

New Castle Middle School Student Handbook 2023-2024



New Castle Middle School

601 Parkview Drive

New Castle, IN 47362

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New Castle Middle School Contact Information

Phone: 765-521-7230

Attendance: 765-521-7232

Fax: 765-521-7269

Office Hours: 7:30 am - 4:00 pm

School Website: <http://www.nccsc.k12.in.us/ncms/>

School Facebook: New Castle Middle School

School Twitter: @ncmstrojanpride

Principal: Jacob White

Assistant Principal: Stephen Sullivan

Dean of Students: Amanda Ruble

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WELCOME

On behalf of the faculty, we would like to welcome you to New Castle Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. New Castle Middle School has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals which have been set, to carry on the tradition, and to make this a better place. You can benefit from everything New Castle Middle School has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, seek out any of our staff members, and we will do the best to help you. We are here to make your year as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you

proceed through your middle school career.

Our faculty and administrators have developed this handbook to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. It is a quick reference guide that you will find extremely useful as questions arise throughout the school year. Please review the following information that directly affects middle school students. Students and parents are to return the completed form following a review of the material.

We welcome the opportunity to help you as you proceed through your middle school career.

All School Board Policies can be found on the NCCSC website.

<https://go.boarddocs.com/in/nccsc/Board.nsf/Public?open&id=policies>

STUDENTS OF NEW CASTLE MIDDLE SCHOOL ARE EXPECTED TO

- Treat others with respect.
- Come to school with a positive attitude, open mind, and willingness to learn.
- Be respectful of authority figures in the building.
- Represent yourself in a positive manner.
- Work hard and be kind.
- Create a better NCMS.

Class and Lunch Schedules

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

New Castle Middle School will open at 7:30 am.

2 Hour Delay Schedule

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

In the event of a 2 Hour Delay, New Castle Middle School will open at 9:30 am.

ATTENDANCE

ATTENDANCE/TARDY POLICY

The importance of punctual and regular attendance for every student cannot be too greatly emphasized. A student who is not regular in attendance loses interest, tends to feel left out, and often drops out of school. Business and industry require attendance and dependability, and the New Castle Community Schools regard the training in these habits as their responsibility. Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded and reports will be submitted to the IDOE in accordance with [IDOE guidance](#) and formatting/submission requirements. Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school.

Parents are accountable under school law (IC 20-33-2-27) for their children's attendance. A parent/guardian who knowingly violates this law commits a Class B misdemeanor. (IC 20-33-2-44)

I. Absenteeism

A. Classification of absences.

1. "Excused absences" - An absence with a telephone call from a parent/guardian to the attendance office (521-7232) by 4:00 p.m. each day following the absence is required. The absence is one of the reasons listed below. ●
Incapacitating physical illness.
 - Hospitalization.
 - Death in immediate family.
 - Court subpoena.
 - Family emergency. (subject to approval of administrator)
 - Medical or dental appointment.
 - Major religious holidays.
2. "Family Vacations & Trips with an Educational Value" - If the following steps are taken the absence will be excused:
 - The student must pick up a conditional absence form from the office by which to notify his/her teachers. This form must be completed and on file in the attendance office 3 school days prior to the absence. Failure to complete 6 this procedure will result as an unexcused absence.
 - When the trip is approved the absence should not cause the student to

exceed the maximum days (10 days) or be scheduled during semester final exams. Families are encouraged to use the extended breaks available with the balanced calendar when planning vacations.

- Homework and assignments must be turned in before leaving for vacation or trip. The proposed absence is not to exceed 5 school days.
- The student and teacher will discuss any tests that would be missed and when they can be made up.
- If the absence is a family vacation, the student must be accompanied by his/her parent or guardian.

3. “Unexcused absences” - An absence not listed above and/or no phone call is made to the school before 4:00 p.m. the day following the absence(s). If contact is made after 4:00 p.m. the day following the absence, THE STUDENT WILL REMAIN UNEXCUSED. (See make-up policy)

4. “Truancy” - An absence without parental and school knowledge and consent. (See make up policy)

5. “Suspension” - An absence due to legal separation from school for one to five days. Credit can be granted for make-up work if completed as hereinafter provided.

6. “Perfect Attendance Guidelines” - A student, who is in school every day from 8:00 a.m. until 3:00 p.m., is not tardy to school, attends every class, and does not sign in or out for doctor’s appointments, funerals, etc, will achieve “Perfect Attendance” status.

B. *Notification of School in Case of Absence*

If an absence occurs **for any reason** a parent/guardian must **CALL** the school office (521-7232) by 4:00 p.m. the day following the absence. The person calling should:

1. Identify himself/herself.
2. State for whom they are calling.
3. State the nature of the absence.
4. State when they expect the student to be able to return to school. **After**

4:00 p.m. on the day following absence, any absence unverified will be recorded as unexcused and disciplinary actions will be taken. C. *Excessive Absenteeism*

Student’s attendance that exceeds ten (10) unexcused absences per school year.

D. *Attendance Due Process*

ATTENDANCE REVIEW COMMITTEE (ARC) AND ATTENDANCE INTERVENTION MEETING (AIM) PROCESS

Once a student misses his/her 10th unverified/unexcused day of school, an Attendance Review Committee (ARC) is scheduled. A copy of the meeting notice will be sent via mail to the parent as well as given to the student at school.

During the Attendance Review Committee Meeting (ARC), a contract will be completed in an attempt to correct attendance issues. Parents/Guardians are encouraged to bring to the meeting doctor's notes or any other information pertaining to absences.

Should the student and parent not comply with the attendance contract, the parent(s)/guardians and student will be referred to an Attendance Intervention Meeting (AIM) scheduled by probation and held at the Justice Center.

Should the student and parent(s)/guardian not attend the Attendance Review Committee Meeting (ARC), the parent and student will be referred to an Attendance Intervention Meeting (AIM) scheduled by probation and held at the Justice Center.

During the Attendance Intervention Meeting (AIM), a plan is developed to re-engage the student and attempt to correct attendance issues.

Should the parent(s)/guardian and student not attend the Attendance Intervention Meeting (AIM) or neglect to comply with measurable expectations of the academic plan discussed during the Attendance Intervention Meeting (AIM), the school and probation will staff the student in order to make a recommendation to the Prosecutor's Office. This is in relation to scheduling an intake with the probation department, submitting a One Day Notice to the family from the Prosecutor's Office, and/or making a call to the Department of Child Services.

F. *Waivered Days*

Students will not be counted absent while attending school-sponsored activities; however, the student has the responsibility to complete all required make-up work for all classes missed due to the school-sponsored activity. Absences such as serving as a page in the General Assembly or working at the polls during an election will not count against the student's attendance record. In order to work at the polls, a student must present a form to the Attendance Office signed by the candidate **prior** to the day of the election. A student serving as a page in the

General Assembly should complete a conditional absence form three days prior to the event.

G. Notification to Parents/Guardians

The school administration will notify a student’s parent/guardian when six absences

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have occurred in one semester. Any student between ages seven and sixteen whose absences are considered to be excessive may be referred to the Division of Family & Children Services for consideration of educational neglect. **H. Notification to Juvenile Court**

A student who habitually absents himself/herself from school or who is determined to be a habitual truant (three truancies) will be referred to the Henry County Juvenile Probation office by the school administration. (IC 20-33-2-25)

Attendance Violations and Consequences*

Number of Unexcused Absences Per School Year	Consequences
3rd	Parent contacted by letter.
4th	Meet with Assistant Principal. Call home.
5th	1 day of lunch detention
6th	1 day of Lunch Detention
7th	1 day of Lunch Detention, ARC meeting
8th	2 days of lunch detention
9th	1 day of ISS and One Day Letter
10th	1 day of ISS & Referral to Prosecutor
Total Days Absent Per School Year	Consequences
6th	Parent contacted by letter
10th	Attendance Intervention Meeting
11th -12th	1st and 2nd absences following AIM meeting without a doctor’s statement - 2 days lunch detention
13th-14th	3rd - 4th absences following AIM meeting without a doctor’s statement- 1 day ISS
15th and over	Consult w/ Prosecutor and

	Juvenile Probation

Truancies

Consequences

1st	1 day of ISS
2nd	2 days of ISS
3rd	2 days of ISS, parent meeting requested
4th	3 days OSS
5th +	5 days OSS/, Rec. Expulsion

*Consequences are given at the discretion of the administration, and the charts provided should be used only as a guideline.

II. Tardiness

Tardiness is part of attendance. When a student arrives late to school, the student must report to the Attendance Office prior to reporting to class. A student is to be considered tardy if he/she is not in his/her classroom with textbooks and required material when the tardy bell rings. **There is no such thing as an excused tardy.** Students who are tardy to school and/or class may face the follow discipline consequences per class period. Consequences are given at the discretion of the administration, and the charts provided below should be used only as a guideline.

Number of Times Tardy to Class	Consequences
1st, 2nd	Teacher talks with student.
3rd-4th	Counselor will talk with student and help create/implement plan to get to class on time.
5th	Administrator and student call home.
6th & 7th	1 day of lunch detention

8th-11th	2 days LD or ISS
12th	1 day of ISS and Parent conference w/ Assistant Principal to establish contract
13th +	Consequences as stated in agreed contract

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Number of Times Tardy to School	Consequences
4th	Parent contacted by letter.
5th	Meet with counselor
6th	Meet with assistant principal. Call Home
7th and 8th	1 day lunch detention
9th-11th	2 days of LD or ISS
12th	1 day of ISS and Parent conference w/ Assistant Principal to establish contract
13th	Consequences as stated in agreed contract

ATTENDANCE (EXTRA-CURRICULAR/FIELD TRIPS)

Any student who is absent or suspended in or out of school may not be present at any extra-curricular activity, including field trips. A student must attend **all classes** on the day of the activity to be eligible to participate in an extra/co-curricular/athletic event that day, including field trips, unless he/she has presented an acceptable excuse to the principal/designee for prior approval.

POLICIES/CODES

ANTI-DISCRIMINATION/HARASSMENT

The New Castle Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion,

disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these

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staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI

Coordinator Jena Schmidt
(Race, color,
national origin)

Jena Schmidt

(Sex, including sexual
harassment/sexual assault,
gender discrimination)

Section 504 Coordinator
Adam McDaniel (Disability)
Title IX Coordinator

Non-discrimination

Coordinator Jena Schmidt
(All other forms)

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center

500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Fax: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website, <https://www.nccsc.k12.in.us/>. Hard copies can be obtained in the NCHS office upon request.

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ANTI-BULLYING

Bullying is **prohibited** by the New Castle Community School Corporation. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition

"Bullying" is defined as 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 targeted student, creating for the targeted student an objectively hostile school environment that results in one or more of the following:

- (1) places the targeted student in reasonable fear of harm to his or her person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance;
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does **not** include, and should not be interpreted to impose any burden or sanction on, any of the following:

- 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 freedom of speech rights;
- 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 (1) or more adults;
- e) participating in an activity undertaken at the prior written direction of the student's parent; and

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- f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

“Bullying.” as defined by this policy and state law, does **not** include actions involving employees.

Applicability

The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever 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 disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education

The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees, in accordance with Indiana law.

Reporting

Anyone who believes that a student has possibly been or is the victim of bullying is

encouraged to **immediately** report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law (where the bullying constitutes child abuse, neglect, or other violation of law), such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation

Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees.

Intervention/Responses

If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through

other means of appropriate communication.

Reporting to IDOE

Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

SPECIAL EDUCATION

The school provides special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A

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continuous appraisal shall be made in an attempt to determine the number of children who would benefit from special education. The Corporation shall provide special education as mandated by state and federal statute that are warranted by the needs of the school population. The Corporation is committed to collaborating with parents of students with disabilities to ensure they are educated consistent with applicable federal and state law. A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. To inquire about the procedure, a parent should contact the school at 765-521-7230.

ADA NOTICE OF PROCEDURAL SAFEGUARDS UNDER SECTION 504

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the New Castle Community School Corporation provides you, as the parent or guardian, with the following procedural safeguards in relation to your child:

1. You have a right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement and any significant change in said placement of your child.
2. You have the right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity...
 - a) before the initial placement
 - b) before any subsequent change in placement
3. You have the right to an opportunity to examine all relevant records for your child.
4. You have the right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation or educational placement of your

child.

5. You have the right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The New Castle Community School Corporation provides reasonable accommodations to persons with disabilities attending school activities. If you or a guest plan to attend an event at one of our schools and require special accommodations, please call the school at least 48 hours in advance so the school may have a reasonable opportunity to provide an accommodation.

STUDENTS WITH SPECIAL NEEDS/ACCOMMODATIONS

It is the responsibility and intent of the New Castle Community School Corporation to provide a free and appropriate public education to each qualified student regardless of the nature or severity of any disabilities he or she may have.

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If a parent, a student, or a teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an educational evaluation under IDEA (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact the school counselor. As an alternative, a parent or teacher may request that the instructional support team in the student's school be convened to address any specific difficulties that the student may be experiencing. However, the instructional support team cannot make determinations regarding IDEA or Section 504 and is not a legal replacement for the Case Conference.

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the board of school trustees. A student with disabilities is subject to procedural safeguards under state and federal law that may prevent suspending or expelling a student for more than 10 school days in one school year, unless the conduct is found not to be caused by or to have a direct and substantial relationship to the student's disability. New Castle Community School Corporation will follow all applicable procedural safeguards under the law for students with disabilities.

IMMUNIZATION POLICY

When a student enrolls in the Corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

Current immunization requirements for New Castle High School students are:

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 3 doses of hepatitis B vaccine (3rd dose must be on or after 24 weeks of age)
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval OR written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

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- 2nd dose of meningococcal conjugate vaccine (MCV4) prior to entering grade 12.

McKinney Vento Residency and Educational Rights

The Corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's McKinney-Vento Coordinator or the State Coordinator.

STUDENT SEARCH AND SEIZURE POLICY

Searches of students pursuant to School Corporation Student Search and Seizure Policy shall be permitted in all situations in which the student is subject to school disciplinary rules pursuant to I.C. 20-33-8-14 including:

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

CRIMINAL ORGANIZATIONS (“GANGS”) AND CRIMINAL ORGANIZATION (“GANG”) ACTIVITY IN SCHOOLS

The Board of School Trustees of the New Castle Community School Corporation prohibits criminal organization (“gang”) activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior. The following definitions apply to this policy:

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“Criminal Organization” means a formal or informal group with at least three (3) members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

“Criminal Organization Activity” means a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

A school employee is required by law to report any incident of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal

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organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Criminal Organization awareness education that shows promise of effectiveness based on research. The criminal organization awareness education information should be revised and updated regularly to reflect current trends in criminal organizations and criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to criminal organization involvement and an incentive to leave criminal organization involvement.

7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The criminal organization awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the

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existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support criminal organization prevention and Intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula. **LEGAL REFERENCE: IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1**

COMPUTERS AND COMPUTER NETWORKS

The use of computers and networks at NCMS is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. According to the Internet/Network Policy adopted by New Castle Community Schools in 2001, "each student and his/her parent(s) or guardian(s) shall sign an Internet/Network Student Responsibility Form and abide by its terms and conditions." This form shall be supplied by the Corporation and shall remain on file in the building the student is located and will remain in effect until revoked in writing by the parent(s) or legal guardian(s) of the student or the student at 18 years of age.

A. Policies Regarding the Unauthorized Use of Computers or Electronic Devices:

Students are prohibited from unauthorized use of any school computer/electronic device as defined by the following:

1. Accessing or downloading pornographic, violent, demeaning to other students or staff, or materials in violation of any district policies. 2. Using school technology resources to access, view, circulate, or create information or materials that constitute insulting or fighting words (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin) and/or present a likelihood that they will cause a substantial disruption of the orderly operation of school activities or result in unlawful acts committed.

- Use of district-issued device, mobile device or any technology resource to do, or attempt to do, any of the following items is prohibited (whether or not they are blocked by the district web filter):
- Access unauthorized files from district servers
- Access a proxy server
- Access, view, disseminate or create information or material/digital media that is pornographic, obscene, child pornography, harmful, obscene, 21 libelous or pervasively indecent or vulgar
- Access fee services without permission from an administrator ● Attempt to read, delete, copy or modify electronic messages of other users
- Attempt to access another user's files and /or information from Student Information System
- Attempt to alter grades or records
- Bypass the district web filter
- Download or install unlicensed or unauthorized executable file, software and audio or video media files on district servers or computer without authorization
- Send unsolicited mass email or other electronic messages
- Use of or attempted use of another user's ID, Username, password or personal identification number.
- Use of any district technology resource for individual profit or gain (e.g. product advertisement, political activities or excessive personal use)
- Engage in a pattern of unacceptable tech-related behavior which violates school rules and/or district policy, to include but not limited to,

use of district technology resources to access non-academic content without prior authorization.

B. Tampering with Computer Equipment or Data:

Students are prohibited from unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. Users may be held responsible for damages.

Law enforcement may be notified depending on the infraction. These actions may include, but are not limited to, modifying or destroying data or programs, gaining unauthorized access to technology or files of another person, or the introduction of a computer virus, hacking tools, or other disruptive program into a district device or network.

C. Use of Electronic Device to Record, Publish or Display Confidential Materials:

Students may not record, publish/circulate, or display confidential materials or images of students or staff on school property including (but not limited to) restrooms, locker rooms, and classrooms.

D. Consequences for Unauthorized Use of Technology: Possible loss of privileges, detention(s) and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term

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suspension or expulsion to the superintendent. Law enforcement may be notified depending on the infraction.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

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

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

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

Parents or eligible students may ask the New Castle Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the

School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, (such as disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Under certain circumstances, education records may be disclosed to a state or local juvenile justice agency. Also, federal law requires the school corporation to release a student's name, address and

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telephone listing to military recruiters unless the parent requests that such records not be released. Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. This is a requirement of federal law.

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

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

5. The right to refuse to allow the Corporation to disclose "directory information": It is the policy of the Corporation to make available, upon request, certain information known as "directory information." The School Board designates as student "directory information"; a student's name; address; telephone; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information

shall not be provided to any organization for profit-making purposes. Parents or eligible students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fourteen (14) days after receipt of this public notice.

Student Records: The Family Education Rights and Privacy Act provides parents’ access to their children’s student records, provides for a hearing in which parents may challenge the contents of such records, and spells out who may have access to records without parental permission, and when parental permission is required.

The School Corporation collects and records data concerning the student. The Corporation recognizes that the collection, maintenance and limited dissemination of such data is essential in school operations, but also that right of privacy and the right to correct erroneous information is also essential. The Corporation has adopted a policy to comply with the provisions of the Family Educational Rights and Privacy Act. For more information, ask to review Corporation policy.

TOBACCO FREE GROUNDS

The school board is dedicated to providing a healthy, comfortable, and productive environment for students, staff and visitors. The use of tobacco products on school grounds denies students, staff, and visitors’ access to clean air, introduces substantial

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health hazards to those persons, and interferes with learning and teaching. Therefore, to enhance the health and safety of all students and staff and to promote air cleanliness in the school, all buildings and grounds shall be designated as “Tobacco-Free.”

DISCIPLINE POLICY

Behavior standards and discipline are enforced:

- to protect the physical safety of all persons and prevent damage to property ● to maintain an environment in which the educational objectives of the school can be achieved
- to enforce and instill the core values of the New Castle Community School Corporation and its school community

Students are expected to do what is asked of them while under jurisdiction of any staff member. Students are expected to be in school to learn, follow the rules and conduct themselves accordingly. Ultimately, disciplinary decisions rest with the school administration. In all cases, the school shall attempt to make discipline prompt and

equitable and to have the consequence match the severity of the incident. Corporation and school behavioral standards are applicable to students on school property at any time, during and immediately before and after any school activity at any location, and traveling to and from school or to a school activity.

What works best is for students to possess the self-discipline to behave correctly so that rules/consequences don't have to be enforced. Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, and New Castle Community School Corporation's Student Discipline Policy and Procedure, the Board of School Trustees authorizes administrators and staff members to take the following actions.

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: a New Castle Middle School teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ~~5~~ school days.
4. EXCLUSION: A student may be excluded from school for a period longer than 5 days due to a contagious disease, or being of a danger and a threat to other students.

Use or Possession of Tobacco

1st offense 2 days OSS/Diversion Program/Issue of Ticket by SRO

2nd offense 3-5 days OSS/Issue of Ticket by SRO

3rd offense Rec. Expulsion/Issue of Ticket by SRO

*Diversion Program: If a student is guilty of possession or use of an electronic vaping device, the student will be referred to a mandatory diversion class in coordination with the Henry County Justice Department and issued a ticket by the School Resource Officer. Both student and parent must attend the diversion class as directed by the courts. Should both student and parent successfully complete the class the ticket will be expunged. Upon the second violation of this offense a ticket will be issued by the School Resource Officer without the option of a diversion class and processed through the courts.

Bullying, Fighting, Threats, Harassment, or Promoting a Fight Bullying is defined

as: any overt, 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 behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance;
4. Or has the effect of substantially interfering with the targeted student's ability to participate in or benefit from services, activities and privileges provided by the school.

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Students are not to participate in any act which bullies, intimidates, threatens or disgraces a fellow student or staff member by means of anything written, verbalized, or gestured (IC 20-33-8-0.2). One cannot fight in the school building, on or near the school grounds, going to or from school, at school functions or provide any information that encourages others to fight.

HABITUAL OFFENDER POLICY

For students with numerous behavior referrals to the office, the following minimum penalties administered.

- 5th office referral per semester = two (2) ISS, plus parent contact.
- 10th office referral per semester = three (3) days in ISS suspension program, plus parent contact.
- 15th office referral per semester = five (5) days ISS suspension and possible expulsion.

Any student who accumulates any combination of twelve (12) days ISS, MAS, or OSS in a semester may be recommended for expulsion from school for the remainder of the semester. If the twelfth day of suspension occurs with the last three (3) weeks of the semester, the request for expulsion may be for the following semester as well as the remainder of the current semester.

PEST CONTROL POLICY

The school corporation is committed to providing students a safe environment. It seeks

to prevent children from being exposed to pests and pesticides. Pesticides protect children from pests that may be found in the school and its surrounding grounds and under some circumstances the use of pesticides may be necessary. Pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure to children.

Except in an emergency, pesticides will be applied by a certified pesticide applicator or persons operating under his/her direct supervision when students and staff members are not present, such as during non-instructional time or school vacation periods.

If you would like to be given advance notification when less than 48 hours will occur between a pesticide treatment and when school classes resume, you must register your request with the school principal. Please submit your request in writing.

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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.

Questions regarding this Pest Control Policy should be directed to the Assistant to the Superintendent for the New Castle Community School Corporation, 521-7201.

PROMOTION/RETENTION POLICY

All New Castle Middle School students shall satisfactorily complete requirements of at least three of the following courses to be promoted to the next grade level: mathematics, English, science and social studies. Students **may be retained** in their present grade if, at the end of the second semester, they are failing two or more of the above mentioned courses. Exception to this policy is if a psychological evaluation would recommend an alternative to retention, or if it is determined by the principal and input from parents that retention is not in the best interest of the student's education. In addition, a student who has accumulated twenty-one (21) or more unexcused absences from school **may not be promoted**.

SECLUSIONS AND RESTRAINTS

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the corporation. The Board recognizes that there are times when it becomes necessary for employees to use restraint and/or seclusion.

SEXTING NOTICE

It is our policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored

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events or on school buses or other vehicles provided by the school. This policy strictly prohibits sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

It is also a violation of Indiana criminal statutes to possess, create, photograph, exhibit, or disseminate certain categories of material of a sexual nature that meet the definitions of child exploitation or child pornography. School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. A person who is convicted of child exploitation or adjudicated a juvenile delinquent for violating the child exploitation statute is required to register with the State of Indiana as a sex offender.

Student and parents need to be aware of the consequences – some of them life-altering – of having sexual material at school, including on your cell phone or other electronic communication device.

School Wellness Policy

[New Castle Community School Corporation has in place a school wellness policy that includes methods to promote student wellness, prevent and reduce childhood obesity, and comply with legal requirements for school meals and other food and beverages made available at school. This Wellness policy is available online under Board Policy 8510.](#)

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TROJAN CODE OF CONDUCT

APPEARANCE

New Castle Middle School is concerned with the appearance as well as the behavior of students. The school believes students should dress in such a way as to reflect credit to themselves, their family, and their school. Students who do not follow the approved dress code to such a degree as to draw unnecessary attention or create an educational disruption will be by the administration. The appearance code applies to after school events.

General rules for all clothing:

No article of clothing will be allowed that has profanity racial slurs, satanic references, sexual connotations, or that promotes or advertises alcohol, drugs, guns, tobacco products. In addition, anything that promotes or portrays graphic violence, extremes in antisocial behavior, or may be a detriment to promoting the orderly function of the school, is not allowed. ***Administrators will make the final decision as to whether a student's attire is inappropriate.***

Tops

- Tops should cover stomachs and chest. If the top does not, one must wear a tank top underneath. No crop tops.
- No sleeveless shirts are to be worn (unless covered by other garment).
- Hoodies (with/without zippers) may be worn, but hood should not be pulled up over the student's head.

Bottoms

- Pants must be worn in good taste.
- Pants must not be sagging.
- Spandex, leggings, tights, and yoga pants are permitted, but if worn as "pants" must have a top that reaches hips or below. No lounge/pajama pants should be worn.
- Skirts/dresses must be in good taste and an appropriate length
- Pants, shorts, dresses, skirts, etc. may have no holes above the student's fingertips when fully extended at student's side.

Jackets

- Winter jackets must be kept in lockers.
- Windbreakers and light-weight jackets may be worn during school.

Hats/Accessories

- Caps, hats, bandanas, or sunglasses are not to be worn inside the building.
- No spikes, studs, or chains (including wallet chains) can be worn as part of one's attire or as bracelets/necklaces, etc.
- Body piercings that attract attention or interfere with learning and the educational process may be inappropriate and will be addressed.

Shoes

- No bare feet are allowed.
- No slippers.
- Shoes with wheels are not permitted at school anytime

STUDENT CONDUCT

Expectations for student conduct include the rules as outlined and approved by the New Castle Community School Corporation Board of Trustees. Students are expected to conduct themselves at all times in a manner that will bring credit to themselves, their parents, and this school. That includes, but is not limited to, the due process laws of the State of Indiana. Failure to abide by these rules may mean suspension from class, Lunch Detention (LD), In-School Supervision (ISS), Out-School-Suspension (OSS), or expulsion from New Castle Middle School. As such, students are expected to follow the directions provided by all staff members as well as being under the supervision of a substitute teacher, volunteer, or parent assigned to a responsibility for our school.

Rules of conduct are essential to the successful operation of the school. There are fundamental rules of conduct that must be followed:

1. Be courteous to other students and staff.
2. Follow instructions given by all staff members, administrators, guidance counselors, teachers, cafeteria workers, and custodians.
3. Respect school property and share in the responsibility of keeping the school clean.
4. Refrain from obscene, vulgar, or suggestive speech, actions, or attire.
5. Do not possess any weapons or display any potentially dangerous instruments on school property.
6. Do not gamble at school or at school functions.
7. Do not bring personal communication devices or other recording devices* into the building during school hours as this could pose a disruption to the educational atmosphere. Such devices in the building are also subject to potential theft when carried in and around the building.
8. Consume food and drinks on tiled areas in the commons and properly dispose of all trash.
9. Remain in authorized areas before and after school and during school functions.
10. Within the classroom, adhere to all rules established by individual teachers.
11. During convocations, athletic events, and extracurricular activities, be a positive representative of New Castle High School.
12. Refrain from using e-cigarettes, including vapes, tobacco, drugs, alcohol or any other intoxicant at any school function or on school grounds.
13. Do not bring material unsuitable for school purposes to school or to school functions.
14. Do not bring open containers into the building or store in school lockers.
15. Do not carry backpacks/book bags to classrooms.

*Exceptions to the use of any recording devices would apply through staff approval for educational purposes. This list of rules is not intended to be the only rules followed. These rules are in addition to our broad, discretionary authority to maintain safety, order, and discipline within our Corporation. These rules support, but they do not limit our authority. Students are expected to obey all of the rules in the New Castle School Student Handbook and the laws of the State of Indiana.

VIOLATIONS AND CONSEQUENCES

IN-SCHOOL SUPERVISION

The In-School Supervision (I.S.S.) program helps keep students in school and allows students to continue their class work away from the normal classroom. Students will be helped with their self-image and to develop a more positive attitude. Hopefully, this will help to prevent or to minimize non-productive behavior.

1. Students will be assigned to the I.S.S. room from one (1) to five (5) days at a time. Students may be placed in the I.S.S. room for one or more periods per day when appropriate. A rule/behavioral violation while in I.S.S. will result in an additional day of I.S.S. A second violation will result in a two (2) days OSS suspension.
 2. Assignments will be provided by teachers for the number of days assigned.
 - a. Assignments completed while in the I.S.S. room will count toward a student's 35 grade.
 - b. Students may be assigned additional days if they do not complete assignments satisfactorily or if they arrive late to the I.S.S. room.
3. Students in the I.S.S. room will not pass with the regular bell schedule but will have one (1) break period in the morning and one (1) in the afternoon.
4. Students in the I.S.S. room will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
5. Students assigned to the I.S.S. room will not be permitted to participate in any athletic/extracurricular activity on the day(s) of the I.S.S. A student who is assigned to the ISS room on Friday as well as Monday shall not be permitted to attend any NCMS extra-curricular or athletic activities during that weekend or those days of assignment to the I.S.S. room.

Grounds for Suspension/Expulsion

In Indiana, a suspension is defined as a disciplinary action whereby a student is separated from school attendance for a period of ten or fewer school days. An expulsion is defined as a disciplinary action whereby a student is separated for the balance of the current semester or current year, or suffers some other penalty which automatically

prevents completion of the overall course of study in the normal length of time in the school corporation. Within 24 hours, or such additional time as is reasonably necessary, following a suspension, the principal/designee shall send a written statement to the student's parent(s) describing the student's conduct, misconduct or violation of any rule or standard and the reasons for the action taken. The principal/designee shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal/designee does not justify extending the period of the student's suspension.

Students who have been suspended or expelled from the regular school setting, following applicable Indiana law, will not be permitted to attend or participate in any extracurricular activity during the time of their suspension/expulsion. Students who have been suspended or expelled are not permitted to participate in extracurricular practice, contests, or performances until the day of their return to the normal classroom setting following the suspension or expulsion.

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to the items in the infraction table and numbered list below. For more information on suspension and expulsion, please refer to New Castle Community School Corporation's Suspension and Expulsion of Students policy.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or
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urging other students to engage in such conduct.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any school personnel to conduct the educational function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving

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 does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing paraphernalia, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind. Use of any drug authorized by a medical prescription from a physician is not a violation of this subdivision. (See medication policy)
8. Having smoking materials in his/her possession or in his/her lockers. This policy shall be in effect at all school functions, on school buses or on or adjacent to school grounds.
9. Engaging in the unlawful selling of a controlled substance or one that represents a controlled substance, or is sold as an imitation of any items in statement #7 above, or engaging in a criminal law violation that constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances 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.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
13. Knowingly possessing or using an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function. 14.

POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - the frame or receiver of any weapon described above.
 - any firearm muffler or firearm silencer.
 - any destructive device, which is an explosive.
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - c. The penalty for possession of a firearm: 5 days suspension and expulsion from 38 school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
15. Making a false "Bomb Threat" is a federal offense punishable under U.S. Code 18-844e, with a penalty of up to ten (10) years in prison, \$250,000 fine, or both and is grounds for suspension and/or expulsion. This penalty also applies to juvenile offenders.

Process Procedures

When a principal determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a.a written or oral statement of the charges;
 - b.if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c.the student will be provided opportunities to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the

suspension.

- Following the suspension, the parents/guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

DISCIPLINE GUIDELINES

The following guidelines have been developed for use when students are sent to the office with a discipline referral. Teachers will continue to use their own classroom management plans in their classrooms. The behaviors listed below will result in one of the following forms of discipline depending on the severity of the behavior and past behavior of the student. An attempt will be made to ensure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with the school administration and their decision will be final pending due process. It is also understood that not all behaviors that carry discipline are listed in the discipline guidelines.

KEY:

LD - Lunch Detention

S/1 - Class Suspension (1 period) OSS - Out of School Suspension ISS - In

School Supervision Rec Exp - Recommend Expulsion

Any student who accumulates any combination of twelve (12) days ISS, AS, OSS, suspensions in a semester may be recommended for expulsion from school for the remainder of the school year.

Violation	1st Offense	2nd Offense	3rd Offense
A. Disrespect to another person			
Inappropriate language or gestures to another student	1-3 ISS	2-4 ISS	1-3 OSS/OSSP
Racial, ethnic, or sexual remark	1-5 ISS, 1-3 OSS/OSSP	1-3 OSS/OSSP	5 OSS/OSSP & Rec Exp
Threats/Intimidation	1-3 ISS, 1-3 OSS/OSSP	3-5 OSS/OSSP	5 OSS/OSSP & Rec. Exp
Harassment/Bullying	2-3 ISS/2-3 OSS/OSSP	3-5 OSS/OSSP	5 OSS/OSSP & Rec Exp.
Insubordination to staff member	1-3 ISS	2-4 ISS	3-5 OSS/OSSP/Re c Exp.

Verbal Abuse of Staff Member	1-5 OSS/OSSP	3-5 OSS/OSSP	5 OSS/OSSP & Rec Exp.
Signs of Violence and Hate (gang related)	3-5 ISS	1-3 OSS/OSSP	3-5 OSS/OSSP & Rec Exp.
Scuffle/Inappropriate Physical Contact	1-3 ISS	1-3 ISS/1-2OSS/OSSP	1-3 OSS/OSSP
Fighting	2-4 OSS/OSSP	3-5 OSS/OSSP	5-10 OSS/OSSP
Inappropriate affection	Warning	1-3 LD	1-3 ISS/OSS/OSSP
B. Disrespect to Property			
Destruction to/or tampering with any property of another	Clean/replace & 1-3 ISS	Clean/replace & 1-3 ISS/1-2 OSS/OSSP	Clean/replace & 1-3 ISS
Deliberately Littering	Clean & 1 LD	Clean & 2 LD	Clean & 1-3 ISS
Inappropriate Disposal of Food	Clean up & 1 LD	Clean up & 3 LD	Clean up & 1-2 ISS
Possession of stolen property	1-3 ISS	1-3 OSS/OSSP	3-5 OSS/OSSP
Vandalism	1-3 ISS/Rec. Exp (Restitution)	1-3 OSS/OSSP/Rec. Exp (Restitution)	5 OSS/OSSP/Rec. Exp (restitution)
C. Lying, Misrepresentation			
Plagiarism or cheating	"0" on assignment & Parent Call	"0" on assignment & 1 ISS	"0" on assignment & 2 ISS
Act of Forgery or Deception	1-3 ISS	1-3 ISS	1-3 OSS/OSSP
D. Computer Misuse			
Unauthorized use of Technology	Warning	1 week computer suspension	2 week computer suspension
Computer Damage	Reimbursement	Reimbursement/1-3 ISS	Reimbursement/1-3 OSS/OSSP

Inappropriate searches	Warning	2 Week Computer Suspension	Loss of Computer Privileges for Remainder of Semester/Cont act Home
Tampering with Computer Systems	1-3 ISS, 1-3 OSS/OSSP, Loss of all computer privileges for semester	3-5 ISS, 2-4 OSS/OSSP, Loss of all computer privileges for semester	3-5 OSS/OSSP, Loss of all computer privileges for semester
E. Failure to follow rules and instructions			
Failing to identify self to school employee	1-3 ISS	3-5 ISS	1-3 OSS/OSSP
Classroom and/or educational disruption	1-2 S/1, 1 ISS	1-3 ISS	1-3 OSS/OSSP
F. Attendance: Not being in assigned area	Tardy to school/class (see tardy policy)		
Out of Assigned Area	1-3 LD	1 ISS	1-2 ISS, 1-3 OSS/OSSP
Truant from Class	1 ISS	1-2 ISS	1-3 OSS/OSSP & BMV/Prob/Pro sec
Left Building	1-3 OSS/OSSP	2-4 OSS/OSSP	3-5 OSS/OSSP & BMV/Prob/Pro sec
Truant from Detention	1 LD	2 LD	1-2 ISS
Leaving Class Without Permission	1-3 LD	1 ISS	1-3 ISS, 1-3 OSS/OSSP
G. Miscellaneous Behaviors			
Cafeteria Disruption	1-5 LD	1-5 LD	1-3 ISS
Improper Attire	Change to Suitable Attire, Warning	1 LD	2-3 LD, 1-2 ISS
Electronic/Cellular phone devices violation	Warning	Parent Pick Up	1-3 LD, Parent Pick Up

Possession of matches, lighters	1-3 ISS	2-4 ISS	2-3 OSS/OSSP
Disruption of detention or suspension	1-4 additional days	1-4 additional days	1-4 additional days
Gambling	1-3 ISS	1-3 OSS/OSSP	5 OSS/OSSP/Re c. Exp

OUT OF SCHOOL SUSPENSION PROGRAM (OSSP)

Out of School Suspension Program (OSSP) - Juvenile Day Reporting Program – Principal or Designee: Under this program students who are suspended out-of-school for certain offenses will be required to report, along with their parents, to juvenile court at 8:00 a.m. on the first day of their suspension. After an initial hearing before the court, the student will be involved in community service, have a supervised lunch, have time to complete homework assignments and have special classes of relevance. The Out of School Suspension Program will be housed at New Castle High School.

DRUGS AND ALCOHOL

Drugs and Alcohol

1. No person can possess, provide to another person or be under the influence of any substance which is or contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogenic drug, whether it is a prescription or sold over the counter (without a prescription), or any item which imitates any of the above.
- 2.No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol beverage, stimulant, depressant, or any intoxicant of any kind. A student cannot be part of planning to provide or taking orders for any items listed in this section.
- 3.No students may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 4.Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
- 5.No student may consume or ingest any controlled substance, alcoholic beverage, illicit drug, or intoxicant of any kind before attending school or a school function or event.
- 6.Any student that is under reasonable suspicion of being under the influence of drugs or alcohol may be subject to an out of school suspension and a request for

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a drug screening before returning to school. If the screen comes back positive it could result in up to five (5) days out of school suspension and request for expulsion.

ANY STUDENT WHO IS UNSURE IF POSSESSION, USE OR PROVIDING ANOTHER PERSON WITH ANY PARTICULAR MEDICINE OR SUBSTANCE WOULD VIOLATE THE ABOVE RULE SHOULD CONTACT THE PRINCIPAL OR DESIGNEE BEFORE USING, POSSESSING, OR PROVIDING THE MEDICATION OR SUBSTANCE.

The rules and regulations are strictly enforced within the New Castle Middle School building, on the entire school grounds area, in the area surrounding the school grounds, on the school bus and at school bus pick up areas, when traveling to and

from school sponsored field trips and extra-curricular activities, functions, or events.

GENERAL INFORMATION

APPOINTMENTS

Parents are encouraged to schedule appointments (medical, dental, counseling) for their children at times other than regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment during school time, **the absence will be excused if the student brings a statement from the service provider to school upon his return.** If a student needs to leave school for an appointment, the parent should call the attendance office the morning of the appointment. A permit to leave the building will be issued. It is the student's responsibility to make up any work he/she has missed during the absence.

ARRIVALS AND DISMISSALS

Selected doors will be unlocked at 7:30 a.m. for access into school. Arrival prior to 7:30 a.m. is not permitted unless with prior approval from building administration. **When students arrive at NCMS, they should get items from their locker immediately, and they will head to Bundy Lobby, pick up breakfast if they choose to do so, and find a seat in Bundy Auditorium until after the announcements.** This procedure applies to students riding the school bus, walkers, and students who are brought to school by their parents. Students are not to be in the hallways prior to 7:55 a.m. unless they have a pass from a teacher.

All rooms and corridors should be vacant by 3:15 p.m. Exceptions will be made for 44 those students permitted by teachers to remain for make-up work or extra-curricular activities. Students who wait for transportation following 3:00 p.m. need to locate themselves directly in front of the main office. The doors will be locked at 4:00 p.m., Mondays through Fridays.

ASSISTANCE FOR SCHOOL BOOKS, SUPPLIES AND FEES

*For the **2023-2024** school year, all students will receive free breakfast and lunch through the CEP Program.

Indiana law provides that parents who meet the financial eligibility standards for receiving free and reduced lunches under the National School Lunch Program and who make proper application to the school district are not required to pay the fees for school books. Supplies or other required class fees are the responsibility of the

parent/guardian. An application form and eligibility standards may be obtained through the school or through the CEC Office at 322 Elliott Ave., New Castle, IN 47362, telephone 521-7201.

BACKPACKS AND BAGS

Backpacks and bags may be used to carry books to and from school, but they are to be left in your locker during the school day. Any accessory including, but not limited to, satchels, shoe string bags, and paper, nylon or plastic sacks are not permitted to be carried during the school day. Purses must be no larger than 5 1/2 by 8 1/2 in.

CHANGE OF ADDRESS

If at any time during the school year a student moves to a different address, he/she must report this change to the Attendance Office. Likewise, a change of telephone number, or a new installation of a phone should be reported.

DANCES

School-sponsored dances are for **NCMS students only**. Administration has the right to deny any student(s) admittance. Student(s) would be denied admission due to violation of NCMS rules and regulations and/or public law and academic probation.

DRIVER'S LICENSE/PERMIT RESTRICTION RULES

PL 121-1989 prohibits the Bureau of Motor Vehicles from issuing a driver's permit or license to a student less than 18 years of age whom:

1. Is at least on a second suspension from school for the school year.

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2. Is classified as a habitual truant (10 or more unexcused absences in a school year).
3. Has been expelled from school.
4. Has dropped out of school.

The Bureau of Motor Vehicles is required to invalidate a student's license or permit for any of the above reasons. (IC 20-33-2-11)

E-READER POLICY

While technology and learning are becoming more and more intrinsically linked, it is important that our policies continue to adapt to the changing landscape of learning.

Students may use E-Readers during the school days that are student owned. E-Readers are only to be used at appropriate times and their use is always at the teacher's discretion. Misuse or abuse of using non-educational applications may result in the total loss of privileges and/or a disciplinary consequence. Lost, stolen, or damaged E-Readers are NOT the responsibility of the school. Students who choose to bring such devices to school do so at their own risk.

ELECTRONICS

Students will be permitted to use cell phones before school and after school as well as at extracurricular events. Cell phones will not be permitted during class, during passing periods, or while at lunch. If the cell phone is out during these times or an audible notification is heard during class, the phone will be confiscated and a penalty will be given. Student will be permitted to use their school computer before school and after school as well as during class periods when instructed by teachers. Computers will not be permitted during lunch. Cell phones as well as iPods, MP3 players, radios, recorders, tablets, and other electronic devices must be silenced and put away during instructional periods, unless there is permission from the teacher to use the electronic device for an educational purpose. The school is **NOT** responsible for lost/stolen items.

EMERGENCY DRILLS

In case of fire, tornado, or other emergency, the signal to move to safety will be given from the principal's office. A tornado alarm will be signaled by a continuous sound from the PA system. A fire drill will be signaled by a continuous sound from the alarm system. There is a plan posted in each room, which shows the route to safety for that particular room. All students are urged to acquaint themselves with these instructions. In case of an alarm, listen carefully to the teacher for instruction. Silence is important to be able to hear verbal instruction. Students shall remain together in class groups so their teachers can account for all students. Each drill shall be treated as an actual

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emergency situation. Drills will be held at regular intervals as required by law and are an important safety precaution.

FALSE REPORTING

Any person who knowingly reports false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the student rules and regulations and Indiana law.

SKATEBOARDS

The use of skateboards or roller blades on school property is strictly prohibited at any time of day or night. Therefore, skateboards and rollerblades should not be brought to school without the prior consent of the principal or an assistant principal.

TELEPHONE USE

A student may not leave a class to use the telephone. Students are not permitted to use the phone between classes, or at lunchtime without permission. Common courtesy would limit calls on this phone to the briefest possible time. Students will be allowed to use the office telephone only when it is an emergency and absolutely necessary and after first obtaining permission from the office staff. These are business phones and shall not be misused.

THROWING OR PROPELLING OBJECTS

Do not throw snowballs, paper wads, pencils, shoot spitballs or throw or shoot any other item that could injure someone or be a distraction to class or school activities.

VISITORS

Visits during the school day should be in regard to school business. Any visitor to the school or school grounds must report to the main office. Visitors to a class must secure a pass from the office and must have the teacher's approval before they may visit the class. The prohibitions and expectations governing classroom observations are equally applicable to online instruction.

Specifically, visitors are reminded:

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- Visitors are to be silent observers and not create any kind of disturbance or distraction.
- Statements and actions of other students (or statements by an instructor to other children) are to be maintained in confidence.
- Instruction and services may not be recorded in any manner (audio, video, cell phone, use of Alexa, etc.) unless first receiving approval from the Principal and instructor.

FIELD TRIPS/CONVOCATIONS

Various school groups and classes will conduct field trips/convocations throughout the school year. No student may accompany such a group off the school grounds without a signed permit from his/her parents. Students not in good standing for the reasons of misconduct, misbehavior, or academic performance may be denied the opportunity to attend field trips/convocations. No student will be denied the opportunity to participate due to financial concerns or physical limitations.

Students are responsible for adhering to the following guidelines regarding school-sponsored trips:

1. Follow the rules and regulations of the school while participating in a school-sponsored activity.
2. Follow directions of supervisor.
3. Conduct themselves in a manner which will reflect positively upon NCMHS.
4. Abide by any additional stipulations disseminated via a permission slip or notice regarding the field trip.

A student may be denied participation on a field trip or school sponsored trip due to excessive absences and/or behavioral or academic concerns.

FOOD SERVICE * all information provided by Dee Orick for this section The School Food and Nutrition Department provides breakfast, lunch, and special services to all schools within the New Castle Community School Corporation.

Breakfast

Breakfast is provided to students for free including days when schools are on a 2 hour delay due to weather conditions.

Lunch

Lunch is available to all students. Each Student will have at least 2 entrees to choose from daily. Lunch menus can be found at www.family.titank12.com. All meals are 48 based on the nutrition requirements outlined in the Healthy Hungry Free Kids Act of 2010. Copies of these requirements may be obtained by contacting the USDA. Students have the option of bringing a nutritional meal from home. A free account from the Titan Family Portal allows Parents/Guardians to view their student's meal history including payments and ala carte purchases and add funds for ala carte purchases.

FREE AND REDUCED-PRICE MEALS

Students whose families meet requirements for the free and reduced price meals may obtain an application from the office.

The school corporation shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq.

Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program.

The School Board has designated the Director of Food Services to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

The schools shall annually notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the Corporation's program of free and reduced-price meals.

The Corporation shall follow the current Federal and State statutes and regulations governing school lunch programs, including but not limited to those governing the application process, accounting standards, and audit requirements of the Free and Reduced Lunch Program. All employees responsible for the collection and processing or auditing of free and reduced price lunch applications shall be trained in the requirements of the Free and Reduced Lunch Program, including but not limited to the eligibility requirements, accounting standards, and audit requirements.

Collection of Unpaid Debt

All grade levels: One month prior to the end of the semester negative balance letters will be modified to alert guardians and parents that balances in excess of -\$30.00 will be turned over to a collection agency at the end of the semester. Negative balance

letters will be mailed out to all students with negative balances in excess of -\$20.00 one week prior to the end of the semester. At the end of the semester, any family that has a balance greater than -\$30.00 will be turned over to a collection company. All student

accounts turned over for collections are zeroed out and students start with a zero balance. A list of all accounts turned over to collections is kept by the Food Service Office. Payments for balances turned over to collections are accepted only in the Food Service Office located in New Castle High School.

Staff: All negative balances must be paid by the end of the school year.

End of Year Balances

All grade levels: Funds remaining or negative balances less than -\$30.00 in student account will be rolled over at the end of the school year and will automatically be applied to the students account the following school year. Requests for refunds of positive balances can be made by contacting the Food Service Office located in New Castle High School. A custodial parent or guardian or graduated student may make the request. The person making the request must come into the Food Service Office, provide proof of identification and sign the request form. Payments will be mailed within 30 days of the request. The student account will be zeroed out and a note placed on the account that a refund has been processed. Students who graduate, transfer, withdraw or are expelled from the corporation have until the last day of the school year in which the money was deposited, or within 30 days, whichever is less to request that their lunch/meal food service account be refunded or transferred to another students account. If no response is received within this time frame the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a student donation account in the point of sale system to be used to pay outstanding meal charges.

Staff: Funds remaining in staff accounts will be rolled over to the next year. Staff members who leave the district have 30 days to ask for a refund of their lunch/meal account. If no response is received within 30 days the staff member's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to a student donation account in the point of sale system to be used to pay outstanding meal charges.

Textbook Assistance

Families needing assistance to pay for textbooks may fill out an application at any time during the school year. These are available in all school offices and online at family.titank12.com. Applications and instructions will be sent home with all students on the first day of school. Some students will automatically qualify for assistance through the Direct Certification Program. Parents will be notified if their students qualify for free or reduced meals and/or textbook assistance through the Direct Certification program through letters mailed to the address listed in the student data system, Power School.

Please make sure you update your address in the school office if it changes throughout the school year so mail is being sent to the correct address.

Special Dietary Concerns

If your child has a food allergy, food intolerance or other special dietary need please contact the Food Service Office at 765-521-7240. A recognized medical authority must identify a student's special dietary needs in a signed statement before any changes can be made. The school nutrition program then decides the changes that can be provided on a case by case basis.

Insufficient Fund Checks

Insufficient Fund Checks will be withdrawn from the students account and letters will be sent home immediately. Upon receipt of a second insufficient fund check, the child's account will be flagged and no further personal checks will be accepted. Payment for insufficient fund checks can be made at the child's school or at the Food & Nutrition Office located at 2601 S. 14th St. Telephone (765) 521-7240; Fax (765) 521-7239.

The Department of Student Nutrition Services offers additional services upon request. For further information, you may contact the Food Service Office at 801 Parkview Drive, Suite One, New Castle, IN 47362 telephone: 765-521-7240.

FUND-RAISING

Students without prior approval of the principal shall conduct no fund-raising projects at New Castle Middle School. NCMS will not permit the sale of candy during the school day. Do not carry boxes of candy to classes or into the cafeteria. We encourage "order taking" kinds of fundraisers, but never so it disrupts any classroom NEVER IS ANYTHING TO BE SOLD FOR PERSONAL PROFIT.

GRIEVANCE PROCEDURES

A grievance procedure is available to students (and parents of students) who believe they have reason for a complaint in regards to action or lack thereof on the part of a school employee or others acting on behalf of New Castle Community Schools. The procedure may be found as part of Public Law 29-318. The approved form to file a grievance may be found on the corporation website.

GUM AND CANDY

Drinks, candy, or food of any kind **will not be allowed** in the classrooms, halls or lockers except on special occasions and with classroom teacher's permission. Classroom teachers will provide consequences as necessary. Gum chewing will be allowed in classrooms at the discretion of the individual teacher. Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning

problems and costly repairs. Therefore, the school administration will support any staff member who does not allow chewing gum in his/her classroom.

HALL PASSES

Students are not permitted in the halls unless given permission by an adult through a pass an instructor accompanies them; Students shall pass quickly and quietly around the halls. Students who abuse the privilege of using “hall passes” shall be subject to disciplinary actions.

HEALTH SERVICES/MEDICATIONS

Nursing services are available to students anytime school is in session. Among other duties, our nurse/health assistant provides care for illness or injury at school, records immunizations which are required by law, does screening programs for vision and hearing, and teaches basic health and hygiene.

Illness or Accident

In the case of illness, a student should report to his/her classroom teacher for a pass to the clinic. **Under no circumstances should a student leave the school grounds without official permission from the school nurse or administrative personnel.**

In the event of any serious accident or illness, parents or guardians will be contacted immediately. Therefore, we need an up-to-date home telephone number, and emergency telephone number on file. The school must also have pertinent medical information on file e.g. allergies, asthma, seizures, diabetes, etc. and if warranted the Registered Nurse of the corporation may need to do a care plan. **It is the responsibility of the parent or guardian to make sure that all information is current and accurate and the health team is kept updated on any changes or conditions.**

1. The student **MUST** first be seen in the school clinic by the nurse or nursing assistant. Students should not bypass the clinic and call/text home first before being seen by the nurse or nursing assistant. Bypassing the clinic may result in disciplinary consequences per administration.
2. Students with uncontrollable signs of illness: vomiting, diarrhea, high fever (100.4 degrees or above), etc. will be sent home.
3. Students who have no apparent symptoms will be sent back to the classroom.
4. Injured students that require care beyond normal first aid will be sent home.

MEDICAL NEEDS AT SCHOOL

Emergency Medical Authorization

The Corporation will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form.

The Emergency Medical Authorization Form will be kept in an easily accessible file in each school building during the school year.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

Student Emergencies and Accidents

If an accident or emergency occurs on school property; off school grounds at a school activity, function, or event; or traveling to or from school for a school activity, function, or event, Corporation employees will take all necessary steps to render assistance to the student in good faith, which may include summoning medical assistance, administering first aid by persons trained to administer first aid, notifying administration, notifying the student's parent, and filing accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

Administering Medicine at School

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 has a disability and as a result, requires medication to benefit from his/her educational program.

All medication needed during school hours or at school functions that are supervised by school staff, except those subject to I.C. 20-33-8-13 (student possession and self-administration), will be administered by the nurse, administrator, or designated trained staff under the following conditions:

1. A written authorization form for medication administration must be completed by the parent/guardian and be on file before any medication transported to the health clinic (prescription or non-prescription) will be administered.
 - a. Medication shall be administered in accordance with the instructions printed on the bottle (in the case of non-prescription medicine) or the physician's order (on the case of prescription medicine).
 - b. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school year.
2. All non-prescription medicine must be kept in its original container accompanied by the package label or package information.
3. All prescription medicine, including medication administered by injection, emergency medication (i.e. Epinephrine, Glucagon), and diabetes monitoring of a student must be accompanied by a physician's order, which is current and correct to the way that the student is to receive the medicine. The nurse may require additional information prior to administering medication.
4. All medication administration will be documented and kept on file in the health office.
5. If the medication is to be terminated prior to the date on the prescription, a withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file in the health office.

The Corporation does not honor requests by parents or physicians to administer over-the-counter herbs, minerals and vitamins and other homeopathic products as there is currently no standardization relative to these products and no FDA approval and guidelines.

Any unused medication which is unclaimed by the parent will be destroyed by the Corporation when a prescription is no longer to be administered according to the authorization form, or at the end of the school year.

All designated staff responsible for administering medication to students will be trained by a registered nurse on the proper administration of medication and/or diabetes care. A record of this training will be kept on file in the health office.

All medication, both prescription and non-prescription, must be brought into the nurse's office by a parent or guardian. Only students meeting the criteria of Indiana code who have valid medical authorization and parent permission on file in the school office will be permitted to carry medications and self-administer such substances. These exceptions are explicitly stated in the law and detailed below.

Indiana law permits an individual or entity in a position to assist an individual who, there is reason to believe, is at risk of experiencing an opioid-related overdose, to administer an overdose intervention drug to an individual who is suffering an overdose.

The Corporation, in good faith, believes it is an entity in a position to assist an individual who there is a reason to believe is at risk of experiencing an opioid-related overdose; therefore, it may obtain an overdose intervention drug from a prescriber or entity acting under a standing order issued by a prescriber and may maintain such intervention drug on-site in school facilities to provide such assistance.

Chronic Disease or Medical Condition

In accordance with Indiana statute, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition on school grounds immediately before or during school hours, or 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; or traveling to or from school for a school activity, function, or event, if the following conditions are met:

1. The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the physician's statement described below in #2.
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in subsection (2) must be filed with a student's principal annually.

Students with diabetes, seizures, or chronic diseases shall be appropriately accommodated per Indiana statutes. An appropriate plan for the student, which may be a Section 504 Plan, individual health plan, or IEP, will be developed and implemented.

Transportation of Medications by Students

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. The student's parent or guardian;
2. An individual who is at least eighteen years of age and designated in writing by the student's parent or guardian to receive the medication; or

Do Not Resuscitate (DNR) Orders / Physician Orders for Scope of Treatment (POST) Forms

Each student with a potentially life-threatening medical condition should have a health care plan and/or emergency medical plan. Corporation employees shall follow normal procedures for addressing emergencies occurring while students are on Corporation property (including being transported in vehicles owned, leased, or operated by Corporation); and during Corporation events, even if held outside of Corporation property (for example, prom or field trips).

Therefore, Corporation employees will not adhere to Do Not Resuscitate (DNR) Orders or Physician Orders for Scope of Treatment (POST) forms which prohibit individuals from administering resuscitation (CPR) or medical interventions measures to a student. This policy shall not interfere with a health care provider's obligations under Indiana law.

If the school is presented with a DNR order or POST form, the parent or guardian should be advised of the Corporation's policy and should be directed to the hospital(s) in the area where the student may be transported in an emergency and advised to discuss the order with such facility.

Student Concussions and Sudden Cardiac Arrest

Corporation employees shall abide by legal obligations regarding student athletes and avoiding injuries, including informing and educating coaches, student athletes, and parents of student athletes regarding the nature and risk of concussion, head injury, and sudden cardiac arrest to student athletes. The Board has determined that it may enhance school safety to have an automatic external defibrillator (AED) placed in building(s) within the Corporation for use by employees with proper training.

Communicable Diseases

The Corporation will collaborate with and follow regulations from the Indiana Department of Health to meet its obligations to control communicable diseases impacting the school community. See *Policy A325 Communicable Disease*.

Immunizations

Consistent with state law, the School Board requires that all students be immunized in accordance with the requirements of the Indiana Department of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. Students whose parents do not provide the required documentation by the first day of school attendance may be granted a twenty (20) school day waiver. However, if the student remains unimmunized at the close of the twenty (20) school day waiver period, the student may not be permitted to attend school, unless the parents have filed a religious or medical exemption in accordance with state law.

The Superintendent or his or her designee will provide information concerning meningococcal disease (meningitis) and its vaccines to students and parents or guardians at the beginning of each school year.

The Corporation shall provide each parent of a student who is entering grade 6 with information prescribed by the state department of health concerning the link between cancer and the human papillomavirus (HPV) infection and that an immunization against the human papillomavirus (HPV) infection is available.

The Corporation shall provide materials concerning immunizations and immunization preventable diseases to parents and guardians of students. Posting the materials on the school building's website shall satisfy the distribution requirement.

The Superintendent shall ensure that all applicable immunization information is complete in the state immunization data registry (CHIRP) no later than the first Friday in February each year.

Mental Health Treatment Notification

Prior to referring a student to a provider of mental health services due to a pattern of aberrant or abnormal behavior, a school official will contact a student's parent. A school official shall also hold a conference with the student and the student's parent prior to referring student to a provider of mental health services.

Lice

1. If a student in the Corporation is found to have live head lice, the student's parent will be contacted to have the child treated and to pick him/her up by the end of the school day on the day that the "live lice" is found.
2. Upon return to the school and after treatment, the student will be examined by the school nurse or designee to determine if treatment was successful in removing the "live lice."

HIGH SCHOOL FACILITY

Students will have access to the entire first floor of New Castle High School. Students will have no reason or need to access any other floor of New Castle High School

HOMEWORK REQUESTS

Parents requesting homework for an ill child should contact the school after their child has been absent for at least two (2) consecutive days. These absences must be

excused absences. Please call the attendance office before 8:45 a.m. (521-7232) the 57 morning you are requesting the homework. Parents shall pick up the requested assignments between 3:00 - 4:00 p.m. in the attendance office.

INTERPERSONAL RELATIONSHIPS

New Castle Middle School students are not allowed to openly display affection toward other students. Kissing, embracing, and close contact are not permissible or appropriate in the building or on school grounds. Inappropriate touching will not be tolerated and should be reported to the Title IX Coordinator: Jena Schmidt.

LEAVING SCHOOL PROPERTY

Once students arrive on school property, they are not permitted to leave the property at any time during the school day without a pass from the attendance office, or one of the administrators. If you must leave because of an appointment, an emergency, an illness, etc., you must first sign out at the attendance office with a parent, guardian, or permitted adult by a parent or guardian. If you leave the school property without permission, it will be considered truancy. The school, by law, cannot allow a student to leave the property without permission of a parent or guardian.

LOCKERS

A periodic check can be made to assure that lockers are kept neat and clean. No lockers are to be shared. Combinations to lockers should never be given to another student. Lockers are the property of the school and as such must not be damaged in any way. Pictures and posters appropriate for school may be hung, but they must be removable. It is the student's responsibility to remove them. The lockers are subject to inspection by authorized school personnel. **The school is not responsible for stolen items** . If a problem develops with your locker, please contact the assistant principal's office.

LOST AND FOUND

Students who find lost articles are asked to take them to the front office. Owners of lost articles can claim articles in the front office before and after school. Lost articles not claimed within a reasonable time will be given to charity.

MAKE-UP WORK

A. Excused

A student must make up work missed during an absence. It is the **student's** responsibility to ask each teacher what has been missed. Upon return, one day for each day absent will be allowed to complete make-up work (except as hereinafter provided). Only in extreme cases of prolonged absence will more

than 3 days be allowed for work to be made up. A longer time may be allowed for unusual circumstances with the approval of the teacher.

B. Prearranged

Assignments are to be completed prior to the absence if possible. If a student has been absent for a field trip or an athletic event, make-up work for an announced test and all homework are due the day of return to class. A longer time may be allowed for unusual circumstances with the approval of the teacher.

C. Unexcused

All work missed due to an unexcused absence from school will be made up.

D. Out of School Suspension

It will be the responsibility of the student to complete tests and quizzes from out-of-school suspension(s).

MATERIALS

It is extremely difficult for anyone to succeed in school without proper materials/equipment. Students will need a pen or pencil, paper, class folder, and a charged computer.

The staff of New Castle Middle School feels that in order for a student to be properly organized, a three-ring notebook is beneficial. The notebook should be one with rings to enable the student to insert or remove paper readily and often.

All students must be in uniforms during physical education classes. Uniforms are sold at the school bookstore. All equipment must be marked with the student's name or identification.

MEDIA CENTER

Our media center is open every day from 7:30 a.m. to 3:15 p.m. Passes are required from classroom teachers during classes. Homerooms and study hall teachers will not issue passes for students to go to the media center. Students must receive a pass from the teacher issuing the assignment. Students are able to read and do reference work in the media center and are allowed to check out books and periodicals. A fine of five cents per day is charged for any overdue material and five cents per period for any material on reserve. All students who are courteous and good citizens are encouraged to use their media center as much as possible.

MOPEDS AND SIMILAR MOTORIZED VEHICLES

No student shall ride a moped or similar motorized vehicle to or from school. This rule applies to all school functions. Violations of this rule may result in disciplinary action

and possible suspension or expulsion.

SAFETY AND SECURITY

The school board is dedicated to providing a safe and secure facility for students, staff and visitors. All outside doors are locked during the school day. Students, parents or patrons need to buzz in at the main school entrance. Before gaining entry into the building the person will need to state their name and reason for the visit. NCMS will utilize video surveillance in order to protect property, promote security, and protect the health, welfare, and safety of our students, staff and visitors. NCMS also has school resource officers available to assist and promote safety during each school day.

SCHOOL CLOSING/DELAYS

Any adjustment or alteration in the school schedule will be announced over radio station WMDH-FM as early as possible as well as local television stations. The school corporation will send a School Messenger Notice to all families signed up to receive such calls. Please check with the school registrar to verify your information is correct and you are receiving necessary communications. You may also check the NCCSC Facebook page as well as the NCMS Facebook page and Twitter feed.

ACADEMICS

ACADEMIC ASSISTANCE

Students are encouraged to contact their teachers for individual assistance when necessary. Teachers are typically available before school starting at 7:45 a.m., after school until 3:30 p.m., and during 7th period homeroom. Other arrangements may also be possible for students with special needs. Please contact your school counselor for scheduling tutoring sessions.

ACADEMIC PROBATION

To avoid academic probation, a student must pass at least five classes each nine-week grading period and midterm report. Probation prohibits a student from participating in sports or attending extra-curricular/school-sponsored events such as school dances, club meetings/activities, etc. Students on academic probation may attend events as paying spectators. Academic probation is in effect until the next grades are given (midterms or report cards).

WITHDRAWAL POLICY

WITHDRAWING FROM SCHOOL

Any student who is anticipating withdrawing from school should contact the Guidance Secretary. At that time, the student will be given a Withdraw Form that describes the procedures necessary to properly withdraw from attendance at New Castle Middle High School.

If a student is withdrawing from school for a reason other than transferring to another school corporation and the student is not emancipated, the parents/guardians of the student shall be contacted by the school to inform them of their student's request to withdraw from school and his/her stated reason for withdrawal.

When a student withdraws from school textbook/Chromebook rental refunds will be pro-rated by the number of days a student has been enrolled. No refunds will be issued for lab fees or consumables (workbooks, folders, etc.) that have been issued. For more information, please refer to Policy 8330 Withdrawal from School.

GRADING SCALE

98-100 A+

92-97 A

90-91 A

88-89 B+

82-87 B

80-81 B

78-79 C+

72-77 C

70-71 C

68-69 D+

62-67 D

60-61 D

HONOR ROLL

New Castle Middle School has an honor roll that is published at the end of each nine (9) weeks grading period and at the end of each semester. Students earning all "A" or "B" grades will qualify for the honor roll. Students earning all "A" or "B" grades, with only

one "C" grade will qualify for honorable mention status. Any D or F disqualifies a student for honor roll or honorable mention. Honor Roll awards at the end of the year uses the first three (3) quarters' grades.

REPORT CARDS

Grades represent the teacher's evaluation of a student's achievement in terms of the objectives of the class. Report cards are typically issued on the Wednesday following the last day of the grading period. Report cards will be mailed to all students at the end of the school year.

COMMUNITY SERVICE PRE-APPROVAL SHEET

To receive credit for your community service time, you will need to complete this form.

Your name: Your grade:

Write a detailed description of the service project that you plan to complete including the Supervisor of the project and the name of the organization:

Give this form to your counselor, or either administrator BEFORE you complete the project. You must have a signature on the following line.

Project pre-approved by:

If you fail to obtain pre-approval, the service project that you complete may not count toward the 2 hours of community service time for the year.

Name of place where you are performing the community service

Signature of supervisor **with** telephone number:

How much time did you work?

Date of service completed:

ATHLETIC CODE AND POLICIES

MISSION STATEMENT

New Castle Middle School athletics teach student-athletes valuable life lessons represented by the core values of our athletic department; integrity, morality, character, and sportsmanship. Student-athletes are expected to honorably represent their school and community while competing in athletic competitions. Athletes at the middle school level foster a love for the game and develop necessary skills to be successful at the next level.

ATHLETIC DEPARTMENT CORE VALUES

1. Integrity
2. Morality
3. Character
4. Sportsmanship

ACADEMIC/ATHLETIC ELIGIBILITY AT NEW CASTLE MIDDLE SCHOOL All student-athletes must maintain passing grades in 5 classes to remain eligible. Eligibility will be determined at midterm and at the end of each grading period. Coaches and sponsors can check progress of students by issuing periodic grade checks. It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades will attend practices or study at the coaches' discretion during periods of academic difficulty.

PHYSICAL EXAMINATIONS

Every student-athlete is required by New Castle Middle School and the IHSAA to have **a yearly physical examination completed and on file with the athletic office before practicing in any sport.** Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after April 1st.

CONCUSSION AND SUDDEN CARDIAC ARREST

In compliance with Indiana State Laws (IC-20-34-7 and IC-20-34-8) New Castle Community School Corporation will ask all student-athletes and parents/guardians to follow the following guidelines:

- All student athletes will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet Athletes* and *Sudden Cardiac Arrest: A Fact Sheet for Athletes* .

- All parents/guardians will be provided and expected/encouraged to read *Heads Up Concussion: A Fact Sheet for Parents* and *Sudden Cardiac Arrest: A Fact Sheet for Parents* .
- All student-athletes and their parents/guardians must sign an acknowledgement form of receiving and reading the documentation mentioned above. This form must be on file with the athletic trainer.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- **Take and pass physical examination and have supporting student, parent and doctor signatures**
- **Meet academic eligibility requirements**
- **Have handbook acknowledgment signed and on file**
- **Have concussion & sudden cardiac arrest acknowledgements signed and on file**
- **Have all other supporting documentation completed and on file**

CODE OF CONDUCT

STATEMENT

The following New Castle Middle School rules are in accordance with the Indiana High School Athletic Association Constitution. An athlete is defined as a participant on an athletic team, cheerleaders, managers, trainers, and athletic assistants.

The New Castle Community School Corporation is committed to fair play, ethical behavior, and integrity - all critical elements of good sportsmanship. The values of good citizenship and high behavioral standards apply equally to all school activities, 64 participants, and fans.

ENFORCEMENT OF THE CODE OF CONDUCT

The Principal or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgment, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the Principal or his/her designee and then is to be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

THE CODE IS IN FORCE TWELVE (12) MONTHS A YEAR

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES.

- No athlete(s) will ever employ illegal tactics to gain an undeserved advantage. All athletes will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost the athlete(s) will fulfill their responsibility by paying for replacement of items(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes will not engage in negative things. Drinking alcohol, taking controlled drug substances, using tobacco products, vaping, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.
- Athletes and support students of the team must pass five classes, at mid-term and at the end of each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of New Castle and set a good example by doing what is right and good.
- Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of ensuring both teams a fair

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contest.

- Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All New Castle athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and or principal of New Castle Middle School.

ANTI-HAZING POLICY - New Castle Middle School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana

Code defines hazing as "forcing or requiring another person-(1.) With or without the consent of the other person and (2.) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury." The American Heritage Dictionary, Fourth Edition, defines hazing as: "To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon." The New Castle Middle School Athletic Department will not tolerate actions by athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. This includes, but is not limited to, paddling, beating, branding, exposure to the elements, forced consumption of food or drink, "swirlies", forced conduct resulting in extreme embarrassment, or any other conduct which could adversely affect the mental health or dignity of another individual. Disciplinary actions will be taken against students who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

RULES OF CONDUCT - TROJAN CODE

The following rules are specific examples of conduct that would violate the **Code of Conduct** set forth above. Conduct that is not covered by these specific examples but that violate the principles of the **Code of Conduct** is subject to disciplinary measures at the discretion of the principal or his/her designee.

Athletes shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, alcohol, tobacco, vaping, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of

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this rule). *Any of the above offenses, whether done consecutively or separately, are considered an offense. The participating athlete will conduct himself/herself as a gentlemen/lady at all times. Any flagrant violation (smoking, drinking, use of drugs, felony, or any misdemeanor) constitute automatic suspension.

CONSEQUENCES

First Offense

Suspension from 40% of all regular season contests for that sport he/she is able to compete. Student-athletes will be allowed to practice and attend contests in street

clothes. The Carry Over Rule will be used in instances where needed.

Second Offense

Suspension from athletics for 365 calendar days from the time the infraction was discovered by the administration. If the athlete enrolls in appropriate approved education, counseling, treatment, or rehabilitation services at the parent(s) and/or guardian(s) expense for the violation, the suspension could be reduced.

Third Offense

Suspension from participation in athletics for the remaining time they are a student at New Castle Middle School. After 365 calendar days from the time of the infraction was discovered by the administration, the athlete can ask the administration for reinstatement.

***Carry Over Rule:**

The student's suspension will begin the first official day his/her practice begins. If the student commits the offense during summer break or any other time when the student is not participating in his/her sport season, the consequence will start on the first official practice day of his/her sport. Should a student be suspended from participation in the middle of the athletic season, he/she will finish out the remainder of the suspension when they participate in another sport.

***Honest/Self Report Clause:**

It is the intent of New Castle Middle School to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who voluntarily reports on themselves as to a violation of the Code of Conduct to a coach

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or an administrator within 48 hours of the incident may be permitted leniency. The suspension may be reduced from 40% to 20% on the first offense only of Rule 1.

OTHER ATHLETIC VIOLATIONS

VIOLATION 1 : CHEATING IN CLASS

Cheating will not be accepted by an athlete, if an athlete is caught cheating in a class then the student will meet the school discipline for that offense plus they will have a one game suspension in his/her next sporting event. (Practices and scrimmages do

not count)

VIOLATION 2: CELL PHONE, CAMERA, SOCIAL NETWORKING SITE POLICY

Anyone using his/her cell phone and/or camera in the locker room or restroom, must use proper etiquette and good choices while using their phone (camera). If an inappropriate picture/video is taken in the locker room or restroom, the students/managers/coaches participating in the photo or taking a photo/video will immediately be subject to an investigation which may result in a suspension and or expulsion from school, in addition to possible dismissal from the team, and referral to law enforcement (School Resource Officer). If for some reason, the student/coach is aware of someone taking a picture/video in the locker room, it must be reported immediately to an administrator. Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, Instagram). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the New Castle Community School Corporation.

****If a student-athlete violates this policy, the student-athlete will at least have a one game suspension.****

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches, or other school personnel will be deemed conduct unbecoming a New Caste student-athlete. Any individual identified on a social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

VIOLATION 3: CONDUCT

A student-athlete may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, passive resistance, or conduct constituting an interference with the athletic program. He/She may also be suspended for urging other students to engage in the above activity. Furthermore, damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or 68 school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the directives of coaches and/or rules of the athletic program and/or school are all grounds for suspension

CONSEQUENCE: The athlete will be subject to consequences administered at the discretion of the Athletic Department.

VIOLATION 4: Athletes shall not be in violation of school rules such as truancy, classroom disruption, or other punishable acts.

CONSEQUENCE: The athlete will be disciplined by already-established school rules. He/she may further be dealt with within the structure of each coach's rules for their sport.

VIOLATION 5: Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach of that sport. These written regulations will be on file with the Athletic Director.

ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession - i.e. season schedule, tournament and state series, in order of competition.

FORFEITURE OF AWARDS

If an athlete is not in good standing at the end of the sports season that athlete will forfeit all awards for that sport.

CARRY-OVER SUSPENSION

If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled.

COMPLETING A SUSPENSION

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. It is the coach's discretion to excuse the athlete from attending a contest.

QUITTING A TEAM

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An athlete cannot quit one sport to join another sport until the original sport is no longer competing. Athletes may transfer from one sport to another during a season only upon mutual agreement of both coaches and the athletic director. If an athlete is removed from a team for any reason (i.e. quitting, rule violation, grades, etc.), that athlete will not be allowed to participate in any practice, conditioning program, or weight room activity until completion of competition for that sport he/she was removed. If the athlete wishes to appeal, a written appeal must be submitted to the athletic director.

TEAM CUTTING POLICIES

Coaches of all New Castle Middle School sports and Cheerleading have their own policy on how they will choose their teams. In some sports "cutting" a team down to a manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season.

TRANSPORTATION

It is mandatory that all athletes ride the bus to and from the site of the game/meet, unless permission is given by the athletic director or coach and the parent has signed a sign out sheet with the coach at the end of the event.

WEATHER

If the New Castle Community School Corporation is on a delay, all morning practices are canceled. If school is closed or we have an early dismissal, all afternoon and evening practices and games will be canceled unless the Superintendent makes an exception.