

**Princeton Community
High School
Student Handbook
2019-2020**



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Administrative Staff

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PURPOSE

The Princeton Community High School (PCHS) Student Handbook provides students, parents/guardians and staff members with general guidelines and policies of PCHS. School handbook policy is derived from school board policy; therefore, it is essential that students and parents become familiar with school board policy by visiting <http://www.neola.com/northgibson-in/>. Any question regarding the handbook can be directed to the administrative staff listed above.

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GRADUATION COURSE REQUIREMENTS

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

The state of Indiana requires each student to complete a Core 40 curriculum. Students who cannot meet these requirements may elect to opt out and complete a General Diploma only after a meeting with the principal, counselor, and parent in which all agree to this change.

The forty (40) credits necessary for graduation shall consist of thirty (30) credits earned in the areas specified below, and ten (10) credits earned as Board-approved electives:

- | | |
|------------------------------------|--|
| 1. English Language Arts | 8 credits + Speech 1 credit |
| 2. Social Studies | 6 credits |
| 3. 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] |
| 4. Science | 6 credits (Biology, Chemistry, Physics, or ICP and one other course) [excluding Advanced Biology] |
| 5. Intro to Business | 1 credits |
| 6. Health and Wellness | 1 credit |
| 7. Physical Education | 2 credits |
| 8. Elective Credits | 8 credits |
| 9. Preparing for College & Careers | 1 credits |

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 Honor Diploma and Technical Honors candidates must have 47 credits at the high school level.

REGULAR BELL SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:45
2	8:50-9:35
Homeroom	9:40-9:55
3	10:00-10:45
4	10:50-12:25
4A Lunch	10:45-11:15
4B Lunch	11:20-11:50
4C Lunch	11:55-12:25
5	12:30-1:15
6	1:20-2:05
7	2:10-2:55

AM ACTIVITY BELL SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:40
2	8:45-9:25
Activity	9:30-10:10
3	10:15-10:55
4	11:00-12:35
4A Lunch	10:55-11:25
4B Lunch	11:30-12:00
4C Lunch	12:05-12:35
5	12:40-1:20
6	1:25-2:05
7	2:10-2:55

2 HOUR DELAY BELL SCHEDULE

<u>Period</u>	<u>Time</u>
1	10:00-10:28
2	10:33-11:01
4	11:06-12:41
4A Lunch	11:01-11:31
4BLunch	11:36-12:06
4C Lunch	12:11-12:41
3	12:46-1:14
5	1:19-1:47
6	1:52-2:20
7	2:25-2:55

PM ACTIVITY BELL SCHEDULE

<u>Period</u>	<u>Time</u>
1	8:00-8:40
2	8:45-9:25
3	9:30-10:10
5	10:15-10:55
4	11:00-12:35
4A Lunch	10:55-11:25
4B Lunch	11:30-12:00
4C Lunch	12:05-12:35
6	12:40-1:20
7	1:25-2:10
PM Activity	2:15-2:55

HIGH SCHOOL GRADUATION

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.

All Indiana students must pass the graduation examinations - Math 10 ISTEP/English 10 ISTEP in addition to meeting the course requirements for any diploma; or complete the Graduation Pathways as outlined at <https://www.doe.in.gov/student-services/student-assistance/indiana-graduation-requirements>. Princeton Community High School will administer the ISTEP exams only to students currently enrolled at PCHS. Individuals who are enrolled in a full-time home school are not eligible for testing at PCHS. Testing information is available directly from the Indiana Department of Education at: www.doe.in.gov/achievement/assessment

Students who do not achieve a passing score on one or both sections of the ISTEP may be eligible for a waiver if the following requirements are met:

- 1) Take the exam in each subject in which the student did not receive a passing score at least one time each school year.
- 2) Complete remediation opportunities provided by the school.
- 3) Maintain a high school attendance rate of 95% with excused absences not counting toward the rate.
- 4) Maintain a "C" average in the courses specifically required for graduation.
- 5) Obtain a written recommendation, supported by documentation that the student has met the academic standard measured by the exam, from a teacher of the student in each subject area in which the student has not achieved a passing score and concurrence by the Principal with the recommendation.

POLICIES RELATED TO GRADING

High School Credit: Each high school course receives one credit per class period per semester. *WBL is an exception.

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:

Beginning with the class of 2019, Princeton Community High School has implemented a weighted grading system to recognize and reward academic work in selected courses.

Letter Grade	Honors and Advanced Courses in Core Academic Areas 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

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 high school 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.

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. Any “F” earned will remain on the student’s transcript and will be calculated into the student’s 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 Guidance Counselor 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.

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 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: Pictures of the previous year's valedictorian and Salutatorian will be displayed in the present honor roll hallway. 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.

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 P.C.H.S. 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 his 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.

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.

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.**

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 – teacher-assigned detention, Tardy #5 (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. (See college visitation section of handbook).
4. The building principal reserves the right to approve other unusual circumstances, such as family funerals and other family issues.
5. Doctor appointments and court appearances.

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 will be allowed only in **very** special situations. The decision must be discussed with guidance and the building principal in advance.

ADDITIONAL SCHOOL INFORMATION

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.

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.

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.

Truancy-Based on per Year Accounting:

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 Extracurricular Activities:

The school has always had a policy relative to this situation and while the interpretation as it relates to athletics had been quite clear, teachers and students may not understand that it **applies to extracurricular activities of a non-athletic nature as well.**

To be sure the policy is understood and applied fairly to students involved in all extracurricular activities, it is as follows:

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 also makes 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.

IN-SCHOOL DETENTIONS

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.

EXTRACURRICULAR ACTIVITIES 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. An exception to this policy might be a situation brought about by an extended illness although even this exception would not apply to athletics. All concerns will be addressed by the building administrator.

Princeton Community High School 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.

School Dances:

1. Any violations of behavior code will be handled as they would be if the infraction occurred during the school day. Persistent problems related to drugs and alcohol will result in the discontinuation of school sponsored dances.
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. Definitely, 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.
- C. Home School students will be considered guests of the Junior Class.

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.
4. 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 possession 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 Class C felony under I.C. 35-42-4-4(b), for any person/student (10) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography”, a Class D Felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or 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.

ATHLETIC RULES

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:

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 of Athlete’s Career:

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 **365 days** from the date of the third offense.

****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 the length of the width of the student agenda book (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. 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 2nd offense, students must change and serve 30 minutes of detention. On the 3rd and subsequent offense, students must change and serve 60 minutes of detention.

Dress Code 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 length of the width of the student agenda book 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 Mrs. Stough. 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

The North Gibson School Corporation shall provide transportation for all students in grades K-12 who live one and a half miles from their school, and may, on the basis of safety and other consideration, provide transportation for children who live less than one and a half miles from their school. 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.

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.

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 ARE NOT ALLOWED!**

A 3-5 day Alternative Education Assignment and/or citation may be issued.

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.

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.

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.

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.

CAFETERIA AND LUNCH

Students will have 30 minutes for lunch. Students must eat in the cafeteria or bring their lunch. All food must be consumed in the dining area. 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 cafeteria.
Drinks and food items may not be taken into carpeted areas of the building.
5. Common sense and courtesy should be displayed in cafeteria behavior.

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:

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.

Lockers:

Lockers are available to all students for the storage of clothing and books. The use of a locker is a privilege granted to students by the school board. The school **cannot be responsible** for those articles that are lost or stolen. Sharing of lockers is not permitted.

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.

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 will be included in the book rental fee for each student.

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 nonaccredited 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.

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. 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.

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. She will determine the extent of the illness and contact the parents if she feels the student should go home.

Exclusions from School:

A student may be excluded from school attendance if:

1. He/she has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community.
2. His/her immediate removal is necessary to restore order to protect persons or school corporation property. This includes conduct off school property where an account thereof the student's presence in school would constitute an interference with school purposes.
3. He/she is mentally or physically unfit for school purposes.

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, sex, disability, or national origin, including limited English proficiency.

Pregnancy

Pregnancy inquiries: Inquiry into the potential pregnancy of any female student of North Gibson School Corporation District shall be made only by the registered head school nurse. Such inquiries shall be made only upon reliable evidence that said girl is pregnant, and then only when conditions are such that any said pregnancy would endanger the health of the girl or her potential child. Pregnant girls may attend school as advised by a physician's statement. The principal may require that the physician's statement be updated as the student approaches advanced stages of pregnancy.

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.

WRAY is the official weather cancellation station.

Child Labor Law:

The child labor law has been changed significantly. Issuing officer **may deny work permits to students if their attendance is not in good standing or if their academic performance is less than a 1.5GPA, which does not meet the school corporation's standard.** A "significant decrease" in attendance can now result in a revocation of work permits by issuing officers. Note that the terms "good standing" and "significant decrease" must be defined by school corporations. A student seeking a work permit from a school he/she does not attend must provide the issuing officer with a written statement from the school the child attends that attests to the student's "acceptable academic performance and attendance".

No child less than 18 years of age can be employed between 7:30AM and 3:30PM on a school day unless a written exception is issued to the employer by the school. A child that is 14 or 15 years of age may not work over three hours on a school day, before 7:00AM, after 7:00PM, and more than 18 hours in a school week.

All work permits are issued from the Guidance Department at PCHS.

WORK PERMIT POLICY FOR GRADES AND ATTENDANCE

Under Indiana law, the North Gibson School Corporation **has the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing.** The corporation also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after she/he begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student's education remain the primary focus.

Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

Grades

1. A student must be passing in five (5) credit classes before a work permit has been issued.
2. If a student does not pass five (5) credit classes after a work permit has been issued:
 - a. The student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If the student does not pass five (5) credit classes during the probation period:
 - a. The school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student when five (5) credit classes are passed.

Attendance

1. A student may not be absent from school more than 10% of the days in a grading period. Medical reasons and written excused absences from the student's parents are excluded.
2. If the student's record of unexcused absences is more than the allowed 10% in a grading period:
 - a. The student's employer and parents will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If unexcused absences persist during the probation period:
 - a. The school will revoke the student's work permit for the next grading period and the parent will be notified.
4. The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

Other Guidelines

A work permit will also be revoked if:

1. A student is chronically late in the morning or tardy to class.
2. The student gives false information on the work permit application or fails to keep the school informed of changes in address, phone number, or employment conditions.
3. A student has an on-going history of being tardy or absent.
4. A student has multiple suspensions from school.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and she/he will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit. The student can attend summer school, if offered, to pass needed classes.

The student has the right to appeal this **decision**, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's educational record within 45 days of the day the School Corporation receives a request for access.

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

2. The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask North Gibson School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school corporation decides not to amend the record as requested by the parent or eligible student, the school corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school corporation as an administrator supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

5. The school corporation may release certain "Directory Information", which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in official recognized activities and sports, heights and weights of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information, without consent to colleges, state or local governmental agencies as directed by State Code.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age objecting to disclosure of any or certain of the categories of directory information should request a form from the principal's office to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish released.

Building principals shall insure that parents are informed of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

LIBRARY INSTRUCTIONAL MATERIALS CENTER **PHILOSOPHY**

The purpose of the library is to provide access to information of research value, stimulate the urge to explore topics of interest, and provide an atmosphere conducive to study and concentration.

The right to use the library for its stated purposes is paramount. However, student will waive this right when disruption violates the spirit of the library and rights of others.

The Student's Right to Read

We support the students' right to read as adopted by the National Council of Teachers of English in 1972. Excerpts from this document follow:

"The right to read, like all rights guaranteed or implied within our constitutional tradition, can be used wisely or foolishly. In many ways, education is an effort to improve the quality of choices open to man. For this reason, we respect the right of individuals to be selective in their own reading. We oppose efforts of individuals or groups to impose their own standards or tastes upon the community at large."

"The purpose of education remains what it has always been in a free society: to develop a free and reasoning human being who can think for himself, who understands his own, and, to some extent, other cultures, who lives compassionately and cooperatively with his fellow man, who respects both himself and others, who has developed self-discipline and self-motivation and exercises both."

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.

North Gibson School Corporation **Terms and Conditions for Internet Use**

1. **Acceptable Use** – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the North Gibson School Corporation. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use of commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

The following uses are also prohibited:

- A. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
 - B. To transmit obscene, abusive, or sexually explicit language;
 - C. To violate any local, state, or federal statute;
 - D. To access, download, or distribute information from web sites of groups or persons advocating hate crimes, or other violence against members of the populace, without the prior approval of the administration and under strict supervision.
 - E. To vandalize, damage, or disable the property of another individual or organization.
 - F. To access another individual's materials, information, or files without permission; and
 - G. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privileges. (Each student who receives an account will be part of a discussion with a North Gibson School Corporation faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of North Gibson School Corporation

may request the system administrator to deny, revoke, or suspend specific user accounts.

3. Network Etiquette:

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

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

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

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

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

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

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

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

I understand and will abide by the aforementioned Internet Use Agreement. I further understand any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including suspension or expulsion from school, and/or appropriate legal action may be taken.

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**

A. INTRODUCTION

Indiana school law provides: “Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation.” [I.C. 20-33-8-8(a)]. Under Indiana school law, students are expected to “follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.” [I.C.20-33-8-8(c)].

North Gibson School Corporation will provide a safe and orderly learning environment for all students and personnel. As part of its legal responsibility and pledge to provide a safe and orderly learning environment for all students and personnel, the NGSC Board of Trustees has adopted a three-part student discipline plan that outlines core behavioral expectations, conduct violations and disciplinary consequences to alert both students and parents to conduct expectations and misconduct consequences.

Disciplinary consequences may be administered by administrators, teachers, or other school personnel. The level of disciplinary consequence is identified for each violation. Most violations have a minimum and a maximum level of disciplinary consequence. Normally, discipline will be progressive in nature moving to a more serious consequence for repeat violations. However, in certain situations, the violation may be such a serious offense that progressive discipline would not be appropriate.

NGSC policy authorizes the Superintendent to adopt additional rules and regulations that do not conflict with the Board’s core behavioral expectations or any other Board policies. In addition, NGSC policy authorizes building principals to establish additional rules and regulations provided those additional rules and regulations do not conflict with the Board’s core behavioral expectations, any other Board policies, or any rules and regulations established by the Superintendent. (These building rules apply to the principal’s particular building once they have been given general publicity to the building’s students and parents.)

B. NON-DISCRIMINATION PLEDGE

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by the individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Equal educational opportunities, programs, and services will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, gender, religion, national origin, economics or family status, or disability.

C. 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:

a.	Tardiness: 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.)	Consequence Level Grades PK-5: Level 1-3 Grades 6-12: Levels 1-4
b.	Truancy:	Grades PK-12: Levels 2-5

	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	
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(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:

a.	<p>Bringing Personal Property Unrelated to the Educational Process to School: 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.</p>	<p><u>Consequence Level</u> Grades PK-5: Levels 1-3 Grades 6-12: Levels 1-5</p>
b.	<p>Inappropriate Dress: 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.</p>	<p>Grades PK-12: Levels 1-5</p>
c.	<p>Misconduct: Engaging in conduct, such as chronic talking out in class, making rude noises or comments, teasing or horse playing, that disrupts instructing or learning.</p>	<p>Grades PK-12: Levels 1-5</p>
d.	<p>Misusing School Technology: 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.</p>	<p>Grades PK-5: Levels 1-5 Grades 6-12: Levels 1-5</p>
e.	<p>Gambling: Playing any game of skill or chance for money or anything of value.</p>	<p>Grades PK-5: Levels 1-4 Grades 6-12: Levels 1-5</p>
f.	<p>Trespassing on School Property: 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.</p>	<p>Grades PK-12: Levels 2-5</p>
g.	<p>Reckless Vehicle Use: Operating any motorized or self-propelled vehicle in a reckless manner on or near school grounds or at a school sponsored activity.</p>	<p>Grades PK-12: Levels 2-5</p>
h.	<p>Group or Gang Activity: 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.</p> <p>Reprisal or retaliation against any individual (shelter it be a victim, witness, bystander or other) who reports suspected criminal gang activity is also prohibited.</p> <p>Criminal Gang and/or Criminal Gang Activity (IC35-45-9-1) defines a “criminal gang” as a group with at least three (3)</p>	<p>Grades PK-12: Levels 2-5</p>

	<p>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)</p> <p>Criminal Gag 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 gag within one thousand (1000) feet of school property.</p> <p>A school employee shall report any incidence of suspected criminal gang activity, criminal gag intimidation, or criminal gag 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.</p>	
i.	<p>Interference with the Use of a School Facility or School Grounds: 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.</p>	Grades PK-12: Levels 2-5
j.	<p>Failure to Report Potential Actions or Plans that may cause Personal Injury or Property Damage: 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.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
k.	<p>Disability Harassment: 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.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
l.	<p>Racial/National Origin Harassment: 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.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
m.	<p>Religious Harassment: 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.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
n.	<p>Sexual Harassment: 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 comments; sexual jokes; spreading sexual rumors; touching an individual's body or clothes in a sexual way; or cornering or blocking of normal movement.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
o.	<p>False Alarms/Bomb Threats/Other Disruptions: 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.</p>	Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5

(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.	<p>Inappropriate Speech or Conduct: Engaging in speech or conduct, which is profane, indecent, lewd, vulgar or offensive to school purposes.</p>	Consequence Level Grades PK-5: Levels 1-5 Grades 6-12: Levels 1-5
b.	<p>Sexual Behavior:</p>	Grades PK-5: Levels 1-5 Grades 6-12: Levels 2-5

	Engaging in any sexual activity while in school, on school property, or while participating in, or during attendance at, school sponsored activities or events.	
c.	Peeping: 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.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 2-5
d.	Public Indecency: 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.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 4-5
e.	Possession or Distribution of Pornographic Material: 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.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 2-5
f.	Invading the privacy of a person: 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.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 2-5

(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.	Cheating: Engaging in fraudulent conduct to gain an advantage in class or school.	Consequence Level Grades PK-12: Levels 1-4
b.	Plagiarism: 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.)	Grades PK-12: Levels 1-4
c.	Altering or Misrepresenting Communications to School Authorities: Tampering with communications from parents or guardians to school authorities, including forging names on excuses.	Grades PK-5: Levels 1-4 Grades 6-12: Levels 1-5
d.	Misrepresentation: 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.	Grades PK-5: Levels 1-4 Grades 6-12: Levels 2-5
e.	Altering Official School Records or Communications: Tampering with official documents in any manner, including changing grades or forging names to passes.	Grades PK-5: Levels 2-4 Grades 6-12: Levels 3-5

(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.	Disrespectful or Inappropriate Behavior Directed Toward a Supervisory Adult: 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.	Consequence Level Grades PK-12: Levels 1-5
b.	Insubordination: Failing to follow any reasonable direction given by a staff member or adult in authority.	Grades PK-12: Levels 1-5
c.	Cutting Class: Failure to report to, or remain in class without a valid excuse	Grades PK-5: Levels 1-3 Grades 6-12: Levels 1-5
	Leaving School Grounds without Permission: Leaving school property while school is in session without a valid excuse.	Grades PK-5: Levels 1-4 Grades 6-12: Levels 1-5
e.	Threatening a NGSC Employee with Physical Harm:	Grades PK-5: Levels 1-4 Grades 6-12: Levels 4-5

	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.	
f.	Causing Injury to a NGSC Employee: Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a NGSC employee.	Grades PK-12: Levels 4-5
g.	Battery to a NGSC Employee: 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.	Grades PK-12: Level 5

(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.	Throwing Objects: 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.	Consequence Level Grades PK-12: Level 1-5
b.	Pushing or Kicking: Shoving or kicking anyone either with or without intent to injure the person	Grades PK-12: Levels 1-3
c.	Recklessness: Performing an act that creates a substantial risk of bodily injury to another person.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
d.	Threatening with Physical Harm: 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.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
e.	Provocation: Engaging in conduct that is likely to provoke reasonable persons to fight or commit battery.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
f.	Hazing: 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.	Grades PK-12: Levels 3-5
g.	Fighting: 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.	Grades PK-5: Levels 3-5 Grades 6-12: Levels 4-5
h.	Battery: Knowingly or intentionally touching, or placing blood or any other bodily fluid or product on another person.	Grades PK-5: Levels 3-5 Grades 6-12: Levels 4-5
i.	Bullying (I.C. 20-33-8-0.2 & I.C. 20-33-8-13.5): 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"> • places the targeted student in reasonable fear of harm to the targeted student’s person or property; • has a substantially detrimental effect on the targeted student’s physical or mental health; 	Grades 9-12: Levels 1-5

	<ul style="list-style-type: none"> • has the effect of substantially interfering with the targeted student’s academic performance; or • has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school. <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>	
	<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 personnel, 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.	Theft/Conversion: Taking or possessing school property of the property of another person without permission.	Consequence Level Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
b.	Receiving Stolen Property: Receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
c.	Vandalism or use of Graffiti: Causing damage to school property or the property of others.	Grades PK-5: Levels 1-5 Grades 6-12: Levels 3-5
d.	Arson/Mischief: 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).	Grades PK-12: Level 5

(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.	Caffeine-Based Pills/Stimulants: 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.	Consequence Level Grades PK-12: Levels 3-5
b.	Misuse of Over-the Counter Drugs: 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.	Grades PK-12: Levels 3-5
c.	Misuse of Prescription Drugs: 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.	Grades PK-12: Levels 3-5
d.	Tobacco Products: Possessing, using, transmitting any tobacco product, e-cigarette or any substance which is represented to be a tobacco product.	Grades PK-12: Levels 3-5
e.	Alcohol: Possessing, using, transmitting or being affected by any alcoholic beverage or any substance which is represented to be an alcoholic beverage.	Grades PK-12: Levels 3-5
f.	Drug Paraphernalia: Possessing or using pipes, bongs, clips, or related items.	Grades PK-5: Levels 3-5 Grades 6-12z: levels 4-5
g.	Drugs: 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.	Grades PK-12: Level 5

(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.	Knives: Possessing or using any knife, including a pocketknife, for any reason unrelated to a school activity.	Consequence Level Grades PK-5: Levels 2-5 Grades 6-12: Levels 3-5
b.	Fireworks and Explosives: Possessing or using any fireworks product or explosive device.	Grades PK-5: levels 2-5 Grades 6-12: Levels 4-5
c.	Deadly Weapon: 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.	Grades PK-12: Level 5

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

