



New Castle Middle School

2018-2019 Handbook



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Principal: Adam McDaniel

Assistant Principal: Kelley Cox

Dean of Students/Athletic Director: Warren Cook

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.

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 guidance counselor for schedules for tutoring sessions.

ACADEMIC PROBATION

To avoid academic probation, a student must pass 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).

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.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

New Castle Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity or employment as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title II

or the Americans with Disabilities Act.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to: Dr. Maria Sells, Assistant Superintendent for Elementary Programs and Human Resources, who serve as Compliance Officer for all Civil Rights issues related to New Castle Community Schools. (765) 521-7201

ATHLETE CODE AND POLICIES

Preface: The eligibility of all middle school athletic contestants shall be certified by the principal of the middle school where the student athlete is attending. This certification shall be in accordance with the policies established by the New Castle Community School Board of Trustees, the middle school administrators, and the middle school athletic staff. From hereon, middle school shall refer to grades seven and eight only.

Scholarship: To be eligible scholastically at the middle school level, students must have received passing grades in at least 5 subjects each grading period or midterm report period. The student's academic suspension will begin the day following distribution of the report cards or midterm report and will continue until the next grade reporting period before the student can earn eligibility again.

Enrollment: A student is to be a regularly enrolled student whose residence has been established and verified according to School Corporation and state policy. A student who transfers must have been eligible in the school from which they transferred.

Consent for Participation, Athletic Physicals: Previous to a student's first practice for any interscholastic athletic activity, he/she shall have on file in the school office for each school year, a Parent and Physician's Certificate of Physical Fitness, giving written consent of the father, mother, or legal guardian for such participation. The physical examination shall be made prior to the student's first practice for any and all interscholastic athletic contests by a school corporation approved physician.

Amateurism: All middle school athletes shall maintain their amateur status. Professionalism shall be defined as accepting remunerations, directly or indirectly, for playing on athletic teams, for officiating in athletic games or for managing athletic teams, or playing, officiating or managing under assumed names.

Conduct: Middle school students/athletes conduct, in and out of school, shall be such as to not reflect discredit upon their team, school, self, community and family. Also, their conduct shall not create a disruptive influence on the discipline, good order, moral or educational environment within their school.

COACHING POLICIES

Late and Unexcused Missed Practices

- a. late for practice - coaches decision
- b. first missed practice, unexcused - suspended for one game
- c. second missed practice, unexcused - suspended for a second game
- d. third missed practice, unexcused - suspended for a third game. In addition to the suspension, the player and a parent(s) will be required to attend a mandatory meeting with the coach and athletic director.
- e. fourth missed practice, unexcused - player may be **CUT FROM TEAM** after a formal consultation with the Principal.

Inappropriate Conduct by a Player

All players will be held to a high standard of conduct. Any player who conducts himself/herself, in school or out of school, in such a manner as to bring discredit upon their team, school, self, community and family will be disciplined accordingly:

Violations will be evidenced by the player being assigned one of the following, (ISS - In School Supervision, OSS - Out of School Suspension, MAS- Monday Afternoon School for conduct related offenses.)

1st Violation - Player is suspended from participating in any games or practices which occur on days for which the above mentioned consequences have been assigned.

2nd Violation - Player will be suspended from playing in 25% of all games remaining on the team's schedule. In addition; the player and a parent will be required to attend a mandatory meeting with the coach and the athletic director.

3rd Violation - Player will be automatically suspended for the remainder of the season and may be **CUT FROM TEAM** upon a formal consultation with the Principal.

A MIDDLE SCHOOL TROJAN ATHLETE shall be expected to conform to the directives of those in authority and responsibility such as parents, teachers, coaches, athletic directors, principal or assistant principal, and other responsible adults. The participating student athlete shall conduct himself/herself as a gentleman/lady at all times, in all situations, honor athletic and municipal curfews, refrain from smoking, refrain from drinking any form of alcohol beverages, refrain from the use of illegal and counterfeit drugs and chemicals, and avoid all unlawful or probationary problems. Violation of athletic rules and/or civil laws, policies and standards are subject to suspension from interscholastic participation as follows:

1. Failure to follow directives regarding specific sport instructions and directions, curfew, etc. - discipline shall be administered by the coach in accordance with the middle school athletic department guidelines and sound educational practice.
2. **Flagrant Violations** - (smoking, drinking of any alcohol beverage, use of illegal or counterfeit drugs, violations of civil laws, felony, misdemeanor, infractions, attitude and behavior which is detrimental to the proper conduct and reflection of a New Castle athlete) an automatic suspension shall be invoked. A review of the establishing facts and the suspension will be conducted by the coach, athletic director, and principal involved.

VIOLATION OF ANY OF THE ABOVE STATED RULES SHALL RESULT IN THE FOLLOWING MINIMAL DISCIPLINARY ACTION

A. FIRST VIOLATION will result in the student athlete being suspended from 25% of the contests for the sport in which he/she is currently participating. If the suspension cannot be fully carried out during the season in which the infraction occurs, the balance of the suspension will carry over to the next season in which the student athlete participates. If the infraction occurs during an off-season, the athlete will serve the suspension during the first season of a sport in which he/she has previously participated. In all cases, the student athlete must complete the season during which he/she serves the suspension in good standing with the coach or the suspension may be continued to the next sport in which he/she participates.

B. **SECOND VIOLATION** will result in suspension of the student athlete from all athletic participation for one full calendar year from the date of the violation.

C. **THIRD VIOLATION** shall result in permanent suspension from all athletics for the remainder of the middle school career. A review with the high school athletic director and high school principals shall be required prior to being accepted for high school athletic participation.

- a. The student athlete may apply to the middle school principal, in writing, requesting review of their suspension no sooner than the minimal suspension has been served. The letter requesting review must certify that the student athlete has not violated any rules or policies since the suspension became effective.

Honesty/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 themselves as to the violation(s) of the above rules and policies to a coach or an administrator within 48 hours of the incident may be permitted leniency. The suspension may be reduced from 25% to 15%.

MIDDLE SCHOOL SPORTS INCLUDED:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football: 7-8	Boys Basketball: 7-8	Boys Track: 7-8
Cross Country: 6-7-8 (B & G)	Girls Basketball: 7-8	Girls Track: 7-8
Volleyball: 7-8	Wrestling: 6-7-8	
Cheerleading: 7-8	Cheerleading: 7-8	

PRIZES AND AWARDS:

The giving and receiving of awards and medals shall be kept within reasonable bounds, have symbolic value only, and shall be done by and with the consent and under the supervision of the middle school principal.

Awards and Recognition Nights:

Athletic awards and recognition nights, with the public invited, shall be scheduled as an evening program. A student athlete shall be present to receive his/her awards and recognitions, unless he/she is excused by his/her coach, athletic director, or principal. There shall be awards and recognition nights following each athletic season during the school year. (Fall, Winter, and Spring)

Transportation:

A student athlete must remain under the supervision of a coach or approved adult on all athletic trips from the time of departure until his/her return to the school. A student athlete wishing to depart from the supervision of the coach or approved adult at any point on an athletic trip must provide written permission of the parents prior to the trip. This written permission must be approved by the coach or approved adult and the principal prior to the athletic trip. In case of an emergency at the athletic event, the coach or approved adult may grant permission for the student athlete to depart with his/her parents.

Equipment:

School owned equipment issued to a student athlete shall be used for middle school athletics only. This equipment may not be worn during the school day, at home, or in public. This school equipment shall not be used for participation in sports camps, sports schools or clinics. The school issued equipment shall not be used for out of season practices or participation. All school issued equipment shall be turned in or accounted for at the end of each sport season to the coach and athletic department. If the student athlete fails to return all school issued equipment from a sport season, he/she may not participate in another sport until all equipment has been returned. Lost or stolen equipment must be paid for and receipted in the office of the middle school athletic director.

Absent from School:

When a student athlete is absent from school for ANY part of a school day on the date of a scheduled contest, the student athlete shall not participate in any athletic activity until approval is granted by the principal of the building.

ALL QUESTIONS REGARDING THE MIDDLE SCHOOL ATHLETIC PROGRAMS SHALL BE REFERRED TO THE PRINCIPALS, ATHLETIC DIRECTOR, OR COACHES.

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.

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"** - 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 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"** - the absence is not one listed above and/or no 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)

Number of Unexcused Absences Per School Year	Consequences
3rd	Meet with counselor to see if there is a problem.
4th	See Assistant Principal- 3 days lunch detention
5th-6th	1 day ISS
7th-9th	2 days ISS & ARC meeting w/ parents
10th	3 days ISS & Referral to Prosecutor

The Attendance Review Committee (ARC) will meet. This consists of a school administrator, counselor, student, and parent. At this time a plan will be put in place to help with the attendance issue. After the 10th unexcused absence, the case will be given to the prosecutor.

4. **"Truancy"** - is an absence without parental and school knowledge and consent. (See make up policy)
5. **"Suspension"** - Legally separated 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 the following requirement per semester:

Total Days Absent Per School Year	Consequences
6th	Parent contacted by letter
12th	ARC meeting to reiterate and explain the consequences of further absences
13th & 14th	1st and 2nd absences following ARC meeting without a doctor's statement - 2 days lunch detention
15th-16th	3rd - 6th absences following ARC meeting without a doctor's statement- 1 day ISS

17th	Referral to the prosecutor & 2 days ISS
18th and over	Consult w/ Prosecutor and Juvenile Probation

D. Attendance Due Process

The parent/guardian of any student who has reached the above absence levels or has failed to complete required make-up work will be informed that the Attendance Review Committee (ARC) shall be convened to determine appropriate action. (A 504 screening will be part of the ARC process).

E. Attendance Review Committee

1. The Attendance Review Committee (ARC) shall consist of (1) building administrator or his/her designee, (2) guidance counselor, and (3) a teacher appointed by the building administrator.
2. During the meeting, the student and his/her parent or guardian should provide to the A.R.C. any medical slips, documentation, etc., that would explain the excessive absences.
3. The student will be notified within 24 hours of the meeting of the decision of the A.R.C. The possibilities are:
 - remain in school with no penalty
 - remain in school with an attendance contract
 - suspension/expulsion for the current semester
 - non-promotion to the next grade

In The Event of Non-promotion:

- the building administrator will notify the superintendent of his/her intent not to promote the child to the next grade.
- the parent/guardian will be notified by certified mail of the non-promotion.
- the parent/guardian will have 10 calendar days from the decision of the A.R.C. to request a hearing before the superintendent or his designee.
- a hearing will be scheduled as soon as possible by the superintendent or his designee on a mutually agreed upon date.
- if non-promotion is upheld, the parent/guardian can appeal in writing the superintendent's/designee's decision to the school board.

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 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)

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.

Number of times tardy to school/ class	Consequences
1st, 2nd, 3rd	Teacher talks with student and documents a phone call home after the 2nd or 3rd tardy to class
4th	Counselor will talk with student and help with a plan to get to class on time
5th, 6th, 7th	See Assistant Principal, call home, and 3 days lunch detention
8th & 9th	1 day ISS
10th	2 days ISS
11th & over	Parent conference w/ Assistant Principal and 3 days ISS

ATTENDANCE (EXTRA-CURRICULAR)

Any student who is absent or suspended in or out of school may not be present at any extra-curricular activity. 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, unless he/she has presented an acceptable excuse to the principal/designee for prior approval.

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 dealt with, as special cases, 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 (including communication with double meaning), racial slurs, satanic references, sexual connotations, or that promotes or advertises alcohol, drugs, guns, or 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 top has a hole(s), one must wear an undergarment.)
- 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 with no skin showing above the knee and no sagging.
- Shorts must be come to the top of the knee or longer.
- Gym shorts must come to top of the knee or longer; not too large to cause sagging.
- Spandex, leggings, tights, and yoga pants are permitted, but if worn as "pants" must have a loose fitting top that reaches to mid-thigh.
- No lounge/pajama pants should be worn.
- Skirts/dresses must be in good taste and an appropriate length

Jackets

- Keep "winter" jackets in your locker.
- Windbreakers and light-weight jackets may be worn during school.

Hats/Accessories

- Do not wear caps, hats, bandanas, or sunglasses 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

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 7:00 a.m. for access into school. Arrival prior to 7:00a.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 are expected to report directly to the cafeteria and find a seat until the bell sounds officially opening the building for student traffic. 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 3:30 p.m. Exceptions will be made for 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

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.

ATTITUDE FOR SCHOOL

- Treat others with respect.
 - Making fun and bothering others will not be tolerated.
 - Hurting others will result in disciplinary action.
 - Gossiping and spreading rumors is not respectful.
- 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.

Special Nutrition Needs

School nutrition programs follow federal laws written by Congress. The Department of Agriculture explains the laws in USDA Guidance. By law, school nutrition programs must make meal changes for a student with a documented disability. For other medical or dietary needs, the school nutrition program decides meal changes on a case-by-case basis.

Disabilities and Special Nutrition Needs Laws require school nutrition programs to make changes as needed for students with documented disabilities. "A person with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment." (USDA Food and Nutrition Service, 2001). Examples of disabilities include cerebral palsy, diabetes, and food anaphylaxis (severe food allergy). School nutrition programs must have a signed physician statement on file before making any disability-based changes to a student's meal. The medical statement can be obtained from the food service office or online at www.nccsc.k12.in.us. A signed medical statement form is good for one (1) school year and must be updated annually.

Other Medical or Dietary Reasons for Special Nutrition Needs "The school nutrition program is encouraged, but not required, to provide food substitutions or modifications for children without disabilities with medically certified special dietary needs who are unable to eat regular meals as prepared." (USDA Food and Nutrition Service, 2001). 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.

A request may be made for meal changes to meet special nutrition needs for either disabilities or other health concerns. In either case, the goal is the same – to help your student be well nourished and able to succeed in school. A similar process is followed in both cases. For a disability, the school nutrition program needs a signed statement from a physician. This statement provides specific required information regarding special nutrition needs. A written statement from a recognized medical authority is needed for changes for other medical or dietary reasons. This information guides the meal changes. School nutrition programs make reasonable changes at no extra cost to students.

Special Nutrition Needs for Other Health Concerns • Provided on case-by-case basis by each school nutrition program • Requires a signed statement from a recognized medical authority (physician, physician assistant, nurse practitioner, or other professionals specified by the State agency) • Reasonable changes • Provided at no extra cost Examples may include: Overweight Lactose intolerance or other food sensitivity

Disability-Based Special Nutrition Needs • Protected by law • Requires a signed statement from a licensed physician • Reasonable changes • Provided at no extra cost • Individualized Education Plans (IEPs) common Examples may include: • Cerebral Palsy • Diabetes • Food Anaphylaxis (severe food allergy)

Meal Assistance

Applications will be available in all school offices and online through our point of sale provider after July 1 of the current school year. Parents will be notified during registration and through the use of an automated call system when applications are available.

Applications that have been completed correctly will be processed within 10 days. Incomplete applications will be returned to the parent/guardian for further information. Parents/Guardians will be notified by mail, email or phone call of the results of the eligibility determination. Any charges incurred before a meal application was approved are the responsibility of the parent/guardian.

We will need to update meal prices if we are forced again this year to increase meal prices. We plan to apply for a waiver but the state has not provided us with the forms yet.

Procedure for Negative Balance Accounts

New Castle Food Service Department

The following procedures should be followed by all employees regarding negative balance accounts.

Notification of negative balances

All grade levels: Cashier will give students verbal reminders that they have a low or negative balance. Automated phone calls will be generated every Wednesday by the point of sale system for account with negative balances. Parents may sign up for free low balance alerts through text or email through the meal payment site.

Elementary Grade Level: Managers will send out negative balance letters to parents one time per week.

Secondary Grade Level: The Food Service Office will mail negative letters to parents on a bi-weekly schedule.

Staff: Cashier will give staff verbal reminders that they have a low or negative balance. Managers will print out low balance/charge letters to staff members one time per week.

Outstanding Charge Limits

All grade levels: Students may accumulate up to a \$10.00 negative balance before an alternate meal is offered. The alternate lunch meal will consist of a sandwich, fruit, vegetable and milk. The alternate meal will be made available until the outstanding balance is paid. The cost of the alternate meal is the same as a regular meal. If a student has enough money to cover the cost of a regular meal at the time of service, then a regular meal must be given in place of an alternate meal even if the student has an outstanding balance of more than \$10.00. Secondary students have the option of not purchasing the alternate meal. Elementary students must take a meal if they have not been provided a meal from home. Charges are not permitted for a la carte items. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

Staff: A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts. Staff members must have a point of sale account to charge meals. Any staff member may ask that a point of sale account be created where prepaid amounts can be deposited.

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 student's 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 student's 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.

All students are encouraged to participate in our computerized meal prepayment program.

There are several advantages to the meal system:

Convenience - Parents may send a check or cash to cover lunches for several days or weeks. The student doesn't have to remember cash each day.

Non-discrimination - There is no identification of students receiving free or reduced price meals on the cards. This information is stored in the computer. Free and reduced price benefits apply to plate lunches only, but these students may participate in the a la carte program with their own funds if they choose.

Speed of Lunch Lines - Each student will be fingerprinted for use only in the school lunch lines.

Cost of Student Meals - Breakfast = \$1.40 Extra Milk = \$.40 Lunch = \$2.80

CELL PHONES/IPODS/MP3 Players/radios/recorders

Secondary schools in New Castle will be permitted to use cell phones before school/during lunch/after school and at extracurricular events. Cell phones may be carried during the school day, but should not be out and/or utilized during class or passing periods. Cell phones and all electronic devices named above must be silenced and put away during instructional periods, unless there is permission from the teacher to use the cell phone in an educational manner. If the cell phone is out during class time or an audible notification is heard during class, the phone will be confiscated and a penalty will be given. The school is **NOT** responsible for lost/stolen items.

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.

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. Tampering with any installed security device or computer peripheral (such as a 1:1 cellular card) is a direct violation of the school's acceptable use policy punishable by loss of computer privileges, liability for the damage to the computer, and/or device (up to the full cost of its replacement), and additional school discipline based in the student handbook.

NCMS Bell Schedule

Period	Bell Schedule	
1	8:00 - 8:50	Pledge and Moment of Silence
Success (ALL)	8:50 - 9:05	
2	9:09 - 9:59	
3	10:03 - 10:53	
4	10:57 - 11:47	
5	11:51 - 1:11	
7th Lunch	11:47 - 12:17	
7th Grade (Class)	12:21 - 1:11	
8th Grade (Class)	11:51 - 12:41	
8th Lunch	12:41 - 1:11	
6	1:15 - 2:05	
7	2:09 - 3:00	Announcements

<u>2-Hour Delay Schedule</u>	
Period	Time
1	10:00-10:30
2	10:35-11:05
3	11:10-11:40
4	11:45-12:15
5	12:15-1:45 (Includes Lunch and Success)
	7th Graders- Lunch 12:15-12:45/ Success 12:50-1:05
	8th Graders- Success 12:20-12:35/ Lunch 1:15-1:45
6	1:50-2:20
7	2:25-3:00 (Announcements during this time)

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.

DISCIPLINE POLICY

Never will anyone be allowed to do any act that endangers anyone else nor will anyone have the right to disrupt anyone's right to learn. 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, 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.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule No.14 listed under the grounds for Suspension and Expulsion in this policy.
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.

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 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.

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.

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. **DO NOT BRING OUT- OF- SCHOOL PROBLEMS TO SCHOOL! HORSEPLAY ON THE SCHOOL GROUNDS WILL NOT BE TOLERATED** (play hitting, kicking, etc.)

Students involved in physical fights may be arrested by law enforcement and released to a parent or guardian or retained in custody.

Grounds for Suspension/Expulsion

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

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

GROUNDS FOR DISCIPLINARY ACTIONS

Breaking these rules on school property at anytime and/or at any school-sponsored activity at any location including the school bus means possible ISS, MAS, OSS, OSP or expulsion.

1. Stealing or possession of stolen property.
2. Causing damage, destroying, or defacing (marking on) school property.
3. Gambling in the school or on the school ground.
4. Students shall not use profanity or obscenities in any form.
5. No radios, laser pointers, recorders, cassette players, CD players, pagers, laptop computers, MP3/IPODS or other similar devices are to be brought to school without permission from an administrator.
6. Water bottles, sippers, cups, or bottled drinks should not be brought into the school building during school hours.
7. Under no circumstances is cheating allowed or acceptable. Both the person copying, as well as the person knowingly providing information to or doing work for another student are considered to be cheating.
8. Repeated violations of any rules or regulations governing student conduct.

DUE 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.
3. 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.

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.
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)

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

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.

FALSE REPORTING

Any person who knowingly files 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.

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. 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.

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.

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.

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.

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-

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. Careless disposal of gum will bring about disciplinary action.

HABITUAL OFFENDER POLICY

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

5th office referral per semester = two (2) ISS, plus parent contact.

10th office referral per semester = three (3) days in OSSP suspension program, plus parent contact.

15th office referral per semester = five (5) days OSSP suspension and possible expulsion.

Any student who accumulates any combination of twelve (12) days ISS, MAS, OSS or OSP suspensions 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.

HALL PASSES

Students are not permitted in the halls unless 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, you 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.

MEDICATIONS:

1. The medication prescribed must be in the original container, bearing the original pharmacy label and the student's name.

2. All medication must be brought to school by the parent or guardian and will be stored in the health office. **Students MAY NOT transport medications to school.**

3. A signed permission form is required from the parent or guardian authorizing school personnel to give all medications, including over-the-counter.

4. If a student must take a non-prescription drug, the drug must be in its original container with a signed permission form on file and must be stored in the health office.
5. All medications shall be returned to the legal custodian when no longer used or needed. No medications will be released to students.
6. Students will be permitted to carry cough drops/lozenges with no permission forms needed.

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."

IMMUNIZATIONS:

All immunization (shot) records are due upon enrollment. According to State Law, we cannot enroll your child without these records

HIGH SCHOOL FACILITY

Students may only go into New Castle High School with permission or with a pass. Students **ARE NOT** to walk through the high school to get on or off of any transportation. Middle School students **MUST** report to cafeteria immediately upon arriving at school.

HOMEWORK OPPORTUNITY TIME

Student Resource Time (SRT), is a recommended resource time during lunch by the counseling department (or teachers). Students will receive academic help, as well as counseling and access to other resources. This resource time will be student-centered and they will have input in advocating for their needs.

Lunch Detention will also be utilized at this time for missing regular detentions, causing problems in the lunchroom, and for other disciplinary infractions.

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 morning you are requesting the homework. Parents shall pick up the requested assignments between 3:00 - 4:00 p.m. in the attendance office.

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.

IN-SCHOOL SUPERVISION

The In-School Supervision (ISS) 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 ISS room from one (1) to five (5) days at a time. Students may be placed in the ISS room for one or more periods per day when appropriate. A rule/behavioral violation while in ISS will result in an additional day of ISS. A second violation will result in a two (2) days OSP suspension.
2. Assignments will be provided by teachers for the number of days assigned.
 - a. Assignments completed while in the ISS room will count toward a student's grade.
 - b. Students may be assigned to additional days if they do not complete assignments satisfactorily or if they arrive late to the ISS room.
3. Students in the ISS 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 ISS room will not attend pep sessions, convocations, etc., unless special permission is granted by the administration.
5. Students assigned to the ISS room will not be permitted to participate in any athletic/extracurricular activity on the day(s) of the ISS. 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 ISS room.

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!**

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 emergency, an illness, etc., you must first sign out at the attendance office. 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 will 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

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.

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.

UNEXCUSED

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

OUT-OF-SCHOOL SUSPENSION (OSS)

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

OUT OF SCHOOL SUSPENSION PROGRAM (OSP)

It will be the responsibility of the student to return completed work to the administrator for full credit during the re-entry conference that is required on the first day return from suspension.

MONDAY AFTERNOON SCHOOL (MAS)

Monday Afternoon School (MAS) will be served from 3:00 p.m. to 5:00 p.m. on assigned days in the middle school. The purposes of MAS are:

1. To provide an alternative to removing students from classroom instruction.
2. To provide assorted behavior modification programs to students.
3. To provide an additional educational alternative to existing disciplinary policy.

Students may be placed in MAS for the following reasons:

1. Truancies, unexcused absences, tardies.
2. Students who have previously served in-school suspensions.
3. Other violations of school rules.

Any student assigned to MAS who fails to serve the MAS will be assigned two (2) MAS's. Any other missed MAS for the remainder of the school year will result in a two (2) day in-school suspension (ISS). Further missed MAS will result in a two (2) day OSP. A student will only be allowed one (1) reassigned MAS the entire school year. To reschedule a MAS the middle school principal or assistant principal must be notified by 12 noon of the day of the MAS. Any student assigned to a MAS will not be permitted to participate in any extra-curricular on the assigned day.

MATERIALS

It is impossible for anyone to succeed in school without proper materials/equipment. Five things are needed for every class: pen or pencil, paper, agenda, class folder and the textbook.

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 4:00 p.m. Passes are required from classroom teachers during classes. READ 180, 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.

OUT OF SCHOOL SUSPENSION PROGRAM (OSSP) - JUVENILE DAY REPORTING PROGRAM

Under this program a student who is suspended out-of-school for certain offenses may be required to report, along with their parents, to 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, a supervised lunch followed by homework assignments and then special classes of relevance from 3:00 p.m. to 3:45 p.m. Student's work completed at the OSP program will receive full credit. The school will attempt to make contact with the parent the day before needing to report to the court. Failure to appear may result in a bench warrant.

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.

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: William B. Pheffer, Assistant 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.

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.

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.

SCHOOL CLOSING/DELAYS

Any adjustment or alteration in the school schedule will be announced over radio station WMDH-FM as early as possible. The school corporation will send a SchoolReach 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 call telephone number 533-9998, press 3 to obtain school closing information or call 521-2800, then press 7100. Also watch local television stations.

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 reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or Individualized Education Program (IEP). If such is the case, the terms of the BIP or IEP will control the use of these measures.

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 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.

SEXUAL HARASSMENT

It is the policy of the School Corporation to maintain learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of the Corporation to harass another employee or student through unwelcome conduct or communications of a sexual nature as defined in "Definitions."

It shall also be a violation of this policy for students to harass other students or employees through unwelcome conduct or communication of a sexual nature as defined in "Definitions." The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Definitions

A. Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by any employee to another employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment opportunity of others may occur because another employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher, which results favorably for that particular employee or student.

B. Unwelcome Conduct of a Sexual Nature

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

1. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his/her conduct or verbal objections, that it is unwelcome.
2. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
3. Employee - An "employee" shall also include volunteers and/or non-employees over which the Corporation has some degree of control of their behavior while on school property.

Examples of Sexual Harassment

Sexual harassment, as set forth in "Definitions" may include but is not limited to the following:

- A. verbal harassment or abuse
- B. repeated remarks to a person with sexual or demeaning implications
- C. unwelcome touching
- D. pressure for sexual activity
- E. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
2. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

B. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described as follows:

Complaint Procedures

- A. Any person who alleges sexual harassment by any employee or student in the Corporation may use the complaint procedure explained below in Section C or may complain directly to his/her immediate supervisor, building principal, or the Title IX complaint designee of the Corporation.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and/or the accused, will be respected consistent with the Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report which then will be signed by the complainant).
2. Reports must name the person(s) charged with sexual harassment and state the facts.
3. Reports must be presented to the principal/director where the alleged conduct took place. The principal/director shall inform the Superintendent of all filed reports.
4. The principal/director who receives a report shall thoroughly investigate the alleged sexual harassment.
5. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.
6. The Board may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Sanctions for Misconduct

A substantiated charge against an employee in the Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

A substantiated charge against a student in the Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the student rules and regulations and Indiana law.

False Reporting

Any person who knowingly files 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.

Notification of this Policy

Notice of the policy will be circulated to all school and departments of the School Corporation and incorporated in employee and student handbooks or folders and posted.

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. Section 12101 et seq.

29 U.S.C. 621 et seq.

29 U.S.C. Section 794

29 C.F.R. 1604. 11

20 U.S.C. 1681

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.

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, Monday Afternoon School (MAS), In-School Supervision (ISS), Out-School-Suspension (OSS), Out of School Suspension Program (OSP) 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.

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.

Tobacco-free grounds

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

VIOLATIONS AND CONSEQUENCES

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 insure 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.

KEY:

LD - Lunch Detention ASD - After School Detention S/1 - Class Suspension (1 period)
 PC - Conference w/ Parent ISS - In School Supervision MAS - Monday Afternoon School
 OSS - Out of School Suspension OSP - Out of School Suspension Program Rec Exp - Recommend Expulsion

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

<u>VIOLATION</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<u>A. Disrespect to another person</u>			
Inappropriate language or gestures to another student	1-3 ISS	2-4 ISS	1-3 OSS/OSP
Racial, ethnic, or sexual remark,	1-5 ISS 1-3 OSS/OSP	1-3 OSS/OSP	5 OSS/OSP & Rec Exp
Threats/Intimidation	1-3 ISS/ 1-3 OSS/OSP	3-5 OSS/OSP	5 OSS/OSP & Rec Exp
Harassment/Bullying	1-3 ISS/ 1-3 OSS/OSP	3-5 OSS/OSP	5 OSS/OSP & Rec Exp
Insubordination to staff member	1-3 ISS	2-4 ISS	5 OSS/OSP & Rec Exp
Verbal Abuse of Staff Member	1- 5 OSS/OSP	3-5 OSS/OSP	5 OSS/OSP & Rec Exp
Signs of violence and hate (gang related)	3-5 ISS	3 OSS/OSP	5 OSS/OSP & Rec Exp
Scuffle/Inappropriate Physical Contact	1-3 ISS	3-5 ISS 1-3 OSS/OSP	1-3 OSS/OSP
Inappropriate affection	Reprimand	1 ISS	1-3 MAS/ISS 1-3 ISS/OSP

<u>B. Disrespect to property</u>			
Destruction to/or tampering with any property of another	Clean/replace & 1-3 MAS	Clean/replace & 1-3 ISS	Clean/replace & 1-3 OSS/OSP
Deliberately Littering	Clean & 1 ASD	Clean & 2 MAS	Clean & 2 ISS
Inappropriate disposal of food	Clean up & 1 LD	Clean up & 3 LD	Clean up & 1-2 MAS/1-2 ISS
Possession of stolen property	1-3 ISS	1-3 OSS/OSP	5 OSS/OSP
Vandalism	1-3 MAS/ Rec Exp (Restitution)	1-3 OSS/OSP Rec Exp (Restitution)	5 OSS/OSP Rec Exp (Restitution)
Tampering with computer systems	1-3 ISS	3-5 ISS	1-3 OSS/OSP
	Loss of computers privileges for the remainder of semester		

C. Lying, Misrepresentation			
Plagiarism or cheating	"0" on assignment & PC	"0" on assignment & 1 MAS/1 ISS	"0" on assignment & 2 ISS
Act of Forgery or Deception	1-3 MAS 1-3 ISS	1-3 MAS 1-3 ISS	1-3 OSS/OSP

D. Failure to follow rules and instructions			
Repeated violation of classroom rules	1 S/1 & 1-3 MAS	1 S/1 & 1-3 ISS	1 S/1 & 1-3 OSS/OSP
Failing to identify self to school employee	1-3 ISS	3-5 ISS	1-3 OSS/OSP
Refusing/failing to report to the office	1-3 ISS	3-5 ISS	1-3 OSS/OSP
Classroom and/or educational disruption	1-2 S/1 1-3 MAS 1 ISS	1-3 ISS	1-3 OSS/OSP
Conduct constituting an interference with school purposes	1-3 S/1 1-3 MAS 1-3 ISS	1-3 ISS	1-3 OSS/OSP

E. Attendance: not being in assigned area			
Tardy to school/class (See tardy policy)			
Tardy to detention/suspension	1-3 ASD	1-3 MAS 1-3 ISS	1-3 ISS
Failing to sign in/out of school	Reprimand	1 LD	1 ASD 1 MAS 1-3 ISS
Out of Assigned Area	1-3 LD	1 ISS	1-3 OSS/OSP
Truant from class	1 ISS	1-2 ISS	1-3 OSP & BMV Prob/Prosec
Truant from building	1-3 ISS	2-4 ISS	1-3 OSP & BMV Prob/Prosec
Truant from detention	Make-up plus one	2 LD	1-2 ISS
Truant from MAS	2 MAS or ISS	2 ISS	2 OSS/OSP

F. Miscellaneous behaviors			
Cafeteria disruption	1-5 LD	1-5-LD	1-3 MAS 1-3 ISS
Improper Attire	Change to Suitable Attire Verbal Reprimand	1-3 ISS	2-4 ISS
Possession of electronic equipment	Reprimand & hold item in office till end of day	Reprimand & hold item in office. Parent must pick up	1-2 MAS 1-2 ISS & parent must pick up
Electronic/cellular phone devices violation	Parent pick up	1-3 LD & parent pick up	1-3 ISS
Possession of matches, lighters	1 ISS or 3 LD	1-2 MAS/1-2 ISS	2-3 OSS/OSP
Disruption of detention or suspension	1-4 additional days	1-4 additional days	1-4 additional days
Gambling	1-3 MAS	2 OSS/OSP 1-3 ISS/1-2 OSP	5 OSS Rec Exp

G. Acts which will result in suspension or expulsion from school			
Theft	ISS/OSS/ OSP	Same	Same
Vandalism intentional, includes staff members' property during non-school hours.	Restitution OSS/OSP - Rec Exp		
Use or Possession of Tobacco or look-alike	1-3 OSS/OSP	3-5 OSS/OSP	5 OSS/OSP & Rec Exp
Fighting	1-5 OSS/OSP	1-5 OSS/OSP &/or Rec Exp	5 OSS/OSP & Rec Exp
Public indecency	3-5 OSS/OSP	5 OSS/OSP & Rec Exp	
Firecrackers and/or other explosives	OSS/OSP to Rec Exp	Expulsion	
False alarm (fire, etc.)& Rec Exp	OSS/OSP to Rec Exp	Expulsion	
Possession of drug and/or paraphernalia	OSS/OSP to Rec Exp	Expulsion	
Using, under the influence, or possessing alcohol or drugs	OSS/OSP & Rec Exp Notify Police		
Possession of or passing on inappropriate pictures or comments on any electronic device	Possible involvement of SRO DCS call ISS OSS/OSSP	Possible involvement of SRO DCS Call ISS OSS/OSSP	Possible involvement of SRO DCS Call ISS OSS/OSSP

	Factory reset/ delete pictures	Factory reset/ delete pictures	Factory reset/ delete pictures
Physical attack on staff member	Expulsion, Notify Police		
Selling or providing any drug identified in due process law	Expulsion, Notify Police		
Possession of any item which could be considered a weapon	OSS/OSP Rec Exp	to Expulsion	
Possession of a gun	Expulsion, Notify Police		

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.

WITHDRAWAL POLICY

When a student withdrawal is requested, the parents must contact the school to complete withdrawal procedures. A formal withdrawal form must be obtained in the Registrar's office and the student will be required to take the form to each teacher and obtain signature. All textbooks and materials shall be returned at the time of withdrawal. Upon completion of the withdrawal procedures, the student's permanent records, health records, etc., will be forwarded to the student's new school by mail or fax.

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: