

**Princeton Community  
High School  
Student Handbook  
2021-2022**



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**Administrative Staff**

Mrs. Amy Stough, Principal  
Mr. Chris Jones, Assistant Principal  
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## BELL SCHEDULES

### HOMEROOM SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:40
2	8:46-9:26
Homeroom	9:32-9:47
3	9:53-10:33
4	10:33-12:30
4A Lunch	10:33-11:08
4B Lunch	11:14-11:49
4C Lunch	11:55-12:30
5	12:36-1:16
6	1:22-2:02
7	2:08-2:55

### 2 HOUR DELAY SCHEDULE

<u>Period</u>	<u>Time</u>
1	10:00-10:25
2	10:31-10:56
4	11:02-12:53
4A Lunch	10:56-11:31
4B Lunch	11:37-12:12
4C Lunch	12:18-12:53
3	12:59-1:24
5	1:30-1:55
6	2:01-2:26
7	2:32-2:55

### ACTIVITY/CLUB SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:38
2	8:43-9:21
Activity	9:26-10:06
3	10:11-10:49
4	10:54-12:44
4A Lunch	10:49-11:24
4B Lunch	11:29-12:04
4C Lunch	12:09-12:44
5	12:49-1:27
6	1:32-2:10
7	2:15-2:55

### EARLY RELEASE SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:25
2	8:31-8:56
3	9:02-9:27
5	9:33-9:58
6	10:04-10:29
4	10:35-12:26
4A	10:29-11:04
4B	11:10-11:45
4C	11:51-12:26
7	12:32-1:00

### REGULAR SCHEDULE (NO HOMEROOM)

<u>Period</u>	<u>Time</u>
1	8:00-8:45
2	8:51-9:36
3	9:42-10:27
4	10:33-12:24
4A Lunch	10:27-11:02
4B Lunch	11:08-11:43
4C Lunch	11:49-12:24
5	12:30-1:15
6	1:21-2:06
7	2:12-2:55

## GRADUATION COURSE REQUIREMENTS

Please see the Academic Guide or the Guidance Counseling website for complete information and specific course titles.

The Indiana State Board of Education adopts course and credit requirements for earning a high school diploma. To earn an Indiana Diploma, students in the graduating classes of 2019 – 2022 must:

- Meet course and credit requirements designated by the state; and
- Pass the Graduation Qualifying Exam (GQE)/qualify for a GQE waiver; or complete the Graduation Pathways. Guidance can be found at: <https://www.doe.in.gov/sites/default/files/student-assistance/grad-reqs-2019-2022-cohorts-final.pdf>

Graduation Pathways will be required starting with the class of 2023. Guidance can be found at: <https://www.doe.in.gov/graduation-pathways>

The forty (42) credits necessary for graduation shall consist of forty (40) credits earned in the areas specified below as outlined by the IDOE and other NGSC School Board Approved local requirements (2).

1. English Language Arts	8 credits
2. Speech	1 credit
3. Social Studies	6 credits (World History, US History, Economics, & Government)
4. Mathematics	6 credits (Algebra, Geometry & Algebra II) [All 6 math credits must be earned in grades 9-12. Credits earned in middle school do NOT count towards the 6 credits]
5. Science	6 credits (Biology, Chemistry, Physics, or ICP and one other course)
6. Health and Wellness	1 credit
7. Physical Education	2 credits
8. Directed Electives	5 credits
9. Electives	6 credits
10. College and Careers	1 credit

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 ninth 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. In addition the content of the course taken must meet the competencies and proficiencies of the corresponding high school course; transfer students' transcripts will be evaluated on an individual basis. NOTE: NCAA eligibility rules provide that courses taken before Grade 9 may not be used to satisfy Core Curriculum requirements for college athletic eligibility. Academic Honors and Technical Honors Diploma candidates must have at least 47 credits at the high school level.

### HIGH SCHOOL GRADUATION AND COHORT STATUS

Students who have not met all graduation requirements at the end of eight semesters will not participate in the commencement/Graduation exercises. However, if they meet all requirements during the summer following their eighth semester, they will be considered a graduate of their cohort class. Class designation will be determined by the number of years the student has been in high school. Thus, a first year student is a freshman and a fourth year student is a senior. Students who attend school more than four years will be designated as fifth-year seniors, etc. While a certain number of credits is not required for class designation, it is recommended that students have a **MINIMUM** of 12 credits following their freshman year, 24 credits following their sophomore year, and 36 credits following their junior year.

### POLICIES RELATED TO GRADING AND SCHEDULING

**High School Credit:** Each high school course receives one credit per class period per semester. \*WBL and the 4T Academy are the only exceptions.

**Semester Grades:** The semester grade is determined by the two 9-week marking period grades and the semester exam, if applicable. If the exam is exempt, each marking period will count at 50%. Teachers may choose to average percentages or letter grades when determining semester averages.

**Incompletes:** Incompletes on report cards will not be allowed unless there are special circumstances. Incompletes for special circumstances are to be arranged with the teacher. Students who are absent on exam day are expected to make up the exam during the teacher work day. All course work for approved incompletes must be turned in to the appropriate teacher(s) within 10 school days after the end of the marking period. Students may receive an "F" for any work that is not made up during the time period designated by the individual teacher. Report card incompletes may be changed to "F's" if the student does not turn in make-up work within the 10 day time limit.

**Grade Point Average:** Grade point averages are calculated using the semester grades. To figure grade point average:

1. Add the Grade Points for each grade received		
A =4.0	B- =2.7	D+ =1.3
A- =3.7	C+ =2.3	D =1.0
B+ =3.3	C =2.0	D- =0.7
B =3.0	C- =1.7	F =0.0

2. Add the total number of GPA Credits. Be sure to include failed courses.
3. Divide the Grade Points by the GPA Credits. Grade point averages are rounded to the nearest thousandth point.

**Weighted Grades:**

Princeton Community High School a weighted grading system to recognize and reward academic work in selected, more rigorous courses.

**Class of 2022, 2023, 2024:**

Letter Grade	Honors Courses in Core Academic Areas, Chem II, Adv.Speech Partial Weight	AP Courses & Organic Chemistry Full Weight
A	4.5	5.0
A-	4.167	4.667
B+	3.833	4.333
B	3.5	4.0
B-	3.167	3.667
C+	2.833	3.333
C	2.5	3.0
C-	2.167	2.667
D+	1.833	2.333
D	1.5	2.0
D-	1.167	1.667
F	0	0

**Class of 2025 and beyond:** An unweighted GPA will be calculated at the end of each semester. A weighted GPA will be calculated at the end of each semester by adding 0.01 points for Honors, Chem II, and Advanced Speech courses and 0.02 points for AP courses and Organic/Biochemistry courses. Student transcripts will reflect both an unweighted and a weighted GPA.

**Dual Credit:** High school students may take college or technical school courses for high school credit (as well as college or technical school credit) while they are in high school. Interested students should see their counselor during the scheduling process. Several criteria must be met in order for dual credit to be awarded. An application must be approved **PRIOR** to taking the postsecondary course for high school credit. All dual credits offered at PCHS can be viewed on the guidance counseling site at [ngsc.k12.in.us/guidance-department](http://ngsc.k12.in.us/guidance-department).

**Student Schedule Changes:**

Underclassmen enroll for classes for the following school year during the second semester of the current school year. When school begins, schedules will be changed only if there is an error in the scheduling or to balance sections. All changes between classes except for study hall must be done **within 2 weeks from the beginning of the semester**. Changes will not be made on the basis of teacher preference. The **administration and guidance counselors** will make the final decision on all schedule changes.

**Students Withdrawing from a Class:**

Students must have permission of parent, teacher, guidance, and administration before withdrawing from a class. If a student withdraws from a class **after the first 2 weeks**, he/she will be given a **withdraw/failure** for the class.

**Students Withdrawing from School:**

Under Indiana law, any student who is at least 16 years of age but is not yet 18 years of age may withdraw from school prior to graduation after an exit interview with the student's parent or guardian with the school principal. The school principal shall make the final determination as to whether the student should or should not be allowed to withdraw from school.

**Re-taking a class/audit:**

A class may be retaken only if one or more of the following conditions exist:

1. The student received a grade of "F" in the class.
2. The student received a grade of "D+" or below and wishes to better master the content or meet the grade requirement for an Academic or Technical Honors Diploma.
3. The student has not passed at least one of the end of course exams required for graduation and seeks to become eligible for waiver consideration.

The following conditions apply to retaking a class:

1. A student who is allowed to retake the second semester of a two (2) semester class may also retake the first semester on an audit basis (no credit), with permission of the department chairperson.
2. A student may retake one class (one semester only) to improve a grade during his/her high school career and it must be within one year after receiving the semester grade of the class being retaken (may not be done after graduation).
3. No online classes will be accepted in replacement of high school courses when used for grade improvement.

4. The highest grade earned once the retaken class is completed will be used in the calculation of the student's GPA. The other grade will be replaced with an "R" (audit) and not configured into the GPA.
5. The grade that is earned in the retake class will be used in the calculation of the GPA, but the new GPA shall render the student ineligible for such awards as valedictorian, salutatorian, top ten, and other awards deemed by administration.

**Withdraw/Fail:** A grade of Withdrawal/Fail may be given for two reasons:

- 1) When the student is removed from a course for disciplinary or attendance reasons.
- 2) When a student withdraws from a course after the first two weeks of the semester. A Withdraw/Fail appears on the report card and permanent record as a "WF" for the semester grade and is included in the student's grade point average as an "F".

**Correspondence Courses:** Upon administrator approval, students may take selected high school courses through accredited programs and transfer those credits to the high school. It is the responsibility of the student to pay the cost of the correspondence course and to request the issuing school to send an official transcript to PCHS of the grade(s) and credit(s) earned. Students may transfer no more than two credits per semester. All transfer credits must be received by the guidance counseling office prior to graduation in May.

**Transfer Students:**

Students who are new to Princeton Community High School must meet with an administrator before enrolling for classes. An administrator will make contact with the sending school before a student will be considered for transfer enrollment.

**Credits and Placement from Non-Accredited School Transfers:**

Recognition of credits or course-work earned in non-accredited schools may be granted when the student's transcript has been received and it is determined that the course-work was equivalent to Indiana Academic Standards. The Board reserves the right to assess transfer students from non-accredited schools in order to determine proper placement and/or granting of credit and to be assured the student can demonstrate the learnings which are prerequisite to a placement and/or granting of credit. Whenever a student seeks to transfer into the Corporation from a non-accredited school the following procedures will be used to determine the student's proper grade placement or credits toward graduation.

- A. Identify the grade level that the student's age would indicate is the likely grade placement.
- B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
- C. Review the student's performance (if available) on tests and/or other means of assessment that were used to assess the student's learning while participating in the non-accredited school. Determine whether the critical learnings identified in the Board's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.
- D. If no prior assessment data is available, identify which tests (standardized or Corporation-made) as well as other means of assessment (research project, term paper, and the like) will be used to assess the student's achievement of the critical learnings. Arrange for the student to be assessed using the identified instruments.
- E. If the assessment so indicates, assign the student to the grade or course level suggested at the first step (with or without special assistance).
- F. Make arrangements for any form of special assistance that will be needed for the student to succeed at that level.
- G. If the assessment indicates that another grade or course level is more appropriate, register the student in that grade or course level and make whatever arrangements are necessary to provide for any needed assistance indicated by the assessment.

The principal of the school shall make the initial determination regarding the proper placement of the student and the extent to which any credit will be granted. The decision of the principal may be appealed to the Superintendent whose decision shall be final. If credits from a non-accredited school are granted and placed on a student's transcript, the grade entered on the transcript will be the grade received from the non-accredited school.

**Honor Roll:** PCHS recognizes significant academic achievement each nine weeks by publishing an Honor Roll. Students will qualify for the Honor Roll by earning a minimum grade point average of 3.0 for the grading period and must not have any grades lower than a C-.

A Honor Roll	4.0
High Honors	3.5-3.99
Honor Roll	3.0-3.499

**Athletic Eligibility:** Students must meet certain IHSAA academic criteria to participate in sports in high school and during their postsecondary education. To be scholastically eligible to participate in any high school athletic event, students must have received passing grades at the end of their last grading period in at least five credit subjects or 70% of the classes in which they are enrolled, or must be currently passing in at least five credit subjects. Semester grades take precedence.

**NCAA Freshman Athletic Eligibility:** Many college athletic programs are regulated by the National Collegiate Athlete Association (NCAA), an organization that establishes rules on eligibility, recruiting, and financial aid for athletes. Students planning to enroll in college as a freshman and participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse. Students should visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) to start the certification process at the end of their junior year. A list of approved courses at PCHS as well as specific eligibility requirements are posted on this website.

## SCHOLARSHIPS

The most up-to-date, comprehensive scholarship information can be viewed anytime on-line at: <http://ngsc.k12.in.us/guidance-department>. This site is updated frequently as new scholarships become available, so students and parents should visit often. Further, the Guidance Counselors send emails to students and parents, visit senior classrooms, and make intercom announcements periodically regarding special deadlines and scholarship information. Dollars for Scholars, at <http://scholarshipamerica.org>, is the primary way PCHS students can apply for scholarships offered by Gibson County businesses and partners. Parents and students may make an appointment with their Guidance Counselor for assistance with scholarship applications. However, it is the responsibility of the parents and students to request available applications from the guidance counseling office and/or to apply on-line as necessary, to include all required information, and to complete the applications process on time.

## ACADEMIC RECOGNITION

**Valedictorian and Salutatorian:** Valedictorian and salutatorian will be determined by the class rank at the end of **eight** semesters. Class rank will be based upon the student's GPA over the **eight** semesters. To qualify, a student must have been enrolled full-time for eight semesters. The school administration will notify students and make public the names of those pupils who have earned those honors.

## ATTENDANCE POLICY FOR N.G.S.C.

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 completely retrieved, and the dialogue between the teacher and the students in the classroom environment 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 at **Princeton Community High School**.

1. At Princeton Community High School, students can accumulate up to ten (10) total days of absence per semester. Students reaching the 11th day of absence from any class may lose credit for that semester in the class.
2. When a student has been absent five (5) or more total days from school or class, the parent(s)/guardian(s) will be notified in writing. This notification will advise the parent(s)/guardian(s) of the corporation attendance policy.
3. Upon the 10th total absence from school or from any single class, the parent(s)/guardians will again be notified in writing that the student may lose credit for courses in question should the student incur another absence. If parent(s)/guardian(s) wish to appeal the ruling an appeals meeting must be set within ten (10) calendar days. Prosecutor's office will be notified at this point.
4. The administrator may place the student on an attendance contract at any point in this process; this contract will specify the number of absences allowed and/or establish the consequences which will apply should the student violate the terms of the contract.
5. The Appeals Board will consist of a school administrator, at least one of the student's teachers, and the guidance counselor. The administrator will appoint the teacher(s).
6. The school day begins at 8:00AM and ends at 2:55PM. Attendance for absences and tardiness will be recorded by class period. Arrival after the first 20 minutes will be recorded as an absence.

NOTE: Attendance will be taken every period. Teachers are responsible for keeping attendance each period. School administration and staff will monitor attendance and determine loss of credit after confirming attendance in computer records and with teacher records. Building level administrator reserves the right to grant waivers for unforeseen circumstances.

### **Reporting Absence(s)**

1. Phone call to school at **385-2591** by parent/guardian (**Before 12:00pm** preferably).
2. Note from parent/guardian upon student return to school.
3. The school will make an attempt to contact parent/guardian when no contact has been made. If no contact made, an unexcused absence will be recorded.

### **In Addition:**

**In an effort to maintain orderly operations of the school, students are not able to be excused to go out to lunch or to leave early on a half day.** In the event that a student needs to be excused for illness requiring professional assistance or for scheduled appointments (ex. doctor or dentist), a statement or appointment card must be presented upon return. **The administration reserves the right to approve other justifiable reasons for leaving early.**

### **The School Day:**

The school day is continuous, and students are either in classes, club meetings, convocations, lunch or study hall. Anyone leaving school at any time must do so through the administrative office or through the health suite. Failure to do so will make the absence truancy. Students who are

ill are not to call home to have parents come after them until they have seen the school nurse. The school nurse will determine the extent of the illness and contact the parents if the student should go home.

**Sign-in/Sign-out Procedures:**

1. All students who are not in attendance by 8:00AM **must sign-in** with front office.
2. Any student who needs to leave school before the end of the school day **must sign-out** with the front office.
3. Students may not sign-out or sign-in without parental permission unless legally emancipated.

**Tardies**

It is imperative that students get to each class on time. There are 5 minutes for each passing period. Tardy #1-3 - teacher discussion held with student, Tardy #4 and 5 – teacher-assigned detention, Tardy #6 (and above) – office referral and progressive consequences given.

**Certified absences – Do not count toward total attendance**

1. School field trips and school related functions
2. Alternative Education Assignment or Out-of-School Suspension
3. College Visitation days (2 per year allowed to seniors). Must be approved by guidance office in advance.
4. Doctor appointments and court appearances.

**The building principal reserves the right to approve other unusual circumstances, such as family funerals and other family issues.**

**Exempt Absences**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

- serving as a page or honoree of the General Assembly (IC 20-33-2-14 )
- serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15)
- when subpoenaed to testify in court (IC 20-33-2-16)
- serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)
- the student or a member of the student’s household exhibits or participates in the Indiana State Fair
- for educational purposes (IC 20-33-2-17.7)

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

**College Visitations:**

- Seniors:
1. Each senior has up to 2 days for college visitation.
  2. The two days can be taken in ½ days if necessary.
  3. Students are responsible for doing make-up work beforehand.
  4. Students need to inform teachers of visitations in advance and/or complete a “Field Trip Request” form.
  5. Students should receive a “Visitation Verification Form” from the Guidance Counseling office.
  6. The form should be signed by a college representative and returned the next day.
  7. Parents must call the principal’s office on the morning of the visitation.
  8. Additional college visitation is at the discretion of the building principal.

Underclassmen: College visitation days for underclassmen may be allowed. The decision must be discussed with guidance and the building principal in advance for pre-approval.

**Vacation Absences:**

Vacation absences prearranged by the student’s parent will be counted as an absence and towards the 10 allowed absences per semester. Vacations, which are not prearranged and without proper notification of the office will be counted as unexcused absences. These absences will also count toward the 10 allowed absences per semester.

**Truancy:**

1. Failing to attend class, lunch, or school on-going within reasonable time frame without proper authorization from school personnel.
2. Being absent from school for an **invalid** reason:
  - A. Once a student has arrived on school grounds, whether it is by bus, private vehicle, or on foot, the student may not leave school grounds until dismissed through the attendance office, health suite, or by principal/designee.



**Student Absences and Participation in Athletic and/or Extracurricular Activities:**

1. Students who are absent due to illness.
  - A. To be eligible to participate in an extracurricular activity scheduled for the PM of a school day, a student must have signed into school by 12:00PM (noon) and remain at school. To spend any part of the remaining school day in the health suite may also make the student ineligible for an extracurricular activity scheduled for that day.
  - B. Students who are absent due to illness but who visit a doctor may be eligible if the attending physician writes a note approving the student's participation. That note must be in the hands of the school administration by the close of school that day.
  - C. Although absence on Friday affects the student's participation for that night, it does not affect participation in an activity scheduled for Saturday or Sunday unless the student has been absent for the last three days of that week. In that case, a doctor's certificate would be required to be eligible.
2. Non-illness absences:
  - A. Students who are absent from school for reasons other than illness may be eligible for participation as long as arrangements for the absence have been made and approved by the school administration.
  - B. Students whose absence is determined to be truancy or unexcused are ineligible for participation.
  - C. The above rule also applies to participation in practice.

**NOTE:**

1. It is the responsibility of the sponsor or coach to check the absence list on the day of a scheduled activity to be sure that all participants are in attendance.
2. A coach or sponsor's use of a student who is ineligible due to absence as described above may result in the suspension of that student during a future activity.
3. In the event a situation might arise relative to this policy, which might require special consideration, it should be brought to the attention of the school administration.

**ADDITIONAL SCHOOL INFORMATION**

**School Entrance/Visitors:** Parents and other adult school patrons are welcome to visit Princeton Community High School. Visitors are asked to pick up Visitors' Badges in the PCHS office. Parents wishing to speak to a specific school employee should call ahead for an appointment. No student will be 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. Loitering will not be tolerated by the administration.

**Students in the building after hours:** Students are not to be in the building during non-school hours unless they are under the direct supervision of school personnel. The school is open from 7:00AM – 3:30PM.

**Before/After School Detention**

1. Before school detention is from 7:15AM – 7:45AM in the PCHS office.
2. After school detention is from 3:00PM – 3:30PM in the PCHS office.

**Health Services:** The following guidelines will be followed when considering whether a student should remain at school when experiencing health problems. The child's parents will be contacted and will be asked to pick-up their child when any of the following conditions exist.

1. A fever over 100 degrees and/or specific complaints of pain, such as sore throat or earache. A child must be fever free for 24 hours before returning to school.
2. A child with a rash that is undiagnosed, extensive, or includes facial swelling.
3. Eye infection that has not been treated
4. Vomiting and/or diarrhea- must be absent for 24 hours
5. Coughing that is constant, concerning, or disruptive.
6. Head lice and/or bed bugs (see below)

Protocols and regulations established by the County Health Department shall be followed.

Checks for head lice and/or bed bugs may be administered to students as needed. A parent of a child found to have live lice, nits less than 1/2 inch from the scalp, or bed bugs will be called to take the child 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 1/2 inch from the scalp. Parents should provide information on the type of treatment used. The school nurse is to inspect the student's head or clothing before he or she will be allowed to return to the classroom. Students must be brought to school by the parent(s)/guardian(s) for the inspection. The student will be re-checked within 7-10 days after treatment. Our school's full procedure on head lice or bed bugs is available from the school nurse.

**Immunizations:** The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days

and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated.

The religious exemption letter must come from the parent/guardian and must indicate the vaccine(s) they are objecting to and indicating the religious objection to said vaccine(s). This letter must be provided to the Superintendent. The medical exemption requires a form to be completed by a physician certifying a particular immunization may be detrimental to a student's health. Both exemptions must also be accompanied by a signed "Acknowledgement of Consequences of Incomplete Vaccination" in order for student to attend school.

Medications: If medication needs to be given at school, it must be brought in a prescription bottle or original container for over the counter medications. A signed medication permit with specific instructions must be on file with the school nurse. This includes any type of medication. Students are not allowed to have prescription or over the counter medication on them while at school. Extra copies of the medication permit form are available in the front office.

**Homebound:** The school will honor the request for homebound instruction if the student meets the following conditions:

1. The student has an illness or injury requiring periodic hospitalizations as part of the medical treatment for the illness or injury; and
2. The student requires an aggregate of at least twenty (20) days of hospitalization during the school year on days that the student's school is in session.

The parent must provide the school corporation with a written statement from a physician with an unlimited license to practice medicine that states that the student has an illness or injury or chronic illness or medical condition which prevents the student from attending school. Homebound instruction will be limited to five (5) hours per week.

#### **School Dances:**

1. Any violations of behavior code will be handled as they would be if the infraction occurred during the school day.
2. Students in attendance may leave any time during the dance; however, once they leave the building, they may not return.
3. School dances will be limited to students of Princeton Community High School and their guest. Each student will be limited to one guest, and guest forms must be completed in advance and approved by the school administration for each dance.  
Age limitations of guest will be as follows:
  - A. Minimum age – High School Freshman
  - B. Maximum age – 20 year of age, a spouse of a current PCHS student, or must have graduated from high school within the past two years.

*Students will be allowed **thirty minutes** to arrive at the dance after an athletic contest has been completed. No one will be admitted **thirty minutes** after the start of the dance.*

#### **Junior Prom – Age Limitations:**

- A. Minimum age – High School Sophomore
- B. Maximum age – 20 years of age, a spouse of a current PCHS student, or must have graduated from high school within past two years.

#### **Eligibility Requirements for Homecoming Candidates & All Elected Officers:**

1. Candidates must be enrolled as full-time students of PCHS. To qualify as a full-time student; an individual must be enrolled in a minimum of 6 one credit courses per semester.
2. Candidates must have passed a minimum of 6 one-credit courses for the previous nine-week grading period and must be currently passing 6 one credit courses at the time of the election.
3. Candidates must not have exceeded 10 total days of absence from any class period for the previous semester.
3. Candidates must maintain their citizenship rating in current and the immediate past semester.
4. Candidates who have juvenile records with the state or local authorities may be declared ineligible. This will be left to the discretion of the school administration and will be based upon the individual violations and circumstances.

#### **CELL PHONE POLICY**

Students are prohibited from using cellular telephones or other electronic devices in the classroom or cafeteria areas during the school day between the hours of 8am-2:55pm.

Consequences if in use of cellular phone or electronic device in non-designated areas during non-designated times:

1. Confiscated – returned at the end of the day to the student.
2. Confiscated – returned to parent
3. Three days of in-school suspension and confiscation of phone—returned to parent.
4. Out of school suspension

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

- The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation”, a Level 5 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 person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography”, a Level 6 Felony under I.C. 35-42-4-4[d], 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 18 years of age or who appears less than age 18.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or another person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, 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.
- 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.

**NO ELECTRONIC DEVICES IN SCHOOL**

No electronic devices (handheld games, iPod, etc.) may be used in school during the school day. Please do not allow your children to bring these pieces of expensive equipment to school, as we cannot be responsible for the protection from breakage, loss, or theft of these items.

**EXTRACURRICULAR AND/OR ATHLETIC GUIDELINES**

Accordingly, all guidelines used during a regular school day pertain to extracurricular events as well. All students are governed under a code of conduct for extracurricular activities.

**Athletic Events:**

1. Profane/unacceptable language as a part of cheers, etc., will not be tolerated.
2. All behavior is expected to be representative of good sportsmanship. Fighting, harassment of, or problems of any type with students could result in serious consequences for Princeton Community High School and its membership in the IHSAA.

**Extended Graduation Date and Extracurricular Participation:**

Students who have attended high school for all or any part of eight semesters, but who find it necessary to attend beyond eight semesters to complete secondary education requirements, will not be eligible for participation as a part of performing groups or athletic teams.

**Transportation Policy:**

Students representing PCHS will travel via 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 parents of the students are present at the event and the parents request that the student be released to them. If the parents make a request, the student is expected to return to Princeton with the parent, and it is not permissible for the parent to release the student to someone else, such as student’s boyfriend or girlfriend. Also, the parent may not request the release of any student other than his or her own. Teachers/Coaches are encouraged to bring unusual and exceptional requests to the attention of the school administration.

**ATHLETIC CODE OF CONDUCT**

For Princeton Community High School, there are areas of code of conduct violations, namely; alcohol, drugs, tobacco, or any other egregious or illegal actions that reflect discredit upon your school. The following people may notify the coach or an administrator of a violation:

- A. The coach himself or other coaches in the corporation.
- B. Administrative personnel
- C. Certified teaching staff
- D. Athlete’s own parents
- E. Civil or police agencies

**Penalties for violations are as follows:**

**First Offense of Athlete’s Career:**

First Offense: The student athlete shall be suspended for a minimum of 30% of the contests for that sport for the school year (ex: 20 basketball games x 30% = 6 games; 8 football games x 30% = 2.4 or 2 games). If the suspension falls near enough to the end of a season that the full penalty of 30% of contests cannot be assessed, the penalty shall carry over to the next sport season in which the athlete participates. If the student is not involved in a sport at the time of violation, the student shall be suspended from 30% of contests of the first sport season in which the student would normally participate.

Second Offense: The student athlete shall be suspended for 365 days from the date of the second offense.

Third Offense & Successive Offense of Athlete's Career: A student athlete found guilty of a third offense in their athletic career will be banned from participation in any sport for the remainder of their high school tenure.

***\*IHSAA RULE 8-1 – STUDENT CONDUCT, CHARACTER, DISCIPLINE: Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. It is recognized by principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their School.***

#### **Changing sports during season:**

Quitting A Sport: Any time an athlete quits a sport; he/she will not be able to participate in another sport until that sport the athlete quit has completed its season. This means participating in the off-season conditioning program as well. An athlete may participate in the off-season program if the coach from the sport the athlete quit releases the athlete.

Athlete Dismissed From Team: any time a coach cuts an athlete from a team, that athlete may participate in any sport during that season or participate in any off-season conditioning program.

### **CITIZENSHIP AT PRINCETON COMMUNITY HIGH SCHOOL**

Citizenship is required to qualify for:

- A. Homecoming Court
- B. Elective office for class, club, or Student Council
- C. Principal's Advisory Council
- D. Student Council Homeroom Representative
- E. Teacher Assistant
- F. Field Trips (may be waived with Principal/Designee signature)
- G. Any shortened schedule other than medical necessity or by IEP
- H. Participation in NGYC Camp or Mentor activities

If a student loses his/her citizenship, they will be notified by the principal's office and a letter will be mailed home. In addition, any out of school suspension will result in loss of citizenship.

### **STUDENT DRIVING**

Driving to school is a privilege which must fall within the bounds of courtesy to the patrons of Princeton Community Schools. Indiana law provides schools the right to establish rules and regulations in granting the privilege to students.

Discourteous and unruly driving habits can result in the loss of driving privileges. Driving privileges can also be revoked as a result of other disciplinary actions.

#### **Specifics:**

1. Students must park in the assigned lot with a parking tag displayed. All vehicles should be parked within the lines.
2. Students should park as soon as arriving at school. **Loitering** will not be permitted.
3. Students should obey the **15 mph limit**. You should also be aware of buses entering and leaving the parking lot.
4. Vehicles should **not be moved** during the day for any reason unless given permission from the principal's office. No student should exit the building without such permission.
5. If driving privileges are suspended, no other student may drive the student's vehicle.
6. The northwest lot is for teacher use. All reserved spots in front parking lot are off limits to student parking.
7. All motorcycles, mopeds, and bicycles are to be parked in the designated areas.
8. The school reserves the right to **have towed** any vehicle (at owner's expense) which does not comply with the parking guidelines.
9. **All cars are subject to search with just cause on the PCHS parking lot in compliance with state law.**

### **STUDENT DRESS**

When a student's style of dress or appearance presents a clear and present danger to the student's health and safety or causes an interference with school, work, or creates classroom or school disorder, the student will be asked to correct the condition. The administration and staff are charged with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the school or any school function. As general guidelines for reasonableness, the administration will require 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, or advertises alcohol, drugs, tobacco, or secret organizations will

- not be permitted.
3. Hats, or any kind of headgear, including bandanas will not be worn anywhere in the building during the school day. Hats should be removed before entering the building. Administration and staff reserve the right to confiscate hats worn inside the building. Hats are to be left in lockers until the end of the school day.
  4. Biker shorts are not allowed unless worn underneath other clothing.  
**Shorts/Skirts must be of an appropriate length (5.5 inches) from the top of the knee.**
  5. Tops that expose midriffs and torn and tattered shirts are not allowed. Fashionable tank tops are allowed if covered by another garment.
  6. No chains of any type are allowed. This includes chains attached to a wallet.
  7. No holes in jeans/pants/shorts **that fall above the length of the width of the student agenda book (5.5 inches).**
  8. Pajamas and/or flannel lounge pants and house shoes only on Spirit days
  9. No sagging pants.
  10. No backpacks in the classrooms. Backpacks can be carried to and from school.
  11. Blankets are not allowed in the classroom or on the bus.
  12. 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.

**School personnel shall be the final judges 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 2<sup>nd</sup> offense, students must change and serve 30 minutes of detention. On the 3<sup>rd</sup> and subsequent offense, students must change and serve 60 minutes of detention.**

#### Winter Ball/Prom

##### Girls:

- No low or plunging necklines; no excessive cleavage allowed
- Dresses may be backless but may not be cut below the waist line
- Dress length may not be shorter than the appropriate length of 5.5 inches from the top of the knee; a slit may not exceed higher than this length either
- Undergarments should not be visible

##### Boys:

- Dress attire is expected
- Dress pants should fit properly on the waist and not sag below the waistline
- Non-formal headwear is not allowed
- Undergarments should not be visible

School personnel shall be the final judges as to the appropriateness of student dress at any school event. If you do not follow the dress code guidelines provided, you and/or your guest will not be permitted to enter/attend. If you have specific questions, please see a building administrator. You may also bring in a picture of both the front and back of your dress to have it approved prior to purchasing it.

\*\*If you are bringing an out of school guest, you are responsible for their attire.

#### **BUS CONDUCT**

Transportation of students is a convenience provided by the school corporation and as such **may be denied** to any individual whose actions threaten the safety and wellbeing of others on the bus. Students on school buses are under the responsibility and authority of the driver and shall obey all reasonable rules levied by the driver for the safety and wellbeing of individuals. A student who violates reasonable rules may be reprimanded by the principal/designee. This **includes suspension from riding the bus**. Length of suspension will be determined based upon the severity and persistence of violations.

#### **BUS CARGO**

Backpacks, band instruments, school projects, and any 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

## CAFETERIA AND LUNCH

Students will have at minimum 30 minutes for lunch. Students must eat in the cafeteria or bring their lunch. All food must be consumed in the designated dining areas. Lunch periods are 4A, 4B, and 4C. Any student found throwing food or leaving unnecessary mess in the cafeteria will be required to **spend his/her time cleaning the cafeteria.**

### General Cafeteria Guidelines:

1. Students will be charged for cafeteria dishes that they break.  
The charge will be \$3.00 for small dishes and \$4.00 for large plates.
2. Students are responsible for cleaning their mess.
3. Food items cannot be purchased during passing periods or taken to the classrooms.
4. All food and drink must be consumed in the designated dining areas.
5. Common sense and courtesy should be displayed in cafeteria behavior.
6. *For more information and policy regarding Food Service in NGSC, please refer to board policy 8500.*

### Free and Reduced Lunch:

Free/reduced lunch applications are available in the principal's office. Free and reduced meals are available during breakfast and during lunch on the salad bar and A-Line.

### Food and Drinks:

**NO FOOD OR DRINK IS TO BE BROUGHT INTO THE BUILDING DURING SCHOOL HOURS, EXCEPT FOR STUDENT LUNCHES.**

- Students are to eat and drink only in the school cafeteria during designated breakfast or lunch periods.
- No food or drinks are to be consumed or contained anywhere else inside the building.
- Vending machines may not be accessed during instruction time.
- Students **may not purchase food or drink in the teachers' lounge.**
- The school is not responsible for money that may be lost in vending machines. Students who use the machines do so at their own risk.

## TEXTBOOKS/SUPPLIES/LOCKERS

### Textbooks:

Students are responsible for **renting** textbooks for the school year. It is the student's **responsibility** to take care of the books and to protect against loss, damage, and abusive use of them. Lost or damaged books must be paid for by the student to whom the book was issued. Books that students say have been stolen will be considered the same as lost books.

### Supplies:

Necessary supplies for classes must be furnished by the student except for those students whose families qualify according to income eligibility standards for free supplies. **Applications for free supplies** are available in the principal's office. All requests for and information provided on the application will be strictly confidential. A supply fee may be included in the book rental fee for each student.

### Lockers:

Lockers are available to all students for the storage of clothing and books. The school **cannot be responsible** for those articles that are lost or stolen.

The use of a locker is a privilege granted to students by the school board. The school administration has the authority to examine the contents of any locker on school property when there is reason to believe that the contents of the locker may include elements which;

1. Present an immediate threat to the health, safety, and welfare of the student body.
2. Are illegal to possess.
3. Would contribute to the disruption of the normal educational program.
4. Have been reported lost or stolen.
5. Lockers are being shared.

**\*In compliance with state law in regard to searching of lockers, we are informing you that with just cause, we will search your locker.**

**Search and Seizure:** School facilities such as lockers and desks are school property provided for student use subject to the right of administration to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to an administrator by the use of a lock or other device.

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of

the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

### **STUDENT CIVILITY**

**Vulgarity and obscenities** 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. **Teachers and administrators** have authority to handle incidents of this type in their own manner. The only exception would be if the obscenities were directed at a staff member, non-certified or certified personnel.

### **MEMBERSHIP IN ORGANIZATIONS AND HAZING**

Joining or being a member of clubs or organizations not approved by the school is prohibited. No students shall conspire to, or commit any act that injures, degrades, or disgraces any student or person attending this school.

### **FIGHTING/VULGARITY/VANDALISM**

**Fighting** creates a major disruption for the educational process. Generally, it takes two people to tangle. In most instances, the participants will be given the same corrective measures. **If it can be proven** that one of the parties did everything in his/her power to avoid the fight, corrective measures will vary.

The school will be clean and ready for a new school year in early August. The custodians and staff put a great deal of time in making our school a nice and appealing environment. We hope that the students will play their part in keeping the building in fine shape. Hopefully, **vandalism** is an act which will not occur. In the event of vandalism, the following guidelines will be followed.

1. Students will be responsible for payment of all damages.
2. Recommendation for suspension or expulsion depending upon the magnitude of damage.

### **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.

### **SMOKING AND TOBACCO PRODUCTS**

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, on school property before, during, and after school, and at any school sponsored activity is prohibited. The "smoke-free" area includes the building, parking lots, and surrounding property. **E-CIGARETTES AND ANY OTHER VAPING DEVICE ARE NOT ALLOWED.**

1<sup>ST</sup> Offense = citation(s) issued by the Princeton Police Department, enrollment in an anti-smoking/vaping group with Youth First Social Worker.  
2<sup>nd</sup> Offense = citation(s) issued by the Princeton Police Department, 3-5 day Alternative Education Assignment issued.

Continued offenses will result in more progressive consequences as outlined in the Student Code of Conduct, Section 8d.

## DRUG ABUSE PROCEDURES

Occurrences in the North Gibson School Corporation, such as possessing, transmitting, selling, or being under the influence of any narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any "look-alike" drugs, now requires that school officials adopt the following policy on suspension or expulsion of students participating in such activities. Such a policy is necessary to make every effort to abate such activities for the protection of persons and to promote sound educational practice.

### POLICY

- A. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- B. No student may possess or use any substances which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- C. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenyl-propanol amine (PPA), or stimulants of any kind be they available with or without prescription.
- D. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and taken there.

### **It is now adopted as follows by the North Gibson School Corporation:**

Any student in violation of drug abuse will be suspended or expelled from school attendance. The length of the suspension or expulsion will be determined by the student's previous conduct and will be as follows:

**Students who engage in the sale of drugs or "look-alike" drugs will be recommended for expulsion.**

### **Reasonable Suspicion Drug Testing:**

Reasonable suspicion drug testing for the use of drugs and alcohol will apply to all students enrolled in the North Gibson schools. Administrators of the North Gibson School Corporation are authorized by the North Gibson School Board to require any North Gibson student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance while:

- a. On school grounds.
- b. Off school grounds at a school activity, function, event, or any other school sponsored activity.
- c. When traveling to or from school by bus or other transportation.

### **Use of Drug Tests:**

Reasonable suspicion may arise from the following:

- a. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other controlled substance.
- b. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- c. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.
- d. Reports based on direct observations by students or faculty that a student has been, is under the influence of, or is about to possess, use, transmit, or be affected by tobacco, alcohol, drugs, or look-a-like drugs;
- e. Direct observations or reports from students or faculty that the individual is acting abnormally, including observations based on:

- 1. Odors (smell of alcohol, body odor, or urine);
- 2. Movements (unsteady, fidgety, dizzy);
- 3. Eyes (dilated, constricted or watery eyes or involuntary eye movements);
- 4. Face (flushed, sweating, confused, or blank look);
- 5. Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts);
- 6. Emotions (argumentative, agitated, irritable, drowsy)
- 7. Actions (yawning, twitching), or
- 8. Inactions (sleeping, unconscious, no reaction to questions).

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath or urine. The cost of one school initiated breath or urine test will be paid for by the school/corporation and will be used for disciplinary action. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in the administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her child, disciplinary action may be taken as if the test were positive.

If a parent chooses to have the student retested at a health facility, the school/corporation is not responsible for any of the costs. The school's retest form must be completed before retesting is done and the student will be suspended from school until the retest results are provided to the administration. All drug testing original data from any reputable health facility must be presented to the administration as proof of positive or negative testing before the student will be readmitted to school. If the retest is not completed on the same day as the school's drug and alcohol test and if the results are not provided within one school day, due process procedures for suspension pending expulsion may be initiated by the administration.



Positive test results from a reputable health facility may be used by the school's administration to invoke the reasonable suspicion policy. Drug testing results are considered confidential by the North Gibson School Corporation's administrative staff, but may be discussed with a student's guidance counselor or other school employee if it is deemed necessary by the administration in order to provide assistance to the student and/or for the safety of other students.

Any student who attempts to alter a breath test or urine sample may be disciplined by the administration. The student who possesses the breath test or urine sample and/or the person(s) who attempts to alter the breath test or urine sample may be subject to suspension and/or a recommendation for expulsion.

If a student tests positive, disciplinary action will be taken. Disciplinary actions may include: participation in the school's student assistance program(s), drug and alcohol prevention activities, suspension, or recommendation for expulsion. Students who test positive and participate in privileges granted by the school, such as extra-curricular activities, are subject to restriction of those privileges as recommended by the administration and/or as outlined by any additional rules and regulations established by North Gibson School Corporation. These rules and regulations will have been established in writing, approved by the School Board, and distributed to the participant before a student will be held responsible. North Gibson schools reserve the right to test for alcohol with a breath test at any time before, during, and/or immediately after a school sponsored activity or program rather than or in addition to urine testing.

Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there or it may be considered as an illegal substance unless substantiated in writing as a legal prescription issued to the student by a physician.

#### **Equal Opportunity and Nondiscrimination Assurance:**

North Gibson School Corporation agrees to comply with **all state and federal employment regulations**, will provide equal opportunity employment and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex or disability.

Education services, programs, instruction, and facilities will not be denied to anyone in the North Gibson School Corporation as the result of his or her race, color, gender, religion, disability, or national origin, including limited English proficiency.

#### **Weather Cancellations:**

School cancellations will be made as soon as reasonably possible. School closing announcements will be made on radio station WRAY 98.1FM and via the School Messenger All-Call System.

#### **WORK PERMITS**

Child Labor Laws for the state of Indiana can be found at: [in.gov/dol/childlabor.htm](http://in.gov/dol/childlabor.htm)

**All work permits are issued from the Guidance Department at PCHS. When school is not in session, work permits will be issued at the Superintendent's Office.**

Any student at least 14 years of age and less than 18 years of age must secure work permit issued by the School Corporation prior to being employed. The work permit is to be secured from the issuing officer of the accredited school the minor attends of the school corporation in which the minor resides. The issuing officer may issue a work permit only to a minor whose employment is necessary and only after receipt of the following: Proof of age (birth certificate) and Proof of Prospective Employment. The issuing officer may deny a work permit to a minor whose attendance is not in good standing or whose academic performance does not meet the Corporation's standards (as listed below). A student may appeal the denial of a work permit to the school principal.

**Academic Performance:** A student must pass a minimum of 5 (five) credit classes.

**Attendance:** A student may not be absent from school more than ten percent (10%) of the days in a grading period. Certified reasons and written, excused absences are excluded.

**Revocation of a Work Permit:** A work permit may be revoked by the issuing school if it is determined that there has been a significant decrease in the student's grade point average or the student's attendance at school since the work permit was issued. If a student's work permit is revoked, the student is entitled to a periodic review of the student's grade point average or attendance record or both to determine whether the revocation should continue. The periodic review may not occur less than one (1) time each school year. A student may appeal the revocation of a work permit to the school principal. Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until he/she meets the attendance and grade standards established by the Corporation for receiving the work permit.

## **STUDENT RECORDS AND DIRECTORY INFORMATION**

**Student Records:** Parents and eligible students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fifteen (15) days after receipt of the Superintendent’s annual public notice.

**Directory Information:** Directory information may include a student’s name, (along with parent’s) address, telephone number, date and place of birth, email address, photograph, major field of study, grade level, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance; date of graduation, type of diploma awarded, awards received, honor rolls, and scholarships. It may be released to the media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student.

Parents and eligible students may refuse to allow the Corporation to disclose any or all such “directory information” upon written notification to the Corporation.

## **MEDIA CENTER**

The High School Library Media Center (LMC) is an integral hub for the educational process. It provides for information literacy in a variety of formats and supports curriculum standards. In addition, the LMC provides for access to materials with regard to diversity, areas of interest, personal and educational growth, and recreational needs of the students.

## **NORTH GIBSON SCHOOL CORPORATION INTERNET POLICY**

A copy of the North Gibson School Corporation Internet policy is available in the **Student Handbook**, Superintendent’s office, Principal’s office, or from the school librarian. Every student using the Internet must have in their possession a student handbook with an **Internet Acceptable User Policy (AUP) signed by parent(s)/guardian(s)** before being allowed to use the Internet. Whenever a student is using the Internet, their AUP must be displayed so that instructor/staff member can check randomly.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation’s computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

### CONDUCT PHILOSOPHY

The entire foundation and success of public school education depends upon the basic concept of self-discipline; self-discipline which allows all individuals to exist in a world of change and with the individual rights/liberties afforded them by our federal and state constitution.

Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonable, desirable, or necessary to help any student, to further school purposes, or to prevent any interferences with the educational process.

Some misconduct is more serious than other behavior and requires different approaches and clearly defined referral to special personnel in the schools (counselor, assistant principal, principal)-parent conferences, suspension, referral to special central office personnel (pupil personnel or psychological), and expulsions are devices available to school personnel. Certain acts of misconduct will subject the student to suspension or expulsion from school. The principal within the school or school function under his jurisdiction and the superintendent, with respect to all schools shall have, and each is hereby granted, the authority to make written rules and establish written standards supplemental or in addition to this code governing student conduct, and take any action reasonably necessary to carry out or prevent interference with any education function. These rules and standards shall be subject to review, approval, and other limitations provided by law.

### STUDENT BEHAVIOR CODE

#### **IC20-33-8-14**

#### **Grounds for suspension or expulsion**

Sec. 14 (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

Sec. 14(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) On school grounds immediately before or during school hours, or immediately after school hours, or any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

*as added by P.L.1-2005, SEC.17.*

### **IC 20-33-8-15 -Unlawful activity by student**

Sec.15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. *As added by P.L.1-2005, SEC.17.*

### **IC 20-33-8-16**

#### **Possession of firearms, deadly weapons, or destructive devices**

Sec. 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC-35-47.5-2-4

(d) Notwithstanding section 20 of this chapter, a student who is:

- (1) Identified as bringing a firearm or destructive device to school or on school property; or
- (2) In possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

- (1) Identified as bringing a deadly weapon to school or on school property; or
- (2) In possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in subsection (d). The Superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415. *As added by P.L.1-2005, SEC.17.*

### **State Law Concerning Discipline:**

In addition to the school discipline procedures, Indiana Code 0-1-4-33.4 states: If a person is less than 18 years of age and is under a **second suspension, expulsion, or has withdrawn from school, the State shall, upon notification of the school, invalidate the person's license or permit** until the earliest of the following events.

1. Person become 18 year of age.
2. One hundred twenty days after the person is suspended.
3. One hundred eighty days after the person is expelled or excluded.
4. If a student is declared by the school to be a habitual truant and the student is under the age of 15, the State shall, upon notification by the school, deny that student any permit or license to drive until such time the school notifies the State of the student's change in attendance or the student reaches 18 years of age.

### **STUDENT DUE PROCESS PROCEDURES**

#### **Out of Class Suspension:**

A teacher may exclude any student from an activity or educational function under the teacher's charge and supervision for a **period not to exceed 1 day per incident**. If it is necessary to exclude a student, the student is to be **removed to the Assistant Principal's office**.

### **DISCIPLINE REFERRALS AND PROCEDURES**

The administration feels that classroom discipline is first and foremost the teacher's responsibility. The administration will make every effort to reinforce the discipline procedures of the classroom teacher. We feel that the teacher must attempt other corrective measures and that removal from the classroom should be a last resort. If the student is sent to the office by the classroom teacher, a referral form will be sent.

General Procedures:

1. Teachers have the responsibility and authority to supervise and discipline students in a reasonable and just manner. Teachers are highly encouraged to make contact with parents as soon as possible when discipline problems arise.
2. The administration urges teachers to make the initial contact with parents regarding discipline problems within the classroom. If the problem continues, a parent conference will be scheduled for the teacher, student, parents, and administration.

**NORTH GIBSON SCHOOL CORPORATION  
CODE OF STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

**CORE BEHAVIORAL EXPECTATIONS**

In order for NGSC students to learn in a proper educational environment, certain behavior is expected of all students, not only to promote a positive learning opportunity, but also to protect fellow students and school staff members as well as public and private property. The NGSC core behavioral expectations are:

(Behavioral Expectations 1-9 apply when a student is in school for either regular school or summer school, on school grounds, off school grounds at a school activity, function or event, or traveling to or from school or a school activity, function or event. Behavioral Expectation applies on or off school grounds whether school is in or out of sessions).

- (Sec.-1) **Attendance:**  
Students shall be in school on time unless officially excused.
- (Sec.-2) **Disruption of the Educational Process:**  
Students shall not engage in behavior that interferes with the educational processes of instructing and learning.
- (Sec.-3) **Public Immodesty or Indecency:**  
Students shall not engage in immodest or indecent activity.
- (Sec.-4) **Dishonesty:**  
Students shall not lie or cheat in class or school.
- (Sec.-5) **Disobedience or Mistreatment of School Authorities:**  
Students shall not disobey, disrespect, or mistreat any NGSC staff member or adult authority.
- (Sec.-6) **Threatening, Risking, Causing, or Attempting to Cause, Physical Injury**  
Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.)
- (Sec.-7) **Taking or Damaging, School Property or the Property of Others:**  
Students shall not steal or intentionally damage school property or the property of others.
- (Sec.-8) **Possession or Use of Tobacco, Alcohol, or Drugs:**  
Students shall not possess, use, transmit, or be affected by tobacco, alcohol, drugs, or look-a-like drugs. (Prescribed use of a drug authorized by a medical prescription from a physician or use of over-the-counter (OTC) drug for which parental or guardian permission has been granted (on a NGSC medication form) are not violations of this expectation provided the drug is dispensed by or under the supervision of a school nurse.)
- (Sec.-9) **Possession or Use of Explosives, Knives, Deadly Weapons, or Firearms:**  
Students shall not possess or use any explosives, knives, deadly weapons, or firearms.
- (Sec.-10) **Other Unlawful Activity:**  
Students shall not engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an educational function or requires the student's removal to restore order or protect persons on school property.

**D. DISCIPLINARY CONSEQUENCES**

Students whose behavior does not meet the stated behavioral expectations will be subject to disciplinary consequences that may be administered by an administrator, teacher, or other school personnel. In certain situations, the disciplinary consequences for younger students (grades PK-5) may be at a lower range than the consequences for older students (grades 6-12). Certain law violations will be reported to the appropriate juvenile or law enforcement authorities.

**1. Levels of Disciplinary Consequences**

**Level 1: Teacher/Classroom Level Intervention**

- a. Conference with Student
- b. Time-out
- c. Phone call to parent
- d. Letter to parent
- e. Conference with parent
- f. Conference with building administrator
- g. Zero on item(s) involved in cheating
- h. Failure of grading period

**Level 2: School Administration Intervention**

- a. Conference with student
- b. Phone call to parent
- c. Letter to parent
- d. Conference with parent

**Level 3: School Level Consequences**

- a. Detention: detaining a student (for up to one hour) before, during, or after school
- b. Removal from the classroom (for less than one day)
- c. Alternative Educational Assignment (removal from classroom for one (1) day or more)
- d. Restricted activity: denial of participation in school or extra-curricular activities.
- e. School/Community Service: assignment of student to perform school/community service by use of parent permission slip
- f. Restitution: student assigned to make appropriate restitution for loss or damage
- g. Building level probation agreement
- h. Suspension of driving privilege
- i. Suspension of work permit (for attendance violations and/or failing grades at the end of the semester.
- j. Report to law enforcement when appropriate
- k. Other consequences as deemed appropriate by the school principal

**Level 4: Out-of-School Suspension (1-10 days): parents will be responsible for child**

- a. Suspension with parent conference
- b. Suspension with parent conference and building level probation agreement
- c. Suspension with parent conference and other consequences as deemed appropriate by the principal
- d. Report to law enforcement when appropriate

**Level 5: Request for Expulsion**

- a. Request for expulsion without suspension with attendance issues only
- b. Request for expulsion with Alternative Educational Assignment
- c. Request for expulsion with Out-of-School Suspension
- d. Report to law enforcement when appropriate

**2. Financial Responsibility**

As an additional disciplinary consequence, students and their parents will be held financially responsible for damages to NGSC property caused by the student to the extent permitted by Indiana law. Under Indiana law (I.C.34-31-4-1), a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

**3. Reports to Juvenile or Law Enforcement Authorities**

Certain law violations will not only result in school consequences but also will be reported to the appropriate juvenile or law enforcement authorities:

- a. False alarms or bomb threats
- b. Theft (if loss is over \$100)
- c. Arson
- d. Sale or possession of alcohol, marijuana, narcotics, or any illegal drugs
- e. Sale or possession of deadly weapons or firearms
- f. Physical assault on teacher, administrator, staff member, or other adult having authority over the student
- g. Sex offenses
- h. Vandalism to school property (if damages are over \$100)  
Other law violations including, but not limited to, minor theft (under \$100) or minor vandalism (under \$100) may be reported to the appropriate juvenile or law enforcement authorities.
- i. Criminal gang and/or criminal gang activity.
- j. Bullying and/or harassment.

**4. Corporal Punishment**

NGSC employees will not use corporal punishment (the physical striking of a student) to discipline a student. However, NGSC employees may use reasonable physical force or restraint as necessary to end a disturbance threatening physical injury to others, to take dangerous objects from students, or for self-defense, or for the protection of persons or property.

**E. CONDUCT VIOLATIONS AND APPLICABLE CONSEQUENCES**

Student behavior inconsistent with the core Behavioral Expectations will result in disciplinary consequences. Certain examples of violations of each core Behavioral Expectation are listed with assigned levels of disciplinary consequences appropriate for particular students.

The examples listed are not all the behavior that may result in disciplinary consequences. The disciplinary consequence for student behavior inconsistent with a core Behavioral Expectation not covered by a specific listed example will range from Level 1 to Level 5, depending on the seriousness of the violation and the student’s past disciplinary history.

Any student aiding, assisting, or conspiring with another student to violate any behavioral expectation will be treated as also violating the particular behavioral expectation.

(Sec.-1) **Attendance:**

Students shall be in school on time unless officially excused. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

<b>a.</b>	<b>Tardiness:</b> Not being present at the beginning of the school day and/or class. (A student is not counted tardy if the bus the student arrived on is late.)	<u><b>Consequence Level</b></u> <b>Grades PK-5: Level 1-3</b> <b>Grades 6-12: Levels 1-4</b>
<b>b.</b>	<b>Truancy:</b> A “truant” 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	<b>Grades PK-12: Levels 2-5</b>

(Sec.-2) **Disruption of the Educational Process:**

Students shall not engage in behavior that interferes with the educational process of instructing and learning. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to:

<b>a.</b>	<b>Bringing Personal Property Unrelated to the Educational Process to School:</b> Bringing to, or possessing at school any object without permission of NGSC educational personnel that has not educational purpose and may distract from instructing and learning, such as lighters, matches, trading cards, toys, games, radios, telephones, pagers, beepers, laser lights, or electronic devises. (If the item is a toy weapon, it can be handled as a Level 4 consequence.) Note: Items will be confiscated and may be returned to parents at the discretion of the principal or the principal’s designee.	<u><b>Consequence Level</b></u> <b>Grades PK-5: Levels 1-3</b> <b>Grades 6-12: Levels 1-5</b>
<b>b.</b>	<b>Inappropriate Dress:</b> Dressing in a manner that is not appropriate for the classroom or school activity such as wearing: shirts or sweatshirts which contain writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive; or which advocate racial, ethnic, or religious prejudice; or which pertain to alcohol drugs, or tobacco; bare midriff shirts or blouses; spandex shorts, short-shorts (if shorts are allowed by principal), or gym shorts (except in physical education classes); torn or cut-off clothing; fish-net or see-through tops; revealing or improperly tight clothing; hair nets, bandanas or sweatband; overalls with one strap unfastened; oversized apparel; sagging pants; hats or sunglasses inside school buildings. (clothing shall be sufficient to conceal undergarments at all times.) Feet are to be covered with some form of safe footwear.	<b>Grades PK-12: Levels 1-5</b>
<b>c.</b>	<b>Misconduct:</b> Engaging in conduct, such as chronic talking out in class, making rude noises or comments, teasing or horse playing, that disrupts instructing or learning.	<b>Grades PK-12: Levels 1-5</b>
<b>d.</b>	<b>Misusing School Technology:</b> Failing to comply with all NGSC and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to Internet access; intentionally damaging or disrupting hardware or software; violating copyright provisions without permission; accessing school records or another person’s information or files without permission; entering or retrieving pornographic material or inappropriate text of files (files or text that contains derogatory or inflammatory racial, ethnic, or religious slogans or symbols); intentionally entering or retrieving files carrying viruses; or engaging in any electronic crime.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 1-5</b>
<b>e.</b>	<b>Gambling:</b>	<b>Grades PK-5: Levels 1-4</b>

	Playing any game of skill or chance for money or anything of value.	<b>Grades 6-12: Levels 1-5</b>
f.	<b>Trespassing on School Property:</b> Entering any school property or facility without proper authority, including entering school property or a school sponsored activity during a period of suspension or expulsion.	<b>Grades PK-12: Levels 2-5</b>
g.	<b>Reckless Vehicle Use:</b> Operating any motorized or self-propelled vehicle in a reckless manner on or near school grounds or at a school sponsored activity.	<b>Grades PK-12: Levels 2-5</b>
h.	<b>Group or Gang Activity:</b> Group or Gang Activity is prohibited which may consist of engaging in activity such as: group or gang-related coercion, intimidation; use of, or displaying of, recognized group or gang colors, signs, graffiti, related paraphernalia; or involvement in activity which may incite any racial, ethnic, or otherwise specific group.  Reprisal or retaliation against any individual (whether it be a victim, witness, bystander or other) who reports suspected criminal gang activity is also prohibited.  Criminal Gang and/or Criminal Gang Activity (IC35-45-9-1) defines a "criminal gang" as a group with at least three (3) members that specifically: (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of batter (IC35-42-2-1)  Criminal Gang Recruitment (IC35-45-9-5) is defined as an individual who knowingly or intentionally solicits, recruits, entices, or intimidates another individual (less than eighteen (18) years old) to join a criminal gang within one thousand (1000) feet of school property.  A school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and/or a school safety specialist. The principal and/or school safety specialist may take appropriate action to maintain a safe and secure environment, including providing appropriate intervention services and/or types of support services available. An investigation for each report of suspected gang activity will be conducted.	<b>Grades PK-12: Levels 2-5</b>
i.	<b>Interference with the Use of a School Facility or School Grounds:</b> Occupying, or urging others to occupy, any school building, school grounds, or part thereof, with the intent to deprive others to its use, including the blocking of the entrances or exits of any school building, corridor, or room.	<b>Grades PK-12: Levels 2-5</b>
j.	<b>Failure to Report Potential Actions or Plans that may cause Personal Injury or Property Damage:</b> Failure to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or damage to property; when the student has information about actions or plans regardless of where, when, or how, the student received such information.	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>
k.	<b>Disability Harassment:</b> Engaging in behavior that constitutes the harassment of anyone at school or at a school related activity due to the individual's handicapping condition or perceived disability.	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>
l.	<b>Racial/National Origin Harassment:</b> Engaging in behavior that constitutes racial or national origin harassment of anyone at school or at a school related activity including racial/national origin slurs, epithets, derogatory comments or descriptions, jokes, stories, drawings, pictures, or gestures.	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>
m.	<b>Religious Harassment:</b> Engaging in behavior that constitutes racial harassment of anyone at school or at a school related activity due to the individual's religious affiliation, or lack of a religious affiliation.	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>
n.	<b>Sexual Harassment:</b> Engaging in behavior that constitutes the sexual harassment of anyone at school or at a school related activity such as: unwelcome sexual flirtations or propositions; sexual slurs; leering; sexually degrading descriptions or	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>



	comments; sexual jokes; spreading sexual rumors; touching an individual's body or clothes in a sexual way; or cornering or blocking of normal movement.	
o.	<b>False Alarms/Bomb Threats/Other Disruptions:</b> Preventing, or attempting to prevent, by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property, or at a school related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, triggering a false fire alarm, or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle or activity.	<b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>

(Sec.-3) **Public Immodesty or Indecency:**

Students shall not engage in immodest or indecent activity. Examples of behavior that would violate this behavioral expectation include but are not limited to:

a.	<b>Inappropriate Speech or Conduct:</b> Engaging in speech or conduct, which is profane, indecent, lewd, vulgar or offensive to school purposes.	<b>Consequence Level</b> <b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 1-5</b>
b.	<b>Sexual Behavior:</b> Engaging in any sexual activity while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 2-5</b>
c.	<b>Peeping:</b> Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, showers, and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording device.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 2-5</b>
d.	<b>Public Indecency:</b> Publicly appearing in a state of indecency while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 4-5</b>
e.	<b>Possession or Distribution of Pornographic Material:</b> Possession or distributing materials, which would reasonably be considered offensive by NGSC standards for students, which are without redeeming educational or social value, or contains language considered to be vulgar, profane or otherwise inappropriate.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 2-5</b>
f.	<b>Invading the privacy of a person:</b> Invading the privacy of a person by photographing or videoing the person or recording another person's words and/or actions without that person's permission, or displaying an image or recording to persons not authorized by the person whose speech or actions were recorded.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 2-5</b>

(Sec.-4) **Dishonesty:**

Students shall not lie or cheat in class or school. Examples of behavior that would violate this behavioral expectation, include but are not limited to:

a.	<b>Cheating:</b> Engaging in fraudulent conduct to gain an advantage in class or school.	<b>Consequence Level</b> <b>Grades PK-12: Levels 1-4</b>
b.	<b>Plagiarism:</b> Copying or imitating the language, ideas and thoughts of others and passing them off as one's original work. (This violation may also have academic consequences.)	<b>Grades PK-12: Levels 1-4</b>
c.	<b>Altering or Misrepresenting Communications to School Authorities:</b> Tampering with communications from parents or guardians to school authorities, including forging names on excuses.	<b>Grades PK-5: Levels 1-4</b> <b>Grades 6-12: Levels 1-5</b>
d.	<b>Misrepresentation:</b> Intentionally providing false written or oral information to anyone in authority at school with the intent to deceive school officials, including falsely accusing any person of harassment, of violating a school rule, or of violating a state or federal law.	<b>Grades PK-5: Levels 1-4</b> <b>Grades 6-12: Levels 2-5</b>
e.	<b>Altering Official School Records or Communications:</b>	<b>Grades PK-5: Levels 2-4</b>

	Tampering with official documents in any manner, including changing grades or forging names to passes.	<b>Grades 6-12: Levels 3-5</b>
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(Sec.-5) **Disobedience or Mistreatment of School Authorities:**

Students shall not disobey, disrespect or mistreat any NGSC staff member or adult authority. Examples of behavior that would violate this behavioral expectation include but are not limited to:

a.	<b>Disrespectful or Inappropriate Behavior Directed Toward a Supervisory Adult:</b> Engaging in behavior such as: “walking away” (physically leaving while the adult is talking to the student); “talking back” (responding orally in a rude manner); “inappropriate gestures or actions” (actions that may be seen as rude or obscene); or other behavior that can reasonably be considered disrespectful.	<b>Consequence Level</b> <b>Grades PK-12: Levels 1-5</b>
b.	<b>Insubordination:</b> Failing to follow any reasonable direction given by a staff member or adult in authority.	<b>Grades PK-12: Levels 1-5</b>
c.	<b>Cutting Class:</b> Failure to report to, or remain in class without a valid excuse	<b>Grades PK-5: Levels 1-3</b> <b>Grades 6-12: Levels 1-5</b>
	<b>Leaving School Grounds without Permission:</b> Leaving school property while school is in session without a valid excuse.	<b>Grades PK-5: Levels 1-4</b> <b>Grades 6-12: Levels 1-5</b>
e.	<b>Threatening a NGSC Employee with Physical Harm:</b> Threatening to strike, attack, or harm a NGSC employee through any means of communication, including gestures, symbols, or signals, such as: threatening “to get” a NGSC employee; creating a “hit list” of NGSC employees who may be put in fear of harm; or warning a NGSC employee that a family member might get hurt; whether specific or general in nature.	<b>Grades PK-5: Levels 1-4</b> <b>Grades 6-12: Levels 4-5</b>
f.	<b>Causing Injury to a NGSC Employee:</b> Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a NGSC employee.	<b>Grades PK-12: Levels 4-5</b>
g.	<b>Battery to a NGSC Employee:</b> Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on a NGSC employee when the NGSC employee is making a reasonable attempt to intervene in a student fight or other physical altercation.	<b>Grades PK-12: Level 5</b>

(Sec.-6) **Threatening, Risking, Causing, or Attempting to Cause, Physical Injury:**

Students shall not use, threaten to use, or attempt to use, physical force or violence, or engage in other conduct that may cause injury to others. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this expectation.) Examples of behavior that would violate this behavioral expectation include, but are not limited to:

a.	<b>Throwing Objects:</b> Throwing any object, except in the normal course of participating in a recreational or athletic activity, that may cause physical injury to another person in any part of a school building, on school grounds, at school events, or at or on school vehicles.	<b>Consequence Level</b> <b>Grades PK-12: Level 1-5</b>
b.	<b>Pushing or Kicking:</b> Shoving or kicking anyone either with or without intent to injure the person	<b>Grades PK-12: Levels 1-3</b>
c.	<b>Recklessness:</b> Performing an act that creates a substantial risk of bodily injury to another person.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
d.	<b>Threatening with Physical Harm:</b> Threatening to strike, attack, or harm anyone through any means of communication, including gestures, symbols, or signals such as threatening “to get” the person, creating a “hit List” of persons who are to be put in fear of harm, or warning a person that a family member could be hurt.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
e.	<b>Provocation:</b> Engaging in conduct that is likely to provoke reasonable persons to fight or commit battery.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
f.	<b>Hazing:</b> Forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organization, to perform an act that may create a substantial risk of bodily injury.	<b>Grades PK-12: Levels 3-5</b>
g.	<b>Fighting:</b>	<b>Grades PK-5: Levels 3-5</b> <b>Grades 6-12: Levels 4-5</b>

	Engaging in an unpremeditated encounter with one or more other persons involving the giving and taking of blows, or the willingness to give and take blows.	
h.	<b>Battery:</b> Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on another person.	<b>Grades PK-5: Levels 3-5</b> <b>Grades 6-12: Levels 4-5</b>
i.	<b>Bullying (I.C. 20-33-8-0.2 &amp; I.C. 20-33-8-13.5):</b> Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any 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: <ul style="list-style-type: none"> <li>• places the targeted student in reasonable fear of harm to the targeted student's person or property;</li> <li>• has a substantially detrimental effect on the targeted student's physical or mental health;</li> <li>• has the effect of substantially interfering with the targeted student's academic performance; or</li> <li>• 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.</li> </ul> <p>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 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.</p>	<b>Grades 9-12: Levels 1-5</b>
	<p>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 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.</p> <p>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 of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.</p> <p>The school administrator will be responsible for working with the school counselors 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.</p> <p>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 any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.</p>	

	<p>A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.</p> <p>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.</p>	
	<p>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.</p> <p>Educational outreach and training will be provided to school personal, parents, and students concerning the identification, prevention, and intervention in bullying.</p> <p>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.</p> <p>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.</p>	

(Sec.-7) **Taking or Damaging, School Property or the Property of Others:**

Students shall not steal or intentionally damage school property or the property of others. Examples of behavior that would violate this behavioral expectation include, but are not limited to:

a.	<b>Theft/Conversion:</b> Taking or possessing school property of the property of another person without permission.	<b>Consequence Level</b> <b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
b.	<b>Receiving Stolen Property:</b> Receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
c.	<b>Vandalism or use of Graffiti:</b> Causing damage to school property or the property of others.	<b>Grades PK-5: Levels 1-5</b> <b>Grades 6-12: Levels 3-5</b>
d.	<b>Arson/Mischief:</b> Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, "Molotov cocktails", or other explosive or incendiary device(s), or attempting to set fire or cause damage through the use of such device(s).	<b>Grades PK-12: Level 5</b>

(Sec.-8) **Possession or Use of Tobacco, Alcohol or Drugs:**

Students shall not possess, use, transmit, or be affected by tobacco, alcohol, or drugs. The North Gibson School Corporation in an effort to insure the highest possible standards of learning as well as the safety, health and well-being of our students endorses a substance abuse policy which will: aid students to abstain from the use of controlled substances, intervene early when student use is detected, take corrective disciplinary action when necessary, and provide follow-up support of students.

a.	<b>Caffeine-Based Pills/Stimulants:</b> Possessing, using, transmitting, or being affected by caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, whether available with or without a prescription.	<b>Consequence Level</b> <b>Grades PK-12: Levels 3-5</b>
b.	<b>Misuse of Over-the Counter Drugs:</b> Possessing, using, transmitting, or being affected by a non-prescription drug in a manner not authorized by written parental or guardian permission, or evidence by an unexpired, properly executed NGSC medication form.	<b>Grades PK-12: Levels 3-5</b>
c.	<b>Misuse of Prescription Drugs:</b> Possessing, using, transmitting, or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed NGSC medication form.	<b>Grades PK-12: Levels 3-5</b>
d.	<b>Tobacco Products and/or E Cigarette Device:</b> Possessing, using, transmitting any tobacco product, e-cigarette or any substance which is represented to be a tobacco product.	<b>Grades PK-12: Levels 3-5</b>
e.	<b>Alcohol:</b>	<b>Grades PK-12: Levels 3-5</b>

	Possessing, using, transmitting or being affected by any alcoholic beverage or any substance which is represented to be an alcoholic beverage.	
f.	<b>Drug Paraphernalia:</b> Possessing or using pipes, bong, clips, or related items.	<b>Grades PK-5: Levels 3-5</b> <b>Grades 6-12z: levels 4-5</b>
g.	<b>Drugs:</b> Possessing, using, transmitting or being affected by, a non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks like any banned substance.	<b>Grades PK-12: Level 5</b>

(Sec.-9) **Possession or Use of Explosives, Knives, Deadly Weapons or Firearms:**

Students shall not possess or use any explosives, knives, deadly weapons, or firearms. (All items will be confiscated. Deadly weapons and firearms will be given to the proper authorities.) Examples of behavior that would violate this behavioral expectation include, but are not limited to:

a.	<b>Knives:</b> Possessing or using any knife, including a pocketknife, for any reason unrelated to a school activity.	<b>Consequence Level</b> <b>Grades PK-5: Levels 2-5</b> <b>Grades 6-12: Levels 3-5</b>
b.	<b>Fireworks and Explosives:</b> Possessing or using any fireworks product or explosive device.	<b>Grades PK-5: levels 2-5</b> <b>Grades 6-12: Levels 4-5</b>
c.	<b>Deadly Weapon:</b> Possessing or using any weapon, device, laser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.	<b>Grades PK-12: Level 5</b>
d.	<b>Firearms:</b> Possessing, handling, or transmitting any loaded or unloaded weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by way of any explosion.	<b>Grades PK-12: Level 5</b>

**NOTE:** Under Indiana School Law, a student who is identified as bringing a firearm to school or onto school property, or is in possession of a firearm on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. [I.C.20-33-8-16(d-1-2)].

Under Indiana School Law, a student who is identified as bringing a deadly weapon to school or on school property, or is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. [I.C.20-33-8-16(f1-2)].

The County Prosecuting Attorney will be notified of any expulsion for firearms or deadly weapon violations. The length of any expulsion for firearm or deadly weapon violation(s) may be reduced by the Superintendent if the circumstances warrant such reduction.

(Sec.-10) **Other Unlawful Activity:**

Students shall not engage in unlawful activity on or off school grounds whether school is in or out of session that either interferes with a school purpose or an education function or requires the student's removal to restore order or protect persons on school property. Examples of behavior that would violate this behavioral expectation include, but are not limited to:

a.	<b>Unlawful activity interfering with a school purpose or educational function:</b>	<b>Consequence Level</b> <b>Grades PK-12: Levels 1-5</b>
b.	<b>Unlawful activity requiring the student's removal to restore order or protect persons on school property:</b>	<b>Grades PK-12: Levels 1-5</b>

