

# Northwestern Middle School



2009-2010

Making a Difference



Student Name \_\_\_\_\_

NORTHWESTERN MIDDLE SCHOOL  
August 2009

Dear Students and Parents,

Welcome to Northwestern Middle School. On behalf of our outstanding faculty and staff, I extend our best wishes to you for a successful 2009 – 2010 school year.

This handbook provides you with specific, detailed information concerning school policies and procedures. Students will be expected to follow the set policy as spelled out in this book.

Our staff believes that every child has learning value and worth. Students learn best in an atmosphere of warmth and caring free of the fear of criticism for making mistakes. An atmosphere where orderliness, well understood routine and clearly defined limits are an ongoing part of their daily lives.

Through the team effort of our parents, community, students, and staff, we will offer our students a highly successful learning experience.

Debby Brian  
Principal

**Office Staff**

Debby Brian – Principal	Melissa Doucet–School Counselor
Monte Burke – Asst. Principal	Wytika Beard – School Counselor
Esther Watson – Asst. Principal	Patty Davis – Attendance Clerk
Martin Poche – Dean of Students	Alison Moore – Guidance Clerk
Margaret Altazin – School Counselor	Cindie Coghlan – Secretary

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## **NORTHWESTERN MIDDLE SCHOOL MISSION STATEMENT**

Northwestern Middle School is dedicated to creating a community of learning to ensure the success of all students. Through the cooperative efforts of the parents, the community and the school, we are committed to affording every middle school student the opportunity to succeed. The Northwestern Middle School learning environment is characterized by:

- (1) A positive, professional, caring attitude toward students as demonstrated by administrators, faculty, and staff members
- (2) A curriculum that is comprehensive and flexible enough to meet the varied abilities and diverse needs of the individual student and ensure adequate preparation for a lifetime of maximum achievement
- (3) Demonstration of mutual respect while maintaining an open line of communication and interaction among administrators, faculty, staff, students, parents, and community.
- (4) The promotion of exemplary citizenship through high expectations regarding behavior. Effective disciplinary guidelines have been established and will be consistently enforced resulting in a safer, more productive learning environment.

## **2009 – 2010 SCHOOL CALENDAR**

August 5 - 7.....	School In-Service/Planning Days (no students)
August 10.....	First Day For Students
September 7.....	Labor Day Holiday
October 12.....	School In-Service/Planning Day (no students)
November 23 - 27.....	Thanksgiving Holidays
December 21 – January 1.....	Christmas Holidays
January 4.....	School In-Service/Planning Day (no students)
January 5.....	Students Return, Beginning of 2nd semester
January 18.....	Martin Luther King, Jr. Holiday
February 15 - 16.....	Mardi Gras Holidays
March 29 – April 5.....	Easter Holidays
April 12 – 16.....	LEAP21 and ILEAP Testing Week
May 19.....	Last Day for Students
May 20.....	End of the School Year

## REPORT CARDS AND PROGRESS REPORTS

Students receive a **REPORT CARD** four times a year at the end of each 9-week period. They receive a **PROGRESS REPORT** four times a year at the midway point of each 9- week period (4 1/2 weeks). Report cards and progress reports will be mailed several days after the reporting period. 6th, 7th, and 8th graders will have papers sent home per parent request.

Progress Report #1 ..... Week of September 14, 2009  
**Report Card, 1st Nine Weeks.....Week of October 12, 2009**  
 Progress Report #2 ..... Week of November 16, 2009  
**Report Card, 2nd Nine Weeks.....Week of January 4, 2010**  
 Progress Report #3 ..... Week of February 8, 2010  
**Report Card 3rd Nine Weeks.....Week of March 15, 2010**  
 Progress Report #4 ..... Week of April 19, 2010  
**Report Card 4th Nine Weeks (Mailed).....Week of May 24, 2010**

### Zachary Community School System grading scale is:

Scale	Grade	Quality Points
<b>94-100</b>	<b>A</b>	<b>4</b>
<b>88-93</b>	<b>B</b>	<b>3</b>
<b>78-87</b>	<b>C</b>	<b>2</b>
<b>70-77</b>	<b>D</b>	<b>1</b>
<b>0-69</b>	<b>F</b>	<b>0</b>

### EXAMS

Exams are given at the end of the 1st and 2nd semester. Exams do not count for more than one test grade. Students will not be allowed to test early unless an emergency verified in writing from a physician is submitted. Students meeting certain academic and attendance criteria will be eligible for exemption from final exams. Exemptions are a privilege and may be revoked at any time. All school debts must be cleared for a student to be exempt from final exams.

## **GENERAL RULES AND POLICIES OF NORTHWESTERN MIDDLE SCHOOL**

### **PERSONAL SAFETY GUIDELINES**

In the event a student feels that an individual is a threat to the safety and well being of others, we encourage him/her to report this individual to a person in authority (teacher, administrator, staff, office, etc.).

Each student must follow these instructions:

- Report all “strangers” or people who should not be on campus immediately (no pass needed) to the main office.
- Be alert to people acting suspiciously and note how they are dressed so that they may be described in the event a problem arises.
- Normally, large sums of money and/or expensive items (expensive watches, jewelry, computers, radios, etc.) should not be brought to school. The school shall not be the guardian of these items.
- Report all missing items immediately to a teacher, a coach, or administrator. Make every effort to do so before class is dismissed if possible.

### **EMERGENCY FORMS: CHANGE OF ADDRESS/PHONE**

It is imperative that the school be able to reach the parent or guardian at anytime during school hours in case of an emergency and/or a discipline situation. Contact the school office and send a note to your child’s home-room teacher with change of address, new telephone numbers, persons authorized to pick up your child, etc. Keep your child’s Emergency Card current. **ALL STUDENTS MUST TURN IN AN EMERGENCY CARD!**

This information could save your child’s life during an emergency. Also, end-of-the-year report cards are mailed to the address written on your emergency card. Persistent problems in reaching parents will result in the Office of Child Welfare and Attendance being contacted.

### **FIRE DRILLS**

An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and await further instructions. If students are in the library during evacuation, they should exit and stay with the librarian.

## **HOMWORK POLICY**

Homework is an integral part of the educational process. The following guidelines are followed:

1. Homework is given to reinforce skills taught in the classroom.
2. Homework is tailored to the instructional level of each student.
3. Homework is used to foster responsible work-study habits.
4. Homework is used to compute final grades.
5. Homework is to be turned in as directed by the teacher.

A student absent for two days or less is responsible for getting their assignments from a reliable classmate. Parents may contact the counselor to arrange for homework for students missing three or more consecutive days.

## **AFTER SCHOOL ACTIVITIES**

Students are not allowed to loiter in the school building or on school campus after 2:40. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

## **STUDENT INSURANCE**

Student insurance is available at no cost to parents. If students are covered under a family policy, expenses incurred will be paid according to the school insurance policy schedule of benefits in addition to the insured's primary insurance. After benefits by the family policy have been paid, the school insurance will pay towards the expenses at the usual and customary rate for our area but may not cover the entire expense.

Students who are not insured through a family policy or medical card will be insured for school hours. Medical expenses will be paid at a usual and customary rate for our area but may not cover the entire expense.

## **BUS PRIVILEGE**

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety may result in bus privileges being denied.

## **BUS PASSES**

A written note from parents is required when students need to ride a different bus. This note should be signed by one of the administrators and presented to the driver at boarding time.

## **HALL PASS**

Students are not allowed to leave class except for matters of extreme importance. When a student is permitted to leave class, he/she must be provided with a written hall pass signed by the teacher showing the date, student's name, where he/she is authorized to go, the time, and the teacher's signature. Any time a student is in the hall he/she must have a pass.

## **ASSIGNMENT BOOKS**

This assignment book serves as a handbook, student planner, and hall pass. Students must have their assignment books daily. Students will not be allowed to leave class without the hall pass portion of the assignment book signed by a teacher. Replacement assignment books can be purchased for \$3.

## **IMMUNIZATION AND MEDICATION**

Louisiana Statute 17: 170 makes it mandatory that every child attending the Zachary Community

Public Schools be properly immunized against diphtheria, tetanus, whooping cough (pertussis), poliomyelitis, measles, and rubella, or shall present supportive evidence if immunization records are incomplete. Immunizations may be obtained from your local physician or the local health unit.

No student can be given medicine at school unless a consent form is completed by the parent and signed by the physician allowing medication to be administered at school.

### **Please note the following:**

- We must have a written consent from the doctor that the medicine has to be given during school hours, or kept there for emergencies.
- The medicine must be brought to school by the parent/guardian. Do not send medicine with the student on the bus.
- Medicine must be in its original container, labeled by a pharmacist.
- Any time there is a change in medication, a new consent form must be filled out. Students shall not be allowed to have medication of any kind in their possession.
- Over-the-counter medications will not be administered to students unless a signed consent form is on file.

## **CAFETERIA**

### **BREAKFAST /LUNCH PROGRAM – OPTIONAL**

All students have the option of eating in the cafeteria or bringing a lunch. Students who were approved for free or reduced price meals **MUST** apply at the beginning of each school year in order for benefits to continue. Students must follow school and cafeteria rules or breakfast privileges will be denied.

**\*\*Free and reduced lunch does not cover the cost of additional items such as cookies, bottled water, etc. Students must pay cash for additional items.**

Breakfast & lunches MUST be paid for by the week, month, or semester.

**ZACHARY COMMUNITY SCHOOL BOARD**  
**2009-10 MEAL PRICES**

		LUNCH				BREAKFAST		
		Full Price	Full Price	Reduced		Full Price	Reduced	
		Elementary	Secondary	All Grades	Adults	All Grades	All Grades	Adults
Month	# of Days	\$ 1.50	\$ 1.75	\$ .40	\$ 3.00	\$ 1.00	\$ .30	\$ 2.00
Aug.	16	\$ 24.00	\$ 28.00	\$ 6.40	\$ 48.00	\$ 16.00	\$ 4.80	\$ 32.00
Sept.	21	31.50	36.75	8.40	63.00	21.00	6.30	42.00
Oct.	21	31.50	36.75	8.40	63.00	21.00	6.30	42.00
Nov.	16	24.00	28.00	6.40	48.00	16.00	4.80	32.00
Dec.	14	21.00	24.50	5.60	42.00	14.00	4.20	28.00
Jan.	18	27.00	31.50	7.20	54.00	18.00	5.40	36.00
Feb.	18	27.00	31.50	7.20	54.00	18.00	5.40	36.00
Mar.	20	30.00	35.00	8.00	60.00	20.00	6.00	40.00
Apr.	19	28.50	33.25	7.60	57.00	19.00	5.70	38.00
May	13	19.50	22.75	5.20	39.00	13.00	3.90	26.00
<b>Total</b>	<b>176</b>	<b>\$264.00</b>	<b>\$308.00</b>	<b>\$ 58.40</b>	<b>\$528.00</b>	<b>\$ 176.00</b>	<b>\$ 52.80</b>	<b>\$352.00</b>

*Students may not charge meals.*

Lunches from home may not be purchased from a commercial establishment (McDonald's) nor can they include canned/bottled drinks or candy.

**STUDENT FEE AND MATERIALS FEE**

In order for students to receive a quality education at NMS, they must have the necessary materials, supplies, and textbooks. NMS has imposed minimum fees to help offset special costs incurred in the operation of our school. We feel strongly that prioritizing where money is spent is critical to the overall education of our students: therefore, the staff believes that using money for fees for educational purposes is more critical than spending money on activities or buying concessions.

School fees will be \$35. These fees will be collected in homeroom. This amount covers the following core curriculum classes: Student Fee - \$15(copies and postage), Technology Fee - \$6, English Fee - \$3, Math Fee - \$3, Science Fee - \$5, Social Studies Fee - \$3.

Students taking any elective classes such as Art, Drama, Study Skills, Foreign Language, Forensics, Band, etc. will pay these fees to their respective elective teachers.

## **CLASS SCHEDULES**

Northwestern Middle School offers 7 subjects to all students: English, Math, Science, Social Studies, Reading, Explore Class & Physical Education.

Schedules will be changed for 2 reasons only:

1. Student is placed in the wrong course
2. Student has a physical problem documented on physician's letterhead

Explore courses will be scheduled so as to place the student in the correct academic course first.

## **TELEPHONES**

School telephones are for the use of official school business only. Students may use the phone in the attendance clerk's office with special permission only.

## **SCHOOL PICTURES**

All students will have their pictures taken at the beginning of school. Students will be required to pay the full amount in advance of taking their picture. Defective pictures will be retaken. A picture will be taken (free of charge) for use in the school yearbook.

## **LOST AND FOUND**

Students are requested to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in the school front office.

## **COMMERCIAL DELIVERIES**

The school cannot and will not deliver items during the school day (flowers and gifts). Deliveries will not be accepted in the school office.

## **VISITATION POLICY**

We welcome visitors to our school! To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before going to a classroom. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

## **PARENT-TEACHER CONFERENCE**

Conferences with teachers will not be scheduled during instructional time, but will be scheduled for team planning time. NMS welcomes parents to visit classrooms. Please contact the guidance office to schedule a conference.

## **CHECK-IN**

Students arriving late to school must report to the Attendance Office and receive an **ADMIT SLIP**. To be admitted to class, the student must present

the **ADMIT SLIP** to the teacher.

### **CHECKOUT**

Students who have emergencies during the day must bring a “Request to Check-Out” from the teacher to the office. Student generated check-outs will not be allowed prior to 5th hour and then only if the student is obviously ill. Verbal permission from the parent or guardian to the attendance clerk must be secured before the student will be released to anyone not noted on the emergency card. This protects the students as there are those who will write their own notes. **NO CHECK-OUTS WILL BE ALLOWED AFTER 2:00.**

### **MAKE-UP WORK POLICY**

Students having an excused absence will be given a chance to make up work. It is suggested that exams and other routine work assignments should be completed within one week after returning to school. **It is the student’s responsibility to ask for make-up work.** Parents may call the guidance office and ask for homework assignments when the student has been absent for at least three days.

#### **Make up work due to excused absences:**

It is the student’s responsibility upon returning to school to contact each teacher to make up all work that the student missed during the absence. The individual teacher will set the date the work is due. If the student was absent for an extended length of time, arrangements should be made with the individual teachers and the guidance counselor for any extension.

1. Students will be permitted to make up all work including tests and graded material unless they received an unexcused absence.
2. It is the student’s responsibility, upon his/her return to school, to ask the teacher if any test or graded material needs to be made up. Teachers will at this time establish the time and place of make-up work.
3. Students in school when a test or activity is announced and who miss only the day of the test or activities and return the next day, will be expected to take the test or complete the activity upon the day of their return.
4. Students will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed a total of five days. If after notification, the student fails to accomplish make-up work in the allotted time, the grade is recorded as a “0.”
5. Students will not be allowed to make up work missed during days of suspension or for days missed while skipping classes. **Work completed at the discipline center will be accepted and graded.**

6. A student who misses one day in which an unannounced quiz was given shall take the quiz upon his / her return.

## DISCIPLINE

The ultimate responsibility for student behavior rests with the student and his/her parents; however, we who are charged with the responsibility of educating the students of our community recognize that discipline is a part of our daily responsibility. Although we are concerned with students as individuals, we must also be concerned with the entire student body and insure that the proper atmosphere for teaching and learning is preserved. It is our objective, in the area of discipline, to have fair and impartial discipline in order to maintain the total learning environment for all students concerned and to help students develop the self-discipline necessary for learning to occur. Conduct that prevents learning from taking place and/or threatens or endangers any employee or student will not be tolerated.

Students are expected to follow all regulations listed in the Zachary Community School Board Rights and Responsibilities Handbook as well as the Northwestern Middle School Handbook. It is expected that each student and parent will familiarize themselves with the content of this handbook so as not to be surprised at consequences that may befall them.

## SCHOOL DISCIPLINE POLICY AND REGULATIONS

Discipline Procedures – Before a teacher sends a student to the office for a minor offense, the following course of action will be taken:

1. The first time a student commits a minor disturbance in the classroom, the teacher will issue a verbal warning, hold a teacher/student conference with documentation of the conference on file in the discipline office.
2. Before any disciplinary action is taken on a student for a minor offense, there must be documentation that an authorized school employee has made parental contact.
3. Following parental contact, the student will be disciplined according to the procedures outlined under Classroom Disturbances.
4. Counseling services with a school counselor may be incorporated in the discipline plan any time it is deemed helpful or requested.

## INFRACTIONS:

### **Assault/Battery of School Personnel**

**(Assault: threat, wherein the person receiving the threat under ordinary reasonable standards may perceive the danger of bodily harm. Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)**

1st Occurrence – Recommended expulsion.

## **Breaking and Entering**

Any Occurrence – Short-term suspension or long-term suspension until reimbursement for damages or theft is made – or recommended expulsion.

**Bullying/Harassing Classmates (Bullying: Repeated negative behaviors intended to frighten or cause discomfort. Harassing: May be verbal, physical, or suggested.)**

1st Occurrence – Two days TOR.

2nd Occurrence – Two day assignment to the Discipline Center.

3rd Occurrence – Long term suspension pending a hearing with superintendent/designee.

Note: If a student believes he/she is a victim of bullying, harassing or hazing, a report should be made to any school personnel.

## **Bus Rules Violations**

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. A school bus is considered the same as a student classroom for all purposes of conduct and behavior. The bus driver has the same status as a classroom teacher in this regard. All disciplinary problems which develop on a school bus traveling to and from school will be handled by an administrator. A student can be removed or expelled immediately from a bus if he or she causes any kind of disturbance on the bus that will endanger the safety and health of others. When a student is removed from the bus, the parent will assume the responsibility of getting the student to and from school.

Minor disturbances on the school bus will be dealt with as follows:

1st Occurrence – Student will be warned and counseled. Parent/guardian notified.

2nd Occurrence – A conference will be held with the student and parent/guardian.

3rd Occurrence – Student will be denied bus transportation for 3-5 days.

4th Occurrence – Permanent suspension from the school bus for the remainder of the school year.

Major disturbances on the bus could result in more serious consequences such as suspension/expulsion from school.

## **Cell Phones and Other Communication Devices**

Refer to district handbook policy.

**Cheating (All cheating will result in a score of zero on each offense.)**

1st Occurrence – TOR, Saturday School, Suspension, or recommended expulsion.

## **Communication of False Information of Planned Arson or Bomb Threats**

1st Occurrence – Recommended expulsion

### **Computer/Technology Misuse**

Any use of the Internet/computer that adversely affects its operation in pursuit of teaching and learning or results in illegal or inappropriate activities.

Any Occurrence – Consequences may vary from a warning to an expulsion recommendation depending on the severity of the offense.

### **Cutting Class or Leaving the Classroom Without Permission**

1st Occurrence – One day Saturday Detention

2nd Occurrence – Two days TOR

3rd Occurrence and thereafter – Two days Discipline Center

### **Deliberate Acts Which Cause a Puncture, Bleeding or Other Injury**

1st Occurrence – Three days Discipline Center

2nd Occurrence – Five days Discipline Center

3rd Occurrence – Recommended Expulsion

### **Deliberate Destruction of School Property and/or Personal Property on School Grounds or During School Activities at Any Time**

1st Occurrence – Long term suspension until reimbursement and/or recommended expulsion.

### **Disrespect: Minor (Verbally or Non-verbally)**

Talking back in a normal voice or under the breath, rolling the eyes, etc.

1st Occurrence – Teacher conferences with student and contacts parent.

Documentation on file. Teacher may recommend 1 day TOR to be approved by an administrator.

2nd Occurrence – Two days TOR

3rd Occurrence – Two days Discipline Center

4th Occurrence – Four days Discipline Center

5th Occurrence – Recommended Long-Term Suspension

6th Occurrence – Recommended Expulsion

### **Disrespect: Major**

Profanity toward a staff member, calling a teacher a name, direct refusal to obey, verbal aggression toward a school staff member, inappropriate disrespectful comment directed toward teacher, etc. Administration will determine if the disrespect is major or minor. Major disrespect directed toward the administration could result in indefinite suspension pending an expulsion hearing.

1st Occurrence – Short term suspension (2-9 days)

2nd Occurrence – Short term suspension or Long term suspension

3rd Occurrence – Long-term suspension

4th Occurrence – Recommended expulsion

### **Disturbing Class**

Any act that prevents a teacher from carrying out his/her planned lesson.

1st Occurrence – Teacher conference with student and contact parent.

- 2nd Occurrence – One day TOR
- 3rd Occurrence – Two days TOR
- 4th Occurrence – Two days Discipline Center
- 5th Occurrence – Three- Five Days Discipline Center
- 6th Occurrence – Five- Nine Days Discipline Center
- 7th Occurrence – Recommend expulsion

\*A student may be immediately removed from the classroom if the disruptive behavior interferes with the education of the other students. At that point, the student may be assigned to TOR, Saturday School or Discipline Center.

### **Extortion/Intimidation**

The deliberate act of one student threatening or forcing another student to give up personal possessions.

- 1st Occurrence – Three Days Discipline Center
- 2nd Occurrence – Long-term Suspension
- 3rd Occurrence – Recommended Expulsion

### **Forgery of Administrator’s, Teacher’s or Parent’s Name to a School Document or Note**

- Any Occurrence – 2 day assignment to Discipline Center

### **Fighting/Assault/Battery**

(Assault: Threat, wherein the person receiving the threat under ordinary reasonable standards, may perceive the danger of bodily harm. Battery: The unlawful and unwanted touching or striking of one person by another, with the intention of bringing about a harmful or offensive contact.)

Fighting: (one on one) Students instigating, initiating, escalating, or participating in a fight will be dealt with in the same manner. Results of investigations shall determine the disciplinary actions for each student in a situation involving fighting. For fights involving students who are fourteen years of age or older, the appropriate law enforcement officials may be called.

If it can be determined that a participant in a fight was provoked into fighting, and only engaged in self defense, that participant may not be subject to suspension. A PERSON WHO IS THE AGRESSOR OR WHO BRINGS ON DIFFICULTY CANNOT CLAIM THE RIGHT OF SELF-DEFENSE. A STUDENT CANNOT CLAIM THE RIGHT OF SELF-DEFENSE WHENEVER HELP OR FLIGHT IS AVAILABLE. RESPONDING TO A VERBAL CONFRONTATION BY USING PHYSICAL FORCE IS NOT ACCEPTABLE AND CANNOT BE CLAIMED AS SELF-DEFENSE.

- 1st Occurrence – Three to Five days Discipline Center
- 2nd Occurrence – Five to Nine days Discipline Center
- 3rd Occurrence – Long Term Suspension
- 4th Occurrence – Recommended expulsion

In the event of a fight where two or more students fight another student, the

additional students involved will be recommended for expulsion.

**Gambling – The playing of games of chance for money or objects of value; wagering or betting.**

Any occurrence – short term assignment to the Discipline Center

**Leaving Campus without Permission**

1st Occurrence – Two days Discipline Center

2nd Occurrence – Five days Discipline Center

3rd Occurrence – Long-term Suspension

**Major Disturbance**

A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area, and/or which jeopardizes safety of children.

1st Occurrence – Recommended expulsion

**Miscellaneous Infractions**

Miscellaneous Infractions may ideally be handled by the supervising teacher. These may include but not limited to: eating and/or chewing gum, reporting to class without needed materials, reporting to class without homework, writing/sending notes during instructional time, sitting in desk inappropriately, leaving the desk without permission, horseplay, excessive loudness, disobedience, lying, possession of inappropriate articles at school, etc.

1st Occurrence – Teacher consequences, contact parent.

2nd Occurrence – One day TOR

3rd Occurrence – Two days TOR

4th Occurrence – Two days Discipline Center

5th Occurrence – Three days Discipline Center

6th Occurrence – Long term suspension

**Indecent Behavior/Molesting Student/Sexual Harassment**

Sexual Harassment includes exposing private body parts, making sexual or obscene gestures with body parts, verbal or written sexual remarks, comments, jokes, slurs, or gestures of a sexual nature, touching students in private areas, visual harassment such as derogatory or offensive posters, cards, graffiti, drawings, looks, or gestures. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, etc.

Indecent behavior includes socially unacceptable behavior, that is morally offensive.

Any Occurrence – Three days Discipline Center to expulsion recommendation depending on the severity of the offense.

**Obscenity, Profanity, Pornographic Materials, Racial Slurs**

1st Occurrence – up to Three days TOR

2nd Occurrence – Two days Discipline Center

3rd Occurrence – Five days Discipline Center

4th Occurrence – Long term Suspension  
5th Occurrence – Recommended Expulsion

### **Other Major Offenses**

Any Occurrence – Short-term suspension, Long-term suspension or recommended expulsion

### **Possession or Use of a Dangerous Weapon**

A weapon is defined as any object which, under the circumstances, may be used to inflict serious bodily injury or damage to property.

Any Occurrence – Recommended expulsion

### **Possession or Use of Explosive Devices/Fireworks, and/or Ammunition and/or Look-Alike Devices**

Any Occurrence – Recommended Expulsion

### **Pushing/Shoving/Bodily Contact**

1st Occurrence – One Day TOR

2nd Occurrence – Three Days TOR

3rd Occurrence – Three Days Discipline Center

4th Occurrence – Five Days Discipline Center

### **Public Display of Affection**

Any Occurrence – Saturday School

### **Smoking, Chewing, and/or Possession of Tobacco Products (including matches/lighters)**

1st Occurrence – Two Days Discipline Center

2nd Occurrence – Five Days Discipline Center

3rd Occurrence – Nine Days Discipline Center

4th Occurrence – Recommended Expulsion

### **Stealing (Includes Possession of Stolen Goods with Knowledge)**

Any occurrence – Two days TOR to indefinite suspension until satisfactory restitution or restitution agreement has been made.

### **Tampering or Destroying School Records, Roll Books, or School Property**

Any Occurrence – recommended expulsion

### **Tampering With Fire Alarms or Causing a False Alarm of Fire**

1st Occurrence – Short-term suspension (2-9 days)

2nd Occurrence – Recommend expulsion

### **Threatening Student(s)**

Any Occurrence – Consequences may vary from short-term suspension to expulsion recommendation. Results of investigations shall determine the disciplinary actions for each student.

## **Threatening Administrator, Faculty, or School Personnel**

Any Occurrence – Long-term suspension or recommended expulsion depending on the nature of the threat.

## **Trespassing**

Any Occurrence – Short-term suspension. If student refuses to leave campus, law enforcement authorities will be contacted. While trespassing, any offense committed by a student on another school campus carries the same disposition as if it had been committed on his/her own campus.

## **Truancy/Cutting School**

1st Occurrence – 3 Days Discipline Center

2nd Occurrence – 5 Days Discipline Center

3rd Occurrence – Long-term Suspension

## **Willful Disobedience**

Purposeful/de fiant repeated behavior which has been specially addressed.

1st Occurrence – One day TOR

2nd Occurrence – One day TOR and Saturday School

3rd Occurrence – Two days Discipline Center

4th Occurrence – Three days Discipline Center

5th Occurrence – Five – nine days Discipline Center

6th Occurrence – Recommended expulsion

## **ALCOHOL AND DRUG OFFENSES**

- A. Possession of prescription/non-prescription medication without evidence of a prescription or a physician's order on file at school – short-term suspension, long-term suspension or recommended expulsion.
- B. Distribution of medication, including non-prescription medication, or possession of same with intent to distribute; recommended expulsion.
- C. Use, distribution, or possession with intent to distribute alcohol, nitrate based inhalants and/or any other inhalants injurious to the health and well being of students; recommended expulsion.
- D. Distribution of any substance which is falsely represented to be an illegal drug or a counterfeit illegal drug, or possession of same with intent to distribute; recommended expulsion.
- E. Under the influence of alcohol or drugs; short-term suspension and counseling.
- F. Possession of or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event- recommended expulsion for a minimum of 2 complete semesters

**\*WARNING: UPON THE FOURTH SHORT-TERM SUSPENSION THE STUDENT MAY BE RECOMMENDED FOR EXPULSION.**

**The administrative staff may rescind final exam exemptions and/or**

**prohibit students from attending school-based activities and field trips for the following reasons:**

1. Chronic disruptive behavior.
2. One or more suspensions.
3. Excessive tardies / absences.
4. Excessive incidents of no homework and/or not completing assigned work.

**DISCIPLINE CENTER**

Students may be assigned to the Discipline Center in lieu of being removed. Generally, the Center is offered for removal of 2 – 9 days. Students may not participate in school functions during the assignment to the Discipline Center. Parents must accompany the student on the first day of check-in to the Discipline Center and upon arrival back to Northwestern Middle School. Students will be permitted to make up any work missed during the period of time spent at the Discipline Center. Attendance on all days assigned is required in order to get credit. Any absence will result in no credit for attendance.

**TIME-OUT ROOM (TOR)**

The Time-Out Room concept is of a self-contained program that is a limited extension of the regular classroom while providing an in-house suspension environment incorporating discipline coupled with encouragement. The purpose of the Time-Out Room is to provide an alternative to suspension whereby a student who has committed a minor infraction at school will be able to remain in school and be given an opportunity to modify his/her behavior through discipline activities, counseling, class work assignments, encouragement, and parental/guardian contacts. Any student who receives a referral for a minor offense while in the TOR will be assigned to Saturday School. Major disturbances will result in the student being assigned to the Discipline Center and the parent/guardian being called to pick the student up from school.

**SATURDAY SCHOOL**

The goal of Saturday School is to provide an alternative to students in lieu of short-term suspension. **Saturday School will be held at Zachary High School from 8:00 a.m. to 12:00 noon on Saturday morning as needed.** Because Saturday School is an alternative to suspension, no rescheduling will be allowed. Students who fail to report to Saturday School will receive a short-term suspension. **NO EXCUSES OR TARDIES WILL BE PERMITTED.** Any student who is removed from Saturday School will receive a minimum 2-day suspension.

**EXPULSION**

Limited expulsion is any denial of school attendance which will terminate at the beginning of the next semester. Unlimited expulsion is any denial of school attendance for a specific period of time beyond the beginning of the next semester or any permanent denial of school attendance.

## **TARDY POLICY**

***Tardy - not arriving for class at the BEGINNING of the scheduled start time.***

- All tardies are processed through the office; the disposition of tardy cases will be handled according to the discipline policy of the Zachary Community School Board and Northwestern Middle School.
- Any student tardy to HOMEROOM will be sent to the office for an admit slip.
- Tardies after homeroom will be recorded on the Daily Attendance Report form.
- After a student has 3 tardies, the student's tardy record is submitted to the Dean of Students for disciplinary action:
  - 3 tardies – TOR
  - 5 tardies – Saturday School
  - 7 tardies – Student is suspended pending a parent conference
  - Repeated tardies could ultimately lead to short-term suspension.

Note: All tardies will count toward the student's total unless the tardy is accompanied by a doctor's excuse. If a student reports tardy to school with a parental excuse, that student will be allowed to make up missed work, however, the tardy will still count toward the student's total.

## **TARDY LOCKOUT**

Unannounced procedure where tardy students are not allowed to report to class but are redirected to TOR and/or Saturday School.

## **STUDENT DRESS CODE**

### **GENERAL APPEARANCE**

The object of the dress code is to create a safe environment that will be conducive to learning and not disrupt or detract from the educational process. Any dress or grooming that attracts undue attention, disrupts school, or detracts from the learning process is unacceptable.

*\*The final interpretation of the dress code will be at the discretion of the administrators as to whether or not the infraction will impair the learning environment.*

### **STUDENT IDENTIFICATION CARD**

All students will be required to purchase a valid picture ID card at a cost of \$5.00. The I.D. is considered part of the daily uniform. The card is the student's official school and library identification. It must be worn and visible at all times. Loss of an ID card should be reported to the administration of

## Northwestern Middle School.

A temporary ID card may be rented (only once per week) for \$1.00 from his/her homeroom teacher in the event the student misplaces his/her ID or leaves it at home. Temporary ID's will not be sold after 1st hour. It is the student's responsibility to notify his/her 1st hour teacher (homeroom teacher) and purchase a temporary ID.

**A student will be unable to enter class without an ID card.** He/she must rent a temporary ID, have a parent bring the ID, or remain in TOR until he/she has an ID. This card must be presented each time a student checks in or checks out of school and is tardy for class. A student must also present his/her card each time he/she checks out material from the school library..

The card may also be used as identification with cost of admission to athletic and school activities. Defacing or destroying the ID card will void the ID and subject the student to disciplinary action. Students may not place stickers, notes, pictures, etc. on the ID or inside its case. Lending the ID card to anyone or failure to present it when requested by a school official is a violation of school regulations and will subject the holder to disciplinary action. A new card must be purchased when the old one is damaged beyond use by scanning machines.

### UNIFORM SHIRT

- The uniform shirt is navy or white. It **must have the ZCSB logo monogrammed on it.**
- Short or long sleeve collared golf-style or collared, button up front shirt.
- Shirt style is pull-over with three buttons at the top. **Shirts may not be excessively:** stained, faded, or frayed and will not have holes. **Only white or navy undershirts may be worn. Shirts must be tucked into the pants and must be long enough to stay tucked when the arms are raised over the head.**
- Decals may not show through the material of the uniform shirt.

### UNIFORMS SLACKS

- Uniform slacks will be khaki (Twill material).
  - Denim, corduroy, or any stretch fabric is not allowed.
  - Slacks with pockets below the hips are not allowed.
  - Tight-fitting pants are unacceptable.
  - Frayed hems on slacks will NOT be allowed.
- **Shorts/Skorts** are not permitted.
- No jeans, Capri pants, cargo pants, crop pants, leggings, carpenter pants, sweatpants, hip-huggers, biking shorts, or stretch pants are allowed.
- Pants should be a style worn at the waist and must have belt loops. They may not be rolled at the waist or ankle, nor may they be gathered by elastic at the ankle.

- All pants must be worn with a **SOLID** black, brown, cordovan, or navy belt. Belts must be visible. Studded belts are NOT allowed. Belt buckles may not exceed two inches in height or width.

**Parents of male students are encouraged to purchase pants that are the correct waist size as sagging pants will not be allowed.**

### **UNIFORM SKIRTS (girls only)**

- Uniform KHAKI skirts may be worn by girls only.
- Skirts must be loose fitting and the length must be at least to the knee
- Skirts will be of twill material.

### **SHOES**

- Shoes with closed toe and closed heel are required. Loafers, Crocs, oxfords, and athletic style shoes are acceptable. Boots may be worn with slacks, provided the slacks are worn over the boots and the slacks are not cut. Slacks may not be tucked into the boots. No boots may be worn with uniform skirts.
- Shoes must be laced to the top of the shoe.
- Shoes that have velcro straps must be secured properly to the shoe as designed.
- Socks must be worn. Socks must be solid white, dark blue, black, or brown. Females may substitute neutral-colored stockings for socks.

### **Unacceptable**

Sandals, flip-flops, house shoes, slippers, and similar types of shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Backless shoes are not acceptable.

### **OVER GARMENTS (SWEATSHIRTS, SWEATERS, WINDBREAKERS)**

- Over Garments must be one of seven **solid** colors: **navy, white, red, black, brown, gray, or khaki.**
- School issued sweatshirts/jackets are acceptable.
- Large logos (greater than 2 square inches) on sweatshirts, jackets, or coats are not acceptable.

*Exceptions* - Spirit Group Sponsors and Club Sponsors, in conjunction with the Administration, may allow their teams/squads/groups to wear their spirit dress on certain approved, predetermined days.

## **DRESS AND GROOMING CODE**

- (1) **HEADWEAR** of any kind is prohibited. (No hats, caps, scarves, bandanas, hairnets, visors, hair combs, metal picks, curlers, sunglasses, etc.)
- (2) **Hair** must be clean, neat and of a manageable length. Hair at or below the eyebrows is not allowed. Hair may not be longer than the collar on the back of male students. Students whose hair is too long in the opinion of the administration will be notified and given a day to correct it before being sent to the TOR. Student will remain in the TOR until hair is cut to an acceptable length. Hair that is braided must remain braided throughout the school day. Natural hair colors only! No writing, symbols, or carvings in hair styles, and no “Mohawk” hair cuts. No facial hair on male students. Male students may not have ponytails or similar hairstyles. Beads are not allowed to be worn in hair.
- (3) **Make-up** worn in an abnormal/excessive state is prohibited. (Black lips, excessive eyeliner, etc.) . Violation of this rule will result in the makeup being removed and confiscated.
- (4) **Excessively Loose Clothing or clothing which sags below the waistline is prohibited.** Pants must be worn at or above the waistline. Belts must be worn on pants/slacks with belt loops. Belts must be clearly visible.
- (5) **Any item that can be used as a weapon** is prohibited, such as wallet chains, dog chains, excessive rings, rat-tail combs, etc.
- (6) **One pair of earrings may be worn on girls only and only in the ear.** Size of the earrings may not exceed the size of a quarter. No excessive jewelry may be worn or jewelry that could possibly be used as a weapon. Male students are not allowed to wear earrings of any kind, including studs or straws to preserve the pierced holes. Band aids or tape covering the piercing is also prohibited.
- (7) **No visible body piercing (including tongue piercing) is allowed, except on the ears of female students.**
- (8) **Writing on arms or other body parts or clothing with pens or markers is prohibited.**
- (9) **No grills.**

## **IMPROPER ID CARD AND DRESS CODE VIOLATION**

- 1ST Offense – Warning
- 2ND Offense – Parent Contact
- 3RD Offense – TOR
- 4TH Offense – Saturday Clinic

## 5th Offense – Suspension

**Students whose dress or grooming is inappropriate in the opinion of the administration will remain in the TOR until proper adjustments are made.**

### **BOOKSACKS /PURSES**

Book-sacks and large purses are not allowed on the NMS campus.

Exception: Students may bring a small bag on Mondays and Fridays to transport their P.E. uniforms to and from school. Female students may have a small “clutch” purse at school. Maximum size for a purse is 6” tall and 10” long. Students who choose to bring book-sacks or large purses to school will have them taken up and returned only to a parent/guardian.

### **AFTER SCHOOL DRESS POLICY**

Decent and appropriate dress should be worn at all school – sponsored events. Students whose dress or grooming is inappropriate in the opinion of the administrator or staff member will be sent home to make the proper adjustments.

### **AFTER SCHOOL ACTIVITIES POLICY**

Students attending after school activities should arrange for transportation to and from the event before arriving on campus. Any student who is not picked up in a timely manner at the conclusion of an event or activity may lose the privilege of attending after school activities for the remainder of the school year.

### **PHYSICAL EDUCATION PROGRAM**

All students will be required to dress in a full physical education uniform available through the school.

Uniforms may be used from one year to the next if they are in good condition. Uniforms may be purchased from your physical education teacher. Uniforms are \$15.00.

Locker rental fee is \$5.

- Students are required to dress out daily. Students not dressing out will still be required to participate.
- The uniform must be worn correctly - shirt tucked in and shorts at the waist.
- Tennis shoes and socks are required for P.E. class.
- During cold weather, the P.E. teachers will inform students when they may start wearing sweat suits OVER their P.E. uniform.
- Participation (dressing out daily) constitutes 60% of a student’s grade. After 3 NO-DRESS days, the students will receive a suspension pending a parent conference.

- The name of the student must be placed on the shorts and shirt.
- A student is not permitted to wear another student's uniform.
- P.E. clothes must be worn in P.E. classes ONLY. (**Not under uniform shirts**)

### **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are the property of the state of Louisiana and the Zachary Community School Board. Textbooks and library books are checked out to each student on a loan basis.

Since these instructional materials are a major investment, all students must either return the books in usable form or pay the full price for replacement. Library bar codes are used for check out. **Final report cards which indicate promotion or retention will not be mailed to students who owe fees to the school.**

### **LIBRARY MEDIA CENTER POLICY**

#### **Circulation of Materials:**

- Books 2 weeks
- Magazines overnight
- Reference materials, computer software, games/newspapers are to be used in the library only.

#### **Circulation Procedures**

Students may check out 2 items from the library. If they owe fines or fees over \$3.00 for overdue, lost, or damaged materials, they will not be allowed to check out anything until the obligation has been met. Students will be charged 5 cents per item for every school day material is overdue, with fines not exceeding \$3.00 per item. They will be charged book price for lost or damaged books.

All library patrons may request that a hold be placed on materials that are checked out.

Mrs. Warren will contact individuals as items are returned.

### **COMPUTER USAGE**

Students may use the library computers and the Internet for research and word processing purposes only. No games or Internet "surfing" will be allowed. There will be a 2 person maximum at each computer unless a teacher assigns a larger group.

### **HONOR ROLL AND RECOGNITION**

Academic awards recognize grades in all Core and Explore classes.

## **INDIVIDUAL STUDENT DONATIONS**

\*Donations for individual students to attend field trips, conferences, etc. will not be taken up at school.

### **Special tips to help NMS students succeed :**

\*The 2 most common discipline issues for Northwestern Middle School students are:

#### **Dress Code Infractions**

The majority of dress code infractions processed in the Dean's office is a result of forgotten ID's, forgotten belt or unacceptable belt color, and jackets that do not meet the school dress code. Please pay special attention to these areas of the handbook to minimize the number of uniform infractions that you receive. If the problem can not be immediately corrected, the student will be sent to TOR until proper adjustments are made. **NO EXCEPTIONS.**

#### **Tardies**

Tardiness is one of the most prevalent issues at the middle school level. The students are switching classes throughout the day. Students need to move quickly and quietly to avoid being late to class. Most of the tardies occur 1st period as a result of students being dropped off late to school. The only way a tardy to school will be excused without the tardy going on a student's record is if the student has a doctor's excuse. **PARENT NOTES WILL ALLOW THE STUDENT TO MAKE UP WORK MISSED DURING THAT TIME, HOWEVER THE TARDY WILL STILL COUNT TOWARD THE STUDENT'S TOTAL.** If a student is having trouble with early morning tardies, the school bus is a logical alternative. Students are not penalized if a bus arrives late to school.

## NORTHWESTERN MIDDLE SCHOOL

### SCHOOL-LEVEL TITLE I PARENTAL INVOLVEMENT POLICY

**Goal:** The goal of Northwestern Middle School is to foster a shared responsibility between home and school to insure student learning and to prepare students for life long learning.

#### **Objectives:**

1. Provide information to parents regarding academic progress, school activities and school resources in a timely manner.
2. Encourage greater active participation by parents in their child's education.

Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

#### Responsibilities

The School will:

- Provide a high-quality curriculum and instruction in a supportive and effective learning environment enabling students to meet the state academic standards through high quality teachers, resources, and facilities needed.
- Involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I programs, plans and policies.

With regard to the School-Level Parent Involvement Policy, the School will:

- Facilitate and implement the parent involvement policy.
- Involve parents in the planning, review and improvement of the policy at least annually by inviting them to take part in developing the School Improvement Plan (SIP).
- Provide the policy in an understandable and uniform format and to the extent practicable, in a language the parents can understand.
- Distribute parental involvement policy and school-parent compact at Open House. Copies will be available in office as well.

With regard to parent meetings, the School will:

- Host an annual meeting at the Fall Open House to inform parents of their school's participation in Title I, the requirements of Title I and the right of parents to be involved.

- Inform parents of the meeting and encourage and invite parents to attend through notices sent home with students. Parents unable to attend are offered an alternative time to meet with the principal and/or teacher.

With regard to Title I Programs and Plans, the school will:

- Inform parents at the Fall Open House about the goals and purposes of Title I, and any Title I programs at the school.
- Distribute course syllabus and school handbooks to inform parents of the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the plan when it is submitted to the district.
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs.
- Administrators will provide timely responses to parents' suggestions and questions.

With regard to professional development, the school will:

- Provide training to school staff to strengthen parent involvement efforts relating to:
  - the value and utility of contributions of parents
  - how to reach out to, communicate with, and work with parents as equal partners
  - implementing and coordinating parent programs
  - building ties between parents and the school

With regard to the coordination with other programs, the school will:

- Collaborate with community agencies and businesses to provide activities that encourage and support parents in more fully participating in the education of their student by conducting PTO meetings monthly to organize volunteer efforts that support the school/students by helping with various needs.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parental involvement ( Reading Bistro, I-Safe presentation, Father/Daughter Dance , LEAP meeting, parent/teacher conferences)
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand by providing monthly newsletter informing parents of school activities, workshops, awards, and important telephone numbers. Provide in-

<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
<i>Elective</i>		
<i>Elective</i>		
<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
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formation and resources to any LEP students.

- Provide school and teacher web pages for parents to access daily assignments or school messages.
- Assess the needs of parents, teachers, and students through online surveys.
- Provide information to parents regarding I-Safe participation.
- Provide access to educational resources for parents to use together with their students (ex. Have parent resource section in library that parents could check out).

The staff will:

- Assist the administration in facilitating and implementing the School Level Parent Involvement policy and parent involvement activities.
- Communicate academic progress of students via mailed report cards and progress reports.
- Encourage parent participation in parent/teacher conferences. Hold at least one parent/teacher conference during the year at which the Student/Parent/Teacher Compact will be discussed as it relates to the student's achievement.
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities. Plan recognition program for volunteers.

*[NOTE: In addition to the responsibilities listed above, the school/parent compact includes specific responsibilities for the student, parent, and teacher]*

<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
<i>Elective</i>		
<i>Elective</i>		
<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
<i>Elective</i>		
<i>Elective</i>		

<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
<i>Reading</i>		
<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
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<i>Elective</i>		
<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
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<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
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<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
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<i>English</i>		
<i>Math</i>		
<i>Science</i>		
<i>Social Studies</i>		
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<i>Elective</i>		
<i>Class</i>	<i>Assignment</i>	<i>Due Date</i>
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<i>English</i>		
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