

Goshen Middle School

1216 South Indiana Avenue

Goshen, IN 46526

Telephone: 574-533-0391

Attendance: 574-534-1741

Athletics: 574-534-6436

Parent Liaison: 574-975-0993

Aquatics Center: 574-538-3201

Fax: 574-534-3042

Websites

gms.goshenschools.org

newtech.goshenschools.org

www.facebook.com/goshen.middle.school

GMS New Tech Administration

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Jeromy Sheets – Assistant Principal/Co-Director

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GIMS Administration

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GMS New Tech Counselors

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**GOSHEN MIDDLE SCHOOL
2019 - 2020
STUDENT/PARENT HANDBOOK**

Goshen Community Schools 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.

For further information, clarification, or complaint (grievance) procedures, please contact the principal's office or the following coordinator:

**Mrs. Lori Line
Title IX Coordinator (gender discrimination)
Goshen Community Schools
613 East Purl Street
Goshen, IN 46526
Telephone: (574) 533-8631**

It is the policy of Goshen Community Schools to provide a free and appropriate public education to all disabled students and not to discriminate against any otherwise qualified individual with a disability in admission or access to, or treatment or employment in, any program or activity sponsored by the schools.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School 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 School official 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 the amendment of the student's education record that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student the School 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 disclosures of personally identifiable information contained in the student's education 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 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 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 a 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

AFTER-SCHOOL ACTIVITIES

Students who are in the building after school hours are expected to have adult supervision by working with a staff member or attending an extra-curricular event. **When students do participate in after-school activities, it is expected that parents will pick up their child within 10 minutes after the conclusion of the activity or that the student will ride the late bus.** If this is violated, the student risks being restricted from after-school activities.

ANTI-HARASSMENT POLICY

It is the policy of Goshen Community Schools to maintain a learning and working environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school corporation operations, programs, and activities. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property by staff to staff, staff to student, student to student, and student to staff, or at another location if such conduct occurs during a school-sponsored activity.

GENERAL PROHIBITIONS

Sexual Harassment

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations
2. Physical assault
3. Threats or insinuations that a student's grade, classroom assignments or participation in extra-curricular activities may be adversely affected by not submitting to sexual advances
4. Unwelcome verbal expressions of a sexual nature
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature
6. Unwelcome and inappropriate touching, patting, or pinching
7. A pattern of conduct that is intended to create or has the effect of creating discomfort and/or humiliation to another
8. Remarks speculating about a person's sexual activities or sexual history or sexual orientation

Race/Color Harassment: Directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and negative references relative to racial customs

National Origin Harassment: Directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs

Religious (Creed) Harassment: Directed at the characteristics of a person's religious tradition, clothing, or surnames, or involving religious slurs

Disability Harassment: Directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or appearances

REPORTING, INVESTIGATION, AND SANCTIONS

1. It is the express policy of Goshen Community Schools to encourage students who believe that they are victims of harassment to come forward with such claims.
 - a. Students who feel that grades or promotion are dependent upon sexual favors should report their situation to the building principal.
 - b. Students or staff are also urged to file a written report for any conduct by staff or fellow students if such conduct interferes with the individual's work performance or creates a hostile or offensive learning environment.
 - c. Confidentiality will be maintained, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - d. All written reports of harassment will be given to the principal or supervisor and forwarded to the Complaint Officer.
2. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Complaint Coordinator has the responsibility of investigating and resolving complaints of harassment.
3. Any student found to have engaged in harassment shall be subject to sanctions including suspension and expulsion.

ANTI-HARASSMENT COMPLAINT COORDINATOR

The following individual shall serve as the “Anti-Harassment Complaint Coordinator:

Mrs. Lori Line
613 East Purl St.
Goshen, IN 46526
574-533-8631

ATTENDANCE

Attendance Philosophy

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. Students with poor attendance records often lose interest in school and are commonly potential dropouts, since evidence indicates that grades and attendance are directly related. Every effort will be made to monitor the attendance of the students and to keep parents informed of their child’s attendance record. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.

Attendance Policy Introduction

The Indiana attendance law mandates that students enrolled must be in attendance unless they are ill or have a death in the immediate family. We realize that there are often other legitimate reasons for being absent; therefore, we have developed a policy that will prevent unnecessary absenteeism and yet handle the extenuating circumstances that occasionally occur during the school year.

Enforcement of chapter

Indiana Law IC 20-33-2-26

(a) It is the duty of each: (1) superintendent; (2) attendance officer; and (3) state attendance official; to enforce this chapter in their respective jurisdictions and to execute the affidavits authorized under this section. The duty is several, and the failure of one (1) or more to act does not excuse another official from the obligation to enforce this chapter. (b) An affidavit against a parent for a violation of this chapter shall be prepared and filed in the same manner and under the procedure prescribed for filing affidavits for the prosecution of public offenses. (c) An affidavit under this section shall be filed in the circuit court of the county in which the affected child resides. The prosecuting attorney shall file and prosecute actions under this section as in other criminal cases. The court shall promptly hear cases brought under this section.

Students required to attend

Indiana Law IC 20-33-2-6

A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student: (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

Compulsory Attendance

Indiana Law IC 20-33-2-4

Subject to the specific exceptions under this chapter, a student shall attend either; (1) a public school that the student is entitled to attend under IC 10-26-11; or (2) another school taught in the English language.

Days of attendance

Indiana Law IC 20-33-2-5

A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session: (1) in the school corporation in which the student is enrolled in Indiana; or (2) where the student is enrolled if the student is enrolled outside Indiana.

Minimum age for kindergarten enrollment; appeals

Indiana Law 20-33-2-7

(a) In addition to the requirements of sections 4 through 6 of this chapter, a student must be at least five (5) years of age on: (1) July 1 of the 2005-2006 school year; or (2) August 1 of the 2006-2007 school year on any subsequent school year; to officially enroll in a kindergarten program offered by a school corporation. However, subject to subsection (c), the governing body of the school corporation shall adopt a procedure affording a parent of a student who does not meet the minimum age requirement set forth in this subsection the right to appeal to the superintendent for enrollment of the student in kindergarten at an age earlier than the age set forth in this subsection.

(b) In addition to the requirements of section 4 through 6 of this chapter and subsection (a), and subject to subsection (c), if a student enrolls in school as allowed under section 6 of this chapter and has not attended kindergarten, the superintendent shall make a determination as to whether the student shall enroll in kindergarten or grade 1 based on the particular model assessment adopted by the governing body under subsection (c). (c) To assist the principal and governing bodies; the department shall do the following: (1) Establish guidelines to assist each governing body in establishing a procedure for making appeals to the superintendent under subsection (a). (2) Establishing criteria by which governing body may adopt a model assessment that may be used in making the determination under subsection (b).

Elkhart County Attendance Policy

Absence of concern: no parental notification to the school about the absence; failure to arrange for vacation in advance; questionable reasons for absence. Students are responsible for making up all work missed.

Parents will be notified by:

Level 1: 4 incidents of absences of concern

Parent/guardian will be contacted by letter or telephone to confirm the absences and to notify them and the student of possible consequences if the attendance pattern continues.

Level 2: 7 incidents of absences of concern

A legal notice will be sent to parent/guardian and copied to Probation and/or Office of Family and Children.

Level 3: continuing absences of concern

An **Attendance Hearing** will be scheduled within ten school days with the parent/guardian, student, hearing officer, school administrator and any other concerned individual. The hearing officer will discuss the attendance concerns with the student, parent/guardian and administrator to attempt to identify the factors interfering with regular attendance and resolve the attendance problems. The hearing officer may require student to participate in an intervention to address the absences of concern. The hearing officer will submit a written summary with recommendations to the parent/guardian, school administrator, Probation Office and/or Office of Family and Children. He/she will also notify the parent/guardian and student that continued absences will result in a referral to the Probation Office or Office of Family and Children. Failure to attend the attendance hearing will result in advancement to level 4.

Level 4: continuing absences of concern

The school will file a **violation of legal notice** with the Probation Office or OFC. The parent/legal guardian will receive notification of a mandatory meeting with the probation officer or a representative from OFC and a school representative. The meeting with the parents and student should take place within ten school days of the violation of legal notice.

Level 5: continued absences of concern

A **formal referral to juvenile court** will be filed. The court hearing will take place within twenty school days of the referral by probation or OFC.

Students will be excused from involvement in the Elkhart County Attendance Policy after one calendar year with no absences of concern.

Excused Absences

An excused absence is an absence recognized by state law or the school: student illness, death in the family, exposure to contagious disease, court appointment, required religious observance, service in state legislature or elections, medical appointments, school-sanctioned activities, excused family vacations, and certain other absences that are prearranged with the Attendance Office. **Each student's absence must be reported within 24 hours of absence to the school by the student's parent, guardian, or custodian.** The school's phone number to report absences is: 534-1741. After school hours there is 24-hour voice mail. If a student is less than 5 minutes late to class, they will be considered Tardy, and the Tardy Policy will be enforced. If a student is more than 5 minutes late to class, the student will be considered truant from class and appropriate consequences will be determined by a school administrator.

Makeup Work

If students have an excused absence, they will be given one day for each day that they were absent to make up the work. If a student wishes to obtain assignments on the day of an absence, parents need to call the school at 533-0391 before 9:00 a.m. The assignments may be picked up at the Welcome Center after 3:45 p.m. on that day. It is the parent's responsibility to determine the locker and the combination and to get books out of the locker. If parents wish to have another student do this for their child, it is their responsibility to make the arrangements with the other student.

Vacations

If it is essential to take a student out of school for a vacation, arrangements must be made at

least **several days** in advance. A preplanned absence form should be obtained from the Welcome Center, Main Office or the New Tech office and signed by a parent or guardian and the student's teachers. The procedure for making up the missed work is left to the judgment of each individual teacher. It will be the student's responsibility to check about the class status upon return to school.

BICYCLES AND WALKING

If a student rides his/her bike, the following rules must be followed:

1. All bikes are to be locked in the bike rack in designated areas.
2. Students are not permitted to ride in front of GMS between buses or cars or in the parking areas.

Goshen Community Schools provides bus service so all students can be safely transported. Use of skateboards, roller blades, mopeds, scooters, and motorcycles are not permitted on the school grounds.

BOOK BAGS

Book bags may be used to help transport books to and from school. During school hours, all book bags are to remain in the student's locker.

BOOK RENTAL

All of the books needed for classes are rented from the school. Book-rental lists, including fees, will be mailed in October. Any debts not paid by April 15 will be forwarded to the Central Administration Office for collection. Textbook assistance is available for those who qualify, but this assistance covers only the rental costs of books and not the total amount due. Applications are available in the bookkeeper's any time during the year. Students are responsible for the books they are issued. If a student loses a book, he/she will be charged the full cost of replacement. A fee also will be assessed for damaged books.

BULLYING AND INTIMIDATION

I.C. 20-33-8-0.2

It is the policy of Goshen Community Schools to maintain a learning and working environment that is free from all forms of bullying. This commitment applies to all school corporation operations, programs, and activities. These rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from a school activity, function, or event; or using property or equipment provided by the school. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. Bullying and Intimidation is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This includes the use

of social media. Goshen Middle School has adopted the following rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home, and expect that this behavior will be addressed.

BUS (LATE ACTIVITIES)

Goshen Middle School provides late buses to accommodate students who need to remain after school for various activities (athletic practices, clubs, detentions, projects, library work, tutoring, talking with a teacher, etc.).

Monday-Friday: The activity bus will pick up students at 6:05 pm (exit Y).

Tuesday & Thursday only: An activity bus for students participating in clubs or serving detention will pick up students at 5:00 p.m. (exit A).

Students waiting for the late bus are to remain quietly in the front lobby. If a problem arises with behavior, the student may be restricted from the bus and possibly from the activity. Students riding the late bus must present their IDs to the driver.

Activity Bus Procedures

1. In order for students to ride an activity bus, **they must have a student ID.**
2. When students board the bus, they must go to the middle of the aisle, to the second row of seats, and turn and identify themselves and their home address to the camera. The bus driver can also write down each student's name and address when the students are identifying themselves to the camera. At the end of a run, bus drivers should submit the list of students who rode the bus to the Transportation Office as a way to keep track of students who are riding the bus and to verify any discrepancies.
3. **Students will only be dropped off at their homes or the Boys and Girls Club. No notes from parents giving permission for a student to be dropped off at another family members' home or to a friend's house will be accepted.**
4. Bus drivers will be given a roster of students with addresses from the Transportation Office. Any address changes will need to be communicated to the bus drivers from Transportation Office. The bus drivers will only act on the information given to them on the roster. If there is a conflict between what the student says and what the roster says, bus drivers should contact the Transportation Office/GMS to verify the correct address.
5. Students who violate bus/GMS rules while riding an activity bus will be:
1st offense: removed from activity bus for one week.
2nd offense: removed from activity bus for six weeks.
3rd offense: removed from activity bus for twelve weeks.
6. GMS will generate a list of students (with their picture ID) who are suspended off the bus. This will be given to the bus drivers.

CLOSED CAMPUS

Goshen Middle School operates under a closed-campus policy. **Students must stay on the school grounds unless signed out by their parent or guardian in person.** Students are required to remain on school property after arriving in the morning. Students staying for an after-school activity are not permitted to leave the school grounds and then return.

CLUBS AND ACTIVITIES

The following opportunities are provided to enhance the learning of all students. All students have the opportunity to ride the activity bus home.

Academic Superbowl

All students are eligible to participate in this activity. Small teams compete in the areas of math, science, social studies, and English. Teams begin practicing in January for one or two days each week. The competition is scheduled for early May at Wawasee Middle School.

Builders Club

All students are eligible to participate in this activity. Builders Club is an organization sponsored by Kiwanis that allows students the opportunity to learn about helping out the community. Students not only get to interact with their friends, but they learn leadership skills as well as compassion for others.

Chess Club

All students are eligible to participate in this activity. Students have the opportunity to practice their chess skills and compete against other middle school students.

Drama Club

Drama Club is open to any student who is interested in being a part of a theatrical production, whether on stage or behind the scenes. Students learn about how to act, blocking, using choreography, and terminology used in theatre. Drama Club is active from January to April of each school year, culminating in the annual spring musical.

5 Star Life

All students are eligible to participate in this activity. Five Star has partnered with Goshen Middle School to bring regularly scheduled events that encourage, energize and engage. Students meet each Monday for eight weeks to experience the benefits of the Five Star life ingredients: responsibility, sacrifice, integrity, courage and respect. With food, fun, music and messages in their language, kids are nurtured to build relationships with coaches who connect with kids and provide them with great examples of these traits. For more information visit the Five Star website at www.fivestarlifeline.org.

Latino Club

Latino Club is open to all students interested in the Latino culture. Students do not have to be Latino or speak Spanish to participate. Students will learn about the different Spanish speaking countries. Students will also have the opportunity to experience some Latin games, food, music

and movies that showcase the Latino culture, as well as experience a field trip to a Latino restaurant. This club meets on Thursdays (2 times a month) from September to May.

National Junior Honor Society

Membership is based on five qualifications: scholarship, citizenship, character, leadership, and service. Induction into the chapter requires a four-step process:

1. A Points of Pride average of 3.0 or higher after two trimesters and no level 3 discipline referrals.
2. Qualifying students must turn in a Service Documentation Form. This will require a student to document proof of two hours of service in school and one hour of community service.
3. Students must turn in a Faculty Recommendation Form and write an essay answering: As a 7th or 8th grader, how have you, or can you, make a difference in the world?
4. New members will be charged \$10.00 for the NJHS pin and certificate. The induction ceremony will take place in the late spring. In addition, new members must complete a minimum of two hours of tutoring at GMS.

NJHS members do not meet on a regular basis but participate in several projects throughout the school year. Members serve as ushers for the Elkhart County spelling bee, help with delivery of GMS fundraiser items, serve as guides for 6th grade orientation, organize and carry out the Leukemia and Lymphoma Society's Pennies for Patients fundraiser and the Ecophones Recycling fundraiser. In addition, new members complete a minimum of two hours of tutoring for GMS.

Robotics

RedHawks Robotics is a project based exploration of the world of robots. By focusing on real world problems, members of the robotics club will build and program Lego robots to complete a series of missions on a challenge board. Members also create innovative solutions to real world challenges. RedHawks robotics has two different seasons. The fall session is for competition and the spring session focuses on the basic exploration of our robots' capabilities. Space is limited and students must apply.

Ski Club

All students are eligible to participate in this activity. Students who like to ski or snowboard (or who would like to learn) travel to Swiss Valley in Jones, Michigan. Information is available in mid-September. Forms and fees must be paid by November 1st.

Student Council

All students are eligible to participate in this activity but students must have staff recommendation. Students have the opportunity to learn great life skills such as leadership, respect, and caring for others by participating in a variety of community service projects, as well as planning school-wide events throughout the school year.

Yearbook

All students are eligible to participate in this activity. Students work to create the annual GMS Yearbook. Assignments include photographing, laying out pages, and advertising.

CONDUCT/BEHAVIOR

Lewd and offensive speech or conduct is expressly prohibited on/in any and all school properties and buildings or while attending a school-sponsored activity on or off school property. Spray containers, such as cologne or scented body fragrances, are prohibited in GMS classrooms, hallways, locker rooms and buses.

Students attending Goshen High School athletic events are expected to sit in the designated Goshen Middle School student area or with their parents.

COUNSELING

The counseling department of GMS consists of four Professional School Counselors and one Social Worker all licensed through the state of Indiana. Our program has been recognized by the state of Indiana and has also received RAMP certification as a nationally recognized program of excellence. We have developed and implement a standards-based program which targets the academic, career and citizenship/social/emotional needs specific to middle school students. The mission of the Goshen Middle School Counseling Department is to provide a safe and supportive comprehensive school counseling program that is equally accessible to all and empowers students to experience academic success, overcome challenges that interfere with learning, and become responsible citizens and contributing members of a global economy, enriching our present and future world.

As licensed Professional School Counselors, GMS counselors must protect the confidentiality of information received in counseling sessions with students as specified by federal and state laws, written policies and ethical standards. When seeking assistance from a counselor, it is important that parents and students understand the benefits and limits of confidentiality. Confidentiality is a responsibility and duty of the counselor to protect the clients from unauthorized disclosures of information revealed during counseling.

Under the following circumstances, counselors are bound to breach confidentiality: when students pose a threat to themselves or others; when students disclose intent to commit a serious crime; when the counselor suspects child abuse or neglect; when a court orders access to a student's records; and when students give permission for the counselor to share information. For more information regarding counselors and privileged communication, please reference IC 25-23.6-6-1.

CURFEW ORDINANCE VIOLATION

Goshen City Ordinance #4349

If the Juvenile is 15, 16, and 17 years old violates the ordinance if out in public between 1:00 am and 5:00 am on Saturday or Sunday and 11:00 pm and 5:00 am Monday, Tuesday, Wednesday, and Thursday.

If the Juvenile is less than 15 years old they violate the City Ordinance if out in the public any day of the week after 11:00pm and before 5:00 am.

Exceptions for this ordinance are:

- a. When accompanied by a parent or guardian

- b. The Juvenile is traveling to or from or is present at any of the following:
 - 1. lawful employment; a religious sanctioned event; any political event or activity; any activity involving the exercise of the juvenile's rights protected under the 1st Amendment to the United States Constitution or Article 1 Section 31 of the Constitution of the State of Indiana. These include, but are not limited to the exercise of freedom of speech, freedom of religion, the right of assembly, or the right to petition government.

CURRICULAR MATERIAL RENTAL AND FEES

Goshen Community Schools in accordance with the State of Indiana Statute assesses curricular materials rental and fees. This includes fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student. Fees will be assessed for every student. The State of Indiana does offer assistance to those families who qualify for free and reduced lunch. If you believe you may be eligible for assistance, and have not already done so, please contact School Nutrition Services to complete an application.

Curricular material rental and fees are due by October 1, 2018. Payments can be made at your child's school. If you wish to enter into a payment arrangement to spread your payments into a maximum of 4 installments due 10/15/18, 11/15/18, 12/15/18 with the final payment no later than 3/15/19, the payment arrangement agreement must be signed no later than October 1, 2018. Payment arrangements can be made by contacting the school bookkeeper. **If fees are not received, textbook assistance approved, or an approved payment arrangement made by October 1, 2018, then your account may be turned into a third party collection agency.** A \$10 fee will be added for each student account as well as any charges or fees added by the third party collection agency. Failure to satisfy the payment agreement payments will also result in the account submitted for collections with the same additional fees listed above.

Once an account has been submitted for collection, it cannot be removed from collections until all fees including the additional collection fees have been remitted.

Payments can be made via cash, check, money order, or credit/debit card. Credit/Debit card payments can be made only online via the link on the GCS website. An additional processing fee will be charged for Credit/Debit card payments.

ONLY ONE STATEMENT WILL BE MAILED PER SEMESTER

CURRICULAR MATERIAL (TEXTBOOK) FEE ASSISTANCE

If a family qualifies for free or reduced lunch, they may also qualify for textbook fee assistance. You will have to complete the form for free/reduced lunch and check the separate box on the

same form to apply for textbook assistance. Applications can be completed after July 1. Applications are available on the GCS website. Paper applications are available in the school offices. Please contact the Director of Food Services at 574-533-8631 if you have questions. The application must be renewed each school year for textbook assistance.

DELINQUENT OR UNPAID ACCOUNTS

Any accounts including but not limited to fundraising, lost or damaged library books, lost or damaged athletic uniforms, IB fees, and extra-curricular payments that have been agreed to but not paid by the due date are subject to third party collection submission. Each account submitted will have \$10 added to the balance due along with any charges or fees added by the third party collection agency.

DIRECTORY INFORMATION

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; telephone number; 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; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students’ directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States access to the high school campus and student directory information (student’s name, address, and listed or published telephone number) when requested to do so. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listing of secondary students to a recruiting officer for any branch of the United States Armed Forces or a institution of higher education who requests such information. A secondary school student or parent of the student may request that the student’s name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation is required to notify the parent and student that either one may request that the information not be released by the School Corporation to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student’s sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fifteen (15) days after

receipt of the Corporation's public notice. Whenever parental consent is required for the inspection and/or release of a student's health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose "directory information" on former students without student or parental consent.

DRESS/ATTIRE

GMS believes that the way one dresses has an effect on behavior and the quality of school work—and that attire is a reflection on the school. The Goshen Board of Education guidelines are these:

1. Shorts and skirts that are too tight or too short, and tops that are too revealing are not acceptable (examples: biking shorts with no outer garment, , tops with spaghetti straps, see-through tops, *clothing that makes undergarments visible*, halter tops, jeans with excessive holes, jeans with holes above the knees; and tops that do not cover the entire midriff).
2. Clothing depicting sexual themes, tobacco, alcohol, violence, drugs, gangs, or inappropriate language is not permitted.
3. No hats, hoods or caps are to be worn in the building.
4. Being barefoot is only permitted in the swimming-pool area.
5. Chains, including those for wallet and bicycle, and spiked jewelry or spiked earrings could be used to bring harm to self or others. Therefore, even if worn as jewelry, they are not permitted at GMS.
6. No outerwear jackets, or gloves are allowed to be worn in school.
7. No sagging pants are permitted. If they are worn, students will be asked to belt them up with twine.
8. Students are not allowed to use nails, thumbtacks, or staples to fasten their pants to their shoes.
9. Heelies with wheels are not to be worn in the building. Wheels will be confiscated.
10. **The administrators will determine if clothing is appropriate.** The student may be kept out of class until proper attire can be provided.
11. Leggings without outer garments are not permitted.
12. Non-prescription contact lenses are not permitted.

DRUG TESTING

Annually the Board of Education reviews the random drug testing policy. If approved, random drug testing for the 2019-2020 school year will be for any 7th through 12th grader participating in athletics, performing arts, and any extracurricular activity. Prior to participating in any athletic event or extra-curricular activity, parents and students must attend an informational meeting regarding drug testing. (Future attendance at a drug testing meeting is not required.)

ELECTRONIC DEVICES/WIRELESS COMMUNICATION DEVICES (WCD)

Possession of a cellular telephone or other electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the privilege. If a student chooses to bring an electronic communication device to school, it must be turned off, kept out of sight, and not interfere with school functions in any way from the start of 1st period through the end of the school day. One exception to this will be the use of personal electronics in the classroom at the teacher's discretion. Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. Multiple violations of electronic device usage will result in disciplinary action.

As per Board Policy 5136 students are prohibited from using WCDs to capture, record, or transmit the words and or images of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words and images. Using a WCD to take or transmit audio and/or pictures and/or video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or the principal's designee. Students who violate the privacy rights of another person may have their WCD confiscated or receive other disciplinary consequences.

The use of WCDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms, and/or swimming pool areas

The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. For example, sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be cause for referral to law enforcement officials. It is important for parents and students to be aware of the legal consequences should this occur in our school system.

The student who possesses a cellular telephone or electronic device is responsible for its care.

The school is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property. Failure to turn over/turn in a cell phone or electronic device to an adult when requested will result in disciplinary action.

GANGS

The Goshen Board of Education will maintain conditions on school property that are safe for students and staff in accordance with law and the standards set by the Indiana Department of Education. In meeting this commitment, the Goshen School Board prohibits the presence and activities of gangs on or near school property. A gang is defined as "any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or 'turf,' or any action that threatens the safety or welfare of others."

The board makes the following finding with respect to gangs and gang activities:

1. Gangs that initiate or advocate activities that threaten the safety and well-being of persons or their possessions anywhere on or near school property are harmful to the educational purposes of the school district.
2. The use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming, which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes membership in a gang, such as, but not limited to, bandanas, Rosary beads, belts, gloves, etc., creates a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.
3. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property or at school functions and school-related activities are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students. Students who initiate or participate in gangs or secret societies as stipulated above will be disciplined in a manner that may include, but not be limited to, detention, removal from extracurricular activities, suspensions, and/or expulsion.

HIGH SCHOOL CREDIT

In conjunction with Goshen High School, students at GMS have the opportunity to obtain high school credit for Algebra, Geometry, French, German or Spanish. These credits are to be added to the credits that a student will earn at GHS. The purpose of this opportunity is to allow students to accumulate more credits and provide a deeper and richer educational experience. The following stipulation must be adhered to in order to obtain credit: Course content must meet the competencies and proficiencies of the corresponding high school course. If you have any questions about credit, please contact your grade-level counselor.

ID CARDS

An identification card and a lanyard will be issued to each student at the beginning of the school year. The purpose of the ID card is to demonstrate respect for staff and peers as well as to ensure safety of everyone. Students will be required to wear their ID card on a lanyard and it must be visible at all times. Students may only wear one ID card on their lanyard and that ID card must be their own. Defaced ID cards must be replaced. Replacement ID cards and lanyards may be purchased for \$1.00 each in either the New Tech office or the main office. Students who do not possess an ID card will be required to obtain a sticker ID by the end of first period. Sticker ID's can be requested from the student's first period teacher.

ILLNESS AND INJURY

The Nurse's Office is available to students who are ill or injured or have a health concern. A pass from a teacher is required, except in the case of an emergency. **The nurse will contact parents if the student needs to be sent home.** Students should report all injuries so an injury report can be filed. If the injury needs medical treatment, an attempt will be made to contact

the parents for advice. If a parent or emergency contact cannot be reached, the family physician will be contacted and/or the ambulance called. The school does not and cannot assume responsibility for the payments of these costs.

INCLEMENT WEATHER

Goshen Community Schools will make use of the “We Are Closed Today” online media notification system to notify area radio and television stations of weather related school announcements. Community members may register with “We Are Closed Today” and receive email and/or text message notification when any of their selected schools delay, close, or dismiss early due to weather conditions. In addition to specific notifications, anyone may go to www.wea-reclosedtoday.com, enter their zip code, choose a radius, and see all the delays or closings within that area.

If weather conditions cause school to be cancelled or delayed, local radio and TV stations will announce this information. On a two-hour delay, school bus pickup and school starting time will be exactly two hours after the normal time.

Radio stations WKAM (1460), WFRN/FM (104.7), WTRC/AM (1340), WSBT-AM (960), WSBT-FM (101.5), WRSW-FM (107.3) and WAWC-FM (103.5). Television stations WNDU-TV (Channel 16) and WSBT-TV (Channel 22) will broadcast any early-dismissal information. The superintendent of schools makes the decision to dismiss school when weather makes this necessary.

INDIANA STANDARDS

Public Law 221 and the GMS curricula are anchored to Indiana Standards which can be found at Goshen Middle School or at the state web site <http://www.doe.in.gov/achievement/standards>.

ILEARN TESTING

All students will participate in the ILEARN (Indiana’s Learning Evaluation Assessment Readiness Network) testing in the spring. Students who are enrolled in Algebra will participate in Algebra End-of-Course Assessment.

LIBRARY/MEDIA CENTER

The GMS library has 14,000 books and 40 current magazines. Students are able to find information through a computerized card catalog to help them with nearly every subject. They can find hundreds of reference books and many back issues of magazines. The library is open before and after school, as well as during the entire school day. Students must present their ID to check out a book. Students must pay for any materials checked out but not returned (even if lost).

LOCKERS

Only school-issued locks will be permitted. All other locks will be cut off. All lockers should be kept locked, and the lock combination should not be given to other students. The school cannot

be responsible for lost articles. Locker cleanouts will be scheduled periodically by teachers. Students are not permitted to share lockers. **Food and drinks must not be kept in the lockers unless it is in an appropriate lunch container.** The school administration has the right to open any locker and its contents when there is a reason to believe the search is necessary (see Searches).

LOST & FOUND

Lost items may be claimed at the Main Office or the New Tech Office upon identification. Students are highly discouraged from bringing large amounts of cash, jewelry, or very expensive items to school. Items remaining unclaimed at the end of each term will be given to a charitable organization.

MCKINNEY-VENTO HOMELESS ACT

Students who are homeless or become homeless while enrolled in Goshen Community Schools have legal rights. Homelessness is defined as a lack of fixed, regular and adequate nighttime residence. This may include:

- Youth sharing housing because of economic hardship
- Living in motels, hotels, campgrounds etc.
- Staying in a public or private place not ordinarily used for sleeping accommodation
- Staying in cars, parks, public spaces, abandon buildings, etc.
- Migratory children (as defined under ESEA)

Individuals finding themselves in such circumstances should contact the local Educational Agency Homeless Liaison at the Goshen Community Schools Administrative offices at 613 East Purl Street, Goshen Indiana, 46526 (574) 533-8631

MEALS: BREAKFAST/LUNCH PROGRAM & POLICIES

School lunch may be purchased daily for **\$2.25**. Breakfast is available for **\$1.10**. Meals can be purchased by the day, week, month or trimester. Checks should be made out to GMS and given to the Cafeteria Manager or bookkeeper any day between 8:15 a.m. and 1:00 p.m. The name of the student and his/her ID number should be written on the check. **Applications for free/reduced lunch and breakfast are available in the Main Office and need to be resubmitted every year.** Students are permitted to charge one lunch but should make payment in a timely manner. Each student is assigned a computerized ID number to purchase lunch. This number is to be used by that student only. Students may use their lunch number only once per meal (one breakfast, one lunch). Federal funds subsidize the school lunch program. Misuse or wrongful use of lunch numbers is considered theft and/or fraud. Students may not give another student his/her personal ID number. If a student uses another student's number, he/she will be immediately reported to school administration.

Lunch is served in the GMS cafeteria with a variety of choices. Students may either stay in the cafeteria or go outside at the designated time. **No food or drink is to be taken outside of the cafeteria.** Lunch periods are 30 minutes daily. Students are not allowed in the halls during

lunch.

Parents who wish to dine with a student in the office must have a criminal history check prior to eating with their student. Please check in at the Welcome Center to obtain a visitor's pass.

MEDICATIONS

Medications are distributed according to the GCS policy concerning prescription and over-the-counter drugs. A Parent Permission for Administration of Medication form must be filled out by the parent or legal guardian. Parental consent must be renewed each school year. All medication must be in the original container with the pharmacist's labeling of student's name, correct dosage, and how the medication is to be given. No medication will be accepted if it is not in the original container. All medications will be stored in a locked cabinet in the Nurses' Office with access granted only to the nurses and individuals designated by the school. All medication needs to be picked up by parent/guardian at the end of the school year.

1. GMS students are permitted to carry and self-administer over-the-counter medication. The student must carry the medication in its original container and may not dispense the medication to anyone else.
2. Parents/legal guardians who wish the GMS nurse to administer over-the-counter medication to their student must sign the Parent Permission for Administration of Medication form.
3. Inhalers for asthmatic symptoms may be kept by the student only after the Authorization for Self-Carry Medication sheet is completed.
4. Students are responsible for reminding the nurse about needed medication.

MUSIC

All students have the opportunity to study music at Goshen Middle School. Band, Orchestra, and Choir are year-long courses and have extra performance requirements outside the school day. New students and transfers must meet with the music director prior to enrolling in a class. New students will be given a 12-week apprentice period. In the event that a student must withdraw from a music class, this must be done within the first five classes of each 12-week trimester. Parent, director, and school counselor signatures are required for the course change. Further questions or inquiries are welcomed by the music faculty.

NURSE

Guidelines for when sick students should stay home from school:

1. Temperature of 100 degrees or higher
2. Diarrhea
3. Vomiting
4. Severe cold symptoms (excessive runny nose, cough, congestion)
5. Questionable rash

Students may return to school when they are free of these symptoms for 24 hours. A parent must

notify the office each morning that a student is absent. If a student is absent more than three days in a row, they will need a note from the doctor for school records. The doctor's office can fax the note to the attendance office at 574-534-3042. Stay healthy by getting a good night's sleep (9-10 hours are recommended for middle schoolers), dress appropriately for the weather, eat a well-balanced diet, drink plenty of water, and WASH, WASH, WASH hands!

PARENT PICKUP & DELIVERY

Parents dropping students off in the morning or picking them up after school should use the north and south parking lot. The front parking lot should not be used when buses are present. At all times, students and visitors must use the main entrance to enter the building. This is for student safety (running to the car between buses) and to avoid congestion for the bus drivers. No middle school students are permitted to drive to school. **Written permission from the parent must be on file before any middle school student will be allowed to be picked up by high school-age students or anyone else. Parking is prohibited in the emergency fire lane in front of the school next to the sidewalks at all times. Cars will be ticketed by the police.**

PHYSICAL EDUCATION REQUIREMENTS

The following items are required of each student:

- Swimsuit (one piece for girls and trunks (no Speedos) for boys;

- Towel

- GMS Physical Education T-shirt – cost is \$7.00 and may be purchased in the Athletic Office

- Tennis shoes (non-marking soled shoes); gym shorts/sweat pants (no blue-jean cutoffs)

Flip-flops or aqua-sox are optional but are highly recommended to wear in the showers and swimming areas. Each student will be issued a PE locker. All students need to label their clothing with a laundry marker so that if they are misplaced or lost, they can be returned to their owner. Valuables and money should be kept in academic lockers. Students are REQUIRED to wear Goshen Middle School PE shirt/appropriate attire for PE class. Failure to dress out will result in disciplinary action.

PROGRESS REPORTS/GRADING

Goshen Middle School will be using the standards-based report card. This format for reporting student progress is an exciting step for our schools as we work toward ensuring that all students are successfully meeting grade-level standards. The report card will better communicate what your student knows and is able to do at each reporting period, as it is designed to give you more detailed information about how your child is progressing toward the end of year goals. Conferences among teachers, parents, and/or students may be arranged by any of the persons involved whenever a need is felt. Dates for 2019-2020 grading periods are indicated on the school calendar.

SEARCHES

According to Goshen Board of Education policy, students, their possessions, and their lockers may be searched if there is reasonable suspicion to believe the search is necessary to maintain

school discipline and order. Refusal to consent to a search will be considered an act of insubordination and may constitute grounds for suspension or expulsion.

SIGN-OUT PROCEDURES

Students who need to leave school early for appointments, etc. must be signed out by a parent/guardian in the welcome center. Students will not be permitted to leave with anyone other than their parent/guardian without permission. The parent/guardian must come into the school and sign the student out.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, ereaders, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's

Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

[X] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines. The School Board designates the Superintendent and designee as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

DEVICE CARE

Students should follow these device care guidelines at all times. Students that fail to follow proper procedures and accidentally or deliberately damage the one to one device may be required to pay for its repair or replacement. Guidelines for GCS devices are as follows:

1. Only use clean, soft, dry cloth to clean the screen. Do not use cleansers of any type.
2. Cords and cables must be inserted carefully into the device to prevent damage.
3. Devices are not to be removed from their protective cases.
4. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.
5. Students are responsible for keeping their device's battery charged for school each day.
6. Protect devices from exposure to any liquid (rain, drinks, cleansers, etc.)
7. Do not place anything on the device that could put excessive pressure on the screen.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

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STUDENT SALES

Students are not allowed to sell anything (raffle tickets, cookies, sports cards, etc.) at school without an administrator's permission.

TELEPHONE

The phone in the Main Office and the New Tech Office may be used only with written permission from a staff member. In case of an emergency students are to report to the Main Office or the 6th grade office to contact parents. Planning room phones are not to be used by students. Telephone messages to students from parents will be delivered. **Students who phone 911 without cause from a school phone may be recommended for expulsion.**

VISITORS

Parents are always welcome and encouraged to visit Goshen Middle School. Parents and other visitors must report to the Welcome Center upon arrival to receive a visitor's pass. Student visitors are not permitted without special permission of an administrator. All unauthorized visitors will be asked to leave.

VOLUNTEERS

Goshen Middle School recognizes that certain programs and activities can be enhanced through the use of volunteers. Annually, each volunteer will be required to submit a limited criminal history record check. Volunteers working independently with students, without staff supervision, or chaperoning field trips will be required to submit an expanded criminal history check and a copy of their state issued driver's license or approved equivalent photo identification. Expanded criminal history checks must be paid for by the individual wishing to volunteer.

WITHDRAWALS & TRANSFERS

Parents are required to complete the Withdrawal and Transfer form prior to the final withdrawal. It is the student's responsibility to turn in all materials, pay all fees and fines, and return all library books to the Media Center.

WORK PERMITS

Work permits will be issued by the Main Office during the school year to students who are:

- age 14 or older
- in good standing at GMS (no trancies, acceptable grades, few behavior problems)

If attendance or academic problems occur after the student begins to work, GMS may rescind the work permit. All students may receive a work permit for summer work.

WORLD LANGUAGES

World language is an option for students at Goshen Middle School. Eighth grade students that successfully complete a world language course will be awarded two high school credits.

YEARBOOK

A yearbook is published each year.

DISCIPLINE

It is necessary to establish rules that allow productive learning to occur, as well as provide a safe and secure environment at GMS for everyone. The rules are based on respect, responsibility, integrity, productivity, and courage. If students choose to disobey these rules, they may expect that there will be consequences for that behavior. **These rules apply to students walking to and from the bus stop, waiting to board the bus, riding the bus, walking to and from school, attending school, and participating in or attending a school-sponsored activity.**

GMS CODE OF CONDUCT

1. Maintain Positive Behavior

- Be honest and truthful; follow the GMS dress code; resolve all differences in a positive manner; show an excitement for learning and self-improvement; speak and act respectfully to students and all school staff; keep hands and feet to yourself (no public displays of affection); do not run in halls; do your part to help keep GMS clean.

2. Be an Active Part of the Learning Process:

- Attend school every day; arrive on time to class; be in your seat when the bell rings; be prepared for class; interact in a confident, courteous manner in class activities

Consequences for violation of school rules are based on the seriousness and frequency of the violation as well as the age of the student. Individual teachers are expected to work with the student to change inappropriate behavior. Prior to referring students to the grade level administrator, teachers are expected to notify parents and to enlist their help in dealing with the situation. A continuation of violations will result in a referral to the grade level administrator. Consequences include, but are not limited to:

- Warning
- Detention: The student will be required to attend a supervised detention from 3:50 - 5:00 p.m. Transportation will be available to the student at 5:00 p.m.

GROUND FORS SUSPENSION OR EXPULSION

A. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include 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 conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part of thereof with the 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
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, stealing or attempting to steal private property.
 4. Causing or attempting to cause physical injury or 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 constitute a violation of this rule.
 5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the person.
 6. Failing to report the actions or plans of another person to a teacher or administrator, where those actions or plans, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
 7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 8. Possessing, using, or transmitting any substance which is represented to be or looks like a prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, including Vapor Cigarettes/Pens and Electronic Cigarettes (E-Cigs) or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
- a. Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
9. Possessing, using, or transmitting any substance that is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal-law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a 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.
13. Falsely accusing any persons of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, 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. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
 - e. Failing to tell the truth about any matter under investigation by school personnel;
 - f. Possessing or using a laser pointer or similar device.
 - g. Inappropriate use of social media to harass, intimidate, ridicule, humiliate, etc.
 - h. Refusing to turn over requested item to an adult when asked.
17. Possessing or using on school grounds during school hours an electronic paging device or handheld portable telephone in a situation not related to a school purpose or educational function.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - 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, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile 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
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is an explosive, incendiary, or over-pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above;
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch;
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period (based on traditional school calendar). The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. Section 9. IC 35-47-5-2.5 is added to the Indiana Code as a NEW section to read as follows (effective 7/1/06): Sec. 2.5 - As used in this section, "knife" means an instrument that:
 - Consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.
 - The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
 - A person who recklessly, knowingly, or intentionally possesses a knife on school property (as defined in IC 35-41-1-24.7); a school bus (as defined in IC 20-27-2-8); or a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
 - This section does not apply to a person who possesses a knife if the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and the person uses the knife for a purpose authorized by the school corporation; or if the knife is secured in a motor vehicle.
4. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions (as added by P.L. 1-2005, SEC.17).

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-8.1-5.1-1 et seq.
I.C. 35-47.5-2-4
I.C. 35-41-1-8
I.C. 35-47-1-5

SUSPENSION PROCEDURE

When a principal (or designee) 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 an opportunity to explain his or 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 as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student 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.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the

current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

GOSHEN COMMUNITY SCHOOLS FURTHER AUGMENTS THE ABOVE STATED CODE AS FOLLOWS:

1. Knowingly possessing, handling, or transmitting any object that can reasonably be considered or look like a weapon will result in expulsion for the remainder of that semester and possibly the next semester (based on traditional school calendar).
2. Knowingly possessing, using, or being under the influence of any controlled substance listed in (8) will result in expulsion for the remainder of that semester (based on traditional school calendar).
 - a. During the 10-day out-of-school suspension prior to the expulsion meeting the student may opt to undergo substance-abuse assessment.
 - b. The results of the assessment may then be presented to the hearing officer who may waive expulsion in lieu of suspension. If suspension is granted, additional requirements to the assessment may be added, such as family counseling or mandatory substance-abuse testing.

3. Participation in any harassment activity is subject to grounds for suspension and/or expulsion.
4. Sale of any controlled substance listed in (8) will result in expulsion for the remainder of that semester and the next full semester (based on traditional school calendar).
5. Smoking policy:
The penalties for the use or possession of tobacco and/or e-cigs at GMS are the following:
 - a. Any student caught using a tobacco product within Goshen Middle School, on school grounds, or at a GCS activity is subject to an automatic five-day suspension and police notification.
 - b. Any student in possession of a tobacco product on school grounds or at a GCS activity will be suspended from school for one day and referred to the police for criminal prosecution.
 - c. Any student in possession of a lighter or matches on school grounds or at a GCS activity is subject to a Friday School assignment. Any subsequent offense will result in automatic suspension from school.

GOSHEN MIDDLE SCHOOL ATHLETICS

Phone: 574-534-6436 or 574-533-0391/ext. 2703

PHILOSOPHY

Goshen Middle School is a member of the BIG 11 Athletic Conference in the following sports: cross-country, volleyball, basketball, track, wrestling, football, and swimming. GMS is also a member of Hoosier Soccer Conference for Boys and Girls Soccer. We want to do our best and win; however, our athletic program's goal is to include as many students as possible, to improve the skills level of athletes, to keep physically fit, to learn good sportsmanship when winning or losing, to promote school spirit and friendly relations with other schools, and to have fun. Programs are designed to meet the developmental needs of each participant and to encourage self-exploration and development of a positive self-concept through the dynamics of team work. The athletic program stresses participation, sportsmanship and basic knowledge of each sport.

ALL-SPORT TICKETS

GMS family all-sport tickets are 80.00. Tickets are valid for home events excluding BIG 11 and Hoosier Soccer conference tournament games.

INSURANCE

Proof of insurance is required for athletic participation. However, Goshen Middle School is able to offer a supplemental policy that can be purchased by the parent or guardian through the Athletic Department. To obtain further information regarding our supplemental plan, please contact the Athletic Office. The school does not and cannot assume responsibility for the payments of these costs.

PHYSICALS

All athletes must have an athletic physical on file taken after April 1 and before their first scheduled day of practice/tryouts each school year. Goshen High School and Goshen Middle School athletic departments and local Goshen community physicians coordinate to offer a yearly physical for a nominal fee during April or May.

DRUG TESTING

Annually the Board of Education reviews the random drug testing policy. If approved, random drug testing for the 2019-2020 school year will be for any 7th through 12th grader participating in athletics, performing arts, and any extracurricular activity. Prior to participating in any athletic event or extra-curricular activity, parents and students must attend an informational meeting regarding drug testing. (Future attendance at a drug testing meeting is not required.)

SCHOLASTIC ELIGIBILITY

To be eligible to participate in practice or in contests a student must have full time status, must

be in attendance by 1:00 p.m., and be in good standing at Goshen Middle School. Any student assigned ISS or OSS, participation in extra-curricular activity rules will be followed, in addition, any student assigned to Friday School or isolation, or suspended in or out of school will automatically be ineligible for participation in their next athletic contest. Students who are assigned ISS or OSS are not permitted to attend any athletic activity, including practice on the date(s) of the ISS or OSS. GMS will conduct two grade checks per sports season. The first grade check will be conducted prior to the first contest, except for fall sports, in which case the first check shall be based on final grades from the previous spring.

A student receiving two or more failing grades shall be ineligible for a period of two contests (one contest in football and track).

6th, 7th, and 8th Grade-All athletes must maintain a non-rounded 2.5 overall average for their Learning Behaviors (Points of Pride-Responsibility, Respect, and Productivity) for their classes. All student athletes will have two weeks from the grade check to raise the failing grades to passing. They may participate as soon as the grades have improved, after sitting out two contests. However, if the grades have not improved within two weeks from the grade check, the student will be ineligible for the remainder of the season.

CHECKLIST FOR ATHLETICS

- Get the athletic physical form from any office at GMS (must be on file before practice/tryout can be attended).
- Be certified by the family doctor and have parental approval to participate.
- Sign and return Athletic Code of Conduct/Emergency Medical Release form prior to first practice/tryout.
- Sign and return the Concussion and Sudden Cardiac Arrest information and signature form.
- Students who are or shall be (14 years old - 6th grade, 15 years old - 7th grade, 16 years old - 8th grade) prior to or on the last date of the conference tournament in that sport shall be ineligible.
- Meet the academic requirements.
- Listen to the announcements every day to find out needed information.
- Student and Parent need to fulfill drug meeting requirement.

TRANSPORTATION RULES AND RESPONSIBILITIES

Welcome,

Welcome to the Goshen Community Schools Transportation Department. You have chosen the safest, most efficient, and most environmentally friendly way to transport your student to and from school. At Goshen, we strive to provide safe and efficient school bus service that will enhance your student's educational day.

Keeping everyone efficient and **safe** requires rules and procedures to be in place. Three rules sum up this entire manual, BE KIND, BE ON TIME AND BE SAFE!!!

For details regarding school transportation, please familiarize yourself with this handbook and feel free to contact the transportation office if you have any questions, 574-533-7176.

It is important to remember that school bus transportation is a bus service, NOT a taxi service. Bus stops are designed for efficiency and safety.

Students are expected to be at their designated pick-up point ten (10) minutes prior to the published stop time. **BUS TIMES MAY VARY.** Allow ten (10) minutes after the published bus stop time before leaving the designated pick-up point and/or calling the transportation department.

Have a safe school year,

Transportation Department
613 E Purl St
Goshen, IN 46526
574-533-7176

GENERAL RULES:

- School bus riding to and from school, extra-curricular trips and field trips is a privilege, not a right.
- School bus transportation is not required by the State of Indiana and therefore the services provided are an option chosen by Goshen Community Schools and subject to change.
- All bus riders are expected to demonstrate the same standards of conduct and citizenship as required on the school campus.
- All bus safety rules and policies must be demonstrated to maintain bus riding privileges.
- Drivers have the authority to direct the student in any reasonable manner to maintain order and safety.
- The **safety** of all students at all times is of utmost importance!

ELIGIBILITY:

- Bus transportation may be provided for students who live within the Goshen School District
- Students living out-of-district must comply with out-of-district tuition transfer policies
- Some walk-zones exist. Please contact the transportation office for no-eligible areas.
- Failure to follow all safety rules or behavior expectations may result in the loss of riding eligibility to and from school.

SCHEDULING AND CHANGES: (These guidelines are in effect in order to ensure student safety at all times)

- Schedule all transportation plans and changes using a transportation request form.
- All transportation plans must be scheduled and documented with the transportation department.
- Student will not be permitted to ride unassigned buses for any reason other than emergency.
- Students will ride only their assigned school bus and will board and depart from the bus at assigned bus stops.
- High school students must re-register for transportation every summer prior to the next school year. High school students who do not register are not permitted to ride a bus.
- Elementary and middle school student transportation plans will be based on their home address unless a plan change is submitted to the transportation office by July 10 prior to each school year.
- Telephone requests to the school office or transportation office will no longer be accepted due to safety concerns.
- Handwritten notes to the school office, teacher, or bus driver are no longer accepted due to safety concerns.
- Same day/last minute transportation changes are discouraged. **If plans change during the school day, the parent/guardian must make arrangements to meet or arrange for someone else to meet the child at his/her regular scheduled bus stop.**

- Requests for a change in transportation will become effective only after approval and adequate time has been given to properly notify all persons concerned.
- Changes to transportation plans might not be approved. Bus capacity may not be available for additional riders. Again, this is a safety concern.
- If, at any time, a parent wishes to pick-up their student rather than having them ride the bus a phone call can be made to the school office. Be sure to call early in the day so the office staff has enough time to notify your student. The office reserves the right to ensure the caller has the authority to make changes and pick-up the student.

Temporary or One-time Schedule Changes:

- A temporary change in a student's regular assigned bus stop may be granted for a special need, if a transportation request form is submitted to the transportation department within adequate time for approval and for the change to take effect. No phone calls or handwritten notes.

Permanent Schedule Changes:

- A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Transportation Coordinator.

Schedule your bus plans according to the following guidelines:

Option 1

Safest Option

AM Plan:

Choose **one** morning location.
Home or an alternative site.

**Same location every morning;
Monday thru Friday, all school
year.**

PM Plan:

Choose **one** afternoon location.
Home or an alternative site.

**Same location every after-
noon; Monday thru Friday, all
school year.**

* An alternative site is any site
other than the home address.

*Alternative sites must be
within the school boundary.

Option 2

Good Option

**Varied Locations (home or one
alternative site) but a con-
sistent schedule.**

AM Plan:

Choose up to two (2)* morning
locations but keep the schedule
consistent every week of the
school year.

PM Plan:

Choose up to two (2)* after-
noon locations but keep the
schedule consistent every week
of the school year.

*May only be home and one al-
ternative site.

*Multiple alternative sites are
not allowed.

*Alternating week or custody
schedules must be submitted in
writing to the transportation
office.

Option 3

Good Option

**Varied Schedules (home or one
alternative site) but with an in-
consistent schedule.**

*Unknown or varied schedules
are not a safe option.

*This option is only available if
approved by the transportation
coordinator.

*School staff and drivers are
not responsible for your stu-
dent's whereabouts if you re-
quest an unknown or varied
schedule.

*May only be home and one al-
ternative site.

*Multiple alternative sites are
not allowed.

*Submit request for varied
schedule to the transportation
office via a transportation re-
quest form with an explana-
tion.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned, which is determined, by the transportation office.

Complete a transportation request form at your school office.

RIDING RULES:

- The driver may assign seating for all or some of the students on the bus.
- Riders are to follow all rules and be courteous to drivers and others.
- Remain seated, facing forward while the bus is in motion.
- Remain seated until the bus has completely stopped.
- While the bus is in motion, never cross the line into the driver area.
- Remain quiet. Noise on the bus shall be kept to a minimum with students speaking in reasonable conversation voices.
- Become silent at all railroad crossings, school bus stops and other danger zones as designated by the bus driver.
- No window will be lowered past the halfway point.
- Keep all body parts inside the bus at all times.
- All bus equipment is off limits to students.
- Keep all objects out of the aisle at all times.
- Understand the driver is concentrating on the roadway and traffic. Do not distract the driver.
- To ensure safety, students may not distract the driver during a student stop. Understand that the driver must concentrate on students outside of the bus.
- Report problems to the bus driver when the bus is parked in a safe location, contact the driver at a later time, or call the transportation office.
- Remove all trash. Littering is not allowed.

VIDEO SURVEILLANCE:

- The use of video recording devices may be installed and used to assist the driver in providing for the safety and well-being of the students while on the bus.
- Video and audio surveillance data is the property of Goshen Community Schools and not available for viewing by parents, students or community members.
- Video and audio surveillance data may be used during the discipline process.

PROPERTY DAMAGE:

- School buses are considered school property and therefore government property.
- Riders who cause damage to school property will be responsible for repair costs and may experience school discipline action, school suspension or expulsion, loss of riding privileges, and/or legal action.

PERSONAL BELONGINGS:

- The following cargo is forbidden to be transported on a school bus: pets, alcohol, drugs, ammunition, explosives, firearms, knives, tobacco, nicotine-containing products, or any other dangerous or objectionable materials or objects.

- Large and/or loose items are not permitted on the bus. All items must fit in a bag or case. All items must fit on the student's lap or between their feet on the floor.
- Use of technology is permitted as long as it does not cause a distraction to the driver or others. Drivers will revert to the school technology guidelines if students abuse the use of technology devices.
- All belongings must be placed in a zipped bag while boarding and unloading the bus. Loose items are a safety hazard.
- The school corporation is not responsible for lost, damaged, or stolen personal belongings.
- Both the use of the bus radio and the station/programs, which students listen to, must be approved by the bus driver.
- Bus drivers may confiscate any object that has been deemed questionable and submit the item to the principal.
- Shoes must be tied and bag and clothing strings must be tucked away.

MEDICATIONS:

- For safety reasons, avoid transporting medication on the bus.
- All medication that must be transported must be in the original container and secured in the student's bag at all times while on the bus.
- A note from the parent must accompany any medication.
- No medication may be used or taken while riding the bus.
- In the event of an emergency need to use or take medication during the bus ride, the student must notify the bus driver and the driver will notify the school nurse.
- Parents must inform the school nurse, in writing, of lifesaving emergency medication needs and provide instructions on how and when to allow or administer the medication. This information will then be forwarded to the transportation office and/or bus driver.

FOOD AND BEVERAGES:

- No hard candy is allowed to be eaten on the school bus due to possible choking hazard.
- Only water is allowed on the school bus. All bottles must be spill proof.
- Individual drivers may allow riders with long rides to have certain foods.
- All riders are responsible to remove all trash. Food privileges may be revoked.
- Individual drivers may allow riders to chew gum unless gum is found on floors, walls, seats, windows, etc.

PARENT RESPONSIBILITIES:

- It is the parent's responsibility to ensure school attendance. If school bus riding privileges have been revoked, it is the responsibility of the parent to ensure the student is transported by other means.

- Know and understand transportation scheduling requirements. (see scheduling)
- No one is allowed on school buses except those who are invited. Uninvited persons who enter a bus may be guilty of criminal trespassing laws and therefore may be punished by law. Do not board a school bus for any reason unless invited to do so by the driver.
- For safety reasons, do not approach the bus doors to talk to the driver. Either speak to the driver through the driver window or wait to communicate by phone or email at a later time. For safety reasons, drivers are directed to shut the door if an adult approaches the bus and if he/she feels safety may be in question.
- Read and understand the infractions and consequences policy as well as all transportation rules. Discuss all transportation rules with your child(ren).
- Support the bus driver by teaching children to respect and obey those in authority.
- Support discipline decisions by the school principal.
- Teach your children respect for others.
- Bus stops are at specific points designated by the Transportation department. Students should wait at that spot. Students should not trespass on the property around/near the stop.
- Supervise travel to and from school bus stops. Parents are responsible for their child's safety while going to or from the bus stop and while waiting on the school bus to arrive.
- Supervision at bus stops is a parent responsibility.
- Goshen Community Schools will not take responsibility for or enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus or after the student has disembarked, from the bus on his/her way home.
- Bus stop conflict should be handled by the parents and, if necessary, local law enforcement.
- Ensure children are out and waiting for the bus at least 10 minutes prior to their published stop time. Understand that bus drivers cannot hold traffic or delay routes while waiting on students.
- Allow 10 minutes from the published stop time before leaving the stop and call the transportation office. Various factors may cause a delay in bus routes.
- Ensure children are properly dressed for dark mornings and cold weather. Be prepared for an emergency. This includes all middle school and high school students as well as younger ages students. Provide reflective clothing.
- Ensure all students belongings are securely placed in a zipped bag.
- Do not send large items on the bus. I.E. school projects, large band instruments, and unsecured food products for parties.
- Do not enter school bus parking lots. Use the school's designated area for picking-up and dropping-off. Follow traffic directions on all school property.
- Parents will be held responsible for damage caused by their child to school property.

DISCIPLINE PROCESS:

- The school bus driver is in charge. Students must follow bus and safety rules to maintain bus-riding privileges.
- Drivers will work with students to ensure safe and courteous behavior.
- Drivers will document concerns on a verbal warning log.
- If a student's behavior warrants, the driver bus will complete a referral form and submitted to the school principal. The principal will decide the discipline outcome.
- If removed from riding the bus, the student may not ride ANY Goshen Community Schools bus during the time of the bus suspension.
- When asked to address a behavior problem, parents should remember that school personnel have all of the student's best interest in mind. It is not productive to try to minimize the consequence of your child's actions. Allow your child to learn from his/her mistakes.

EMERGENCY PROCEDURES:

- All drivers are trained in emergency procedures.
- All buses have assigned student emergency helpers.
- Bus evacuation drills are conducted once each semester on school property.
- All students are trained in emergency procedures each school year.
- Parents: In the event of an emergency, contact the school or transportation office for direction as to where to meet your child. For your own safety, do not go to the scene of an accident.
- In the event of an emergency students will only be released to parents after proper documentation and approval by school administration.

COMMUNICATION PROCEDURES:

- Drivers may contact parents directly to relay information to concerns regarding students or the route.
- Parents may contact the driver directly, call the school office, or transportation department in regard to questions about their student or the route.
- Should conflicts arise, parents and transportation will jointly, in a civil manner work to resolve issues.
- Threats to any school employee is considered, by law, a Class D felony. IC: 35-44-2-1
- Allow two school days for the transportation department to return messages.

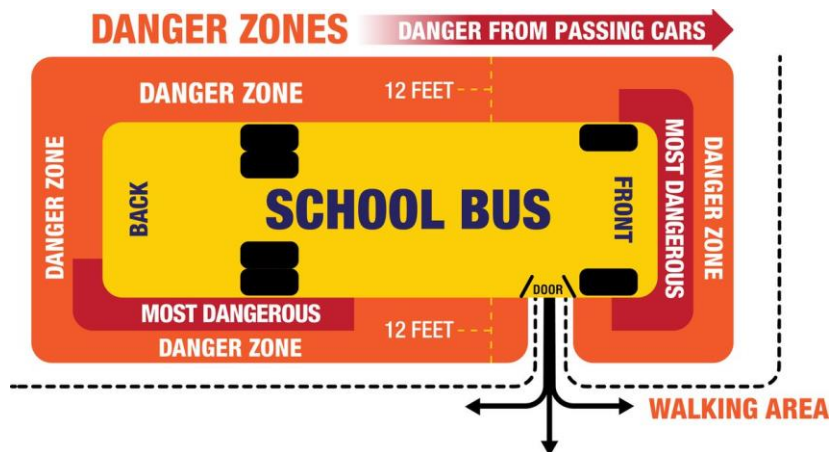
GENERAL STUDENT RESPONSIBILITIES:

All student rules may be summed up in these three points:

- Respect others
- Obey the bus driver
- Be responsible for your own safety and the safety of others

BUS STOP RULES:

- Be at the bus stop at least 10 minutes prior to the published stop time. Wait 10 minutes past the published stop time before leaving the stop or calling the school or transportation office.
- Bus drivers cannot wait for students who are not at the bus stop-this delays the remainder of the route.
- Stay out of the road while walking to and from the stop and while waiting at the stop.
- Stay in a single file line 10 to 15 feet off the roadway or away from the curb while waiting to board the bus.
- Wait for the bus to come to a complete stop before moving toward the bus.
- Never run toward the bus. If you miss the bus go home and call your school or the transportation office.
- Wait to cross the road until the bus driver gives you the signal to cross.
- Cross the road at least 15 feet in front of the bus, NEVER behind the bus.
- ALWAYS look both ways before crossing the roadway.
- Be alert for a possible danger signal (horn) from the driver.
- When you board the bus go immediately to your seat and be seated.
- Stay out of the danger zone around the bus.



- Never bend down and/or reach for anything under or around the bus. Get out of the danger zone and notify the bus driver.
- If there are problems with other students at the bus stop, please notify the police department, as bus stops are not school property.

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

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

This handbook contains other policies (Acceptable Use Policy, Attendance, FERPA, etc.) your signature also indicates that you have reviewed these policies.

Please remove this page from the book, complete the form below, and have your son/daughter return this page to his/her teacher. Your cooperation is appreciated.

I (we) have reviewed the current Goshen Community Schools GMS Handbook containing school policies.

PARENT/GUARDIAN _____ DATE _____

(Signatures)