Haubstadt Community School Student Handbook 2023-2024

This Agenda Belongs To:

Name:_____

Address:_____

City/Town:_____**Zip Code:**_____

Phone:_____

Homeroom Teacher_____ **Homeroom #**_____

HCS School Song

Onward Haubstadt, onward Haubstadt, fight on down that line.
Bring the ball on down the floor, a basket sure this time.
Rah, Rah, Rah!
Onward Haubstadt, onward Haubstadt, fight on down for fame.
Fight, Elites fight and we will win this game.

The Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Haubstadt Community School

Administrative Staff

Superintendent	Dr. Bryan Perry
Assistant Superintendent	Mr. Tim Armstrong
Principal	
Guidance Counselor	Mrs. Laura Michel
Technology Coordinator	Mr. Matt Bilderback

Board of School Trustees

Mr. David Lewis	President
Mr. Steve Gruszewski	Vice-President
Mrs. Stacy McClellan	Secretary
Mr. Michael Bengert	President-Board of Finance
Mr. Timothy Nurrenbern	Secretary-Board of Finance
Mrs. Rachel Johnson Hileman	Member
Mrs. Janet McBee	Member

Phone Numbers

Haubstadt Community School……..….(812)768-6487 or (812)768-6760
FAX Number……..……(812)768-5020
School Corporation Office……..(812)753-4230
Corporation FAX…….(812)754-4081

Websites

SGSC Corporation Website	www.sgibson.k12.in.us
HCS School Website	www.sgibson.k12.in.us/HCS/hcs_main.htm

SGSC Grading Scale

97-100 = A+	77-79 = C+
93-96 = A	73-76 = C
90-92 = A-	70-72 = C-
87-89 = B+	67-69 = D+
83-86 = B	63-66 = D
80-82 = B-	60-62 = D-
	59 and Below=F

The South Gibson School Corporation is on four 9 week grading periods for the school year.

HCS Regular Bell Schedule

DIRT	8:03-8:19
1st Period	8:23-9:03
2nd Period	9:07-9:47
3rd Period	9:51-10:31
4th Period	10:35-11:15
5th Period	11:19-11:59
M.S. Lunch	12:02-12:36
6th Period	12:39-1:19
7th Period	1:22-2:02
8th Period	2:05-2:45
9th Period	2:48-3:28

HCS 2 Hour Delay Bell Schedule

DIRT	10:03-10:09 (6 min)
1st Period	10:09-10:36 (27 min)
2nd Period	10:40-11:07 (27 min)
3rd Period	11:11-11:38 (27 min)
4th Period	11:42-12:09 (27 min)
MS Lunch	12:12-12:46
5th Period	12:49-1:17 (28 min)
6th Period	1:21-1:49 (28 min)
7th Period	1:53-2:22 (29 min)
8th Period	2:26-2:55 (29 min)
9th Period	2:59-3:28 (29 min)

Mission Statement

The Haubstadt Community School Continuous Improvement Committee will ensure improvement through developing goals and a plan of action in order to comply with State requirements as stated in Public Law 221, to improve student performance and to accomplish school aims.

School Website

The Haubstadt Community School website is a source of valuable information for parents and students. Our monthly calendar, menu, weekly newsletter, sports schedule, and various other items will be on our website and updated regularly. The HCS link can be found on the South Gibson School Corporation website at www.sgibson.k12.in.us .

School Hours

The Haubstadt Community School office remains open from 7:30 A.M. – 3:45 P.M. All visitors should report to the school office to receive a pass if they wish to speak to a student or teacher. **Do Not Go Directly To The Classrooms.** Parents may make appointments for conferences with teachers or the principal by telephoning the school office or contacting the teacher by email.

School Delays, Closings, and Early Dismissals

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time, or early dismissal will be posted on the corporation website, announced over radio station WRAY and the local TV stations, and a message will be sent out by the school messenger program. 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.

Lunches and Payments

We ask parents to observe the following guidelines when paying for school lunches.

1. Costs
   - Middle School - $2.15 per day or $10.75 per week
   - Elementary School - $1.85 per day or $9.25 per week
   - Ice Cream – All ice cream items are 50¢. Students are only allowed to buy ice cream on their grade's designated ice cream day (one day per week).
2. Send money in an envelope clearly marked with the following:
   - Student's name
   - 4 digit PIN number
   - Amount to be applied to the student's account.
   - Payment for multiple family members should be paid with one check. The lunch money envelope should accompany the youngest student and be clearly marked with each student's name, PIN number, and the amount to be applied to each student.
3. Ice cream, morning milk, bottled water, and extras may be purchased on the student's account. **If a student's account has a negative balance, they will not be allowed to charge any of these items to their account.**
4. Limits – You may place limits on your child's account by notifying the cafeteria in writing. The following types of limits may be placed.
   - **Daily Limit** – A dollar amount limit can be used to limit the daily charges to a student's account. Students will not be allowed to **charge** items that put them over the daily limit.
   - **Note to account** – If you do not want your child to purchase any ice cream and/or extras from their account, a pop-up window can remind the cashier of this each time your child enters their PIN number. Students will only be able to pay for these items with cash if such a note is placed on their account.
   - Please keep in mind that we are unable to limit the number of ice cream purchases middle school students charge to their account each week. We can only limit the total dollar amount charged per day or keep them from charging any ice and/or extras. Therefore, if you want to control the number of ice creams purchased per week, you should add a note to the student's account restricting them from charging any ice cream and have them pay for their ice cream purchases with cash.

Cafeteria and Lunch Time

Cafeteria facilities are available to students in all elementary schools. Type A lunches are provided and are based on the nutritional values as set up by the U.S. Department of Agriculture. In addition to giving daily nutritional needs, the plan is based on teaching correct eating habits and introducing new foods.

In order to comply with Federal USDA guidelines for the National School Lunch Program, SGSC asks that parents do not bring in fast food for lunches. If a parent does bring in fast food, they may only bring it in for their child. They may not bring it in for other students. Examples that are not allowed would include bringing in a pizza from Pizza Hut or bags of sandwiches from McDonald's for a group of students. While the child of the parent who brought in the fast food would be allowed to eat it, other students will not be allowed to share it per the Federal USDA guidelines.

Cafeteria Guidelines

1. There is no need for running or pushing after entering the cafeteria. Everyone is to be seated.
2. Observe rules for self-control while eating.
3. Students will refer to supervisors on duty as either Ms., Miss, Mrs., or Mr.
4. Loud, noisy voices or disorderly conduct will not be tolerated.
5. Do not leave any debris on the table or the floor.
6. Dispose of all paper products in trash containers.
7. Follow the traffic pattern one way around the cafeteria.
8. There will be no switching from table to table.
9. There will be no saving of seats.
10. Disobedience of any of the above guidelines will be dealt with as a discipline issue in the principal's office.

Book Rental

Textbooks are on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books should exercise great care so that the least possible damage and loss may occur. The student is held responsible for unnecessary marking, damage, and loss of rental books. Only ordinary wear is expected. When a book becomes torn or in need of repair, it should be brought to the attention of the teacher. Workbooks and other consumable books are sold at the same time textbook rental is collected. Book fees not paid when agreed upon will be turned over to the school attorney for collection. Applications for township assistance with book fees are available at the time of registration.

Lockers

The use of the locker is a privilege granted to students by the school. Each middle school student will be assigned a locker. The school will not be responsible for any contents within the locker. A charge will be assessed to persons damaging lockers.

The principal possesses the authority to examine the condition and contents of any locker in the building when he/she has reason to believe that the locker is not being properly maintained or being used to house items:

- which present an immediate threat to the health, safety, and welfare of the student body or physical plant.
- which are illegal to possess.
- which would contribute to the disruption of the normal education program.
- which have been reported lost or stolen.

Protect Your Property

Print your name, grade, and section in ink in all books, notebooks, gym suits, shoes, and folders for which you are responsible. Do not bring items of great value to school. Students should not bring expensive items or large sums of money to school. The school will not be held liable for lost or stolen items.

Arriving At School In The Mornings

The first bell rings at 7:45. At 7:45, students will move to their homerooms. Students who arrive before the 7:45 bell will enter the building and sit in their assigned areas in the hallways.

Students must have all of their items put away, in their assigned classroom, and ready to start class by 8:03. If they are not in the classroom and ready to start at 8:03, they will be considered tardy.

A parent must sign their child in with the HCS school office if their child is late for any reason. A **s**tudent who arrives late (cannot make it to class by 8:03) should not go to class until their parent has signed them in with the office personnel. If a student is late and their parent does not sign them in, the student's tardiness will be counted as **unexcused**.

Dismissal Procedures-Cars, Busses, and Walkers

- Parents should notify the office by a phone call or note, before 2:00 P.M. if your student is going home in a different manner than usual.
- Parents and guardians are not to park on the west side of the building to pick up students.
- Buses are in the west circle and cars are in the east circle.

Car Riders

- We ask that parents do not park in the parking spots and then walk up to get their child(ren) or have their child(ren) walk through the cars to get to them. This is done mainly for safety reasons. We do not want children walking between the cars if possible. The other reason is that it disrupts the traffic flow and causes the exiting process to take longer for everyone.
- It is important that parents communicate with their children so that the student knows if he/she is a car rider for the day. It slows the exiting process if the child is not ready for early dismissal. We need to have all early car riders loaded and gone by 3:25 so that we can have the dismissal and pick up of late car riders.
- Early dismissal is at 3:10 for the elementary students. **There is early dismissal for the elementary students ONLY.**
- Please **DO NOT** get into the early dismissal line if you are picking up a middle school student. The middle school will not be let out until 3:28.
- If your child is not outside and ready to leave, we ask that you pull your car around to the front of the awning so that we can keep traffic moving.
- Please remind your child(ren) to wait on the sidewalk until **ALL** cars have stopped before trying to load. This is for their safety.
- Our goal is to have 3 or 4 cars load at one time. Cars should stay in the circle and pull forward at the awning so 3 or 4 cars can load. Once the whole group has loaded, they will exit and another group of parents will pull forward to the front of the awning to be loaded.

Bus Riders

- Elementary students will be dismissed to load the busses first. Once the elementary students are loaded, the middle school students will be dismissed. All students are expected to gather their materials and load the busses quickly. Students should not be waiting in the halls, stopping to converse with other students, or doing any other thing that may cause them to miss the school bus for the ride home. Students that miss the bus will call their parents. The parents will need to come to HCS the pick the student up.

Walkers

- Walkers will be allowed to leave before the busses as long as they leave immediately following the dismissal bell. If a student cannot leave immediately following the dismissal bell, he/she will need to wait until the busses have cleared the bus lanes. Students leaving before the busses must walk on the sidewalk along the football field and cross the roads at the intersection of Gibson and Fifth streets. This will make sure they are away from the busses in the bus circle.

Procedures for Early Release

- Notify the school office prior to an early release through a phone call or note.
- Release for dental and medical appointments are honored. A written excuse from the doctor is required upon the student's return.
- 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.
- Children are released to police officers only after proper clearance by the building principal.
- 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.
- In case of an emergency, the student is sent home only with the parent or another authorized adult.
- In the absence of the principal, the classroom teacher or the office is responsible for making an early release decision. The principal will be notified upon reentering the building.

Attendance

The State Law requires that all pupils under sixteen years of age be in school during all days that school is in session.

Students at Haubstadt Community School are expected to demonstrate punctuality and dependability in meeting assigned responsibilities. These are fundamental characteristics to be developed in one's school experience. Students with good attendance records generally achieve higher grades and enjoy school more. Regular attendance is essential in order to derive the maximum benefits of the educational program. The responsibility for attendance is that of the student and the parent/guardian. The responsibility for accurate attendance accounting and reporting is that of the school. Haubstadt Community School insists on punctual and regular school attendance.

Types of Absence:

1. **Excused** – Acceptable excused absences:
    - Personal illness – Student will be required to bring a doctor's statement if persistent illness lasts for five or more consecutive school days.
    - Doctor/Dentist appointment – Upon returning to school, student should bring a doctor's excuse indicating the date and time of the appointment.
    - Death in the family
    - Service as a page in the General Assembly
    - Presentation of a project in the State Fair
    - Serving on the precinct election board on the date of each general, city or town, special and primary elections
    - Religious observance
    - Absences approved by the principal

2. **Unexcused** - All absences not reported to the school office or pre-approved by the building principal will be considered unexcused. If the unexcused absences are considered truancies (absences without the parent's approval and/or the school's knowledge) additional corrective action may be taken. Absences from school can never really be made up. Poor attendance reflects in grades and is a consideration for retaining a student at the same level for a second year. Success at school, like success at any job, requires promptness and dependability.

Reporting an Absence

A parent or guardian should contact the office by 9:00 a.m. to report any absence. The absence can be reported in the following ways.

1. Telephone call to the school.
    a. Call the school at 768-6487 between 7:30 a.m. and 9:00 a.m.
    b. Leave a message on the school answering machine before 7:30 a.m.
2. By email - hcsattendance@sgibson.k12.in.us or by clicking on the HCS Attendance link on the school website http://www.sgibson.k12.in.us/HCS/hcs_main.htm
3. Note signed by the parent/guardian in advance informing the office of the planned absence.

A parent/guardian who does not contact the school office by one of the above methods to report a child's absence will receive a phone call from school asking about the child's absence. If we are unable to reach the parent/guardian, the student's absence will be considered unexcused.

Returning to School After an Absence

Students who return to school during the school day must be signed in at the office by a parent or guardian or the absence will be considered unexcused.

Students Who Arrive Tardy for the 8:03 morning Bell

Students arriving late to school must be signed in at the office by a parent or guardian or the tardy will be considered **unexcused**. The student will obtain an admission slip to class when signed in by the parent or guardian and present it to the teacher whose class they will be entering.

Tardiness

Students are expected to be in their assigned classrooms when the bell sounds to start class. Students who are not in the classroom and do not have a pass are considered tardy. Students with repeated tardiness may be given consequences including noon detention, loss of privileges (programs, fieldtrips, etc.) and possible in school suspension.

- It is the responsibility of the student and the parent/guardian to see that the student is at school on time.
- Being late for class, study hall, homeroom, etc. all have the same consequences.
- Students arriving late to school for the 8:03 morning bell must be signed in at the office by a parent or guardian or the tardy will be considered unexcused. The student will obtain an admission slip to class when signed in by the parent or guardian and present it to the teacher whose class they will be entering.

Homework and Absences

It is the student's responsibility to complete missed classroom assignments after an absence. A parent/guardian may request homework when reporting the child's absence. Such homework requests should be received by 9:00 a.m. and will be ready for pickup after 3:00 p.m. Please note that requests made after 9:00 a.m. may not be able to be fulfilled**. Upon returning to school, it is the student's responsibility to make sure that all missed assignments have been completed and turned into the teacher.** Students are generally given one day for each day absent to make up missed homework.

Homework and Planned Vacations/Trips

Homework for pre-planned trips/vacations must be requested one week prior to leaving and is expected to be completed upon returning to school. It is the student's responsibility to retrieve assignments/homework from each of their teachers. Homework that is not turned in when the student returns, may be considered late or incomplete and may be given a zero (0) for the grade.

Policy for Excessive Absences

1. At ten (10) absences, the parent/guardian will be notified that the child has excessive absences. This number includes any pre-approved days such as vacations and appointments.
2. At fifteen (15) absences, a second notification will occur.

Truancy

1. Truancy is an absence without the parent's approval and/or school's knowledge in which case the Attendance Officer is notified and will investigate the matter. The school can impose further disciplinary measures in truancy cases.
2. The compulsory attendance laws of the State of Indiana require each child who is more than seven years of age and not more than sixteen years of age, to be in school each day that school is in session.
3. If other corrective measures fail, habitual truants will be subject to the provisions of Section 31 of Public Law 218-Student Due Process which states: Confirmed truant on petition of recommendation of the attendance office and superintendent having jurisdiction, a child who habitually absents himself/herself from school in violation of the compulsory laws may be tried by the judge of any juvenile, circuit, or superior courts. If the judge finds that the child is a confirmed truant, he/she may (a) commit the child to the Indiana Boy's School or the Indiana Girl's School, as appropriate, or (b) commit the child to another custodial institution in this state, or (c) place the child in the care of a probation officer.

Homework Policy

The South Gibson School Corporation recognizes the integral role of homework in the total educational process. Homework fulfills the following purposes:

1. To review, re-enforce, or extend classroom learning by providing practice and application of knowledge gained;
2. To teach students responsibility and organizational skills;
3. To promote wise and orderly use of time;
4. To encourage a carry-over of worthwhile school activities into permanent career and leisure interest;
5. To provide opportunities for broad enrichment activities.

All homework should be related to the objectives of the curriculum studied. Homework should be given for educational purposes. The quantity of homework should vary with the grade, age, and needs of the student and the class.

Homework is a cooperative process. Students, parents, teachers, and administrators share responsibilities regarding homework assignments.

1. The **TEACHER** has the professional responsibility to assign homework when needed. Each teacher shall establish methods for assigning, recording, and evaluating homework. These procedures will be clearly explained to the students.
2. The **STUDENT**, with guidance from teachers and parents, should develop good work and study habits. The student should be responsible for completing the homework assigned.
3. **PARENTS** should encourage their children by showing interest and exhibiting helpful attitudes toward homework. They should provide an environment conductive to study.
4. The **PRINCIPAL** shall coordinate implementation of the policy.

CURRENT GRADES, PROGRESS REPORTS, REPORT CARDS AND HONOR ROLL

In an effort to standardize grade reporting throughout South Gibson School Corporation, the following grades will appear on the report cards:

A Excellent	D Below Average	S Satisfactory
B Above Average	F Failure	N Needs Improvement
C Average	I Incomplete	U Unsatisfactory

Grade 1 - Students will receive an A, B, C, D, or F in the following subjects: reading, spelling, and math. The grades of S, N or U will be used for science, social studies, writing, art, music and physical education.

Grade 2 - Students will receive an A, B, C, D or F in reading, language arts, spelling, and math. The grades of S, N or U will be used for art, music, physical education, science and social studies.

Grades 3, 4 & 5 - Students will receive an A, B, C, D or F in reading, language arts, spelling, math, social studies, science, health, and band. The grades of S, N or U will be given for art, music, and physical education.

Grades 6, 7 & 8 - Students will receive an A, B, C, D or F in all subjects.

Current Grades, Progress Reports, Report Cards and Honor Roll

Current grades can be seen at any time by using the Family Portal on the *Skyward* information program. The *Skyward* information program can be accessed by going to the HCS website. Parents can call the HCS office to get their login information if they do not have it.

Progress reports will be sent home during the middle of each grading period, if requested, to notify parents of current grades and missing assignments.

Report cards are distributed on Friday following the end of the nine weeks grading period.

Honor rolls are based on the student grade average and determined by classes/courses that give letter grades (A, B, C, D, F). Courses/classes that use S/N/U or Pass/Fail are not used to determine honor roll.

Distinguished Honor Roll

Middle school students will need a GPA of 3.800 or better for the grading period.
Elementary students will need a GPA of 3.7500 or better for the grading period.

Honor Roll

The Honor Roll will include students who have a GPA of 3.000 or better for the grading period.

GPAs will NOT round up for the Distinguished Honor Roll or Honor Roll.

Academic Excellence is a program used to encourage, promote, recognize, and reward good citizenship qualities and leadership abilities. The criteria is being on Distinguished Honor Roll for the first three grading periods.

8th Grade Students Taking Algebra I

8th graders who take Algebra I during their 8th grade year and take Geometry or Geometry Honors in grade 9 will receive in their 9th grade year on the high school transcript their first semester Algebra I grade and credit at the end of first semester and their second semester Algebra I grade and credit at the end of the second semester. These grades will become part of the student's high school grade point average(GPA).

Elementary and Middle School Band

5th Grade Band:

- 5th grade band will meet every day from 7:30 a.m. to 8:05 a.m.
- Students participating in 5th grade band will be responsible for getting to school by 7:30 a.m. Monday through Friday.
- There will be no 5th grade band class on 2 hour delay days.
- 5th grade band members are required to participate in the Haubstadt Christmas Concert and the Spring Concert.

Middle School Band

- Middle school band will meet every day within the school day.
- Middle school band is a co-curricular class. Co-curricular means the student will receive a letter grade on participation in class/outside of class activities. Outside of class activities include, but not limited to:
  - Christmas Concert
  - Solo and Ensemble Competition
  - ISSMA Concert Band Contest
  - Spring Concert
  - Any after school rehearsals
- Middle school band members will only be allowed to remove themselves from (drop) the class at the beginning of a new semester. If the student chooses to drop the class is at any other time, the student will receive an "F" for the remainder of the semester.

Eligibility Rules for Athletes, Cheerleaders, and Extracurricular Activities

Students must remain academically eligible to participate in extracurricular 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:

a. 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.
b. 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.
c. Academic probation is an opportunity for a student to have a second chance at participating while not having met the academic requirements. A student may be placed on academic probation one time during an academic school year. If a student fails to meet the eligibility requirements for second or more times during a school year, the student will be ineligible to participate for that 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 extracurricular activities that same evening. **This does not include doctor's or dentist's appointments, funerals, or any other absence the principal considers acceptable.**

Middle School Retention

I. If a student in grades 6, 7, or 8 does not pass 3 of the 5 Core Academic subjects (math, literature, language, science, and social studies) for a semester, they will be put on the possible retention list. Any student on the possible retention list must have notification mailed home after first semester and at the end of the third grading period.

II. Students who do not meet the above criteria to be promoted to the next grade level will have a parent conference with the principal and counselor. The principal, with input from the teachers, will make the final determination on a student being retained. After discussing with the principal, the parent may appeal to the superintendent.

For students with an IEP, the IEP committee will determine if the student needs to be retained, assigned, or promoted to the next grade level.

Respect

Students are expected to show respect towards the school staff. Substitute teachers, student teachers, aides, etc. are recognized as classroom teachers by the administration. Students are expected to afford them the same courtesy and cooperation as they afford regular teachers.

Restrooms

Restrooms are not to be used for loitering or social gathering places. They should be used before and after class and after lunch. Students may be excused from class to the restroom by the classroom teacher. The student should have a signed pass by teacher in their planner if they leave class to use the restroom.

Telephone Procedures

1. A telephone is available for student use in the front office. 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 for non-educational purposes. The principal, teacher, or designee may give permission to use the phone.
2. Students may use cellular phones with teacher permission in the hallway. 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 for non-educational purposes, it will be confiscated by the staff member and given to the office.
3. Parents and guardians may leave messages for students with the office staff. The messages will be given in a timely matter. Students will not be called out of class to accept phone calls.

Cell Phones, Bluetooth Earbuds, and Electronic Devices

Cell phones, Bluetooth earbuds (any type of wireless headphones), and other electronic devices are prohibited at HCS during the school hours of 8:03am though end of the school day unless given permission by a staff member. If a student is found to be using one of these devices during school hours without permission, the device will be confiscated and turned it into the office. The student will need to pick up the item from the office at the end of the day. Students with repeated offenses may be given consequences including noon detention, loss of privileges (programs, fieldtrips, etc.) and possible in school suspension.

Bluetooth earbuds are not allowed to be used during school hours. A student is expected to use a wired set of headphones during the school day.

The unauthorized recording of students and/or staff members is strictly prohibited.

Changing Classes

At every change of class, there will be large numbers of pupils going from one room to another. In order to keep the noise and confusion at a minimum, you are asked to be especially quiet and courteous. Show respect for your fellow students and make the change as quickly and quietly as possible.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

Student Problems and Complaints

Complaints or problems should not be brought to the office unless referred by a teacher. In most cases, the teacher is nearer to the incident and understands the circumstances involved. This makes for a much faster solution. However, if the problem cannot be solved, the student should get permission from the teacher to ask for the principal's help.

Discipline/School Behavior

The philosophy of education of the South Gibson School Corporation centers on the conviction that the public school exist for the welfare of the individual as a member of an ever-changing society. Working with the home, and other institutions, it is a responsibility of the school to develop useful citizens. The school should help each child to discover his/her own aptitudes, challenge him/her to reach the limit of his/her ability in developing them, and inspire him/her to feel pride in his/her achievements at every stage of his/her growth.

School Rules and Regulations

Building principals may make written rules and establish written standards governing student conduct. Building principals may take any action which is reasonably necessary to carry out or prevent an interference with kinds of disruptive behavior. The following are examples that will not be tolerated and could result in disciplinary actions:

- Any type of disrespect to faculty
- Any type of classroom disruption
- Failure to follow directions of school personnel
- Any type of insubordination
- Fighting, pushing, shoving, or scuffling of any type
- Being tardy to class
- Any type of dress code violation
- Student dress which fails to emphasize neatness and appropriateness. *Courts have ruled that any appearance that (1) creates a disturbance, (2) causes amusement or laughter, or (3) provokes looks and stares, shall not be allowed in the public schools.*
- The use of vulgar, obscene, or indecent language, writing, or acts
- Lunch room problems
- For reasons of safety, students are prohibited from running in the building
- Sleeping in class
- Throwing objects on school premises
- Forged notes, passes, excuses, and/or signatures
- Bus issues
- Any type of bullying and/or harassment
- Stealing or theft
- Damage to property
- Gambling in any form
- Smoking and/or tobacco in any form
- Boy-girl physical contact
- Headwear except for spirit activities
- Setting off fireworks on school premises
- Students must also refrain from loud and/or boisterous activity while in the school building.
- Knowingly possessing or using on school grounds, during school hours, an electronic paging device or cell phone

South Gibson School Corporation 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 hats and sunglasses inside the building. Administration has discretion over the definition of "hat" in the educational setting.
2. Skirts, skorts, dresses, or shorts must be of a modest length. Students cannot wear short shorts and short skirts that cause a distraction to the educational process.
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. Shirts that expose cleavage, bare midriff, front or back, or underarm areas.
6. Any jewelry that is considered unsafe.
7. Safe and appropriate footwear must be worn. Flip-flops and slides are not allowed for grades K-5 due to recess time. K-5 students must have at least a strap on the back of the shoe.
8. Jewelry in any pierced body part that causes a distraction to the educational process.
9. is prohibited. Non-distracting clear plugs will be allowed.

School personnel shall be the final judge as to the appropriateness of student dress. Any student not dressed properly in the opinion of a South Gibson staff member will be referred to the school office. The student will remain in the office until such time that proper clothing can be delivered to the school by that student's parent or temporary replacement clothing can be provided by the school. Repeated violations could result in disciplinary action, including detention and/or suspension of the student.

Teacher Suspension of Students

Each teacher shall, when students are under his/her charge, have the right to take any action reasonably necessary to carry out or to prevent an interference with the educational function of which he/she is 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. The principal may assign other consequences as necessary.

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 five school days.

Such suspensions may take place after the principal has conducted a thorough investigation and determined that suspension is necessary in order to help the student to 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.

Indiana Public Law 218

Indiana Public Law 218 outlines the procedures to be followed by school personnel in the disciplining of a student. Indiana Public Law 218 provides for the following:

> The principal, other administrative personnel and teachers are authorized by the Board of School Trustees of South Gibson School Corporation to take disciplinary action in connection with ensuring appropriate student behavior. Such action will be supervised by the building principals and could include counseling with the student, parent conferences, the assignment of additional school work, rearranging class schedules, requiring the student to serve detention, suspension from school and/or expulsion from school.

Possible Grounds for Expulsion/Removal of the Student from School for the Balance of the Current Semester of Year:

- Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any comparable conduct constituting any interference with school purposes, or urging other student to engage in such conduct.
- Damage or theft of school property.
- Intentionally damaging or stealing private property.
- Intentionally doing bodily injury to any student.
- Intentionally causing or attempting to cause physical injury to school employee.
- Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, alcoholic beverage, or intoxicant of any kind.
- Engaging in the unlawful selling of narcotics.
- Failing in a number of instances to comply with directions of the teacher where such failure constitutes an interference with school purposes.
- Threatening to cause property damage, physical injury, or inflict violence upon any person on school property or in attendance at any school activity.
- Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
- Knowingly possessing, using, transmitting, or being under the influence of any controlled substance as defined by Indiana Statues, including, but not limited to, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana; an alcoholic beverage; or intoxicant of any kind.
- No student shall possess, handle, or transmit any firearm or deadly weapon on school property.
- “Firearm” is defined in Section 921 of Title 18 of the United States Code.
- The penalty for possession of a firearm: five days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the Superintendent if the circumstances warrant such reduction.

The Superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

Restraint and Seclusion Policy

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

South Gibson School Corporation Anti-Bullying Policy

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation;

and

B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

A. places the targeted student in reasonable fear of harm to the targeted student's person or property;

B. has a substantially detrimental effect on the targeted student's physical or mental health;

C. has the effect of substantially interfering with the targeted student's academic performance; or

D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

A. Participating in a religious event.

B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.

C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.

D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

E. Participating in an activity undertaken at the prior written direction of the student's parent.

F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the

Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality
To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee
In accordance with State law, there shall be a *Safe School Committee* in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Search and Seizure

A. 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.

B. 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.

C. 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 shoes, socks, jackets, and coats, shall be referred to a law enforcement officer in accordance with subsection F of the 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 personnel of the same sex as 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.

D. 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 F.

E. 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 F.

F. 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.

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. All forms of medications or treatments shall be administered by the corporation employees designated by the superintendent's guidelines.

Medication shall include all medicines including those prescribed by a physician and non-prescribed (over-the-counter) drugs (i.e. Tylenol, Advil, Ibuprofen, cough drops, etc.). 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.

Prescription medication or treatments require the written prescription from the child's physician, accompanied by the written authorization from the parent or guardian to be filed annually. The prescription label on the bottle or box is acceptable for the physician's order. The prescription must be in its original container, labeled with the student's name, dosage, and time to be given. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Over-the-counter (OTC) medications or treatments require written consent from the parent or guardian annually, along with the name of the medication, dosage and time to be given. Also, OTC medicine must be supplied to the school in an original, unopened box.

All medications will be stored in the nursing office. The only exceptions to this are if there is a need for self-medication and the student needs to carry medication on him. Written permission from the physician and parent must both be obtained, the physician must state that the student has an acute or chronic condition for the medication to be given, the student has been given instruction as to how to self-administer the medication, and the nature of the disease or medical condition requires emergency administration of the medication. (See Policy 5303.01 Self-Administered Medication).

No student is allowed to provide or sell any type of prescription or OTC medication to another student. Violations of this rule will be considered violations of Policy 5530 Drug Prevention, Policy 5500 Student Conduct and Policy 5600 Student Disciplines.

All medication should be transported to/from school by the student's parent or guardian. Medications can only be released to another individual 18 years or older if designated in writing by the student's parent or guardian.

All medications will need to be picked up by the end of the school year by the parent or guardian or medication will be discarded.

Meningococcal Disease Information

Q. What is meningococcal disease?

A. Meningococcal 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 crowed 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:

1.) 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.

2.) 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 questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department.

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 l of the current school year.

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 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 June1.

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.

Emergency Situations and Drills

Preparation for emergencies ensures that when they do occur, we are ready to act in such a way as to protect life and property.

During emergency drills, the teacher in your classroom will always lead the group. Escape routes may need to be altered by the teacher. Proper precautionary measures within the room may be assigned to students for quick and orderly completion. All students are to remain quiet in case the teacher needs to give instructions. Your teacher will explain the procedure for such drills, and in each classroom you will find posted, in a prominent place, directions for a speedy evacuation in case of an emergency drill.

If your group is first to leave the building from your evacuation exit, the first students in line will hold the doors open until all in the groups have vacated the building. At the signal for return, the same procedures will apply as for leaving the building.

Bus Service

Students are under the school's jurisdiction from the time they enter the bus in the morning until they arrive home in the evening. School bus drivers are to have control of all children so conveyed between the home of the children and the school or vice versa. The driver shall keep order, maintain discipline among the children while in the bus or along the route, and treat all children in a civil manner. He/she shall see that no child is imposed upon or mistreated while in his/her charge and shall use every care for the safety of the children in his/her charge.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupil shall stand or move from place to place during the trip.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet, or body in any objectionable manner.

5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. The child should be waiting at the boarding station when the school bus arrives. In case of an emergency, late arrival the pupil at his/her station, the bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the boarding station.

Corporation 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. 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.

This policy does not apply to the use of the following pesticides:

- when used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals
- personal insect repellents when self-applied
- gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

The corporation will:

- 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.
- Provide the name and phone number of the person to contact for information regarding pest control.
- Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
- Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
- Provide notice of all pesticide applications to school nurses.
- 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 corporations.

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

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 Haubstadt Community School School, Haubstadt, IN, 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).

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.

Using Corporation Equipment for Bullying

Use of the districts equipment and/or resources for the purposes of Bullying (as defined by State Senate Enrolled Act 285) is strictly prohibited. This includes but is not limited to using district computers, software, or network resources to transmit or aid in an act of bullying. Use of instant messaging software to intimidate or bully anyone will be considered a direct violation of this rule. Violation of this rule will result in immediate loss of network access, school discipline, and may subject the offending user to criminal prosecution.

List of Prohibited Uses of the On-Line Services

The following uses of any on-line services are prohibited by the South Gibson School Corporation. Moreover, this prohibited activity may be illegal and subject the offending user to criminal prosecution.

a) Do not access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
b) Do not transmit pornographic, obscene, abusive, or sexually explicit materials.
c) Do not use the network to violate local, state, or federal statures.
d) Do not vandalize, damage or disable, or “hack” the files of others. Creation of a “virus” is considered vandalism.
e) Do not access the files, information, or software of others without prior authorization.
f) Do not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
g) Do not purchase any goods or services through any on-line service.

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), Blackberrys/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.

The unauthorized recording of students and/or staff members is strictly prohibited.

SOUTH GIBSON SCHOOL CORPORATION 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 assumes 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.

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.