity for the balance of the exercise, removal from class, after school detention, in-school or out-of-school suspension, or expulsion.

The Middlebury Community Schools prohibits the illegal distribution, copying, pirating, or possession of software in violation of the copyright laws. Anyone transferring such files through the computer network/Internet system or anyone whose accounts are found to contain such files shall lose the privilege of using the service in accord with the above-described consequences. Also, such offenders may be turned over to the appropriate law enforcement agency. In some instances, the electronic transfer of certain materials is illegal and punishable by a fine, jail sentence, or both.

### **VANDALISM**

Vandalism will result in the cancellation of privileges and any additional disciplinary action deemed appropriate. Vandalism is defined as intentionally defacing, disassembling, or destroying any part of the computer hardware. Students are not to move any cables, switches, and plugs associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the MCS network, the Internet, or any other connected agency or network. This includes, but is not limited to, intentional uploading, downloading or creation of computer viruses. Payment for repair or replacement of damaged hardware, or for services needed to undo software changes, may be required of the offender.

### **WARRANTY**

Middlebury Community Schools makes no warranties of any kind, express or implied, for the services it is providing or for the reliability of the data connection. The Middlebury Community Schools will neither be responsible for any damages incurred to any equipment, software, or to any other materials not owned and housed at one of its educational facilities nor will it be liable for the actions of any user whether while accessing or while connected to the computer system, including the Internet or network, including but not limited to, any loss or corruption of data, service interruptions, user errors or omissions, or for the consequences whether resulting directly or indirectly from a user's access to any Internet site or service, or for any other service failures or access problems. The corporation takes no responsibility for any information, materials, programs, or files transferred through the computer system, including the Internet and network. Each user shall assume full responsibility for their actions associated with the user's computer system use. Middlebury Community Schools is not responsible for any financial obligations resulting from use of school corporation resources and accounts to access the Internet.

To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the corporation.

The Middlebury Community Schools reserves the right to change this Agreement. Notice of any revisions of those rules will be made available in the same manner as are the policies of the corporation, the rules and regulations of the individual school buildings, and the student handbooks.

## **COMPUTER ACCESS RULES**

1. Students will login under their own name.
2. Students will not give their password away.
3. Students will logout when they leave the computer.
4. Students will not manipulate any of the default settings on the computer (icons, backgrounds, screensavers, displays, etc.)
5. Students will not vandalize any of the equipment.
6. Students will not try to enter files or systems that are restricted. Students will only access those programs and files approved by NHS. These may only be accessed through the Start-Programs menu or an icon on the desktop.
7. Students will not access pornography or other non-educational sites. If the students should

- come across one, they will immediately turn off the monitor and notify their teacher or librarian.
8. Students will not purchase anything through the school's Internet access.
  9. Students will not use e-mail.
  10. Students will not go into a chat room.
  11. Students will only reboot the computer when given permission from a teacher.
  12. Students will not give out personal information such as their address, phone number, location of the school, or parents work address or phone number.
  13. Students will not use the computer as a way to intimidate or harass other users and the student will report any inappropriate actions by others.
  14. Students will not install hardware or software onto school computers.
  15. Students will not download any material without direct approval of a teacher.