

To the Student

This handbook contains information about some of the basic services offered by the school and guidelines that students will follow to achieve the best educational experience possible. We encourage you to become a part of the total school program by being involved in many school activities. Students are required to keep this handbook for reference when needed. We hope you have a rewarding and successful year!

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Principal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Mr. Michael Galvin

Guidance Counselor . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mrs. Carla Jochim

Social Worker . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Mrs. Dianna Miller

Phone Numbers

Fort Branch Community School Office . . . . .812 –753 – 3641 or 812 – 753 – 4622

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Corporation Web Site: [www.sgibson.k12.in.us](http://www.sgibson.k12.in.us)

Fort Branch Community School Web Site: <http://www.sgibson.k12.in.us/FBCS/fort_branch.htm>

This Agenda Belongs To:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code: \_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equal Education and Employment Opportunities M/F/D

Table of Contents

Academic Excellence 17 Internet Usage 20

Arrival Procedures 12 Lockers 14

Athletic Eligibility 15 Lunches 17

Attendance 6 Medication Policy 18

Behavior Consequences 15 Meningococcal Disease Information 19

Bell Schedule 4 Mission Statement 5

Bullying 8 Network Usage Agreement 22

Bus Procedures 12 Non-Discrimination Policy 6

Cafetorium Procedures 12 Parent Involvement Policy 5

Calendar of Events 3 Pep Assembly Procedures 12

Code Conduct 8 Playground Procedures 11

Conduct Grades 17 Procedures for Walkers and Car Riders13

Corporation Pest Policy 20 Progress Reports 17

Denial to Publish 6 Report Cards 17

Dismissal Procedures 12 Restroom Procedures 12

Dress Code 11 Returning from an Absence 7

E-Reader 20 School Hours 5

Early Release 7 School Improvement 5

Excessive Absences 7 Search and Seizure 9

Expulsion 16 Student Records 6

Grading Scale 16 Suspension of Students 15

Hallway Procedures 11 Tardiness 7

Homework Policy 16 Telephone Procedures 13

Honor Roll 17 Welcome 5

Immunizations and Medical Screenings 18 Wireless Communication Devices 13

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August March

8/15: First Day of School 3/7: Donuts’ for Dad

8/17: Icy Pop Day 3/4-3/13: ISTEP+ Writing

3/8: End of 3rd Nine Weeks

September 3/15: Report Cards

9/3: Labor Day Holiday 3/25 – 3/29: Spring Break

9/6: Grandparents Day

9/14: Progress Report\* April

4/12: Snow Make-Up Day

October 4/12: Progress Report\*

10/19: End of 1st Nine Weeks 4/15: Snow Make-Up Day

10/19: Fall Break 4/22: Snow Make-Up Day

10/26: Report Cards 4/25: Spring Concert

10/22 – 10/26: Red Ribbon Week 4/29: ISTEP+ Progress

November May

11/12: Veteran’s Day Assembly 5/1-5/8: ISTEP+ Progress

11/16: Progress Report\* 5/6-5/10: Teachers’ Appreciation

11/22 – 11/23: Thanksgiving Holiday Week

5/10: Snow Make-Up Day

December 5/22: Elementary Honor’s

12/20: Christmas Concert Assembly, Middle School

12/21: End of 2nd Nine Weeks Assembly, 8th Grade Recognition

12/24 – 12/31: Christmas Break and Dance

5/23: End of the 4th Nine

January Weeks, Report Cards

1/3: Begin 2nd Semester

1/11: Report Cards

February

2/1: Progress Report\*

2/7: Muffins for Mom

2/18: President’s Day Holiday (Snow Make-up Day)

\*Parents may request paper progress reports or download them through STI HomePlus at <https://fbcssti.sgibson.k12.in.us/HomePlus/login.aspx?ReturnUrl=%2fHomePlus%2fschedule%2fschedule.aspx>.

\*Athletic Schedules can be downloaded at <http://www.highschoolsports.net> or through our school website.

2012– 2013 Bell Schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Primary Elementary Schedule**  **(K-2 Grades)** | 8:00  Tardy Bell | 8:00-9:45  Class | | 9:45-10:00 Recess | | 10:00-11:00 Class | | 11:00 – 11:30  Lunch  *(\*3RD Grade will Eat Lunch with 1st & 2nd)* | | 11:30-12:00  Recess | | 12:00-1:48  Class | | 1:45-2:00  Recess | | 2:03-3:16 Class  *(2:55*  *Special Education Buses & Vans)* | | | 3:25  Dismissal  *(3:16-Early Dismissal for Buses 10,11,12, Walkers, & Riders)* |
| **Intermediate Elementary Schedule**  **(3-5 Grades**) | 8:00  Tardy Bell | 8:00-9:45  Class | | 9:45-10:00 Recess | | 10:00-11:30 Class | | 11:40-12:10  Lunch | | 12:10 – 12:40  Recess | | 12:30-1:30  Class | | 1:45-2:00  Recess | | 1:45-3:16 Class  *(2:55*  *Special Education Buses & Vans)* | | | 3:25  Dismissal  *(3:16-Early Dismissal for Buses 10,11,12, Walkers, & Riders)* |
| **6th Grade** | 8:00  Tardy Bell | 8:19-9:04  1st Period | 9:08-9:53  2nd Period | | 9:57-10:42  3rd Period | | 10:46-11:31  4th Period | | 11:35-12:05  Lunch | | 12:09-12:54  5th Period | | 12:58-1:43  6th Period | | 1:47-2:32  7th Period | | 2:36-3:21  8th Period | 3:25  Dismissal | |
| **7th and 8th Grade** | 8:00  Tardy Bell | 8:19-9:04  1st Period | 9:08-9:53  2nd Period | | 9:57-10:42  3rd Period | | 10:46-11:31  4th Period | | 11:35-12:20  5th Period | | 12:24-12:54 Lunch | | 12:58-1:43  6th Period | | 1:47-2:32  7th Period | | 2:36-3:21  8th Period | 3:25 Dismissal | |



Welcome

Welcome back to the 2012-2013 school year! I hope you had a great summer, and took some time to rest and have fun! We are looking forward to an exciting school year, and you are the most important part of that process. We have been preparing the school in anticipation of your return! I hope you are ready for the best school year of your life, and enjoy your learning!

**Mission Statement**

The mission of Fort Branch Community School is to challenge students to work to their full ***ability*** mentally, physically, and socially establishing a ***basic*** foundation toward ***character development*** within a warm, friendly, and caring ***environment***.

# School Improvement

Fort Branch Community School Faculty and Staff continue to assess student growth and learn and implement best practices to increase student achievement. We believe that our students deserve the best, and that is why we strive each day to provide them with the best possible education! The faculty and staff work to use our resources to meet the needs of every student and to help them improve their learning.

Parents and guardians are an important part of this process, and we continue to encourage you to provide a quiet area for homework, and to spend time reading with them. Together, we can ensure learning for all!

# School Hours

 The office remains open from 7:30 A.M. – 4:00 P.M. All visitors should report to the school office to receive a pass if they wish to speak to a student or teacher. Parents may make appointments for conferences with teachers or the principal by telephoning the school office.

Students should not arrive at school until 7:45 A.M. unless transported by bus. Elementary early bus dismissal begins at 3:15 P.M. The remaining elementary students and middle school students are dismissed at 3:25 P.M.

In the event of severe weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio station WRAY, Princeton. If no report is heard, it can be assumed that school will be in session. Please do not call the school or school officials. Telephone lines must be kept open for emergencies.

**Parent Involvement Policy**

Fort Branch Community School believes that excellence in education requires the combined resources, efforts, and participation of the community, faculty and staff, administration, students, and parents to ensure learning for all. We are committed to challenging students to work to their full abilitymentally, physically, and socially establishing a basic foundation toward character development within a warm, friendly, and caring environment.

While the school is responsible for the creation, development, and the success of academic programs implementation of best practice instructional methods, and current technology; parental involvement is critical in strengthening the impact of these programs. A collegial approach meets the needs of all of our students to excel in their academic pursuits. This approach can only be attained through a partnership which encompasses the following characteristics:

1. Effective home-school communication.
2. Active participation in school activities.
3. Supportive home environment which encourages learning.
4. Sharing knowledge and resources crucial to the learning process.
5. Involvement in policy making within the school.
6. Collaboration with community organizations to impact student learning.

# South Gibson School Corporation Denial to Publish Student Information/Student Work

The South Gibson School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, *student work displayed at the discretion of the teacher* *with no grade displayed*. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary 15 calendar days from the beginning of a school year.

**Non-Discrimination Policy**

The Board of School Trustees for the South Gibson School Corporation shall not discriminate on the basis of race, color, gender, religion, ancestry, veteran status, national origin, limited English proficiency or disability in any programs and/or activities of Fort Branch Community School, Ft. Branch, Indiana, including, but not necessarily limited to, employment practices and participation in educational offerings as required by the Indiana Civil Rights Law (I.C. 22-9-1) Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

**Student Records**

The parent or guardian of a child enrolled at Fort Branch Community School shall be entitled to inspect those instructional materials that will be used in connection with any survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers’ manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental complaints.

No student shall be required without prior written consent of the student’s parent or guardian to submit to a survey, analysis or evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations
2. religious beliefs or practices
3. mental and psychological problems potentially embarrassing to the student or his/her family
4. sexual behavior and attitudes
5. illegal, anti-social, self–incriminating and demeaning behavior
6. critical appraisals of other individuals with whom the student has a close family relationship
7. legally recognized privileged or confidential relationships such as those of lawyers, physicians or ministers
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

# Attendance

Student attendance usually determines academic success in school. We encourage regular attendance to achieve the maximum benefit of our educational program. Indiana State law requires all students under the age of sixteen to attend school. Students may be retained if poor attendance becomes a habit resulting in missed work. Students must be in attendance in order to participate in extracurricular activities unless in the case of bereavement. If a situation arises requiring your child to be absent, please notify the office by 9:00 A.M.

I. Types of Absences:

1. Excused: Examples of excused absences are listed below:

1. Personal Illness: A doctor’s excuse must accompany the student if the illness lasts for five days or more.

2. Doctor’s Appointment: **Please make every attempt to schedule appointments after school hours!**

3. Death in the family

4. Service as a page in the General Assembly

5. Presentation of a project in the State Fair

6. Serving during a general election

1. Absences approved by the principal as unusual circumstances
2. Unexcused Absences: All absences other than those listed above will be considered unexcused absences. Students will not be allowed to make-up their missed assignments. A test given during these absences will receive the grade of an “F”.

II. Returning to School from an Absence

1. Bring a note from your parent or guardian explaining the reason for your absence.
2. The school will require a doctor’s statement if the absence is longer than five days.
3. C:\Documents and Settings\michael.galvin\Local Settings\Temporary Internet Files\Content.IE5\SZU9BU70\MC900287136[1].wmfThe student is responsible for discussing missed work with the teacher and completing this work within the required time limit. Assignments may be requested the third day of absence.

III. Procedures for Excessive Absences

1. If a student has accumulated twenty-one absences during the year that are not medically verifiable, the student will be retained for one year.
2. At ten absences, the parent/guardian will be notified in writing that the child has excessive absences. Students with ten or more absences may not be permitted to participate in field trips, special programs, etc. Exceptions to these restrictions will be reviewed by the administration.
3. At fifteen absences, another warning will be issued with a request for a parent/guardian conference with the principal.
4. If the parents request an appeal within ten calendar days of the twenty-first absence, the principal will arrange an appeal board consisting of the principal, and two faculty members.

IV. Procedures for Early Release

1. Parents should notify the school office prior to an early release through a phone call or note. A written excuse is required upon the student’s return if the early release is for a dental or medical appointment.
2. Children are released from school only to their parents or to persons authorized by their parents. A parent or guardian signature is required prior to release.
3. Children are released to police officers only after proper clearance by the building principal.
4. In case of family dissension (divorce, stepparents, grandparents, etc.) the request occasionally comes to prohibit one party of the conflict from taking the child from school. Such requests are honored only if legal status is established.
5. In case of an emergency, the student is sent home only with the parent or another authorized adult.
6. In the absence of the principal, the classroom teacher is responsible for making an early release decisions. The principal will be notified upon reentering the building.

VI. Tardiness

Students must report regularly and promptly to school, all classes, study halls, and homeroom. Students will be permitted three free tardies per semester. On the fourth tardy, Saturday school will be assigned. If the tardy persists, additional discipline techniques will be used.

# Code of Conduct

The administration, faculty, and staff have established written rules and procedures to guide student behavior.

I. General Procedures:

1. Students using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct.
2. Bullying:

1. This rule applies when a student is:

a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when school is being used by a school group (including summer school);

* + 1. Off school grounds at a school function, activity, or event;
    2. Traveling to or from school or a school activity, function or event
  1. Using property or equipment provided by the school
  2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and /or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.

1. Students are not permitted to engage in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
2. Students are not permitted to cause or attempt to cause damage to school property, steal or attempt to steal school property. Students are also not permitted to vandalize computers or computer equipment, alter computer software without expressed consent of the teacher, or enter the personal files of teachers, the administration, or students. This rule also applies to private property.
3. Students are not permitted to cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
4. Failing 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 persons or damage property when the student has information about such actions or plans.
5. Students are not allowed to possess, handle, or transmit a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. Use or possession of gunpowder, ammunition, or an inflammable substance is prohibited.
6. Students are not allowed to possess, use, transmit, or be affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before school or a school function or event. **The only exception to rule K is listed in the Medication Policy in this handbook.**
7. Students are not allowed to possess, use, or transmit any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
8. Students are not allowed to possess, use, transmit, or be affected by caffeine-based substances other than beverages, substances containing phenylpropanolanime (PPA), stimulants of any kind, or any other similar over-the-counter products.
9. Students are not allowed to possess, use, distribute, purchase, or sell tobacco products, controlled substances, or alcoholic beverages of any kind or in any form.
10. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function will result in consequences.
11. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
12. Students are not permitted to engage in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Students are not permitted to engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
14. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function is prohibited.
15. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal’s school building.
16. Disrespect to school staff. Substitute teachers and student teachers are recognized as classroom teachers by the administration. Students are expected to afford them the same courtesy and cooperation as they afford regular teachers.
17. Failure to serve detention will result in additional disciplinary action.
18. Students are required to complete school work.
19. Excessive tardiness or truancy will result in disciplinary actions.
20. Students are not permitted to leave school, class, or a school activity without proper authorization.
21. Violation of school’s attendance policy (Attendance Information).
22. Students are not permitted to be in a gang at school, or engage in gang activity at school or at any school sponsored function. This includes wearing clothing, writing, or posting of symbols, and using hand gestures that would denote gang affiliates.
23. The principal must approve all announcements placed on bulletin boards.
24. Students are expected to leave the building after school unless a member of the faculty supervises them. If a student stays for an extracurricular activity, the student is expected to get his/her books and coat and take them to the activity. A visit to the locker area after 3:30 is not permissible.

II. Search and Seizure

* 1. As used in this section, “reasonable cause for a search” means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of (1) evidence of a violation of the student-conduct standards contained in the student handbook; (2) anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
  2. All lockers and other storage areas provided for student use on school premises remains the property of the school corporation and are provided for the use of the student, subject to inspection, access for maintenance, and search, pursuant to this section. No student shall lock, or otherwise impede access, to any locker or storage area, except with a lock provided by, or approved by, the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. (1) The principal, or a member of the administrative staff designated in writing by the principal, may search a locker and its contents when the person conducting the search, or the principal designating the person to search, has reasonable cause for a search of the locker searched. (2) The principal, a member of the administrative staff, or a teacher, may search a desk or any other storage area on school premises other than a locker, when the person conducting the search has reasonable cause for a search.
  3. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to: (1) searches of the pockets of the student; (2) any object in the possession of the student, such as a purse or briefcase, and/or: (3) a “pat down” of the exterior of the student’s clothing. Searches of the person of a student, which require removal of clothing other than that of a shoes, socks, jackets, and coats, shall be referred to a law enforcement officer in accordance with subsection G of this section. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student and reasonably available on school premises, a person of the student’s choosing shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as possible.
  4. The privilege of bringing a student-operated motor vehicle on to school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle on to school premises. The principal, or another member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
  5. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be (1) seized and admitted as evidence in any suspension or expulsion proceeding, if it is tagged for evidence at the time it is seized and kept in a secure place by the principal or the principal’s designee, until it is presented at the hearing, (2) returned to the parent or guardian of the student from whom it was seized, (3) destroyed if it has no significant value, or (4) turned over to any law enforcement officer in accordance with subsection G.
  6. Anything found in the course of a search conducted in accordance with this section, which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and: (1) returned to the parent or guardian of the student from whom it was seized, (2) destroyed, or (3) turned over to any law enforcement officer in accordance with subsection G.
  7. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to (1) search any area of school premises, any student, or any motor vehicle on school premises (2) identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.
     + 1. Dress Code:

Students should dress for “school business” in a clean, neat, and safe manner. Although the school recognizes that fads come and go, and styles of dress are ever changing, certain standards of reasonable dress are expected. The following are specifically **prohibited,** but school staff may determine other violations at their discretion:

1. Any headwear (hats, bandanas, etc.), and sunglasses
2. Skirts, skorts, dresses, or shorts must be of a modest length – finger-tip length will be a general guideline and should approach the knee on length. Students cannot wear short shorts and short skirts.
3. Clothing, jewelry, or body art (tattoos) that states, implies, or displays any reference to drugs, vulgar language, alcohol, tobacco products, nudity, violence, sex, hate messages, gangs, or anything else that may be considered disruptive to the educational process. Also not allowed are any of the above that is a double entendre (is dirty or suggestive).
4. Any clothing (including tops, sagging or hip hugger pants) that reveals or exposes undergarments and/or impairs the wearer’s ability to walk.
5. Jeans and pants cannot have holes or slits.
6. Shirts that expose cleavage, bare midriff, front or back, shoulders, or underarm areas. Clothing must have sleeves.
7. Chains and spiked jewelry are prohibited.
8. Bare feet and or footwear that is unsafe or inappropriate for specific activities. K-5 students are expected to wear safe, closed footwear which is appropriate for the playground. The entire foot must be covered by wearing shoes such as tennis shoes, boots, or dress shoes.  **Elementary students cannot wear sandals, flip flops, or crocs.**
9. Jewelry in any pierced body part, other than ears. Jewelry includes CLEAR PLUGS.
10. Clothing or grooming styles that are disruptive to the educational environment or are a safety hazard.

**School personnel shall be the final judges as to the appropriateness of student dress. Student’s parents will be called if their clothing is inappropriate and they will be sent home to change. This is an unexcused absence.** Approved dress for spirit days is an exception to the dress code. In addition to detention, any student not dressed properly, in the opinion of the principal or his designee, may be sent home or detained in the office until such time that proper clothing can be delivered to the school by that student’s parent or guardian.

* + 1. IV. Playground Procedures:

1. Students must provide a parent note if they wish to not participate in recess.
2. The Courtyard (concreted area between the door and the blacktop) will be used for quiet activities and jump ropes.
3. Students should quietly exit the building walking and carrying playground equipment until they reach the blacktop area.
4. The equipment on the playground should be used safely and correctly. Only school equipment may be used on the playground.
5. Students should keep hands, feet, and objects to yourself. Students should refrain from tackling or wrestling on the playground.
6. All injuries should be reported immediately to the teacher on duty.
7. When recess ends students should line up immediately. Once they leave the blacktop area, they should walk to their homeroom lines and stand quietly, ready to enter the building. All playground equipment must be held quietly.

V. Hallway Procedures:

1. Students are scheduled to an assigned area for each period. All students not in their scheduled locations must have a student pass. The teacher in charge of the class or another teacher or administrator who is authorized to withdraw the student from class will complete the pass when allowing a student to leave their class. Passes are issued for a specific purpose and are to be used for that purpose only.
2. Students should walk quietly down the hallway in a straight line.
3. Keep hands and feet to yourself.

VI. Cafetorium Procedures:

1. Go through the line in alphabetical order.
2. Keep hands, feet, and objects to yourself.
3. Stay in your seat while you are eating. Raise your hand if you need help.
4. Only talk to those people seated next to you and directly across the table from you.
5. Leave your area clean for the next person. Take trays with leftovers to the window and put trash in trashcans.

VII. Restroom Procedures:

1. When taking a restroom break with the group, use only whispering voices inside the restroom and the restroom area.
2. Wash hands before leaving the restroom.
3. Make sure your trash is thrown away in the proper place.
4. Return to the classroom when you finish or at the teacher’s direction.
5. Go directly to your seat without talking.

VIII. Pep Assembly and Extracurricular Procedures:

* 1. Enter the gymnasium or cafetorium quietly and be seated at once.
  2. Students are expected to remain in the gymnasium during athletic events and special programs unless they are leaving with parents or walking home. Re-entry is not permitted unless given by a school official.
  3. Keep hands, feet, and objects to yourself.
  4. Students are expected to conduct themselves in an orderly and acceptable manner while attending any school function.

IX. Arrival Procedures:

A. Sit quietly while waiting for school to begin. Keep hands, feet, and objects to yourself.

1. Place your coat and backpack in your locker quietly.
2. Walk to your room quietly.
3. Have all materials ready at your desk and be in your seat when the bell rings.

X. Dismissal Procedures:

1. **Parents should notify the office by a phone call or note if your student is going home in a different manner than usual before 2:00 P.M.**
2. Students will quietly get their coats and backpacks from their lockers and return to their room.
3. Students will quietly exit the building in line and board their bus immediately.
4. Walkers and car riders will be dismissed after the busses have loaded.

 XI. Bus Procedures:

1. The student should be waiting at his/her pickup point when the school bus arrives.

B. No pupil shall enter or leave a bus until it comes to a full stop and the door is opened by the driver.

1. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip.
3. When a student boards a bus in the morning, he/she will not be allowed to get off before the bus arrives at school. He/she will not be allowed to disembark and walk part of the way to school. In the evening, a student will not be allowed to get off the bus until he/she reaches his/her stop. He/she will not be allowed to get off at the home of a friend or relative unless the driver has a note from the parent giving permission to the student to get off at a specified place other than his/her own.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
5. No windows or doors are to be opened or closed except by permission of the bus driver.
6. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
7. No eating, drinking or gum is allowed on the bus without bus driver approval.
8. Tobacco in any form, alcohol, drugs, weapons, etc. are forbidden on any school bus.
9. Students are assigned to busses. The driver may refuse to transport children assigned to another bus.
10. Improper conduct may lead to temporary dismissal from the bus. If misbehavior continues, you may lose riding privileges permanently. Remember! Bus transportation is a privilege, not a right.

XII. Safety Procedures for Walkers and Car Riders:

1. Mornings:
   1. Walkers
      1. Do not walk on Coal Mine Road or across U.S. Highway 41.
      2. Walk on the sidewalks, and do not cut through the parking lot.
   2. Vehicles
      1. Students should be dropped off by the gymnasium canopy no earlier than **7:45 A.M**.
      2. Unloading is done on the curb. Do not unload in the parking lot allowing children to cross in front of traffic.
      3. All students must exit the car at once.
      4. **Do not pass another vehicle unloading students! Stay in line following the person in front of you! Do not cut across parking lot lanes to cut off other drivers! Parents must exit by Coal Mine Road! The front of the school is reserved for buses and kindergarten students only!**
      5. Leave in the order of arrival.
2. Afternoons
   1. Walkers
      1. Do not walk on Coal Mine Road or across U.S. Highway 41.
      2. Walk on the sidewalks, and do not cut through the parking lot.
   2. Vehicles
      1. Buses will park in a staggered parallel fashion to stop traffic in front of the building. Please do not park in front of the building or try to leave while buses are arriving or loading.
      2. Elementary parents who are picking up their children, should pull forward to the end of the front canopy by the kindergarten doors after early buses 10, 11, and 12 have left. Teacher will then begin loading a few students at a time.
      3. Middle school parents may pick up students on the cafeteria side, south of the stop sign, and exit by Coal Mine Road. **Do not try to drive through bus loading area to Hillcrest Street!**
      4. Do not load students in the parking lot allowing them to cross in the line of traffic. Parents may use the visitor parking spaces if coming into the building.
         1. Telephone Procedures
3. A telephone is available for student use in the front office. Students must sign the phone usage registry, and should use the phone to call parents about emergency situations. Students are encouraged to use the telephone before school starts, during lunchtime, during study hall, or after school. In general, during class time, all phones are off-limits to students. In case of an emergency, a student may ask for a pass to the office to use the phone. The principal or designee may give permission to use the phone.
4. Students are required to keep their cell phones in their locker during the school day to limit distractions from texting or phone calls. Students may use cellular phones with teacher permission in the hallway only in cases of emergencies. The above guidelines for the school phone also apply to usage of cellular telephones. Cellular phones are not to be used during class time to communicate with other students or to text message. If a cellular phone is observed being used by a staff member, it will be confiscated the first time, parents will be contacted the second time, and if it continues additional disciplinary steps will be taken.
   * + 1. Wireless Communication Devices and Cameras

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberry/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode).

A “camera still or video” is a device that captures on film or digital media, still or video images.

Except as provided hereinafter, students are prohibited from using WCDs or cameras to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and written consent for the capture, recording or transmission of such words or images. Using a WCD or camera to take or transmit audio and/or stills/video images of an individual without his/her consent is considered an invasion of privacy and is not permitted. A building principal or a class room teacher in a class involving the use of such WCD or camera as part of the curriculum or an authorized extracurricular activity may authorize the capture, recording or transmission of such words and/or images. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD or camera confiscated and disciplinary action taken.

The use of WCDs that contain built-in cameras (i.e. devices that take still or video pictures, whether in a digital or other format) or cameras is prohibited in locker rooms, classrooms and bathrooms.

**Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways, in physical education, and in athletic dressing rooms, are the property of the school corporation. These lockers are made available to students to store school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state and federal law or school rules. The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents, with or without the knowledge or permission of the student, to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions (open drink containers or food), attempt to locate lost or stolen materials and prevent use of lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. **Lockers must always be locked when not in use.** Students should not give their combination to anyone else, nor should they leave money or valuables in their lockers.

**Athletic Eligibility and Conduct**

Students must remain academically eligible to participate in extra curricular activities (ECAs). A student’s grades will be looked at in two parts to determine eligibility.

1. A student must pass four (4) of the five (5) core subjects to be eligible. The core classes consist of math, English, science, literature, and social studies.
2. A student must pass a total of six (6) classes to be eligible.

If a student does not pass four of the five core subjects and/or does not pass a total of six classes in a grading period, the student will be placed on **Academic Probation** for the upcoming grading period.

**Academic Probation** means that a student may try-out and practice, but they are not allowed to participate in any contests while on probation. Grades and eligibility will be checked during the grading period as described below:

1. If the sport’s season begins during the upcoming grading period, eligibility will be checked four (4) weeks from the first official practice. If they are not eligible at this time, they will remain ineligible for the remainder of the grading period.
2. If the sport’s season is already in progress at the change of grading periods, eligibility will be checked when progress reports become a matter of record in the principal’s office. If they are not eligible at this time, they will remain ineligible for the remainder of the grading period.

Semester grades shall take precedence over nine weeks grades at the end of a semester. This means that semester grades from December and May will be used to determine eligibility in January and August, respectively. A student’s academic eligibility will be determined at the time when grades have been made a matter of record in the principal’s office. This generally happens during the week following the last day of the grading period.

A student must attend school for **ALL** classes after lunch to be allowed to participate in contests the same evening. They must be at school by the **START** of the first period after lunch. A student who is not at school for **ALL** classes after lunch will be not be allowed to participate in any extra curricular activities that same evening. **This does not include doctor’s or dentist’s appointments, funerals, or any other absence the principal considers acceptable.**

**Behavior Consequences**

Indiana Public Law 218 outlines the procedures to be followed by school personnel in the disciplining of a student. The principal, administrative personnel and teachers are authorized by the Board of School Trustees of South Gibson School Corporation to take disciplinary action in connection with insuring appropriate student behavior.

This student handbook and information are given to and discussed with each student in the fall for guidance to student behavior. The following chart and consequences are possible outcomes for inappropriate behavior.

|  |  |
| --- | --- |
| **Level** | **Possible Consequences (These consequences may not be followed in a sequential order)** |
| 1-3 Referrals | * Conference (teacher, student, parent, principal, or counselor involvement depending on number of violations) * Parental Contact * Noon Detention * Loss of Privileges (field trip, spirit session, dance, special program) * Classroom Suspension * Community Service |
| 4-6 Referrals | * Parental Contact * Referral to Educational Intervention Team * Behavior Contract * Loss of Privileges (field trip, spirit session, dance, special program) * After school detention/Community Service * Classroom Suspension |
| 7-10 Referrals | * Student/Parent/Principal Conference * Counseling * In-School Suspension |
| 11-14 Referrals | * Three Days of Out-of-School Suspension/Community Service * Five Days of Out-of-School Suspension/Community Service |
| 15+ Referrals | * Out-of-School Suspension/Community Service * Student/Parent/Principal Conference with the Superintendent to discuss options including expulsion |

\*Severe Clause: The principal will administer appropriate consequences for the severity of the behavior or according to South Gibson School Corporation policy.

1. Teacher Suspension of Students – Each teacher shall, when students are under their charge, have the right to take any action reasonably necessary to carry out or to prevent an interference with the educational function of which they are in charge. Teacher suspension is interpreted as the teacher’s right to suspend from class and send to the office for one period any student who interferes with the educational function for which the teacher is responsible.
2. Short-Term Suspension – Any principal may deny a student the right to attend school or to take part in any school function for a period of up to ten days. Such suspension may take place after the principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student, further school purpose, or to prevent an interference with school purposes. Suspension may also be imposed for violation of any of the regulations constituting grounds for expulsion.
3. Expulsion – Students may be removed for the balance of the current semester or year.

**Assessment and Recognition**

1. Homework - The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.

B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.

C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.

D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student.

E. Homework should always have a clear direction, serve a learning purpose; and shall never be used as a punitive measure.

1. Grading Scale
   1. Scale

97 – 100 = A+ 80 – 82 = B- 67 – 69 = D+

93 – 96 = A 77 – 79 = C+ 63 – 66 = D

90 – 92 = A- 73 – 76 = C 60 – 62 = D-

87 – 89 = B+ 70 – 72 = C- 59 and below = F

83 – 86 = B

* 1. Parents will receive both the letter grade (A, B, C, etc.) and the numerical grade (100, 98, 87, etc.) on the nine-week grade reports.
  2. Elementary students will receive an S, N, or U as a grade in their art, music, and physical education classes.

1. Conduct Grades
   1. Students who receive an “N” or “U” from two separate subject areas on their report card will be excluded from field trips, special programs, and pep sessions. The student’s conduct will be tracked for the next four and a half weeks, and may have their good citizenship reinstated allowing them to participate in school activities.
2. Progress Reports – Parents may request paper progress reports through the main office each grading period; however, the South Gibson School Corporation encourages parents to track students’ academic success through the Information NOW online system.
3. Report Cards – Report cards for grades K-8 are distributed on Friday following the end of the nine weeks grading period. Kindergarten report cards and elementary report card envelopes must be signed by a parent or guardian and returned to school.
4. Honor rolls are based on the student grade average.  The “Distinguished Honor Roll” will include students who have a nine-week average of 93-100 percent.  The “Honor Roll” will include students who have a nine week average of 83-92.999 percent. Honor Roll is based upon classes which receive a letter grade and not a conduct grade such as S, N, or U.  *Please notice that it takes 93% for the Distinguished Honor Roll.  The 92.999% will NOT be round up for the honor rolls.*  It is based on the grade card and not what the parent sees on Information NOW.  A conduct grade of a “U” will also eliminate a child from qualifying for the Honor Roll.
5. Academic Excellence – Students receiving Distinguished Honor Roll for the first three grading periods and no “U” in conduct will be eligible for this recognition.

**Lunches**

The South Gibson School Corporation has approved the **“Offer vs. Serve”** lunch program for each of the school cafeterias. Each student will be offered the entire lunch; however, students will be able to refuse one of two items.

Parents may place cafeteria payments in an envelope with the student’s name, teacher’s name, ID number and grade and/or section number on it. Payment should be sent the first day of each week and the student should give it to their first period teacher.

The limit established for student charge accounts will be two weeks. Each Friday, a pink slip will be sent home giving a summary of your account if it is not paid in full. If there is a disagreement over our records, please contact the school office at 753-4622 or 753-3641 and ask for Mrs. Schmitt in the kitchen. Students will be allowed to charge their meals up to this limit, and then they will receive an alternative meal consisting of a peanut butter sandwich and milk. Parents who filed for **“Free or Reduced Lunch Application”** should not send any lunch payments until notified of your child’s lunch status. This eliminates confusion in establishing a lunch account for your child.

Please continue to pay all accounts with a check to provide a double accounting method. A $20.00 service charge will be assessed on any bank returned check in addition to the check amount. Deliveries from fast food places will not be accepted for individuals or groups during the lunch periods. Thank you for your help and cooperation!

|  |  |  |
| --- | --- | --- |
| Type of Lunch | **Elementary Cost** | **Middle School Cost** |
| **Daily – Adult** | $3.50 | $3.50 |
| **Daily – Student** | $1.75 | $2.00 |
| **Weekly** | $8.75 | $10.00 |
| **Extra Milk (Daily)** | $0.25 | $0.25 |
| **Breakfast** | $1.50 | $1.50 |

**Medication Policy**

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent to be filed annually. The prescription must be in its original container, labeled with the student’s name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician’s prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication, identified as fore noted, stored in the office of the school nurse and administered in accord with this policy. However, if authorization for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

**Immunizations and Medical Screenings**

The nurses of the South Gibson School Corporation wish to provide information to parents about Health Services available in the South Gibson School Corporation. Each school building, FBCS, GSHS, HCS, and OCS has a health suite available for sick or injured students staffed with a registered nurse.

A state law requires that a record of the immunization status of each student be kept on file. All students must have required immunizations before school begins. The nurses review all health records and gather and record new student immunizations as soon as school starts. A summary report must be submitted to the State by November 1 of the current school year.

Head Lice checks are routinely done at the beginning of school for K-5, or as needed in any other class. This check detects head lice and can be a means to avoid head lice infestation to numbers of children. If children are found to have head lice, they are sent home for treatment. The School Nurse must recheck students before they are allowed to attend classes.

Growth and development progress is monitored by weight and height checks in the spring to grades K-8. The state of Indiana mandates that vision screenings be conducted on children in grades K, 1, 3, and 8. It also states that we must arrange for an eye care professional to conduct a vision screening of students in Kindergarten or first grade. A referral for further vision evaluation is made by the school nurse and sent to parents if the child does not pass the vision screening criteria. As a general rule, all students K-8 are checked yearly. A summary report must be submitted to the state by June 1.

During the winter months, the South Gibson School nurses conduct a screening program for Scoliosis. Grades five, seven and nine, as mandated by the state, are checked for possible curvature of the spine. The parent will be contacted if any symptoms of Scoliosis exist. A summary report must be submitted to the state by June 1.

If you do not wish your child to have a particular service provided by the school nurses, please call for an appointment with your child’s building principal and arrange to sign a release form. Thank you for your help in maintaining the best possible health for the students of the South Gibson School Corporation.

**Meningocaccal Disease Information**

1. **What is meningococcal disease?**

A. Meningcoccal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

Q. **How is this germ spread?**

A. The bacteria are spread from person to person by direct contact with an infected person’s nose or throat secretions.

Q. **What are the signs of being sick with this germ?**

A. Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Q. **Who is at highest risk for getting the disease?**

A. Babies, children, and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Q. **Can meningococcal disease be prevented?**

A. Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

Q. **What vaccines may prevent a child from getting this germ?**

A. Two vaccines are available to prevent this infection.

**Meningococcal Conjugate Vaccine (MCV4), which is Menactra** – This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for :

* Young adolescents at the pre-adolescent visit (11-12 years old)
* Adolescents at high school entry (about 15 years old)
* Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

**Meningococcal Polysaccharide Vaccine (MPSV4), which is** Menomune – This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For additional questions, please contact your physician or your local health department.

**Pest Policy**

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

***This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied, and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

***Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.***

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the time of student registration ***[beginning of the school year or semester]*** by a separate memorandum or as a provision in the student handbook.

2. Provide the name and phone number of the person to contact for information regarding pest control.

3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.

4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.

5. Provide notice of all pesticide applications to school nurses.

6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two ***[school]*** days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

**E-Reader Usage**

Several technological devices called e-readers are being introduced this year which open up the world of reading to our students. Education journals are encouraging schools to adopt a “bring your own device” policy due to budgetary restraints. We welcome these new devices because this is the future of education for our children. Students will only be able to use these devices for educational purposes, and may not play games or watch movies on them. Students will be responsible for their own devices, and if they demonstrate a lack of responsibility, teachers will be permitted to confiscate these devices and turn them into the office for parents to come and get. We will continue to keep our policy toward cell phones even though some of these have capabilities to be an e-reader. Examples of approved e-readers are electronic devices which are advertised specifically for this purpose.

**Internet Usage**

Internet access is now available to students and teachers in the South Gibson School Corporation. The Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Electronic information research skills are now fundamental to preparation of students and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Board expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The purpose of the Board-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of the South Gibson School Corporation. Access is a privilege, not a right. Access entails responsibility.

Students utilizing Corporation-provided Internet access must first have the permission of or must be supervised by the South Gibson School Corporation’s professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers will be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent shall prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

The following uses of school-provided Internet access are not permitted to:

A. access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

B. transmit obscene, abusive, sexually explicit, or threatening language;

C. violate any local, state, or federal statute;

D. vandalize, damage, or disable the property of another individual or organization;

E. access another individual’s materials, information, or files without permission; and,

F. violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Board policy and rules will result in loss of Corporation-provided access to the Internet. Any additional disciplinary action will be initially determined at the building level. The building principal may recommend disciplinary action to a higher level. When and where applicable, law enforcement agencies may be involved.

The Board makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Board will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. The Board will not be responsible for the accuracy, nature, or quality of information stored on diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents and guardians should be aware that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student’s parent or guardian would be liable.

While the Corporation’s intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students’ Internet access; those methods could not guarantee compliance with the Corporation’s acceptable use policy. That notwithstanding, the Corporation believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Towards that end, the Board makes the Corporation’s complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

**NOTICE: This policy and all its provisions are subject to local, State, and Federal statutes.**

**DISCLAIMER CONCERNING USE OF ON-LINE SERVICES**

The South Gibson School Corporation, its employees and agents, make no warranties of any kind, whether express or implied, concerning the on-line access it is providing. Furthermore, the South Gibson School Corporation will not be responsible for:

A. any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer "viruses";

B. the accuracy, nature, or quality of information stored on diskettes, hard drives, or servers provided by the South Gibson School Corporation;

C. the accuracy, nature, or quality of information gathered through the on-line access provided by the South Gibson School Corporation;

D. personal property used to access computers, networks, or the on-line access provided by the South Gibson School Corporation;

E. unauthorized financial obligations of a student, or his/her parent of guardian, resulting from the on-line access provided by the South Gibson School Corporation.

The Board designates the Superintendent and the principal as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

**Student Network and Internet Acceptable Use and Safety Agreement**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain

parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to

visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review and inspect any directories, files and/or messages

residing on or sent using the Corporation's computers/networks. Messages relating to or in support of

illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet.

Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

Please check each that applies:

􀀄 I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.

􀀄 I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

􀀄 I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

􀀄 I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

**Student Handbook Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received a copy of the current Fort Branch

(Student’s Name – Printed)

Community School student handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents, and follow all contents within being a positive Fort Branch Community School citizen. I shall also ask my parents/guardians to read the handbook, discuss it with me and return the Parent/Guardian Acknowledgement form on the bottom of this page.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Student Handbook**

**Acknowledgement Form**

Indiana law requires that we ask you to acknowledge in writing that you have received a copy of the student handbook, which contains school discipline policies. Failure to sign or return the form does not affect the student’s responsibility to act in accordance with policies outlined in this handbook.

I(We) have reviewed the current Fort Branch Community School student handbook containing school discipline policies.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

South Gibson School Corporation

Fort Branch Community School

7670 South Eastview Lane

Fort Branch, Indiana 47648

Michael Galvin, Principal

Dear Parent or Guardian,

In case of a medical emergency, it is helpful to have on file, a record of your child’s medical problems or special needs. We would like information about problems such as asthma, diabetes, seizures, heart condition, and name(s) of medication your child is taking. **All records are kept strictly confidential.**

Please complete the form below (indicate “none” if there are no problems) if your child has a condition that we need to be aware of and return to the school nurse as soon as possible.

Please Remove and Return to Your School Nurse

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Medical Problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Is you child on medication? \_\_\_Yes \_\_\_No

If so, give medication name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often is medication given? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_