

**PRINCETON COMMUNITY
MIDDLE SCHOOL**

WELCOME MESSAGE

Welcome to Princeton Community Middle School!

Middle school is a time of change. Study time used towards subject matter and social adjustments are greater here than at the elementary level. The school year will be exciting and filled with many new opportunities.

Please read the handbook carefully. Be sure you know the contents of this handbook and the contents of the "NGSC Code of Student Conduct: A Guide to Parents and Students" that outlines the code of behavior expected of students.

Please be aware that school handbook policies are derived from school board policy; therefore, it is essential that students and parents become familiar with school board policy by visiting: <http://www.neola.com/northgib-in/>

We want you to be excited about being here at Princeton Community Middle School. We want you to remember the middle school years as years of growing and maturing, and becoming the successful student we know you can be.

COURSE OFFERINGS

Math (R)
Algebra (PL – HS credit/GPA)
Literature/Language Arts (R)
Science (R)
Social Studies (R)
Physical Education (R)
Health (R)
College and Career Readiness (R)
Computer (R/E)
Computer Science (R)
Music (R/E)
Art (R/E)
Band (E/PL)
Choir (E/PL)
Technology (R/E)
Life Skills (PL)
R – Required
E – Elective
PL- Placement by Student Need

CONTACT US

Principal	KALEY STAFFORD
Assistant Principal	MARC JARKE
Guidance Director	DEENA GIBSON
Guidance Counselor	DEDE RUSSELL
Nurse	JAMIE MOORE
Treasurer	KIM FOGLE
Secretary	COURTNEY KINGSBURY
Office Assistant	TAMI THOMAS

FIND US

Facebook
www.facebook.com/pages/Princeton-Community-Middle-School/676986142365289?ref=hl

Website
<http://www.ngsc.k12.in.us/pcms-home>

Phone
812-385-2020

Bullying and Safety Tip Hotline
<https://ngsc-in.safeschoolsalert.com/>

SCHOOL SPIRIT

Colors	Red & White
Mascot	Tigers
School Song	

*Onward Princeton!
Forward Princeton!
Fight your way to fame!
Red and white
Will ever fight!
We're loyal, one and all!
Rah, rah, rah!
Onward Princeton!
Forward Princeton!
Fight your way to fame!
Fight, Princeton, fight,
And we will win this game!*

PRINCETON COMMUNITY MIDDLE SCHOOL

PCMS is to provide an atmosphere in which staff and students feel physically and emotionally safe, in a friendly, relaxed, but challenging environment. At PCMS, it is important that academics be emphasized, individual student progress be valued, accomplishments be praised, and staff and students be represented in decision-making.

Our aim is to provide many opportunities for learning and growing so that early and late developers, concrete and abstract thinkers, and dependent and autonomous youths can experience healthy, social, and academic development. PCMS provides essential opportunities for self-exploration and self-definition so that our adolescents can continue the task of forming a sense of identity.

Students will be provided opportunities to practice leadership skills, contribute to the functioning of their school, and participate meaningfully in the community. Through these opportunities, we will contribute to improving self-esteem, autonomy, and achievement.

At PCMS we will assist students as they look to peers for association, companionship, and both positive and negative criticism regarding their new social roles. We will provide positive social interaction with adults other than parents to gain a more realistic view of caring relationships.

At PCMS our young students need opportunities to try out their new physical, social, and intellectual abilities, and to find out what they can do well. We believe it is vital that they receive recognition for a wide variety of competencies. Although our young students are seeking increased independence and self-direction, we will help them know what is expected of them and provide the security needed by setting clear limits.

GENERAL STUDENT INFORMATION AT PCMS

Teachers and staff are the proper authority. Their jurisdiction includes monitoring all students on school property and at all school functions. Students are not to run or push in the halls.

PCMS WEBSITE

Parents and Students, please utilize the following website, <http://www.ngsc.k12.in.us/pcms-home> to stay updated on the following information;

1. Parent Link
 - a. Get your updated grades by accessing this online grade book. You can call the middle school office if you don't have a "Username".
 - b. Navigate your mouse to the "Parent Link" icon, click Harmony Parent Connect, type in your user id# and password and click on log in.
2. Academics
 - a. Programs
 - b. Courses
 - c. Grading Scale
3. Athletic Calendar and information
4. Canvas information and login link
5. Lunch menu
6. Media Center information and links
7. Staff Directory

MOBILE PHONE/PERSONAL COMPUTING DEVICE POLICY

In compliance with Indiana Code, students in the North Gibson School Corporation are prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, and/or gaming devices in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene.

This rule is not violated when the student has a) been given permission from a teacher to use a wireless device for educational purposes during instructional time; b) to use a wireless device in an emergency or to manage the student's health care; c) to use a wireless device as part of the student's Individual Education Plan (IEP) or 504 Plan.

In addition to being disciplined, students who use a wireless electronic device in a manner which violates this rule may have the device confiscated by school administration. Such a device will be returned to the parent.

Students using a cell phone at PCMS during normal instructional hours will be subject to the following consequences:

1. Confiscated – Returned to student at the end of the day.
2. Confiscated – Returned to parent
3. Confiscated – Returned to parent + one day alternative education assignment
4. Confiscated – Returned to parent + two days alternative education assignment
5. Out of school suspension

NOTICE TO STUDENTS AND PARENTS REGARDING PHONE/DEVICE CONTENT AND DISPLAY

- A. The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child Pornography" as defined by Indiana Criminal Statutes.
- B. It is "child exploitation", a Class C felony under I.C.35-42-4-4(b), for any person/student (10) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct by a child under the age of 18; or (2) to disseminate, exhibit to another persons, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- C. It is "child pornography", a Class D Felony under I.C. 35-42-4-4 (c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- D. "Sexual conduct" is defined by K.C. 35-42-4-4 (a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or another person.
- E. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statue at I.C. 35-42-4-11, as of May 2009, requires persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.
- F. Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

EXTRA-CURRICULAR TRANSPORTATION

Students representing PCMS will travel by school-arranged transportation or they will not be allowed to represent the school. This holds true for the trip to the event as well as the return trip. The only exception will be if the parents of the student are present at an after school event and the parents request that the student be released to them. If the parents make a written request, the student may return to Princeton with the parent; it is not permissible for the parent to release the student to someone else. Also, the parent may not request the release of any students other than their own child.

ARRIVAL

Car riders, bike riders, and walkers are not to arrive before 7:30 A.M. When students report to school before 7:55 AM, they are to stay seated in the assigned sections in the cafeteria or lobby. Bus riders should report to the cafeteria and car riders, bike riders, and walkers should report to the lobby. After the 7:55 A.M. bell students may enter the halls. Students are not to leave school grounds after arriving at school.

BIKE/SKATEBOARD PROCEDURES

All bicycles are to be parked in the rack provided. Students are not to take a bicycle belonging to someone else. Skateboards may be used as a means of transportation to school, but they must be chained to the bicycle rack. Skateboards are not to be brought inside the school and placed inside a locker. Coats, hats, sunglasses, and book bags are to be left in lockers until leaving for the day.

STUDENT MIDDAY LEAVE

If it is necessary for a student to leave school early other than for illness, the student must bring a note signed by a parent or guardian to the office before 8:00 A.M. and receive an early dismissal pass. The student is to give the early dismissal pass to his/her teacher. The parent or guardian is to come into the office and pick up the student. **Anyone leaving school at anytime must do so through the main office and sign out.**

WEATHER CANCELLATIONS

School cancellations will be made as soon as reasonably possible. School closing announcements are made by using our primary source, the "SCHOOL MESSENGER." Utilizing this system requires that you have a home phone or cell phone number. When school is delayed or canceled the "School Messenger" will automatically dial your phone and leave a message. All phone numbers must be kept current. **If your phone number changes it must be reported to the office.** Our secondary sources for school closing announcements are the PCMS Facebook [and](#) Twitter pages, WRAY 98.1 F.M. and TV station channels 14 and 25.

ILLNESS DURING SCHOOL DAY

If a student becomes ill at school, the student should report to the nurse's office. If the students are too ill to remain at school, the nurse will call the parent or guardian.

DISMISSAL

Parents are asked to pick up students only on the west side of the building near the main entrance.

VISITATION POLICY

Parents are encouraged and welcome to visit PCMS. **All visitors must check in at the main office for a visitor pass.** Students are not allowed to bring visitors to school for the day. The building principal or designee reserves the right to ask a visitor to leave the premises.

PARENT CONFERENCES

Conferences between parents, teachers, and administration will be made available upon request, and must be scheduled a day in advance. Please contact the school office for arrangements.

TELEPHONE

Students may use the telephone in the office with a pass from a classroom teacher. Phone calls will be allowed only for extremely important reasons.

TEXTBOOKS

Teachers will issue textbooks. Textbook rental fees will be ready by mid-October. Rental fees may be paid by check. Checks must be for the exact amount. PCMS cannot cash checks for any reason. Students are to put their names in the book at the time the book is issued. Students will be charged for lost or damaged books.

NURSE'S OFFICE

The nurse's office is located in Room M108 on the main floor. It is open from 7:50 A.M. until 3:20 P.M. daily.

HEALTH POLICIES AND PROCEDURES

Routine vision and hearing screenings as required by law are administered to 7th and 8th grade students during the school year.

Periodic checks for head lice will be administered to students as needed. A parent of a child found to have live lice or nits less than ½ inch from the scalp will be called to take their student home. Siblings will also be checked. **The student may return only when he/she has been treated and is clean of all live lice and nits are greater than ½ inch from the scalp.** Parents should provide information on the type of treatment used. The school nurse or health aide is to inspect the student's head before he or she will be allowed to return to the classroom. Students must be brought to school for by their parent or guardian for the inspection. The student will be re-checked within 7-10 days after treatment. The school's full procedure regarding the treatment of head lice is available from the school nurse.

HEALTH SERVICES

When considering whether a student should remain at school when experiencing health problems, the following guidelines will be considered:

1. A fever over 100 degrees with specific complaints of pain, such as sore throat or earache. A student must be fever free for 24 hours before returning to school.
2. A rash that is undiagnosed, extensive, or includes facial swelling
3. An eye infection that is untreated
4. Vomiting and/or diarrhea
5. Head lice (see above)

IMMUNIZATIONS

Indiana law (Indiana Code 20-8.1-7-10) provides that "no student shall be permitted to attend school for more than 20 days beyond the date of his reenrollment without..." either

1. A current written immunization record on file with the school or
2. Providing a current written immunization record to the school
3. Providing a statement from a physician that the required immunization have been delayed by extreme circumstances and that a time schedule for immunizations has been established
4. A written statement of health or religious reasons delivered to the Superintendent.

MEDICATIONS

If medication needs to be given at school, it should be sent in the original container. A signed medication permit with specific instructions must be on file with the medication(s). This is to

include Tylenol and Ibuprofen. Students are not allowed to transport medication to and from school. Each student receives a medication permit form on the first day of school. Extra copies may be picked up in the office.

LOST ITEMS

All articles found in the school building or on school grounds should be turned in to the office. Students are to mark their names on all gym uniforms, articles of clothing such as jackets, and all personal articles brought to school. **Students should not bring valuable items to school.**

MEDIA CENTER COMPUTER LAB USAGE

Students may use the media center computer lab during enrichment period. Students that are failing in any subject may only use the lab for a class requirement during enrichment period, and will need a pass from the teacher issuing the assignment.

VIDEOS

All movies shown to students in the North Gibson School Corporation are to be part of the curriculum and linked to Indiana Standards. All other movies shown must be approved by the building principal.

DELIVERIES

Gifts, flowers, plants, balloons, toys, candy, stuffed animals, etc. for students will **not** be accepted or delivered at PCMS.

STUDENT APPEARANCE

When a student's style of dress or appearance presents a clear and present danger to students' health and safety, or causes and interference with school, or creates disorder, the student will be asked to correct the condition. School staff is responsible for establishing and enforcing reasonable standards of dress and grooming to ensure the orderly operation of school or any school function. Some general guidelines for reasonableness are the following:

1. Feet are to be covered with some form of safe footwear.
2. Clothing, buttons, or pins that have vulgar print, sexual connotations, advertises alcohol/drugs/tobacco, weaponry or secret organizations will not be permitted.
3. Hats, of any kind of headgear, including bandanas will not be worn anywhere in the building during the school day unless it is a school designated spirit day. Administration and staff reserve the right to confiscate hats worn inside the building.
4. Shorts/Skirts must be at fingertip length when arms are relaxed at sides.
5. All shirts, blouses, or tops must have sleeves. Tops that expose the chest, back, underarms, cleavage and/or midriffs are not allowed.
6. No chains of any type are allowed. This includes chains attached to a wallet.
7. No holes in jeans/pants/shorts that rise above fingertip length when arms are relaxed at sides.
8. Clothing (including tops, sagging or hip hugger pants) that reveals or exposes undergarments and/or impairs the wearer's ability to walk will not be permitted.
9. No backpacks in the classrooms. Backpacks must be left in lockers.
10. Blankets are not allowed in the classroom or on the bus.
11. Any symbol or flags that could be considered offensive based on race, religion, ethnic group or sexual orientation, such as the Confederate flag or Swastika.
12. Sunglasses are not permitted.

Similarly, coats and jackets may be worn to school, but are not to be worn in hallways and classrooms throughout the day.

Approved dress for spirit days may be an exception to the dress code. School personnel shall be the final judge as to the appropriateness of student dress. Students will not be allowed to return to class until the inappropriate clothes have been changed. On the 2nd offense, students must change and serve 30 minutes of detention. On the 3rd and subsequent offense, students must change and serve 60 minutes of detention.

BREAKFAST AND LUNCH

There are three lunch lines provided in the cafeteria. A regular "A" line, a salad bar, and a choice line. Any check written to the North Gibson Food Service in the cafeteria must be for the exact amount. Breakfast will be served each morning from 7:35 AM until 7:55AM.

In accordance with School Board policy, a student or staff member may charge for meals if his/her account has an insufficient balance to cover the charge. However, no account will be allowed to exceed a significant negative balance of \$30.00 as established in School Board policy.

A student whose account has a significant negative balance may not charge or purchase "à la carte" items, including extra main course entrées.

Parents will be initially notified by phone call or letter of a negative balance in their student's account weekly. Negative balances are expected to be corrected upon the notification by school authorities. The Cafeteria Manager will be responsible for making this initial notification to parents.

If an account balance remains negative thirty (30) days after the initial notification, the Food Services Director will contact the parent/guardian by phone or letter.

If the negative balance is not brought to a positive balance by the end of the school year of these efforts, the Corporation will take action to collect the unpaid debt by means of collection agencies, small claims court, or other legal methods deemed necessary by the Corporation.

FREE AND REDUCED MEALS

Free lunch applications are available in the principal's office. Free and reduced meals are available during breakfast and lunch. Free and reduced meals are available on all lines. Items outside of the basic school lunch can be purchased at an additional cost.

GENERAL CAFETERIA GUIDELINES

1. Walk; running is dangerous.
2. Enter and exit in a calm and orderly manner.
3. Books and bags/purses are not permitted at lunch to maintain safety, space and cleanliness.
4. Remain seated at your assigned table.
5. Wait to be dismissed to line up and to leave.
6. Eat in an orderly fashion; throwing or playing with food is not allowed.
7. Respect others; cutting in line, excluding others or saving seats are not allowed.
8. Students may purchase a lunch or bring it from home. No soft drinks may be brought into the cafeteria. Students are not to have food delivered to the cafeteria from an outside source.
9. All food must be consumed in the cafeteria.
10. Students cannot buy anything 10 minutes before the bell rings.
11. Charges can be made.
12. All trays go to the dishwasher area. Plates, utensils, drinks and food go to the trash.
13. Students may talk quietly; excessive noise levels are not permitted and will result in silent lunch.

For more information and policy regarding Food Service in NGSC, please refer to board policy 8500.

DANCES AND OTHER AFTERSCHOOL ACTIVITIES

Social development is an important part of the middle school experience for adolescent students. We will therefore offer a number of different social events and activities such as dances, “pack the gym or track” events, movies, etc. throughout the year. We ask that you assist us in making every effort to pick up your student no more than 15 minutes after the end of the event. Students who are not promptly picked up after an event may not be eligible to attend future events. Students who do not meet behavior expectations at school may also be deemed ineligible from attending certain after school events.

FOOD AND BEVERAGES FOR SCHOOL AND CLASSROOM CELEBRATIONS

In accordance with federal law, effective July 1, 2017, PCMS will no longer distribute any food to students that does not meet the federal nutritional standards. This means that food that does not meet these standards will no longer be used as a reward or as part of a special event during the school day. Students may choose to bring food items for lunch that do not meet federal guidelines, however, these items cannot be shared with groups of students by staff or by any individual student.

Teachers may also opt to observe specific holidays/events in their class by using activities and/or lessons to honor the special day/event. However, special celebrations will no longer be able to include food that does not meet federal nutrition guidelines.

Teachers may opt to recognize individual students on their birthdays, but parents will no longer be able to bring in treats on individual birthdays.

LEGAL REFERENCE: 42 U.S.C. 1758b 7 CFR Part 210 I.C. 20-26-9-18.5

LOCKER ADVISEMENT

Lockers for storing school supplies and other personal items necessary for school use are made available to students. Lockers are not to be used to store items that cause or can reasonably be foreseen to cause interference with school purposes or an educational function. Lockers cannot contain items that are forbidden by state law or violate school rules. The use of the locker by the student does not diminish the school corporation's ownership or control of the lockers. **The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.** Students are not to share lockers. The principal or designee has the absolute right to search the lockers and the locker's contents at any time to determine whether the students are complying with the conditions of use. In addition, a law enforcement agency with jurisdiction over the school's geographic location may assist at the request of the school administrator in searching a student's locker and the locker's contents.

STUDENT BEHAVIOR ON BUSES

All children being transported on a school bus shall be under the supervision, direction, and control of the school bus driver and the governing body of the school corporation **and should follow all school rules while traveling on a bus.** Transportation of students is a **convenience and privilege** provided by the school corporation. As such, transportation may be denied to any individual whose actions threaten the safety and well-being of others on the bus. The bus driver, staff member, or the school administrator may reprimand a student who violates reasonable rules. Any student who continues to violate reasonable rules after having been reprimanded by the principal, may be **given a permanent seat assignment or suspended from riding the bus up to a school year.**

BUS RULES

1. Students should respect the bus driver as the authority figure and do what he/she requests without talking back.
2. Students should remain seated while the bus is in motion.
3. Students should not make loud noises, talk loudly, or use profanity.
4. Students are not to place hands, arms, legs, or other body parts out of the windows.
5. Students should keep their hands to themselves: no pushing, hitting, horseplay, throwing objects, etc.
6. Students should not tease, insult, or harass other students.
7. Students are expected to respect the property of the driver and the driver's bus and to refrain from damaging the bus in any way.
8. Students are to remain seated in the gym until their bus arrives. Supervisors will dismiss students as each bus arrives.
9. A student that needs to ride another bus, other than the one assigned to that student, must bring a note from a parent to the school office immediately in the morning. That note should include the reason for riding that bus and the address to which the student will be riding.

Bus Cargo Policy:

Bookbags, Band instruments, school projects, and other cargo are permitted on the bus if they can be held so they do not interfere with other passengers. The aisle and exits must not be blocked under any circumstances.

The following instruments may be transported on NGSC buses as long as they can be held in the student lap:

- Bass Clarinet
- Baritone
- Tenor Sax and Alto Sax
- Flute
- French Horn

GRADE DETERMINATION

Princeton Community Middle School is on a nine-week grading period for all classes. Grades for each grading period are averaged equally to determine the semester grade for each semester. A mid-term report is issued at 4 1/2 weeks for all students. Conduct grades are given in all content classes. At the end of the school year there is a careful evaluation and analysis to determine if students who have received two or three "F's" will be assigned to the next grade level or be retained. This determination is made after a careful review of class grades, ISTEP scores, standardized test scores, and attendance records.

HIGH SCHOOL CREDIT FOR COURSES

Credit earned for Algebra I or Geometry courses taken at Princeton Community Middle School must be recorded on a student's transcript and be included in the student's grade point average (GPA) or repeated at the 9th grade level. Students making a B or better in either course at PCMS will not be allowed to retake the course at the high school to improve their grade or GPA.

HONOR ROLL

Honor rolls will be published at the end of each semester. The honor roll is based on the semester's average grade. All middle school courses will count toward the honor roll. The "A" honor roll will be for those students having obtained all "A" semester grades. The "A-B" honor roll will be for those students having obtained no semester grade below a "B". The "B" average honor roll will be for those students having maintained a "B" average semester grade with no "F" grades for any grading period.

ATHLETICS AT PCMS

Participation in athletics is encouraged as an exploratory concept during the middle school years. Participation in athletics is a **privilege**. The athlete represents the entire student body and is encouraged to display good sportsmanship and citizenship. Princeton Community Middle School is a member of the Southern Indiana Junior High School Athletic Conference. The members of the conference are: Castle Jr. High School, Boonville Jr. High School, Mt. Vernon Jr. High School, George Rogers Clark Middle School, Jasper Middle School, Washington Jr. High School, and Princeton Community Middle School. Only the seventh and eighth grades compete in the conference.

A variety of sports are offered for middle school students. During the sixth grade, boys may participate in cross-country, basketball, wrestling, and track (all non-conference sports.) In the sixth grade girls may participate in cross-country, basketball, volleyball and track (all non-conference sports.) The seventh and eighth grade offers boys: basketball, football, wrestling, track and cross-country. Girls in 7th and 8th grades may participate in volleyball, basketball, track, and cross-country.

There are certain requirements each student must meet before they can participate in athletics. **Each student must have a current athletic physical on file each year to be eligible to go out for a sport. (A sixth grade physical will count for the sixth grade year.)** A student must also have an insurance form on file for each school year. Athletic physicals are given at school for 8th grade students only, free of charge, in early May of each year. These physicals are good for the next school year. Every student must have a signed Code of Conduct on file in the office before they can participate in practices, conditioning, games, meets, matches, etc.

Students participating in athletic contests should be eligible within the following guidelines:
6th Grade—A student who is or shall be 14 prior to or on the schedule date of the last contest in a sport should be **ineligible** for athletic competition in that sport.

7th Grade—A student who is or shall be 15 prior to or on the schedule date of the last contest in a sport should be **ineligible** for athletic competition in that sport.

8th Grade—A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be **ineligible** for athletic competition in that sport.

ATHLETIC ELIGIBILITY

The eligibility of all PCMS athletes and cheerleaders will be based upon the following: To be eligible, students must not fail more than one subject for the eligibility period. Eligibility will be determined by student's most recent 9 week grades. Students not meeting eligibility requirements for a given eligibility period will be placed on academic probation (students will be able to practice with a team with permission of the coach, but will be ineligible to participate in any games, meets, matches, or contests of any kind). If students on academic probation improve their grades to meet eligibility requirements by the next midterm report, they will be taken off academic probation and be given full athletic eligibility. Students on academic probation who remain ineligible after the midterm report will be removed from the team entirely for the remainder of the season. The 4th 9 weeks grades for all incoming 6th, 7th & 8th grade students will be used to determine fall sports eligibility for the next school year. Students failing to meet grade requirements will begin on academic probation—students may practice but not participate in competition. Student on academic probation that fail to meet grade requirements upon re-verification will become ineligible. Students on attendance probation may be restricted in practice and/or competition depending on the nature of the attendance problem.

Representing PCMS and NGSC as a member of an athletic team is a privilege. All student athletes are expected to conduct themselves in a manner that best represents the values and expectations of the North Gibson community. For this reason, to be eligible, students must not accumulate two or more major disciplinary violations (serious offenses resulting in suspension from school) or ten or more disciplinary office referrals (S2 or higher). Instances

involving students who have been deemed ineligible by this policy will be reviewed by PCMS administration on a case by case basis.

GENERAL ATHLETIC PROCEDURES AND POLICIES

General policies concerning athletics are as follows:

1. In the event that it becomes necessary to call off school due to inclement weather, all home athletic events will be postponed or canceled.
2. Student-athletes are expected to attend all classes. To be eligible to participate in an extra-curricular activity scheduled for the PM of a school day, a student must have signed into school by 12:00 PM (p.11 – PCMS Student Handbook). Further exception to this rule must be approved by the school principal. Athletes who are suspended from school may not practice or participate during the time of his/her respective suspension.
3. Practice sessions for the middle school may not begin prior to the end of the last period of each day.
4. Any student who has an out-of-school suspension cannot practice, participate in, or attend extracurricular events.
5. All participants in any sport must have had at least ten (10) days of team practice prior to interschool athletic competition.
6. Students must have a medical physical on file in the office before practicing or participating in athletics.

Conduct Rules:

All students that choose to participate as athletes for Princeton Community Middle School shall abide by the rules that follow. These are to be considered minimum standards for athletes. Individual coaches may set standards above these minimum requirements by notifying in writing each athlete, as well as the school athletic director and principal. All accusations of rule violations will be brought to the attention of the Athletic Director and Head Coach. It is their responsibility to investigate all charges to determine disciplinary action to be taken, in accordance with the school principal.

1. At no time is a student-athlete to use or be in possession of an alcoholic beverage, tobacco products, or illegal drugs not prescribed by a physician licensed by the State of Indiana, for his or her use. The PCMS Code of Conduct is in effect for 365 days, beginning with the first day of enrollment in Princeton Community Middle School and continuing for the duration of their respective enrollment.
2. "Possession" is defined as having an alcoholic beverage, tobacco products, or illegal drugs on your person or having an alcoholic beverage, tobacco products, or illegal drugs in a vehicle which the student is driving. In addition, conviction in a court of law on the charge of illegal possession of alcohol, tobacco, or drugs.
3. Student-athletes are not to reflect discredit upon PCMS, nor create a disruptive influence on the discipline, good order, moral or educational environment. PCMS Administration has the authority to determine the potential eligibility of a student-athlete based on his/her conduct either in or out of school. Out of school suspensions received by a student-athlete will be considered a violation of the code of conduct and will receive the penalties as outlined below.

Penalty Protocol:

The following penalties will be enforced for violating these rules:

1. First Offense by the Student-Athlete During A Given School Year:
The student-athlete shall be suspended for the next contest scheduled for the sport the athlete is participating in.
2. Second Offense by the Student-Athlete During A Given School Year:
The student-athlete shall be immediately removed from the team they are currently on and will be deemed ineligible for the remainder of that sport's season.
3. Third Offense by the Student-Athlete During A Given School Year:

A student-athlete found guilty of a third offense during a given school year will be banned from participation in any sport for the remainder of that school year.

NORTH GIBSON SCHOOL CORPORATION POLICIES

NON-CUSTODIAL PARENT

Princeton Community Middle School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to the other school related information regarding the child. **If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.** It is also the responsibility of the custodial parent to provide the court order if someone is banned from picking up the child at school.

NON-DISCRIMINATION ON THE BASIS OF SEX

The North Gibson School Board adopted a policy that states that the North Gibson School will not discriminate on the basis of sex in education programs or activities. This policy is in compliance with Public Law 92-318, Title IX, dated October 21, 1975. Grievance procedures have been established and are on file in the central office and in each principal's office. Inquiries concerning the application of Title IX may be referred to the superintendent of the North Gibson School Corporation, 1108 N. Embree St., Princeton, Indiana, telephone 385-4851, or to the director of the Office of Civil Rights, Department of HEW, Washington D.C.

NON-DISCRIMINATION ON THE BASIS OF DISABILITIES

The policy of the North Gibson School Corporation is that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this corporation. Inquiries regarding compliance with this policy should be directed to the superintendent of the North Gibson School Corporation, 1108 N. Embree St., Princeton, Indiana 47670 or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

ANTI-HARASSMENT POLICY

In providing a productive working and learning environment, the North Gibson School Corporation believes that its employees and students should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability. It is the North Gibson School Corporation's policy to provide an environment free from such harassment. It is against the policy of the corporation for any employee to harass another employee, for any student to harass another student, for any employee to harass a student, or for any student to harass an employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates creates or is intended to create an intimidating, hostile, or offensive working or learning environment; interferes or is intended to interfere with an individual's work or learning performance; or otherwise adversely affects an individual's employment or learning opportunities. Further information regarding this policy is available from the administration per request.

FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to

disciplinary action consistent with school policy and the Student Discipline/Due Process Policy 330. Legal Reference: 42 U.S.C 2000d et seq.

NORTH GIBSON SCHOOL CORPORATION AND PCMS ATTENDANCE POLICY

PHILOSOPHY

Education is one of the most valuable undertakings of our country. Formal schooling is not only very desirable, but also absolutely essential for the conservation of American society. The State of Indiana places education at the top of its priorities and requires that all students between the ages of seven and eighteen attend school. Accordingly, it is incumbent upon the school system to use every reasonable measure to instill dutiful attendance habits in every student. A day lost in the classroom can never be effectively duplicated. In addition, a very high positive correlation exists between formal learning and school attendance. Attendance at school is not an option, and it is the expectation of the North Gibson School Corporation that all students will attend school regularly. The purpose of this attendance policy is to encourage academic effort by discouraging unacceptable absenteeism. Therefore, the following policy will be in effect in the schools of the North Gibson School Corporation.

1. Any child who, due to medically documented physical or mental impairment, can be reasonably expected to exceed or has already exceeded, the attendance policy absence limitations, should be given consideration under North Gibson School Corporation's Section 504 plan.
2. Children provided homebound instruction under 511 IAC7 (Special Education) or temporary direct educational assistance under Section 504, due to an ongoing chronic physical, mental, or emotional impairment, can be counted as present. Children who are out of school because of routine illnesses such as colds, flu, measles, mumps, chicken pox, or other childhood diseases and illnesses, are to be counted absent.

ATTENDANCE

Attendance will be taken every period. The first period will be used as the accounting of a student's attendance.

ATTENDANCE AWARDS

A perfect attendance award at PCMS will be given for no absences. An attendance award at PCMS will be given to a student who does not exceed three excused absences. Any unexcused absences disqualify a student for either of the above awards.

HOW TO REPORT AN ABSENCE

Absences **MUST** be reported with a parent/guardian note, or a phone call to the office (385-2020). Parents/guardians should call the office before 10:00 a.m. on the day of the absence. If the parent/guardian does not call, a note must be sent with the student upon his/her return to school. Failure to call in can result in a truancy referral for the absent student. Parents/Guardians who anticipate that their students will be absent for three or more days should contact the middle school office to make arrangements for a pre-arranged absence.

ATTENDANCE POLICY AT PCMS

ATTENDANCE LIMITS

If a student accumulates ten unexcused absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the ten-day limit.

Absences are classified into two classes: Excused and Unexcused.

EXCUSED ABSENCES

The following absences are excused and do not count toward the ten-day limit:

1. Service as a page in the Indiana Legislature
2. Serving as a poll worker on election day or helper to a political party or candidate
3. Active duty with the Indiana National Guard
4. Civil Air Patrol participation.
5. Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
6. Court appearances with a subpoena
7. Personal illness with a note from a doctor
8. Personal illness with a note from a parent
9. Death in the immediate family.
10. Absences due to a medical or dental appointment (with doctor's office documentation)
11. School-sponsored field trips (student will be considered in attendance at school)

UNEXCUSED ABSENCES

All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

TRUANT

A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

A full day's absence will occur when a student is absent for five or more periods in a day. A half day's absence will be charged if a student is absent for three or four periods.

EXCUSED ABSENCES AND WRITTEN VERIFICATION

Written verification must be presented for all excused absences. The written excuses must be turned into the office upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

INTERVENTION PROCEDURE

When a student has accumulated five (5) absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer and/or School Administrator. The Attendance Officer and/or school administrator may recommend the following:

1. Written contract as an individual intervention plan.

The recommendation of the Attendance Officer and/or school administrator will be presented to the Principal for final determination.

TRUANCY PREVENTION PROCEDURES

The following procedures apply to students enrolled in all grades who have five (5) unexcused absences in a 10-week period:

1. The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents. Such written notice shall include:
 - A) the student is an absent student based upon having five unexcused absences within a 10-week period;

- B) the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
- C) the school will be initiating truancy prevention measures in regards to the absent student;
- D) the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than five instructional days after the fifth unexcused absence occurred; and
- E) the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.

2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:

- A) School Representative (May name the position here)
- B) A teacher of the student
- C) The parent of the student
- D) Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative

3. The school shall establish an attendance plan that includes

- A) Wraparound services to ensure school attendance for the student.
- B) A description of the behavior required and/or prohibited for the student.
- C) The effective time period for the plan, but not to exceed 45 instructional days.
- D) Disciplinary actions the school will take if the student does not comply with the plan.
- E) A referral to counseling, mentoring or other services for the student as appropriate.
- F) Whether the parent is required or expected to attend the services assigned to the student.
- G) The signature of the student and the parent agreeing to the plan.

MAKE-UP WORK POLICY

Parents may request make-up work while a student is ill or out of school for three or more days. Students will have one day per day absent to complete make-up work.

SIGN IN/SIGN OUT PROCEDURE

All students who are not in attendance by 8:00AM must sign in with the front office. Any student who needs to leave school before the end of the school day must sign out in the front office. Parents need to send a note requesting the time and date you are picking up your child. Students may not sign in or sign out without parental permission.

TRUANCY

A "**truant**" student is defined as a student who is willfully absent from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the Indiana compulsory Attendance law. A "**habitual truant**" is defined as any student who is truant more than two (2) times during a school year.

Class Truancy:

1. Decision of the administration

Truancy All Day:

1. First offense - 1-3 days alternative educational assignment and a parent conference.
2. Second offense -3-5 days alternative educational assignment and a parent conference.
3. Third + offense - Alternative educational assignment 5+ days and loss of driver's license until age 18.

Any student who is 13 or 14 years of age and is determined to be habitually truant as defined by policy, cannot be issued an Indiana Operator's License or Learner's Permit until the age of 18, or the attendance record has been approved as determined by the School Board upon review by the principal.

HALL PASS POLICY

As an effort to increase student safety and maximize instructional time in the classroom, the following hall pass procedure will be utilized:

- All teachers will be provided color coded passes that are attached to lanyards.
- Students must wear the lanyard around their neck and the pass must be visible when outside the classroom.
- The color of the pass will signify the location the student is headed.
- Students without a pass will be considered tardy or truant and escorted back to class by a staff member.
- Teachers should only allow one student out of the classroom at a time, unless a student is called to another location by a staff member.
- Students will return the pass upon re-entering the classroom.

SUSPENSION OF DRIVER'S PERMIT OR LICENSE

There are certain qualifying conditions that may result in the suspension of driving privileges of students.

The State has determined that any student who meets the following conditions may **not** be issued a driver's license or learner's permit to drive a vehicle or motorcycle until the person is at least eighteen (18) years of age, or the school principal determines that the person is eligible for a permit by virtue of improved attendance.

1. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - a. Is under at least a second out-of-school suspension from school for a school year.
 - b. Is under an expulsion from school due to misconduct.
 - c. Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported to the superintendent and was before the individual graduated.
 - d. Is a habitual truant as defined by Board policy.
2. If a person or student is less than eighteen (18) years of age and is a habitual truant, is under a suspension, expulsion or exclusion, or has withdrawn from school under Section 1d above, the BMV, upon notification of the principal invalidates the person's license or permit until the earliest of the following:
 - a. The person becomes eighteen (18) years of age.
 - b. One hundred twenty days after the student is suspended or the end of a semester during which the person returns to school, whichever is longer.
 - c. One hundred eighty days after the student is expelled or excluded.
 - d. The suspension, expulsions, or exclusion is reversed after a hearing and IC 20-8.1-5.
 - e. The student who has withdrawn from school to circumvent the sanctions of suspension, expulsion or exclusion has re-enrolled in school in good standing.
3. A person whose license or permit was invalidated shall have his or her license or permit revalidated by establishing to the satisfaction of the principal of the school where the action causing invalidation to occur that the person has:
 - a. Enrolled in a full-time or part-time program of education.
 - b. Participated for thirty (30) or more days in the program of education.

TARDINESS

Students are expected to be on time to school and to class. Students should be at school by the first bell at 7:50AM. The morning tardy bell will ring at 8:00AM. Any student not in class at this time will be considered tardy to school, and the following steps will be taken:

Tardies 1-2: Warning by teacher

Tardies 3-4: Phone call home to parent by teacher

Tardies 5-10: Lunch detention

Tardies 11-13: AEA for Class Period

Tardies 14-15: AEA for Day

Tardies are cumulative for each semester (by class), and the total tardy count for each class restarts with each semester. Students who are late to school must report to the office with a parent or with a note from home to be excused; unexcused tardies to school will result in disciplinary consequences.

PCMS CONDUCT POLICY AND PROCEDURE

PHILOSOPHY

All students will comply with the policies, rules, and regulations of the school and the school corporation when students are at school, on school grounds immediately before and after school or any other time when the school is being used by a school group, off school grounds at all school-sponsored events, and traveling to or from school or school events. These policies, rules, and regulations will be provided to students and their parents in the North Gibson School Corporation Code of Student Conduct a Guide for Parents and Students.

Princeton Community Middle School believes good conduct is a key to academic success. We also believe student behavior that results in a student conduct grade is the responsibility of the student. Each student starts with an "A" in conduct each nine weeks. The classroom teacher notifies the student when a conduct grade drops a letter grade. Parents are notified through the midterm report if a child's conduct grade is dropped one letter grade. Parents can request progress reports from their child's teacher(s) if the child(s) conduct grade is a concern.

Students will be marked down for inappropriate conduct in the following fashion – AAABBBCCCDDDF.

Refer to the North Gibson Code of Conduct for a list of conduct violations.

STUDENT BEHAVIOR AND DISCIPLINE

Student supervision and the desirable behavior of students in carrying out school purposes, is the responsibility of a school corporation and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to prevailing law, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system. **A staff member may use reasonable physical force against a student when it is essential for selfdefense, the preservation of order, or for the protection of other persons or the property of the school corporation.**

ACADEMIC DISHONESTY

Academic dishonesty is defined as any form of cheating, intent to cheat, or academic misrepresentation. This includes, but is not limited to, copying, sending, or distributing any material that is not your own. This policy also includes plagiarism, or copying published material without permission of the writer, or giving them credit. Both the student who copies

and the student who supplies answers will be considered as having cheated. The following consequences will result in cases of academic dishonesty.

First Offense - Notification to student and parents + Designation of a zero on the work + Referral to the office

Second Offense - Notification to student + Required parent conference with teaching team and administrator + Designation of zero will be given on the work + Second referral to the office
Third Offense - This offense will result in failing the class in question.

GROUP INTIMIDATION/THREATENING

Group intimidation/threatening is potentially dangerous and possibly explosive. In a group situation, each person is guilty of lending their influence to the group and will be responsible for what may have happened as a result of what the group does.

BULLYING (I.C. 20-33-8-0.2 AND I.C. 20-33-8-13.5)

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conducted described in this rule by use of data or computer software that is accessed through computer, any computer system, or any computer network is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the same school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report to the conduct to the school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously (<https://ngscin.safeschoolsalert.com/>).

The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents/guardians of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress of findings of the investigation and of any remedial action that has been taken.

The school administrator will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

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 bullying.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

FIGHTING

Fighting creates a major disruption for the educational process. Corrective measures will be given to students involved in fighting at school. Consequences for fighting could be suspension/and or recommendation for expulsion. Fighting will not be tolerated at PCMS, which includes fighting at all school-related activities, coming and going to school, and riding the bus.

SMOKING AND TOBACCO POLICY

As per school board policy, the use and/or possession of tobacco of any kind, including tobacco that is smoked, as well as all forms of smokeless tobacco, electronic cigarettes or other "vaping" devices, on school property before, during, and after school, and at any school sponsored activity is prohibited. **The "smoke-free" area includes the buildings, parking lots, and surrounding property.** Refer to the Code of Student Conduct for consequences.

VULGARITIES AND OBSCENITIES

Vulgarity and obscenity will not be tolerated. Student speech and conduct that is uncivil to another person on school premises, including school provided transportation will not be accepted and will be subject to discipline. Uncivil conduct is defined as discourteous, ill-mannered, or impolite conduct, including but not limited to, name-calling and taunts, racial

epithets, harassing communication (verbal and non-verbal), and lewd, vulgar, indecent, or offensive behavior, gestures and words.

FOOD/DRINK/GUM

All food and drinks stay in the school cafeteria. Gum is not allowed in computer labs. Gum in classrooms is at the discretion of the teacher.

STUDENT DISCIPLINE/DUE PROCESS

Establishing and maintaining desirable standards of student behavior conducive to carrying out school purposes is a responsibility shared by students, parents, and school personnel, subject to the policies adopted by the governing body. Authority for the implementation of said policies is granted to the school corporation's administrative staff, the school principals, and teachers and other corporation personnel who are in charge of an educational function. Each teacher and any other school personnel shall, when pupils are under his/her charge, have a right to take any action which is reasonably necessary to carry out or to prevent an interference with the educational function of which he/she is in charge. A student is expected and required to respond truthfully when requested by school personnel.

Within the broader framework of Board policy, the building principal is allowed to develop rules to govern student conduct in his/her building, pursuant to Board review. These rules will be published in the school's student handbook or otherwise distributed to students and parents and are applicable only to that particular building. All rules apply to summer school or any other extended time instruction.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions:

REMOVAL FROM CLASS OR ACTIVITY/TEACHER

A middle school, junior high, high 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.

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.

EXPULSION

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

SUSPENSION PROCEDURES

When a 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. At this meeting the student will be entitled to:
 - 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.
 - c. The student will be provided with an opportunity to explain his or 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 date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a 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. A member of the administrative staff who did not expel the student 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 are asked 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 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 request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the 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 any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision 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 hears the appeal; it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student, and/or the student's parent. The Board will then take any action deemed appropriate.

LENGTH OF EXPULSION

1. Except as provided in section 10 of this chapter, a student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. Whenever a student is expelled during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body. The appropriate authorities may require that a student who is at least sixteen (16) years of age and who wishes to re-enroll after the expulsion or an exclusion attend an alternative program.
2. An expulsion that takes effect more than three (3) weeks before the beginning of the second semester of a school year must be reviewed before the beginning of the second semester. The superintendent shall conduct the review or a person designated under section 13(a) of this chapter after notice of the review has been given to the student and the student's parent. The review is limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the second semester.
3. An expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The superintendent shall conduct the review or a person designated under section 13(a) of this chapter after notice of the review has been given to the student and the student's parent. The review

is limited to newly discovered evidence or evidence changes in the student's circumstances occurring since the original meeting. The review may lead to a recommendation by the person conducting the review that the student be reinstated for the upcoming school year.

RESTRAINT

As a part of the emergency procedures in place in our schools, no student will be restrained by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint, the parents or guardian will be informed when any of these actions have occurred by the end of the school day and will be provided with a detailed written report of the incident including the circumstances that led to the use of restraint and or seclusion. The NGSC policy is available on the school's website.

PARENT DISCIPLINE PARTICIPATION POLICY

A parent (including a guardian or custodian) of a dependent shall be required to participate in any disciplinary action authorized under the Student Due Process Code, IC 20-33-8, as well as the student discipline handbook of this school corporation, at the discretion of and upon prior notice by a school official.

Parent participation includes, but is not limited to meetings, conferences, hearings, supervising afterschool-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require a parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

1. Telephone contact by a school official at least three (3) days in advance of the meeting, conference or hearing, followed by a letter of confirmation by regular or certified mail.
2. Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official at least three (3) days beforehand.

The superintendent, principal, or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse evaluation by a licensed agency if such testing, counseling or evaluation is reasonably necessary to help any student to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with IC 31-33-7-8.

NORTH GIBSON SCHOOL CORPORATION INTERNET POLICY

A copy of the North Gibson School Corporation Internet policy is available in the Student Handbook, Principal's office or the Superintendent's office. Every student using the Internet must have on file in the office an **Internet Acceptable User Policy (AUP) signed by parent(s)/ guardian(s)** before being allowed to use the Internet. Misuse of the computer network (hardware or software) and/or the Internet will result in the loss of computer privileges.

TERMS AND CONDITIONS FOR INTERNET ACCEPTABLE USE

The purpose of NFSNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account

must be in support of education and research and consistent with the educational objectives of the North Gibson School Corporation. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

The following uses are also prohibited:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To violate any local, state, or federal statute;
4. To access, download, or distribute information from web sites of groups or persons advocating hate crimes, or other violence against members of the populace, without the prior approval of the administration and under strict supervision;
5. To vandalize, damage, or disable the property of another individual or organization;
6. To access another individual's materials, information, or files without permission;
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

PRIVILEGES

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privileges. (Each student who receives an account will be part of a discussion with a North Gibson School Corporation faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of North Gibson School Corporation may request the system administrator to deny, revoke, or suspend specific user accounts.

NETWORK ETIQUETTE

Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your personal address or phone number or addresses and phone numbers of other students or teachers.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property. Do not violate the copyright law.

North Gibson School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. North Gibson School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the Corporation's negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. North Gibson School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Corporation Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

EXCEPTION OF TERMS AND CONDITIONS

All terms and conditions as stated in this document are applicable to teachers, students, and community members of the North Gibson School Corporation. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Indiana and the United States of America.

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of the NGSC computer systems, either at school or away from school, I understand and agree to the following:

1. My responsibility is to avoid abusive conduct that would include, but not be limited to the altering of system software, placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.
2. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems, which arise from the misuse of my home directory, are my responsibility.
3. I will not use the school's computer system to obtain, view, down load or otherwise gain access to or to transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.
4. If I receive any unsolicited on-line contact, I will not respond and will advise my teacher or the system administrator immediately.
5. I will use only software owned or approved by North Gibson Schools on all workstations and networks.
6. I will use all computer equipment as intended. I will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
7. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create, unless I have written permission from the System Administrator.
8. I will not use school computer equipment for anything other than school related work without permission from the System Administrator.
9. I understand that I am not entitled to any privacy whatsoever in my use of school equipment and that my e-mail and sites I access are subject to being viewed, intercepted, and/or tracked.
10. I have read and agree to the ***Terms and Conditions for Internet Use*** as described in the NGSC Internet Acceptable Use Policy.

