

North Harrison Middle School

Student Handbook

2021-2022

1180 Highway 64 NW
Ramsey, Indiana 47166

Phone: 812-347-2421

Fax: 812-347-3967

Nathan Freed, Principal
Sarah Burgher, Counselor

This agenda belongs to:

Name _____

Address _____

City/Town _____ ZipCode _____

Phone _____

Student No. _____

The information contained in this assignment book is very important for students and parents to read and understand.

WELCOME TO NORTH HARRISON MIDDLE SCHOOL

We welcome you as a student at North Harrison Middle School. The faculty and staff look forward to working with you in making this year the best it can be. The first section of this booklet is prepared for the purpose of acquainting students and parents with the philosophy and policies of your school. This information is not intended to be a complete set of rules and regulations, but has been prepared to assist you in understanding the expectations and responsibilities that go along with becoming a good citizen of your school. Please read this information carefully and discuss it with your parents. Questions that arise now and throughout the year should be brought to the attention of the staff.

We realize that some items in this section are stated in a direct and firm manner, but must be included here in order to satisfy state and local requirements. Our basic philosophy is "We expect NHMS students to be the best they can be at all times in all ways." Not every rule or regulation can ever be listed in a publication like this assignment book. We can summarize with the following two guidelines:

- **Do what is right.**
- **Treat others as you would want to be treated.**

If we follow these simple guidelines, then we are assured of a positive and productive year.

This booklet also contains a one-year supply of assignment sheets. Students are expected to copy onto the assignment book every assignment given by teachers. Parents are expected to check the assignments periodically with the student to ensure completion of assignments, and to encourage good communications among student, parent, and teacher. **THIS ASSIGNMENT BOOK WILL BE THE CENTER OF OUR ATTEMPT TO MAKE STUDENTS MORE RESPONSIBLE FOR THEIR SCHOOLWORK.** This booklet is provided to students on the first day they enroll in our school. If it is lost, stolen, or otherwise unavailable, the student must purchase a replacement.

Students, we hope you will take pride in your school and will take advantage of the many opportunities to grow and learn during the time you are in this school. Good luck to you as you begin another school year.

School Mascot - COUGAR

School Colors - BLUE & WHITE

School Address – 1180 Highway 64 NW
Ramsey, IN 47166

School Phone - 812-347-2421

School Fax- 812-347-3967

School Office Hours- 8:00 AM to 4:00 PM

School Website- www.nhcs.k12.in.us

VISION STATEMENT

North Harrison Middle School staff, students, and community are committed to student success through rigor, relevance, and relationships.

MISSION STATEMENT

As a community of educators, students, and parents at North Harrison Middle School, we pledge to provide a safe environment where all students can acquire the knowledge, beliefs/attitudes, and abilities/habits that are necessary to be productive citizens in an ever changing world.

KNOWLEDGE

- Literacy skills needed in an information age (reading, **writing**, listening, oral expression, and **mathematical**, technological, and analytical problem solving skills).
- Cultural skills beyond those associated with basic literacy (physical, intellectual, and artistic).
- Practical skills needed to pursue personal life and career goals.
- Social skills and a sense of democracy, citizenship, community service, and commitment to others.

BELIEFS

- All students will work toward achievement of their maximum potential.
- All students can become effective, productive citizens.
- All students can develop intellectual curiosity and become self-directed lifetime learners.
- Parents, students and staff will encourage and emphasize personal, social, physical, emotional, and intellectual exploration and growth.
- Parents, students and staff will provide for the individual needs of our students.
- Parents and staff will strive to create a smooth transition into secondary education.

ABILITIES

- Recognizing the diversity of our global society as it relates to themselves and others.
- Demonstrating responsibility as citizens in a democratic society (working together and respecting others while maintaining their own ideas, views, and convictions.)
- Displaying qualities associated with personal character (honesty, integrity, fairness, tolerance, manners, and skills common to a civilized society).
- Developing a sense of accountability for personal choices and the consequences for their actions as well as their affect on the lives of others.
- Developing team skills that allow them to work together with peers toward a common goal.
- Nurturing a spirit of involvement in school and their community.

To this mission we commit all our resources .

STUDENT ACTIVITIES

Student activities are an important part of the NHMS curriculum. All students are invited to participate. Listed below are activities available to NHMS students who meet the eligibility requirements.

<u>ACTIVITY</u>	<u>PARTICIPANTS</u>	<u>WHEN HELD</u>
Student Council	Boys & Girls	Elections in the Fall
Junior Honor Society	Boys & Girls (7-8)	By application
Yearbook Staff	Boys & Girls	By application
Renaissance Club	Boys & Girls	By application
Cross-Country	Boys & Girls	August-October
Football	Boys	August-October
Volleyball	Girls	August-October
Tennis	Boys	August-October
Basketball	Girls	October-January
Basketball	Boys	November-February
Tennis	Girls	March-May
Track	Boys & Girls	March-May
Golf	Boys & Girls	March-May
Cheerleading	Boys & Girls	August - February
Fellowship of Christian Athletes	Boys & Girls	August-May

ELIGIBILITY REQUIREMENTS FOR ATHLETES

1. Two or more failing grades at the end of a student's last grading period (nine weeks column) in school will result in immediate ineligibility to compete in extra-curricular activities. The student will be removed from the team. Coaches may utilize other methods (benching, reduced playing time, etc.) to emphasize improvement in grades, even if there are no failing grades on the report card.

2. All students participating in extra-curricular activities are expected to be good citizens. Being a participant in an extra-curricular activity means that such students are representing NHMS to the public. The coach or director of the activity will explain the standards of behavior and conduct. Failure to meet the conditions of eligibility will result in suspension from or dismissal from the activity.
3. While athletic activities are an important part of the school system, it must be noted that there is a risk of being injured. This risk is inherent in all sports. The risk of injury may include possibility of severe injuries, including the risk of fractures, brain injury, or even death. Parents and students must accept those risks associated with any athletic program. **The North Harrison Community School Corporation assumes no liability for injury sustained during athletic competition.**
4. There must be on file in the athletic director's office a fully completed IHSA Pre-Participation Physical Evaluation before that student is allowed to participate in any tryout, conditioning, practice, or game.
5. The student must have a signed statement from the parent/guardian stating that the student is covered by the parent's own health and accident insurance. (This is one section of the Pre-Participation Form.)
6. Athletes must not stay after school for activities unless the starting time is before 6:00 PM. Parents should be aware that there is **no adult supervision**. Students are not allowed to be in the buildings until the listed time for that practice or game. A student must be in attendance at school for at least one-half of the school day to be eligible to participate in or attend any after-school activity.

CONDUCT AT ATHLETIC EVENTS

We wish to encourage our student and adult fans to attend the games and support NHMS teams. NO pass-outs will be given at any football, volleyball, or basketball games. **If attendees choose to leave an event, they are to leave the school grounds immediately, and will not be allowed to return.** All school rules for students will be strictly enforced at any North Harrison school activity, home or away. A student who is suspended from school is not allowed to attend home or away events during their suspension.

ACADEMIC PROGRESS

CLASSES OFFERED:

GRADE SIX

CLASSES

Math
Social Studies
Science
Language Arts
Health
Physical Education
Art
Music
I.T.E.
F.A.C.S.
Keyboarding for Computers
Band
Agriculture

GRADE SEVEN

CLASSES

Math
Social Studies
Science
Language Arts
Health
Physical Education
Art
Music
I.T.E.
F.A.C.S.
Choir
Band

GRADE EIGHT

CLASSES

Math
Social Studies
Science
Language Arts
Health
Physical Education
Art
Agriculture
Intro to Business
F.A.C.S.
Spanish I
Band
Choir
German I

GRADING AND REPORTING SYSTEM

Eighth grade courses of Health, Physical Education, Algebra I, Spanish I, and German I will count towards high school credit. The grade earned in these courses will appear on high school transcripts. Students may have the option to repeat the course if an A or B is not earned.

The middle school has a nine-weeks reporting period. Letter grades for achievement (A 90-100%, B 80-89%, C 70-79%, D 60-69%, and F below 59%) will be given. An "I" will be given for incomplete work. If work is not completed in a specified time, the "I" will be replaced with an "F." A progress report is sent home at the mid-point of each grading period for all students.

A final assessment/project will be given at the end of each semester by each teacher. These assessments will count as a regular grade for the course.

PARENT-TEACHER CONFERENCES

NHMS will schedule Parent-Teacher conferences after the end of the first grading period. Conference information will be communicated to parents during the first grading period. Parent-teacher conferences can be scheduled at other times of the year by calling our school counselor. Parents may also call individual teachers to have phone conferences during the teacher's daily plan time, and may email teachers.

HOMEWORK

NHMS desires to encourage the use of effective homework assignments to promote learning and provide parents with opportunities to see the type of class work expected of their students. Daily assignments must be recorded by the student in his/her assignment book.

Students are expected to complete all work requested on time and make up missed work following an illness or excused absence. The student is expected to become more independent as he/she matures, and to assume increasing responsibility for completing homework properly as he/she advances through school.

EXCEPTIONS IN CLASS ACTIVITIES

If, for any valid reason, a student cannot participate in an activity, he/she must have a written statement from a doctor, or from a minister, if religious objection to the activity. This is especially true in the case of participation in physical education classes. If the school does not have this information, it will consider the student able to be involved with the activity.

HONORS AND AWARDS FOR ACADEMIC EXCELLENCE

NHMS recognizes the academic achievement of its students regularly by publishing Honor Roll (all A's and/or B's), Honor Students chosen by teachers, and Perfect Attendance. Copies of these lists are posted on school bulletin boards within the school.

PROMOTION OR RETENTION

When determining the promotion of a student, an evaluation of the student's performance is conducted. The evaluation process reviews the student's daily classroom performance, report card grades, standardized tests scores, level of achievement, age, maturity, and attitude.

Should any parent desire to schedule a conference to discuss his/her child's progress, he/she may do so by contacting the school counselor at 347-2421.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P. No student who has successfully completed a grade shall be retained or allowed to repeat a grade in order to improve his/her athletic ability or lengthen his/her eligibility to participate in extracurricular athletic program

ATTENDANCE

Regular attendance is a necessity for two reasons: (1) it is required by law, and (2) it is essential to the student's success and achievement in school. For an absence to be "excused," the parent/guardian must: (1) call the office on the day of the absence; or (2) send a written note (with parent signature) on the day the student returns to school. **It is the student's responsibility to ask his/her teachers for all assignments he/she has missed and to make arrangements to make up all class work, homework, quizzes, tests, and other school work not completed during the absence.** In general, one make-up day plus a day is allowed for each day of absence.

The state of Indiana recognizes these reasons that a student may be legally absent from school. They are: (1) personal illness; (2) death in the immediate family; (3) quarantine; (4) court appointment; (5) required religious instruction, if requested in advance; (6) when the student is a page or honoree at the Indiana General Assembly; (7) participation in an out-of-class, school-sanctioned activity. All absences for these reasons, or any absence pre-authorized by the principal, will be considered as "**Excused Absences.**" All absences for other reasons and all absences not reported by parents are considered "**Unexcused Absences.**" The first five absences must be accompanied by a note from the parent or guardian. **After five (5) days absent, only medical notes or absences approved by the administration will be excused.** The student must bring all notes to the office in the morning of their return to school. School Board policy defines "Habitual Truant" as any student with more than ten (10) unexcused absences for the school year. Students who are habitually truant will be reported to the Harrison County Juvenile Probation Department. If the student is repeatedly absent due to illness, state law allows the school to require a physician's statement for readmission to school.

ASSIGNMENTS WHEN STUDENTS ARE ILL

- Families with internet access may find daily assignments at the school website (www.nhcs.k12.IN.us) through Harmony and Google Classroom. The school will make every effort to see that daily assignments are currently listed.
- Call another student in the same class.
- Call the school office to request assignments. Homework assignments may be picked up from the school office.

EARLY DISMISSAL FROM SCHOOL

Students may leave school during the day only with proper permission from the office. Parents should come to the office and ask permission to take the student from school. If the student should return to school during the day, he/she should obtain a pass to his/her classroom from the office.

TARDINESS FROM SCHOOL

Students who arrive late to school must stop in the office for a late-admit slip. Students who sign in tardy should bring a note from the doctor, dentist, or other approved agency in order to be excused. For every five unexcused tardies to school, a student must serve a lunch detention.

PERFECT ATTENDANCE

At the end of the school year, students are awarded for perfect attendance. Students are also recognized for perfect attendance at the end of each grading period. Perfect attendance means no absences, no tardies to school, and no early dismissals from school during the specified time period.

TARDINESS TO CLASS

A student will be considered tardy to class if he/she is not in the classroom or in his/her assigned seat with required materials by the time the bell rings. Tardiness will be disciplined by the teacher during the day. Students who are legitimately detained should obtain a pass from that teacher before going to their next class.

TRUANCY FROM SCHOOL

Truancy is absence from school or from class without knowledge and permission of parents or the school. If a student is truant, he/she will not be allowed to make-up work that was missed for credit. The student will also be referred to the office for disciplinary action.

FAMILY VACATIONS

School-wide attendance is one of the measurements used in determining State Accreditation. Every effort should be made to schedule vacations and trips at times other than school days. If this is unavoidable, the parent must notify the school principal to pre-arrange vacations at least two (2) school days prior to the absence. If the school does not receive notification, the absence will be considered "unexcused".

After parents have notified the school of the pre-arranged absence, the student should tell each teacher and ask for as much work as is available before the vacation. Each teacher will determine when the make up work will be due.

SCHOOL RULES AND STUDENT RESPONSIBILITIES

If our school is to function efficiently as a center for learning, it is necessary for all students to conduct themselves like responsible young men and women, showing mutual respect and consideration for each other and for members of the faculty and staff.

All students are expected to adhere to the rules set forth by teachers in individual classrooms; by the school staff for the overall interaction of students during the school day; by bus drivers; by coaches and sponsors of extra-curricular activities; and by other personnel who interact with our students. The supervising personnel may state these rules and regulations orally or in written form.

The best discipline is self-discipline. Growth in the area of self-discipline is one of the major educational goals for middle school-age students. Regrettably, in some instances,

students fail to discipline themselves and then the school staff must impose discipline. NHMS uses a progressive system of discipline. This means that the disciplinary action will be relatively minor if the violations are minor. Forms of minor discipline may include, but are not limited to: reprimands; warnings; conferences with the student; written penalties such as sentences or essays; copying penalty assignments; switch in seating assignment; or combinations of these. If minor violations accumulate, if disciplinary action imposed by the teacher fails to resolve the problem, or if, in a teacher's opinion, the situation warrants that the student be sent to the principal's office, then the principal will administer discipline. Depending upon the seriousness of the situation and the number of previous offenses, the student may be assigned lunch detention; after school detention, a parent may be requested to come to school for a conference; the student may be assigned to ISS (In School Suspension); or the student may be suspended from school.

If minor problems are repeated or there is a major violation such as fighting; possession of tobacco, or alcohol, or drugs; major disruption of school; or major safety violations, students are likely to be suspended for first offenses, and possible expulsion from school for some violations.

Students who are assigned to ISS or suspended from school, will be allowed to make up all tests, quizzes, classwork, or homework. While suspended from school, assigned to a long term placement at Alternative School, or expelled, the student may not be on school property, nor may he/she attend school events at home or away from school.

Although it is impossible to list all kinds of disruptive behavior, the following are examples of conduct that will result in disciplinary action being imposed upon students:

1. Actions that endanger the personal safety of a student, employee, or visitor to our school.
2. Violations of classroom rules announced by teachers, and not immediately following directions given by any adult school staff member or substitute staff member.
3. Violations of bus rules announced by the school or bus driver.
4. Violations of conduct standards announced by coaches and sponsors.
5. Fighting, pushing, shoving, or scuffling of any type.

6. Use of vulgar, obscene, or indecent language (in written, spoken, or drawing form).
7. Possession of materials, or the wearing of clothing which depicts abusive, profane, lewd, vulgar, or obscene language, gestures, double meanings, or pictures, or any activity that is unlawful for this age student.
8. Possession of weapons.
9. Theft or possession of stolen property.
10. Vandalism of school or personal property.
11. Possession or use of tobacco products; including electronic cigarettes or look alike products (see policy).
12. Gambling in any form.
13. Failure to follow directions of school personnel.
14. Leaving class without permission, skipping class, leaving school buildings or grounds without permission, or being absent from school without the parent's knowledge and permission.
15. Forging notes, passes, absence notes, lunch detentions, mid-term reports, report cards, or other items that require the signature of parents or staff members.
16. Bringing to school any item that endangers others or that students have been asked not to bring to school.
17. Setting fire to any school or personal property. Students are not to bring cigarette lighters, matches or other combustible materials to school.
18. Possession or use of fireworks or any explosive device, including those items that cause unpleasant odors when released.
19. Pulling false fire alarms, calling in false alarms or threats, or otherwise abusing the emergency safety systems of the school or bus.
20. Violation of school dress code (see policy).
21. Throwing objects.
22. Running in the hallways or otherwise moving in an unsafe manner.
23. Selling items at school without permission of the administration.
24. Being tardy to class, or going to class without needed class materials.
25. Littering of school property or school bus.
26. Engaging in name-calling, gossip, feuds, threats, use of profanity, confrontations, abusive note writing, harassment of others.

27. Use or possession of drugs or drug paraphernalia (see policy).
28. Close physical contact or physical expressions of affection between students. No handholding, kissing, hugging, or arms around waists is permitted.
29. Not satisfactorily completing teacher-assigned disciplinary assignments.
30. Disruption of school events and/or programs.
31. Physical or verbal abuse of a school employee or another student.
32. Extortion, blackmail, coercion, intimidation, or sexual harassment of others.
33. Any behavior outlined in state law regarding Student Discipline and Due Process.

The Discipline Policy will be discussed and reviewed with students early in the school year. Reminders of certain rules, as well as new rules will be announced via the intercom during the school year. The principal will assign whatever disciplinary action or punishment he/she deems necessary whether that behavior is listed above or not.

POLICY ON USE AND/OR POSSESSION OF TOBACCO PRODUCTS

The use or possession of TOBACCO products, lighters/matches, E-Cigarette, vaping instruments, or any other tobacco look alike by students on school property or at school functions is strictly prohibited at any time. Students caught using or possessing tobacco products on school property during school hours, before or after school, at any school activity (home or away), on school buses, or at bus stops, shall be subject to the following penalties:

1st offense: three-day out-of-school suspension.

2nd offense: five-day out-of-school suspension.

3rd offense: ten-day out-of-school suspension and initiation of procedures intended to expel the student from school for an extended period of time, up to one semester in length.

Students will receive a ticket citation from the School Resource Officer in addition to school imposed discipline. Students must recognize that this policy will be in effect during school, before school, after school, on the weekends, during vacation, at any time of day or night on all properties owned by the North Harrison Community School Corporation.

POLICY ON THE USE OF DRUGS AND/OR ALCOHOL

It is a violation of the discipline policy of North Harrison Middle School to:

1. Possess, use, transmit, be under the influence of, or provide by sale or otherwise any substance which the student represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; whether it is a prescription drug, a drug sold over the counter without a prescription, or any "look-alike" substance, including paraphernalia, if it is represented by the provider to be any of the above listed substances:
 - a. On school property at **any time**, or
 - b. At any school activity on or off school grounds, or
 - c. On a school bus or other school-sanctioned vehicle.

A violation of this policy will result in a ten-day out-of-school suspension and initiation of procedures intended to expel the student from school for an extended period of time, up to one year in length.

Use of medication by a student, when that medication is prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, and used in accordance with the School's medication policy (listed in these rules) does not violate this policy. However, it is a violation of this policy to give such medication to anyone not named on the prescription, or to be in possession of such medication if the school medications policy has not been followed. Any student who must take any medication at school must have a parent contact the school nurse before bringing this medicine or substance to school.

MEDICATIONS

All prescription medications, and any other non-prescription medications that parents ask the school to administer, shall be administered by the principal, the nurse, or their designee with a record kept of each dispersal to students. The parent must have his/her family physician complete the "Request to Administer Medicine" form that can be obtained from the office. This form must be on file in the school office before any medication (prescription or non-prescription)

will be administered by school personnel.

At no time should a student give any prescription or non-prescription medication to another student. Misuse of prescription and non-prescription drugs will be considered a violation of the school drug policy. Epinephrine and Narcan will be available to be given in the case of an extreme emergency as a life-saving measure. This medication will only be administered by a registered nurse. These medications are authorized by our county health officer. If you do not wish for your child to receive either of these medications, please submit a written note stating your wishes.

STUDENT SERVICES

COUNSELING AND GUIDANCE

Guidance services are available for every pupil in the school. These services include assistance with educational planning; interpretation of test scores; occupational and career information; academic counseling; help with home, school, and/or social concerns; or any question the student may feel he/she would like to discuss. In addition to the school counselor, members of the faculty (and especially the student's Advisory teacher) are expected to talk with and help students in any way possible. Conferences with parents are welcomed and encouraged. If you need assistance of any kind, go to the school office or guidance office. Someone will direct you to the person where help may be obtained.

HEALTH SERVICES

A school nurse is on duty part time only at NHMS; therefore, if you should become ill during the day, ask your teacher for a pass to the office. If you are ill enough to be sent home, your parents will be called. Unless your parents can be reached, you will not be allowed to go home. The school will ask parents to provide other names and telephone numbers to contact if they cannot be reached for an emergency.

If you injure yourself, go to the office immediately. **Under no conditions are you allowed to call home or leave school without reporting to the office.**

Vision, hearing, and scoliosis checks of certain grades (as prescribed by law) will be

conducted. Parents will be notified of any physical problems discovered by school personnel, which should receive further attention.

All students enrolled in the School Corporation must be immunized against the following diseases: diphtheria, pertussis, tetanus, measles, rubella, poliomyelitis, and mumps. Also, all students are required to have received at least two doses of measles vaccine, preferably M/M/R, and both doses must have been administered after the first birthday. All children must provide written documentation of such immunization from a licensed physician at the time of their first enrollment in the School Corporation. No child will be permitted to attend school for more than twenty days beyond the date of his/her enrollment without such documentation.

CAFETERIA

The Middle School Cafeteria utilizes a pre-payment debit system, which provides each student with a personalized lunch account. This system is designed to process student purchases efficiently and to reduce the amount of cash handling at each location. Funds deposited into accounts are used for the purchase of lunches, milk, and ala Carte (or extra) items intended to supplement a nutritious lunch.

1. Student ID numbers are used as their Personal Identification Number (or PIN) for lunch purposes.
 - a. Students scan their ID badge after making their food selections.
 - b. The Cashier then accesses their account and verifies the identity of the student prior to completing the transaction.
2. Our debit system operates on a **pre-pay** basis; therefore students must deposit funds in advance of use.
 - a. Deposits can be made online, in the morning during our breakfast program, (15 minutes prior to the start of school), during a transaction at lunch, or by mailing them to the NHMS Cafeteria, 1180 Hwy. 64 NW, Ramsey, IN 47166.
 - b. Checks rather than cash deposits are encouraged. Please write your child's name and account number on the check.
3. Students and parents are encouraged to keep track of account balances.
 - a. The Cafeteria will make every effort to advise both students and parents of low account balances.

- b. Methods utilized will include notes and/or letters sent to the home via the student, or by mail, and verbal reminders during lunch.
 - c. Upon request, cashiers can provide a current balance during any transaction, or at any time during meal service.
4. Due to the nature of this debit system, and the number of students served, **deficit balances are not allowed.**
 - a. If the student's account balance reaches -\$5.00 the student will receive only a lunch consisting of a peanut butter sandwich and a carton of milk, and will be charged 75-cents for this meal. The student will not be allowed to purchase any other items from the cafeteria until his/her balance is again positive.
 - b. Notices will continue to be sent home until payment is received or the balance is again positive.
5. Students qualifying for meal assistance, in the form of free or reduced priced lunches will utilize their lunch account in the same manner as other students, thereby eliminating overt identification.
6. Any questions or concerns may be directed to the Cafeteria Manager (347-2421 extension 248).
7. For additional information about the cafeteria or your cafeteria account, please visit the School web page at www.nhcs.k12.in.us. Deposits to a student's cafeteria account may also be made on-line with a credit card.
8. All food and drink is to be consumed in the cafeteria.
9. Families who do not wish to use the pre-payment debit system may pay for their children's meals with cash each day.
10. No charging of meals will be allowed.

LIBRARY SERVICES

Students are encouraged to make proper use of the library to complete assignments, further special interests, or read for enjoyment. All students are to conduct themselves in a quiet, orderly manner. All damaged materials are to be reported to the librarian immediately. Students are expected to pay for lost or damaged materials. Fines are charged to students who keep books past the due date. Students are not allowed to use any library materials or

services if they have overdue library materials or if they owe a library fine.

BUS SERVICE

Students riding the bus are under the direct supervision and direction of the bus driver. The bus driver will enforce reasonable rules of conduct. Students should conduct themselves in a manner that will not endanger the lives of students by distraction of the bus driver's attention or failure to comply quickly and completely with the bus driver's directions. Students that fail to follow the rules and operation procedures of the bus will be removed from riding all buses. Students assigned to the Alternative School can be removed from the Alternative School bus due to misbehavior. In this case, parents will be responsible for all transportation.

Students who ride their assigned bus to school are expected to ride that same bus home, unless they have a note requesting permission to ride a different bus, to walk home, or to ride with another student or parent in a privately owned automobile. **The principal or a secretary must approve such requests.**

Students should be waiting at the bus stop at the time the bus usually arrives. Students should enter the building immediately after getting off the bus each morning, and should go directly to the bus each afternoon.

SUPPLIES

Notebook paper, ink pens, pencils and several other school supplies may be purchased in the main office during time between classes, before school begins, or at lunchtime. All students must have notebook paper, pencils, and/or pens with them for all classes. Teachers will tell students in advance when special materials will be needed for class. Aerosol cans are not to be brought to school as they are a health hazard for students with allergies.

LOCKERS

All students will be assigned lockers. Students should not place any of their materials in another student's locker, or allow another student to place his/her materials in their locker. Materials should be placed in the locker so that the locker door will close properly. Do not leave valuable materials in your locker. Students may choose to purchase a school-approved combination lock for their locker. Do not give your lock combination to any other student. All

lockers are subject to a locker search and seizure policy previously adopted by the board of school trustees (effective August 1980).

BACKPACKS AND BOOK BAGS

With an emphasis on the safety and health of our students, restrictions have been placed on book bags, athletic bags, P.E. bags, and other carry bags. NHMS students will not be allowed to carry book bags, backpacks, or other carry bags from class to class. Students may bring these to school, but must carry them from the bus, or other vehicle, to their locker immediately upon arrival at school. All bags are to be kept in the student's locker during the school day. The carrying bags may be used to carry books and other school materials to the bus, other vehicle, or to an after school practice or meeting location at the end of the school day. Students may not carry bags during the school day except to carry physical education clothes to and from their P.E. class. At the conclusion of the P.E. class, the bag is to be returned to the student's locker.

TEXTBOOKS AND CLASS FEES

Textbooks are purchased by the school system and rented to each student. The rental fee is listed in the school fees bill due at the beginning of each school year. Fees are also charged for the student assignment book, workbooks, each elective class, and P.E. class. Each student is assigned numbered books and is responsible for the care of the books issued.

The student will pay the new book price if the book is lost or severely damaged. Fines will be assessed for damage to textbooks. **The office asks that all fees be paid within two weeks of enrollment.** If it becomes evident that parents are not paying these fees, the principal will institute measures to collect such amounts owed to NHMS, including filing suit in small claims court.

STUDENT INSURANCE

Parents may purchase a health and/or life insurance policy through an insurance company previously approved by the school corporation. These policies usually offer insurance protection against accidents, which may occur at school, at a school event, or while riding on a school bus. This insurance policy has various limitations. Parents are advised to

read the information carefully before purchasing such insurance. Parents who purchase insurance may obtain claim forms from the school office, but will need to correspond directly with the insurance company in regard to all claims. Please call the office to request this insurance information.

TELEPHONES

The school phone is for school business only. There are many times when students wish to call home for various reasons which are often unnecessary. Students must receive the approval of the principal or a secretary before using the telephone.

Messages from home should be left in the office. Students will be called out of class only in an emergency.

CELL PHONES AND OTHER COMMUNICATION DEVICES

Students are encouraged **not** to bring electronic devices/cell phones to school. If these items are brought to school, they need to be turned off. **If the student has any of these devices out and in use during the school day, the device will be confiscated and taken to the office. The school is not responsible for lost, damaged, or stolen items.**

1st offense: Device will be returned to the student at the end of the day.

2nd or more offenses: Parent/Guardian must pick up the device during school hours and disciplinary infractions will occur.

EMERGENCY DRILLS

Fire, tornado, lockdown, and building evacuation drills will be held periodically to develop safety practices that will help students to move quickly (walking) and in an orderly manner (single file and without talking) to pre-designated safety areas during an emergency. Rules of safety are reviewed regularly and evacuation routes are posted in each classroom.

SCHOOL CLOSING

In case of severe weather, students and parents should assume that school will be in session unless the name NORTH HARRISON COMMUNITY SCHOOLS is seen or heard on

one of the many school closing lists run by nearby radio and TV stations. PLEASE DO NOT CALL SCHOOL OFFICIALS OR BUS DRIVERS. This would tie up important lines of communication during times that decisions are being made. Parents should have a plan of action for students if school is closed and students remain at home, or if students are dismissed early from school.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from NHMS during the school year, the student should contact the school counselor to obtain a withdrawal sheet prior to the last day of attendance. This withdrawal procedure includes payment of fees, fines, the return of textbooks and/or library materials, locker cleaned, and obtaining withdrawal grades from each teacher. There will be no book rental refund if the student is not properly withdrawn.

DRESS CODE

Schools expect students to use good judgment and good taste in their dress and grooming habits while at school. Students, in their choice of dress and grooming, must recognize the necessity for health, safety, cleanliness, and modesty at all times. Parents are asked to cooperate by sending their children to school wearing clothing that is clean, safe, non-distracting, and within the following guidelines:

1. No pictures, slogans, language, or symbols representing profanity, smoking, alcohol, drugs, sexual behavior, or violence may be worn on shirts, skirts, pants, shorts, sweatshirts, coats, other clothing, books, or P.E. bags, or jewelry (including mushroom and marijuana leaf jewelry). Items with suggestive double meanings are prohibited.
2. The display of any object, symbol, or clothing that could reasonably be considered gang related is prohibited.
3. Shirts, blouses, and all other tops must be long enough that when the student's hands are held straight over their head, no skin is exposed at the waistline.
4. All shirts, blouses, dresses, and other tops must have sleeves. They must have proper coverage of the upper chest area, and not expose any cleavage.
5. Skirts, dresses, & shorts must be mid-thigh in length.

6. No handkerchiefs, gloves, bandanas, hats, caps, sweatbands, sweatshirt hoods, or other head apparel should be worn inside the building. These items should be left in the student's locker upon entering the building.
7. All pants, shorts, skirts, and sweats must be worn at the waistline, even when covered by another piece of clothing.
8. Pants with holes above the knees are not allowed unless an item of clothing is worn underneath. Pants with dangling straps or chains are not allowed. Frays in material in pants legs are acceptable as long as the skin is not exposed.
9. No mesh or other see-through apparel, unless it is worn over the top of another approved shirt or top. If tight fitting pants are worn to school, they must be appropriately covered. No pajama tops or bottoms, lounging wear, or other sleepwear, are allowed.
10. Students must wear shoes or sandals at all times. No house slippers will be permitted.
11. Students should not wear face paint, stickers or other items on their face or body, other than the usual make-up.
12. Students should not mark on their own skin or on the skin of other students. Students will not write on their clothing or on other students' clothing or allow others to write on their clothing while at school.
13. Some items of clothing or jewelry may be inappropriate from a safety standpoint. If this is the case, the student will be asked to remove those items. Sunglasses, spiked jewelry, and large chains are not to be worn in the building.
14. Piercings that are unsafe to the student or other students, and/or disrupt the educational process, will not be allowed at school.
15. Extreme dress or hair, which disrupts the educational process, will not be allowed at school. Costumes, garments, wild hairstyles, including hair in the eyes, and **anything that detracts from the educational process**, as determined by any staff member, may not be worn at school.

The above list points out several items that are prohibited, but is not meant to be an all-inclusive list. Dress and personal grooming are important in all stages of life. Personal dress and grooming provide an unspoken message to people about your character, goals, and self-

value. The manner of dress and grooming in our school should promote and help maintain an orderly learning environment.

VISITORS

Students are not allowed to bring visitors to school. Parents are encouraged to call to make an appointment to see a teacher, counselor, or the principal. **All visitors are to report to the office to conduct any business in the building. They must sign in and get a visitor badge in order to go into the school.**

SNACK SALES

Students may purchase drinks or snacks during announced times only. No drinks from home are permitted unless it is part of a student's lunch. Drinks or snacks are not to be consumed in the classrooms unless special permission is granted.

POSTING OF MATERIALS

The principal must approve the posting of materials in hallways, on lockers, or in other general school areas of our school. Students are not to place items on the outside of their lockers. Special recognition items may be placed on student lockers only with the permission of the administration.

CHANGE OF ADDRESS/TELEPHONE

Students are asked to report any change of address or phone number to the office immediately.

SCHOOL CALENDAR

The board of school trustees adopts the school calendar. Copies of the school calendar will be distributed at the beginning of each school year. Additions to the school calendar, such as concerts, dates of testing, field trips, and athletic schedules will be announced and distributed through the parent newsletter and other means of communications. Days lost to inclement weather, or other conditions, will be made up in accordance with state mandate, with make-up dates to be set by the board of school trustees. The school activities calendar is maintained in the school office.

SCHOOL PICTURES AND YEARBOOK

Individual student pictures are taken each year in September. Parents may purchase various packages. A yearbook is also printed and sold. Students do not need to purchase pictures in order to have a picture in the yearbook. Yearbooks are ordered around mid-year and are delivered near the end of the school year.

PERSONAL PROPERTY

Unfortunately, every school has a few students who will take another person's property. Therefore, students should not bring anything of great value to school. Valuable items such as cell phones, tablets, expensive watches and jewelry, and large sums of money should not be brought to school. To avoid problems, all personal items and schoolbooks should be clearly marked with the student's name. Students finding items must turn them in to the office immediately. Lost items can be claimed at the office by proper identification. Students should keep personal belongings in a locked locker.

The following federal or state policies related to schools are published for parent and student knowledge.

Student Due Process and Discipline

In accordance with the provisions of I.C.20-8.1-5.1, administrators and staff members may take the following actions:

1. **Removal from class or activity - teacher**: A middle school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. **Suspension from school – principal**: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.

3. **Expulsion**: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule #13 listed under the Grounds of Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION

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

1. Using violence, force, fighting, 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. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.
 - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - c. Setting fire to or damaging any school building or property or possession of any incendiary device (examples, but not limited to lighters, matches, fireworks).
 - d. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person. Self-

defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not however, constitute a violation of this rule.

4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
5. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is presented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
6. Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol beverage, glue for the purpose of sniffing or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule.
7. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including but not limited to:
 - a. Engaging in sexual behavior on school property.
 - b. Disobedience of administrative authority.
 - c. Willful absence or tardiness of students.
 - d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant depressant, glue for the purpose of sniffing or intoxicant of any kind.

- e. Possessing, using or transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropranolamine. (PPA) or stimulants of any kind, be they available with or without a prescription.
 - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
11. Knowingly using (use is defined as the device being turned on) on school grounds during school hours an electronic paging device, cell phone, or other similar device in a situation not related to a school purpose or educational function.
12. Possessing a Firearm
- a. No student shall possess, handle, or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - Any weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
 - The frame or receiver of any weapon described above.
 - Any firearm muffler or firearm silencer.
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine or any similar device.
 - Any weapon that will, or that may be readily converted to expel a projectile by the action of any explosive or other propellant, and that has any barrel with a bore of more than one half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - An antique firearm.
 - A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at

the beginning of the first semester after the one year period. The superintendent may reduce the length of expulsion if the circumstances warrant such reduction.

- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

14. Possessing a Deadly Weapon

- a. No student shall possess, handle, or transmit any deadly weapon on school grounds.

- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- A weapon, laser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily harm.
- An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

- c. The penalty for possession of a deadly weapon: up to ten days suspension and expulsion from school for a period not more than one calendar year.

- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-14) apply when a student is:

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

Suspension Procedures

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

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

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal Counsel
 - b. An administrator who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's

parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail, or by personal delivery and will contain the reasons, for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take action found to be appropriate and give notice of the action taken to the student and their parents.

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

LEGAL REFERENCE: 20 U.S.C.8001

20 U.S.C. 8002

I.C. 20-8.1.1-1 et seq

I.C. 20-8.1-1-14.5

I.C. 20-8.1.5.1-23

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should

submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official need to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

Annual Notice to Parents & Students of Their Rights Concerning Education Records

To Parents and Students

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in school board policy # 5125, entitled Education Records. Generally this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) A parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) A student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This School Corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in officially

recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which will not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

Bullying

Definition: Bullying is defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another; an imbalance in real or perceived power must exist between bully and victim; not intentionally provoked by the victims; includes various forms of hazing (initiation rites).

1. This rule applies when a student is:
 - On school grounds immediately before or during school hours, immediately after school hours, or at any other time when school is being used by a school group (including summer school);
 - 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.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. "Cyber" bullying is prohibited.
4. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
5. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s) restoration of a positive climate, and support for victims and others impacted by the violation.
6. Educational outreach and training will be provided to school personnel, parents and students concerning the identification, prevention, and intervention in bullying.
7. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussion about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

SUMMARY

Not all situations that may happen at school or information that may be needed for school can ever be listed in a document such as this. The school staff will try hard to distribute necessary information to our students by whatever means possible. Students and parents should call the school office whenever they have a question or concern that cannot be found in this or other handouts given to students during the year.