Fort Branch Community School

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 expected to keep this handbook for reference when needed. We hope you have a rewarding and successful year!

Board of School Trustees

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Administrative Staff

Superintendent . . . . . Dr. Bryan Perry
Assistant Superintendent . . . . . Mr. Tim Armstrong
Principal . . . . . Mr. Mark Wahl
Assistant Principal . . . . . .Dr. Peter Humbaugh
Technology Coordinator . . . . . Mr. Matt Bilderback
Guidance Counselor . . . . . .Mrs. Laura Michel
Social Worker . . . . . .Ms. Callie Sanders

Phone Numbers

Fort Branch Community School Office . . . . .812 –753 – 3641 or 812 – 753 – 4622
FAX Number . . . . . 812 – 753 – 4174
School Corporation Office . . . . . 812 – 753 – 4230
Corporation FAX . . . . . 812 – 743 – 4081

Corporation Web Site: www.sgibson.k12.in.us
Fort Branch Community School Web Site: http://www.sgibson.k12.in.us/FBCS/fbcs_index.htm
Facebook Page: @FortBranchCommunity

This Agenda Belongs To:

Name: _____
Address: _____
City/Town: _____ **Zip Code:** _____ **Phone:** _____

Equal Education and Employment Opportunities M/F/D

School Wide Expectations

Be Respectful
Be Responsible
Be Community-Minded

2022– 2023 BELL SCHEDULE

Primary Elementary Schedule (K-2 Grades)	7:45-8:00 Tardy Bell	8:00-9:45 Class		9:45-10:00 Recess	10:00-11:00 Class	11:00 – 11:30 Lunch	11:30-12:00 Recess	12:00-3:05 Class		3:05-3:21 Recess	3:28 Dismissal *(3:16-Early Dismissal for Early Buses, Elementary Walkers, & Riders)*	
Intermediate Elementary Schedule (3-5 Grades)	7:50-8:00 Morning Meeting Tardy Bell	8:00-11:30 Class				11:30-12:00 Lunch	12:00 – 12:30 Recess	12:30-3:16 Class *(2:55 Special Education Buses & Vans)*			3:28 Dismissal *(3:16-Early Dismissal for Early Buses, Elementary Walkers, & Riders)*	
6th, 7th and 8th Grade	7:50-8:00 Tardy Bell	8:19-9:01 1st Period	9:05-9:47 2nd Period	9:51-10:33 3rd Period	10:37-11:19 4th Period	11:23-12:05 5th Period	12:09-12:50 Lunch	12:54-1:36 6th Period	1:40-2:22 7th Period	2:26-3:08 8th Period	3:12-3:28 Flex Period	3:28 Dismissal

WELCOME

Welcome to the Twig family. We are thrilled that you have chosen Fort Branch Community School for your child in 2023-2024! Our school community continues to grow. It is very exciting to see so many families choose FBCS for their academic adventure. FBCS affords so many opportunities for our students to be involved. Athletic teams, Leadership Committees, PTSA, Academic Clubs, Hand Bells, Choir, Band, Winter and Spring Concerts, Art Shows, and more, are all ways to have students get involved at Fort Branch. We welcome all to find a way to get involved and create a new experience.

MISSION STATEMENT

FBCS: Leadership, Inclusion, and Pride!

SCHOOL IMPROVEMENT

Fort Branch Community School Staff is constantly discussing new research, collaborating with one another, and coming up with plans to implement the best instructional practices. This work and these changes are because we care about our students and want to find success for them. The skills and abilities of tomorrow's workforce will be totally different than today. We want to teach the students of FBCS lifelong skills such as critical thinking, problem solving, and communication skills. In addition, teaching the skills of punctuality, dependability, trustworthiness, and resourcefulness will create better citizens, students, and workers.

Parents and guardians are an extremely important part of this process. We encourage you to provide a positive learning environment at home. Within that environment, reading with your children is proven to provide many long-term positive outcomes. We are on the same team! We all want success for the students of FBCS.

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 badge and register. 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 3:28 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 media outlets and School Messenger system. Please do not call the school or school officials. Telephone lines must be kept open for emergencies.

Instructions for School Messenger are found on the main page of the SGSC website www.sgibson.k12.in.us.

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 ability mentally, 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.

PARENTS' RIGHT TO KNOW ABOUT PROFESSIONAL QUALIFICATIONS OF TEACHERS

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *Parents' Right to Know*, this is a notification from the South Gibson School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

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:

A. 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. Absences approved by the principal as unusual circumstances

B. Unexcused Absences: All absences other than those listed above may be considered unexcused absences.

C. Reporting an Absence

a. Telephone call to the school.
b. By email: fbcsattendance@sgibson.k12.in.us
c. Via Skyward Account

II. Returning to School from an Absence

A. Bring a note from your parent or guardian explaining the reason for your absence.
B. The school will require a doctor's statement if the absence is longer than five days.
C. The 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

A. At ten absences, the parent/guardian will be notified 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.
B. At fifteen absences a second notification will occur.
C. 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.

IV. Procedures for Early Release

A. 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. 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.
B. Children are released to police officers only after proper clearance by the building principal.
C. 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.
D. In case of an emergency, the student is sent home only with the parent or another authorized adult.
E. 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. If the tardies persist, additional discipline techniques will be used.

CODE OF CONDUCT

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

I. General Procedures:

A. 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.
B. Bullying:

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 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:

1. 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
2. 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:

3. Places the targeted student in reasonable fear of harm to the targeted student's person or property.
4. Has a substantially detrimental effect on the targeted student's physical or mental health.
5. Has the effect of substantially interfering with the targeted student's academic performance.
6. 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.

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. 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.
4. 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.
5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate of 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 of 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 bulling and/or harassment to one 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.

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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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 G is listed in the Medication Policy in this handbook.

H. 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.
I. Students are not allowed to possess, use, transmit, or be affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
J. 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.
K. 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.
L. 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.
M. 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.
N. 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.
O. 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.
P. 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.
Q. 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.
R. Students are required to complete school work.
S. Excessive tardiness or truancy will result in disciplinary actions.
T. Students are not permitted to leave school, class, or a school activity without proper authorization.
U. Violation of school's attendance policy (Attendance Information).
V. 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.
W. The principal must approve all announcements placed on bulletin boards.
X. Students are not permitted to have candy or gum.
Y. 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

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 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.

D. 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.

E. 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.

F. 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.

G. 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.

III. 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:

A. Any hats and sunglasses inside the building. Administration has discretion over the definition of "hat" in the educational setting.
B. 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.
C. 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).
D. Any clothing (including tops, sagging or hip hugger pants) that reveals or exposes undergarments and/or impairs the wearer's ability to walk.
E. Shirts that expose cleavage, bare midriff, front or back, or underarm areas.
F. Any jewelry that is considered unsafe.
G. Bare feet and or footwear that is unsafe or inappropriate for specific activities. K-5 students are expected to wear safe 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 or flip flops. Croc style shoes are acceptable with strap placed behind the heel.

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.

IV. Playground Expectations
- A. Participate in school approved games.
- B. Agree on rules before starting a game.
- C. Wood chips stay on the ground.
- D. When you hear the whistle, stop, look, and listen.
- E. Line up in alphabetical order to enter the building.

V. Hallway Expectations
- A. All eyes forward
- B. Lips closed
- C. Low speed
- D. Middle School Expectations
  1. Walk on the right side of the hallway.

VI. Dining Room Expectations
- A. Use quiet voices while in the lunch line.
- B. Stay in your seat until dismissed.
- C. Use quiet voices and manners while at the dining room table.
- D. Leave your dining area cleaner than you found it.
- E. Gently place silverware into bin and all trash in trashcans.

VII. Restroom Expectations
- A. Respect Privacy
- B. Wash hands with soap and water.
- C. Keep water in sink.
- D. Place trash in trashcan.

VIII. Arrival/Pep Session Expectations

A. Report hallway outside of homeroom immediately after arriving unless eating breakfast.
B. Stay in your seat until dismissed.
C. Keep hands and feet to yourself.
D. Enter classroom/gymnasium when a teacher directs you to.
E. Use the aisles when dismissed and stay off the basketball court during pep sessions.
F. Have respect for the building and the gymnasium. Please pick up trash before leaving.

IX. Dismissal Procedures:

A. 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.
B. Students will quietly get their coats and backpacks from their lockers and return to their room.
C. Students will quietly exit the building in line and board their bus immediately.
D. Walkers and car riders will be dismissed after the busses have loaded.

X. Bus Procedures:

A. 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.
D. Each pupil shall be seated immediately upon entering the bus in the place assigned by the driver.
E. No pupils shall stand or move from place to place during the trip.
F. 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.
G. Pupils shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any objectionable manner.
H. No windows or doors are to be opened or closed except by permission of the bus driver.
I. Loud, boisterous or profane language or indecent conduct shall not be tolerated.
J. No eating, drinking or gum is allowed on the bus without bus driver approval.
K. Tobaccos in any form, alcohol, drugs, weapons, etc. are forbidden on any school bus.
L. Students are assigned to busses. The driver may refuse to transport children assigned to another bus.
M. 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.
N. Students will need a note from the office to ride a bus different thank their normal route home.

XII. Procedures for Walkers and Car Riders:

A. Mornings:
   1. Walkers
      a. Do not walk on Coal Mine Road or across U.S. Highway 41.
      b. Walk on the sidewalks, and do not cut through the parking lot.
   2. Vehicles
      a. Students should be dropped off in the front of the school no earlier than 7:45 A.M.
      b. Cars should pull all the way forward to the end of the canopy to unload their student. Do not unload in the parking lot allowing children to cross in front of traffic. All students must exit the car at once.
      c. 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!
      d. Leave in the order of arrival.

B. Afternoons
   1. Walkers
      a. Do not walk on Coal Mine Road or across U.S. Highway 41.

b. Walk on the sidewalks, and do not cut through the parking lot.

2. Vehicles
   a. 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.
   b. 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 have left. Teacher will then begin loading a few students at a time.
   c. 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!
   d. Please allow buses to exit the school grounds in an unimpeded fashion.
   e. 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.
   f. Do not park past the Stop sign or along the island areas in the parking lot.

XIII. Telephone Procedures

A. 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.

B. 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 the first time, parents will be contacted the second time, and if it continues additional disciplinary steps will be taken.

XIV. 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, 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.

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. Students may use these 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.

LOCKER DECORATIONS

The administration appreciates parents' and guardians' support of our students through decorating their lockers during school spirit weeks. In order to allow for proper disposal of these decorations, the administration requests that all decorations be placed on lockers using magnet strips only. Please do not use scotch tape to adhere items to lockers. In addition, students are not permitted to have locker accessories.

ATHLETIC PARTICIPATION AND ELIGIBILITY REQUIREMENTS

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. A student can only be on Academic Probation ONE TIME during a school year. If a student does not pass four of the five core subjects and/or does not pass a total of six classes at another time in the school year, the student will be ineligible until eligibility requirements are fully met.

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. 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.
d. 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.**

e. Students are required to have a sports' physical on record in the school office prior to participating in any sports.

BEHAVIOR CONSEQUENCES

IC 20-33-8-14

IC 20-33-8-14 outlines the procedures to be followed by school personnel in the disciplining of a student. IC 20-33-8-14 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, and the assignment of additional school work, rearranging class schedules, requiring the student to serve detention, suspension or expulsion from school.

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 Twigs to Bloom • 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.

I. 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.

II. 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.

III. Expulsion – Students may be removed for the balance of the current semester or year.

ASSESSMENT AND RECOGNITION

I. 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.

II. Grading Scale

A. 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		

B. 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.

C. Elementary students will receive an S, N, or U as a grade in their art, music, and physical education classes.

III. Conduct Expectations - Students who receive multiple office referrals to the office may 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.

IV. 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.

V. 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.

VI. Honor rolls are based on the student grade point average. The "Distinguished Honor Roll" will include middle school students who have a nine-week grade point average of 3.8 or higher and elementary student who have a nine-week grade point average of 3.75 or higher. The "Honor Roll" will include middle school students who have a nine-week grade point average of 3.0 – 3.799 and elementary students who have a grade point average of 3.0 – 3.749. Honor Roll is based upon classes which receive a letter

grade. *Please notice that it takes 3.8 or 3.75 for the Distinguished Honor Roll. The 3.799% or 3.749 will NOT be rounded 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.

VII. Academic Excellence – Students receiving Distinguished Honor Roll (see VI. for requirements) for the first three grading will be eligible for this recognition.

VIII. Algebra I Credit - 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).

SCHOOL 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.

Each Friday, a 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. 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. Deliveries from fast food places will not be accepted for individuals or groups during the lunch periods. Thank you for your help and cooperation!

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 burgers 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.

SECLUSION AND RESTRAINT 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.

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 non-prescribed (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 non-prescribed 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 who 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 completed as needed. 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.

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

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 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.

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.

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.

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. Students 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.

Teachers and 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.