PARKVIEW MIDDLE SCHOOL

"Believe and Achieve through Learning and Serving"

2026-2027 HANDBOOK

School Phone Numbers

Main Office…….……812-288-4844
Fax……...…….812-288-2849

Web Sites

Parkview Middle School……..…….pvms.gccschools.com
Greater Clark Co. Schools …..……..https://www.gccschools.com/
Power School Home ….……..https://pschool.gcs.k12.in.us/public/

School Hours
8:00am- 2:45pm
Doors Open: 7:40am

Parkview Middle School
1600 Brigman Avenue
Jeffersonville, IN 47130

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Welcome to Parkview Middle School. This handbook is available to every student and parent as a quick reference to information necessary to understand the daily operations of our school. If you or your parents have any questions concerning the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator.

This handbook serves as an abbreviated version of Greater Clark County Schools *Student Rights and Responsibilities Handbook* and Student Discipline Policy. In the event there is a discrepancy between languages contained in this student handbook and GCCS Policies or Indiana law, as amended, relating to students' rights and responsibilities, the state law and/or GCCS Policy language takes precedence.

To see the entire Students Rights/Responsibilities click here.

MESSAGE FROM THE PRINCIPAL

TO STUDENTS

The faculty and staff would like to welcome you to Parkview Middle School. We are confident that your overall experience here will be of great value to you as you prepare for high school. This student handbook has been developed so that you can be well informed and organized throughout the school year. Your commitment to academic achievement, time management, self-discipline and social responsibility will help ensure your success. We hope this handbook serves you well and that you have a productive and enjoyable year.

TO PARENTS

This handbook contains the Greater Clark County Schools Student Rights and Responsibilities Handbook and Student Discipline Policy. This is also available for viewing on the website. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language takes precedence.

Parkview Middle School uses PowerSchool. This is a website link for parents/guardians to view important school information regarding their child such as attendance, schedule, homework, and grades.

To access the handbook online and any information pertaining to the school please visit our website at: https://pvms.gccschools.com/.

ADMINISTRATION

Heather Gianfagna	Principal	hgianfagna@gccschools.com
Jessica Moman	Assistant Principal	jmoman@gccschools.com
Jeremy Toler	Dean/Athletic Director	jtoler@gccschools.com
Tara Spiehs	Counselor	tspiehs@gccschools.com
Michele Page	Counselor	mpage@gccschools.com
Chelsea Schowe	Academic Coach/AIC	cshowe@gccschools.com
	Academic Coach	
Kyle Buckner	SRO	ckbuckner@gccschools.com

SUPPORT STAFF

Ashley Perry	Administrative Assistant (Main Office)	aperry@gccschools.com
Alexandra Williams	Office Assistant	awilliams@gccschools.com
Mary Jones	Office Assistant	mjones@gccschools.com
Autumn Kokot	Nurse	akokot@gccschools.com
Lori Vernia	Treasurer	lvernia@gccschools.com

*This list was accurate at the time of approval; however, it is natural that staff will change throughout the year.

AUTHORITY OF STAFF

The administrative staff, teachers, and paraprofessionals of this school are vested with legal public authority. Refusal on the part of a student to respect this authority shall be considered insubordinate conduct and dealt with accordingly. According to the law, all educators may act in the place of a parent, *in loco parentis*, in the best interest of the student.

VISION

Parkview Middle School will provide an environment where all middle school level students advance academically, socially, and emotionally through collaborative efforts of community, school personnel, and students.

MISSION

The mission of Parkview Middle School is to create developmentally appropriate purpose for our students by building a strong educational community and finding fresh ways to provide relevant learning opportunities.

"Believe and Achieve through Learning and Serving"

ACADEMIC INFORMATION

GRADING

Grades are given for each class a student is enrolled in as a representation of a student's knowledge and achievement in that class. The final determination of a student's grade lies with the teacher who will justify each grade by means of scores and results from varied learning experiences based on the GCCS policy of 70% of the final grade derives from assessments and 30% of the final grade derives from assignments.

Grades are available on a regular basis through the Power School Parent Portal. Parents are strongly encouraged to create a portal account.

Individual teachers or teams are expected to contact parents when a student is making unsatisfactory academic or behavioral progress. Parents should feel free to contact the staff or administration any time they have questions regarding their child's progress.

Grading Scale

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

Grade Reporting Schedule

Grading Period	1st	2nd	3rd	4th
Dates	July 30 – Oct 2	Oct 12 – Dec 18	Jan 5 – Mar 19	Mar 29 – May 19
Mid Term Progress Reports	Aug 31 – Sept 4	Nov 9 – 13	Feb 8 – 12	Apr 19 – 23
Grading Period Ends	Oct 2	Dec 18	Mar 19	May 19
Grades Posted to PowerSchool Parent Portal	Oct 5	Dec 21	Mar 22	May 21
Parent/Teacher Conferences		Nov 3		

HOMEWORK

Home study is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due. Students who consistently fail to complete homework assignments are less likely to be successful in school.

SCHOOL CALENDAR/SCHEDULE AND TIMES

Daily Time Schedules by Grade Level

6th Grade

8:00 - 8:30	Homeroom
8:30 - 9:50	Block 1
9:54 - 10:43	Related Arts *(White: Impact/ Gray, Red: Plan)*
10:47 - 12:06	Related Arts **lunch (Gray, Red: Impact/ White: Plan)*
12:10 - 1:27	Block 2
1:27 - 2:45	Block 3

7th Grade

8:00 - 9:14	Period 1
9:14 - 10:19	Period 2
10:19 - 11:24	Period 3
11:24 - 12:59	Period 4 *(includes lunch)*
1:03 - 1:52	Period 5 *(Related Arts/Red Plan/Gray IMPACT)*
1:56 - 2:45	Period 6 *(Related Arts/Gray Plan/Red IMPACT)*

8th Grade

Red	Gray	
8:00 - 8:57	8:00 - 8:57	Period 1*(RA/Gray Plan/Red IMPACT)*
9:01 - 9:50	9:01 - 9:50	Period 2*(RA/Red Plan/ Gray IMPACT)*
9:54 - 11:00	9:54-10:58	Period 3
11:00 - 12:05	10:58-12:03	Period 4
12:05- 1:40	12:03-1:38	Period 5 *(includes lunch)*
1:40- 2:45	1:38-2:45	Period 6

2 Hour Delay Daily Time Schedules by Grade Level

6th Grade

10:00 - 10:33	Period 3 (RA/IMPACT) **(Attendance)**
10:37 - 11:40	Period 4 (RA/IMPACT) Lunch
11:44 - 12:44	Block 1
12:44 - 1:44	Block 2
1:44 - 2:45	Block 3

7th Grade

10:00 - 10:45	Period 3 **(Attendance)**
Smith Team 10:45 - 11:30	Period 4 (walk to lunchroom)
Landers Team 10:45 - 11:35	Period 4 (walk to lunchroom)
12:05 - 12:38	Period 5 (RA/IMPACT)
12:42 - 1:15	Period 6 (RA/IMPACT)
1:19 - 2:02	Period 1
2:02 - 2:45	Period 2

8th Grade

10:00 - 10:45	Period 3 **(Attendance)**
10:45 - 11:30	Period 4
11:30 - 12:46	Period 5 (Includes lunch)
12:46 - 1:31	Period 6
1:35 - 2:08	Period 1 (RA/IMPACT)
2:12 - 2:45	Period 2 (RA/IMPACT)

Arrival & Dismissal of Students

When students arrive to school each morning they are to report to their first period class. Parents bringing students to school should drop them off in the back of the building at Door 9 beginning at 7:40 am. Buses will pick up students at 2:45pm. All car riders remaining will not be dismissed until all buses have left the premises.

Breakfast

Breakfast begins at 7:40am and ends at 8:00am. Students are responsible to be in class on time.

Hallway & Passing Time Routine

Students will have 4 minutes between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. The expectation is that **all students should be in their seats and ready for instruction when class begins.** Any student in the hallway during class is expected to have a signed pass from their assigned teacher. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action. Running in the hallways is prohibited.

Lunch/Cafeteria Procedures

Students will enter the cafeteria and get in line to pick up their lunches. Students will exit the serving line and immediately go to their table. Students not eating school lunch will go immediately to their table. Students are not to cut in front of others in the food line. Please keep the lunchroom clean by depositing litter in the wastebaskets, returning all trays and utensils to the dishwashing area, and by leaving your table clear for others. Students must go to the cafeteria and remain there until dismissed. Permission is required to leave the cafeteria for any reason.

No commercial deliveries at lunch will be accepted. Students may bring lunch from home if they do not purchase food in the cafeteria. Delivery of lunch to a student during the day is not encouraged.

After School Hours

All students are encouraged to become involved in extracurricular school activities. Unless students are involved in a supervised activity after school, they are expected to leave the building immediately after the last bell. The building is closed to students at 3:15pm.

JULY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2026
27 Teacher Only Day
Elementary Back to School Night
28 Teacher Only Day
Secondary Back to School Night
29 Teacher Only Day
30 First Student Day

September 2026
7 No School – Labor Day
8 Teacher Only Day/PD

October 2026
2 End of 1st Quarter (45 days)
5-9 Fall Break

November 2026
3 Teacher Only Day – Election Day
Parent/Teacher Conference Day
25-27 Thanksgiving Break

December 2026
18 End of 2nd Quarter (46 days)
21-31 Winter Break

January 2027
1 Winter Break
4 Teacher Only Day/PD
18 No School – Martin Luther King Jr. Day

February 2027
15 No School – Presidents' Day

March 2027
19 End of 3rd Quarter (52 days)
22-26 Spring Break

April 2027
12 Teacher Only Day/PD
30 No School – Oaks Day

May 2027
4 No School - Election Day
19 Last Student/Teacher Day
End of 4th Quarter (35 days)
22 New Washington HS Graduation 11am
Charlestown HS Graduation 1pm
23 Jeffersonville HS Graduation 1pm

First/Last Day
No School
Teacher Only Day
eLearning Day
Graduation

Weather Make-up Days
(if necessary): 2/15, 5/20, 5/21

ATTENDANCE INFORMATION

ATTENDANCE

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the disciplinary procedures.

When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians documenting the need/reason for the absence; meet with probation officer; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

A parent/guardian must notify the school if the student is going to be absent, tardy, or will be leaving school early for an appointment. Parents are expected to call the school on the day of absence by 10:00 a.m. (one call for an extended absence is sufficient). A message may be left by calling 812-288-4844 and asking for the attendance secretary or after hours leave a voice message on extension 21141. Parents unable to call on the day of the absence **MUST** call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an **unexcused absence.**

ABSENTEEISM CONSEQUENCES

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear; it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee shall mail a Letter of Notice and contact the parent/guardian to set up a conference.
- When a student has been absent (unexcused) a total of ten (10) days in a school year, the principal or his/her designee shall mail a Letter of Notice to the parent/guardian. At this point, all future absences must be documented with a doctor's note or other appropriate documentation within two days of the child's return to school.
- When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the First Legal Notice to the parent/guardian.
- When a student has been absent (unexcused) a total of twenty (20) days in a school year, the principal or his/her designee will send the Final Legal Notice to the parent/guardian. The administrator will complete a Truancy Affidavit and refer student to the truancy advocate. In addition, a report will be made to the Department of Child Services for students in grades K-8.
- When the Clark County Prosecutor's Office receives a Truancy Affidavit, they review the affidavit and make a decision to file charges.
    - For Kindergarten -8th grade, the prosecutor files a formal charge against parent(s)/guardian(s). I.C. 20-33-2-27(a)
    - For 9th-12th grade, the prosecutor files a formal charge against the child. I.C. 31-37-2-3.

ABSENCE DEFINITIONS

Absences from school will be counted as half days or full days per state code and will fall into one of five categories:

1. Exempt
2. Excused
3. Truancy
4. Unexcused
5. Out of School Suspension

1. **Exempt Absences** are absences from school, class or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include:
   A. Servicing as a page or honoree of the Indiana general assembly (IC 20-33-2-14)
   B. Serving on the precinct election board or as a helper to a political candidate or party on the date of a municipal, primary or general election (IC 20-33-2-15)
   C. Subpeoenaed to testify in court (IC 20-33-2-16)
   D. Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
   E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
   F. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes The student must be in good standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days. (IC 20-33-2-17.7)
   G. The student participates in a scheduled competition, exhibition or event offered by the National FFA Organization, Indiana FFA Association or 4-H Club (IC 20-33-2-17.8)

2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:
   A. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian.
   B. Medical or dental appointments with documentation that cannot be scheduled outside of the school day.
   C. Death of an immediate family member or other relative.
   D. Religious observances. Advance notification of the principal or his/her designee by parent/guardian and church official is required for approval.
   E. Other extenuating circumstances that will be determined by the principal in advance of the absence.

3. **Truancy** is defined as absence from school, class, or assigned activity without the permission of parent/legal guardian or principal/designee. A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or the school without the proper permission of school authorities. In dealing with truancy, the term "instance of truancy" shall be used. This term defines a period of truancy that may vary in length. For example, two consecutive days could be an "instance of truancy." Being truant will result in school consequences.

4. **Unexcused Absence** is defined as absence from school, class or assigned activity without proper parent communication, written documentation from medical or legal provider, or is not defined by one of the excused or exempt absence categories.

5. **Out-of-School Suspension** is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' Student Rights and Responsibilities Handbook or Indiana law.

APPOINTMENTS

Parents are encouraged to set up appointments so the students will not miss any part of the school day.

ARRIVING OR LEAVING DURING SCHOOL HOURS

It is sometimes necessary that students arrive late or leave early during the school day. When students arrive late or leave early, they must report to the office. Students who arrive late must go to the main office and sign in. Students are not to leave the building during the school day without being signed out at the main office by a parent, legal guardian, or an adult designated by the parent to school personnel. A student will be assigned a half-day absence if he/she arrives to school after 11:30am. or signs out before 11:30am. and does not return.

FAMILY TRIP/VACATIONS

Vacations during school time are discouraged. Days missed for vacation are absences and fall under the Greater Clark Attendance Policy guidelines.

HOMEWORK (MAKE-UP WORK) FOR ABSENCES

- The student upon returning to class must initiate the request for make-up work. If an absence is known in advance, the student is encouraged to complete the work before the absence.
- In general, one make-up day for each day absent is the designated time allotted to get work caught up. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due upon the date of the student's return to school. Extended illness and other extenuating circumstances shall be handled on an individual basis by the principal or principal's designee.
- In the case of an Out-of-School Suspension (OSS), the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

LATE ARRIVALS/SIGN-INS

First period begins at 8:00am. If a student is more than 5 minutes late to first period, or enters school any time after 8:00 a.m., it is considered a late arrival and the student is required to sign-in. Habitual late arrivals/sign-ins will result in school consequences.

SICK AT HOME

- **Fever**: Return when fever free for 24 hours (without requiring the use of fever reducing medications)
- **Diarrhea and/or vomiting**: Return 24 hours after treatment has begun, or symptoms have ceased.
- **Pink eye or other bacterial infection:** Return 24 hours after start of antibiotics
- **Other**: If you are unsure if your child has an illness that may be contagious to others, please reach out to their healthcare provider for return to school guidance.

SICK AT SCHOOL

Generally, your child will be sent home if he/she shows any of the following: elevated temperature (100.4+), respiratory symptoms, vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice), diarrhea, etc. Students should be fever-free for 24 hours prior to returning to school for the safety of all students. In the event that we cannot reach the parent/guardian the school will begin contacting the student's listed emergency contacts in PowerSchool. Please make sure that the home, cell and work phone numbers of parents and emergency contacts are kept up-to-date in PowerSchool. Please contact the office if any of these change during the school year.

TARDY POLICY

A tardy is defined as a student not being in his/her assigned classroom at the start of class.

1. **Excused Tardies** are defined as late sign-ins or early sign-outs with proper documentation of:
    a. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
    b. Medical or dental appointments with documentation that cannot be scheduled outside of the school day.
    c. Death of an immediate family member or other relative.
    d. Religious observances. Advanced notification of the principal or his/her designee by parent/guardian and church official is required for approval.
    e. Other extenuating circumstances that will be determined by the principal in advance of the absence.

2. **Unexcused Tardies** are defined as a late sign-in or an early sign-out from school, class, or assigned activity without written documentation from a medical or legal provider, or other highly extenuating circumstances that will be determined by the principal in advance of the tardy.

TARDY TO CLASS: FIRST PERIOD

If a student is less than 5 minutes late to first period class, it is considered a classroom tardy and progressive consequences will be assigned. If a student is more than 5 minutes late for first period, it is considered a late arrival/sign-in and progressive late arrival/sign-in consequences will be assigned.

DISCIPLINE INFORMATION

Parkview Middle School teachers, counselors, and administrators promote a school environment that supports and encourages good student behavior. A wide variety of strategies is utilized to help each individual student become successful in school. Some example strategies are: positive rewards, parental contacts, time-outs, lunch detentions, counseling sessions, check sheets, restricted privileges, in-school suspension, after-school detention, participation points, out-of-school suspension, etc.

These strategies are implemented to help develop each child into a student that has self-discipline and positive self-esteem. An integral part of a middle school child's success, behaviorally and academically, is parental involvement. Discipline strategies will almost always be more effective with the involvement and support of parents. Parents will be notified of behavioral problems. If Parkview staff and parents work together, students will have a better chance of succeeding.

The following are the five school rules of Parkview Middle School:

1. Follow directions the first time given.
2. Speak appropriately and respectfully to everyone.
3. Respect property.
4. Keep hands, feet, and objects to yourself.
5. Always be prepared with required materials.

Parkview PRIDE Expectations for Positive Student Behavior:

- Students are expected to dress appropriately and follow GCCS Dress Code.
- Students are expected to bring required materials to class every period of every day.
- Students are expected to refrain from Public Displays of Affection while at school and school functions.
- Students are expected to remain in class every period of every day.
- Students are expected to be on time to class every period of every day.

Students may be suspended and/or recommended for expulsion from PVMS for the following behavior(s):

- Using violence towards a person.
- Using profanity/abusive language.
- Using, possessing and/or transmitting drugs, alcohol or substances said to be drugs or alcohol on school property or at any school function.
- Possessing, handling, or transmitting any object that can reasonably be considered a weapon on school property or at any school function.
- Repeated failure to follow classroom/school rules.

To see the entire Students Rights/Responsibilities click here

INFRACTION PLAN

Parkview Middle School uses a school-wide infraction system and behavior matrix. The purpose of the infraction system is to re-teach expectations. The process for PVMS infraction as seen below is based on infractions per class period.

1st - Warning by teacher and reteach desired behavior
2nd – Teacher Contacts Parent and reteach desired behavior
3rd – Counselor Referral and Parent Contact
4th and beyond – Meet with Administration or Dean– Progressive Discipline Consequence given

DISCIPLINE POLICY (CONSEQUENCES)

The intent of Parkview Middle School's discipline policy is for **the safety, protection and best interest of all students who attend our school, not punishment**. However, there are times when disciplinary measures are needed and required by law. This section gives a general summary of the actions and consequences when disciplinary measures are needed and required by law.

Below actions are a guideline and do not have to be sequential. **Changes will be made per Administration discretion and severity of action by student.**

1. **Teacher/Principal Verbal Warning**
2. **Teacher removal from class**
3. **Lunch Detention**
4. **In School Suspension/In School Reflection**
5. **Out of School Suspension**
6. **Alternative Education Program**
7. **Expulsion**

Lunch Detention

Lunch detention meets daily and serves as a consequence for many minor student discipline issues. Students will report directly to the ISR room and escorted through the lunch line. While in lunch detention, students are expected to sit in their assigned seat, remain silent, and not be disruptive in any way.

Temporary Teacher Dismissal (TTD)

In the event that a student is not following classroom rules set forth by the teacher, the teacher may remove the student from the classroom for the remainder of the period. Students who receive a TTD will be counseled by an administrator or counselor when available, placed in an alternative setting, and will be expected to complete the work sent with them by the classroom teacher or work assigned upon returning to class the next day. TTDs are also logged in the student's discipline file and cumulative consequences will be assigned. Those consequences could range from lunch detenition to OSS.

In-School Suspension (ISS)/In-School Reflection (ISR)

In-School Suspension (ISS)/In-School Reflection (ISR) is designed to serve as an alternative to out-of-school suspension for discipline, attendance, or tardy problems. Students assigned to ISS/ISR will attend school and will be required to remain in a specific room/area for the entire school day. Students may be assigned to ISS/ISR for a period of 1-5 days. Students will be required to work on classroom assignments and any other assignments given by the ISS/ISR instructor. Failure to follow rules set forth by Parkview Middle School and the ISS/ISR instructor could result in Out of School Suspension.

Out of School Suspension (OSS)

Out of School Suspension (OSS) will be used for serious violations of the student discipline policy; students are prohibited to be on school property during the suspension period. The student will be counted absent from school, but the days will not be counted toward his/her total excessive absences mentioned earlier in the handbook.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

Expulsion

An expulsion is a disciplinary action that causes a student to be separated from school attendance for more than ten days, or suspended from attending school for at least one school year. This would prevent a student from completing in the normal time his/her overall courses of study in any school in the school corporation. In addition, a student would face the temporary loss of their driver's license/permit per Indiana law.

DRUGS, ALCOHOL & TOBACCO

The Board of School Trustees promotes drug and smoke-free schools for all students. Considering the health dangers involved and other negative consequences of tobacco, alcohol and other drug use, our school system promotes enforcement of drug-free policies.

While it is clear that most youth do not use drugs, a policy is necessary for the students who do. It is also acknowledged that students who are using or abusing alcohol, tobacco, or other drugs may need professional assistance to become drug free. Consequently, this policy will afford them the opportunity for voluntary enrollment in a program designed to help them become alcohol, drug, and/or tobacco free.

ALCOHOL OR OTHER DRUGS

A. If a student possesses, handles, transmits or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be suspended for no fewer than five days OSS, the student may be arrested and the process for expelling that student may begin.
B. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student may be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, may be immediately suspended and processed for expulsion. Any adult employee of the school corporation who observes or who has reasonable suspicion that a student may be transmitting, possessing, using or under the influence of drugs or alcohol should convey that information to his/her immediate supervisor or the person in charge of the school function, whichever is appropriate.

TOBACCO

The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (non-smokers.) In addition, the Board of School Trustees recognizes that any student under the age of twenty-one (21) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5).

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), electronic nicotine delivery system (ENDS), cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form or any other matter or substance that contains tobacco.

FIGHTING

If student conduct results in physical contact the school resource officer will be involved. If warranted, they have the authority to place the student/students under arrest.

HARASSMENT/BULLYING POLICY

Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex (including transgender status, sexual orientation and/or gender identity), race, color, religion, national origin, age, disability, ancestry, marital status, familial status, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.

It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.

This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.

Greater Clark recognizes the need to address situations of bullying, harassment and/or intimidation in an educational format. This format needs to include educational information for students and parents in the areas of prevention, intervention and discipline.

- No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
- No employee, student or any person on school district property or associated with a school district event shall create an intimidating, hostile, or offensive work or academic environment in connection with any school activity, event, trip, meeting or other operation of the school district.
- No person shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation, or proceeding relating to a complaint of harassment.
- The above rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Complaint Procedures

1. Any employee, volunteer or student making an allegation that he/she has been the subject of harassment/bullying may use the complaint procedure explained in the Students Rights and Responsibilities or may complain directly to his or her immediate supervisor, building principal, or Title IX Complaint Designee for the school corporation. Filing of a complaint or otherwise reporting harassment/bullying will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
2. Any non-employee/patron making an allegation that he/she has been the subject of harassment/bullying may also use the complaint procedure explained in the Students Rights and Responsibilities or may complain directly to a building administrator, the Superintendent or designee.
3. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become part of any regular personnel file or student education record. However, any official disciplinary actions by the Superintendent, designee, or the Board will become a part of any regular personnel file or student education record.

Investigation Procedures

Upon the first reported issue, a school counselor will document the incident. At that time, counselor will meet with the reporting student (victim) and decide if the reporting student will attempt to resolve conflict on their own, or put the other student(s) on "notice" to end bullying or harassment behavior. The reporting student can choose to confront the accused in a counselor led session if so desired. Administration will be notified depending on the severity of the issue. Upon second incident, a school counselor will refer the students involved to administration. The administrator will call home and assign consequences if counselor has already warned the student(s) involved to end reported behavior. Upon third incident, administrator will assign progressive consequences. If a situation moves to a fourth incident, progressive consequences will be assigned, the school will hold a parent meeting and formal paperwork may be filed.

PARKVIEW MIDDLE SCHOOL
ANTI-BULLYING STRATEGY
STOP
the bullying by telling the individual(s) to leave you alone!
WALK
away from the bullying individual(s)!
AND
TALK
about the bullying individual(s) with a PVMS adult!

PLAGIARISM/CHEATING

The following will be considered plagiarism at.

1. Copying another student's (or author's) work or class assignment.
2. Putting your name on someone else's paper, project, or essay.
3. Copying another student's answers on an individual quiz, test, or assignment.
4. Using a "cheat sheet" on any quiz, test, or assignment.
5. Stealing and/or selling quizzes, tests, or assignments or answers.
6. Taking of any student or professional writings (published or unpublished) and using it as your own. This would include items downloaded from the World Wide Web or generated using AI.

If plagiarism/cheating is suspected, a teacher at Parkview Middle School should report the incident to the school administration for investigation. If evidence indicates that a student has cheated on any item the following consequences are possible.

- Give a warning
- Contact the parent/guardian
- Redo the assignment/assessment
- Receive a 0 or F on the assignment/assessment
- Report to the appropriate agency when cheating occurs on a standardized test.

*Administration has the discretion regarding severity of the plagiarism or cheating. The consequences do not have to be in sequence and may be adjusted based on the severity of the offense.

SEARCH AND SEIZURES

In general, any staff member can confiscate items that are a violation of school rules, can disrupt the educational process, or may be a hazard to persons in the building. Items such as book bags or coats and jackets may be searched when there is reason to believe they contain contraband.
The following rules clarify other searches:

- Lockers are the property of the School Corporation and may be searched by the principal or his designee when necessary.
- Police and police dogs may be used to help administrators search lockers.
- Luggage, bags, etc. that students take on overnight field trips are subject to search.
- Electronic surveillance may be used in buildings and buses to ensure student safety.

SEXUAL HARASSMENT

It is the policy of the Greater Clark School Corporation to maintain a learning environment that is free from sexual harassment.

It shall be a violation of this policy for any student of the Greater Clark County School Corporation to harass another student through conduct or communications of a sexual nature as defined in Section I.

Definitions of Harassment

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

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
4. Such conduct has the purposes or effect of substantially interfering with an individual's academic performance or extra-curricular participation or creating an intimidating, hostile, or offensive educational environment.

Complaint Procedures

When a student or his/her parents or guardian believe a violation of this policy has occurred, they may file a formal complaint under the procedure established by the school corporation. To file such a complaint, contact the principal, Title IX Complaint designee or Superintendent's designee.

SCHOOL RESOURCE OFFICER

The School Resource Officer is not merely a "Cop on Campus," he/she is a visible law enforcement presence on campus. The SRO advises school officials on law-related matters and helps assess school safety needs. There are times the SRO will instruct classrooms with law-related and safety related topics. He/She will serve as a conflict mediator to students. The SRO serves as a role model to students and students are encouraged to seek advice from the SRO to prevent situations from developing into more serious problems.

The School Resource officer will be forwarded major disciplinary information and by criminal law, criminal charges may be filed. Any issue of physical violence against another person may result in the involvement of the SRO.

USE OF DOGS

Trained, certified search dogs will be utilized at various times by law enforcement agencies to search for illegal drugs in the school building and on school grounds.

WEAPONS AT SCHOOL

Effective Schools Research indicates that teaching and learning occur at high levels in a safe and orderly environment. Any student who knowingly possesses, uses, and/or transmits a weapon in any of the following described locations constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building or any school property or at any school sponsored or school related activity, regardless of the location of the function or activity. Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the law of the State of Indiana, where such use causes an interference with school purposes or educational functions will not be tolerated.

Weapons are defined as any of the following or anything represented to be any of the following: explosives, fireworks, laser devices, mace, any type of gun (including pellet guns, air guns and BB guns), firearms as defined by IC 35-47-1-5, destructive devices as defined by IC 35-47.5-2-4, deadly weapons as defined by IC 35-31.5-2-86, knives, switchblade knives, straight razors, metal knuckles, chains, stars, ice picks or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm and/or intimidation. Small pocket items that are designed and normally used for personal grooming or trimming are not prohibited, but are discouraged. If such an item is

used, however, to harm or threaten another person, then such item will be considered a weapon and the provisions of this policy will be applied.

- The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as identified above or defined by state law. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
- If the finding is that the student was possessing, using, and/or transmitting a weapon (with the exception of a firearm, deadly weapon, or destructive device), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a causal conference prior to any recommendation for expulsion. A student with disabilities (as defined in Indiana Code) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.
- In compliance with Indiana Code, a student who is:
  - Identified as bringing a firearm (IC 35-47-1-5) or destructive device (IC 35-47.5-2-4) to school or on school property; or
  - In possession of a firearm or destructive device on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
  - The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection 4.b. for a student who is expelled under this section.
- In compliance with Indiana Code, a student who is:
  - Identified as bringing a deadly weapon to school or on school property; or
  - In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
- In compliance with Indiana Code, a superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in item #3. The superintendent may give similar notice if the student engages in behavior described in item #4.
- In addition to the statutory requirements of the Indiana Code, building principals or their designee will notify the superintendent and appropriate local law enforcement agencies if the incident involving a weapon includes any expressed or implied threat by the possessor of the weapon.
- All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.
- A firearm for purposes of this policy is defined as: any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.
- A destructive device for purposes of this policy is defined as:
  - An explosive, incendiary, or overpressure 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 herein.
  - 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 of more than one half inch in diameter or a device that is substantially similar to an item described herein.
  - A combination of parts designed or intended to use in the conversion of a device into a destructive device.
  - The term "destructive device" does not include 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.
- A deadly weapon for purposes of this policy is defined as:
  - A loaded or unloaded firearm.
  - A destructive device, weapon, device, taser (as defined in IC 35-47-8-3), or electronic stun weapon (as defined in IC 35-47-8-1), 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 (as defined in IC 35-46-3-3) that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

- A biological disease, virus, or organism that is capable of causing serious bodily injury.

- GCCS Board Policy 5772: The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

  This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

References: The GCCS Policy Manual and the Greater Clark County School Student Rights and Responsibilities Handbook and Student Discipline Policy are revised annually and are on the Greater Clark County School Corporation website.

E-LEARNING

Greater Clark County Schools will provide students with the opportunity to educationally engage outside of the traditional school setting through the implementation of eLearning days. The use of eLearning days will enhance the district's ongoing 1:1 computer initiative by providing students with instruction during school cancellations and preplanned professional development days. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

ELearning utilizes electronic technologies to access curriculum outside of the traditional classroom. Greater Clark County Schools believes that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students' success. Therefore, our schools will provide the opportunity for students to interact with their teachers through the use of personal devices, Google Classroom, Google Meet sessions, email and other electronic digital media to ensure uninterrupted instruction.

ELearning days come in two forms: asynchronous and synchronous.

Asynchronous eLearning Days:

- All assigned work and lessons will be communicated through Google Classroom.
- Assigned work will align to the district sequencing guides.
- Students will work at their own pace to complete the assigned work.
- Some teachers may still deliver face to screen instruction via Google Meet or pre-recorded video opportunities.
- Attendance will be taken via a Google Form on asynchronous eLearning days.

Synchronous eLearning Days:

- All assigned work and lessons will be communicated through Google Classroom.
- The lessons and assigned work will align to the district sequencing guides and students will remain on pace with their GCCS classroom.
- Students will be expected to interact with their teachers according to their school’s published schedule.
- Attendance will be taken during the scheduled teacher interaction time. If students are not in attendance during the scheduled time, the student will be marked absent but still expected to complete the work.

More information regarding eLearning days can be found on the Greater Clark County Schools website.

GENERAL SCHOOL/STUDENT INFORMATION

CHEWING GUM

Chewing gum is a privilege that is allowed. However, in order to keep the building looking nice and the furniture and carpets in good repair, it is important that students dispose of their gum properly. Failure to do so may result in the loss of this privilege. **Teachers have the right to ask students not to chew gum in their class.**

COMMUNICATION EXPECTATIONS:

GCCS is committed to partnering with families to support student learning at home, school and in the community. We acknowledge that students, parents and school staff all have a role in making schools safe and must cooperate to achieve this goal. When school staff and parents work together as partners, they create important opportunities for children to develop social, emotional and academic competencies. As role models, parents and school staff should exhibit the behaviors they would like to see students emulate to be successful in school and in society. Parents are encouraged to talk with their child's teacher(s) and other school staff about issues that may affect student behavior. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing concerns. Meetings between parents and school staff are encouraged to solve problems, prevent behavior problems, and support behavior change and skill development.

Critical attributes of effective, ongoing, two-way communication include:

- Consistent focus of student achievement and well-being
- Courteous and respectful interactions between all stakeholders at all times
- Open minded exchange of ideas and information between student, family and staff related to achievement, organization and/ or behavior

Expectations for two-way communication:

- Teacher-Parent Apps (Remind, Class Dojo, etc.) may be used for quick announcements, reminders, and celebrations.
- Phone and email communication will be used for specific discussion related to student performance and/or well-being.
- In-person and/or phone conferences will be used for extended discussion related to student performance and/or well-being. Parents may initiate a parent-teacher conference at any time of the school year. There is also an annual parent-teacher conference day set aside for all schools to conduct conferences.

Staff Responsibilities for Communication

- Schools staff will:
    - Greet visitors to the school in a positive and professional manner.
    - Provide a high-quality up-to-date website that includes a calendar of events
- Teachers will:
    - Foster positive relationships with parents to insure open communication.
    - Maintain up-to-date and accurate records of student grades and attendance in PowerSchool. Teacher gradebooks are to be updated on a weekly basis.
    - Keep parents/guardians informed of upcoming academic areas of focus.
    - Reach out to the parent/guardian via phone call or email when a concern or question arises regarding a student.
    - With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.
- School administrators will
    - Foster positive relationships with parents to insure open communication.
    - Provide a weekly parent/guardian update via School Messenger for announcements, reminders, and important dates.
    - Maintain an up-to-date school event calendar via Event Link and encourage parents and staff members to subscribe to the school's calendar.

- Provide separate School Messenger messages to school families regarding specific and/or timely information as needed.
- With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.

- District administrators will:
  - Assist parents/guardians and/or school staff who are unable to resolve issues at the school-level.
  - Provide important district level information via School Messenger.

Parent Responsibilities for Communication

- Parents should:
  - Contact the school when children are going to be absent or tardy.
  - Provide the school with up to date contact information or any significant changes which could impact the student.
  - Communicate with the teacher via phone call or email when a concern or question arises regarding your child. If a resolution is not reached, or more clarity is needed, then reach out to a school administrator.

FOOD SERVICES

Applications are available for free or reduced-price meals. These forms are available in the guidance office.

Please refer to the district or school website for the most up-to-date information regarding breakfast and lunch prices.

LOCKERS

Lockers are the responsibility of each student. They are to be kept in the same condition as they are received. Each student is assigned a locker. It is the student's responsibility to keep his/her locker neat, locked, and free of graffiti. Use only your own locker at all times. All personal items and books, when not in use, are to be kept in lockers.

LOCKERS ARE NOT TO BE SHARED WITH OTHERS!

- Students are not to give their locker combinations to another student or friend.
- The student to whom the locker is assigned is responsible for the contents of the locker.
- Students are not to tamper with, deface, or use another person's locker.
- Lockers belong to Parkview Middle School and students are responsible for taking good care of their lockers.
- A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or its contents.
- The Principal or other member of the administrative staff of a school may search a locker and its contents at any time.
- Other than a general search of locker of all students, any search conducted shall be, where possible, in the presence of the student whose locker is the subject of the search.
- Law enforcement agencies may, at the request of the school principal, assist the school administrators in searching a locker and its contents

LOST AND FOUND

Student clothing/bookbags found unclaimed are gathered and stored in a location near the cafeteria. Students may ask the PVMS day custodian for permission to view these items. All other valuables are kept in the main office.

LIBRARY AND MEDIA CENTER

The Parkview Middle School Media Center contains a wide range of materials to meet the diversity of student abilities and learning styles. Materials are selected to guide students in the formation of realistic and balanced judgments in their daily lives. Some materials provide opposing sides of issues so that young citizens can make intelligent judgment and practice critical analysis of all media. Some books may contain language or attitudes that some parents may find controversial or objectionable. Therefore, parents are encouraged to review their child's selections and to enter into meaningful conversations and provide guidance when discussing those materials.

RESTROOMS

Students may use the restrooms scheduled bathroom breaks. It is the responsibility of every student to keep them clean. Loitering, writing on the walls, or damaging the facilities in any way will not be tolerated. If you are feeling ill, **report to class first** and get permission to see the nurse. **Do not remain in the restroom**.

TEXTBOOKS

Students are assigned textbooks by their classroom teachers at the beginning of each school year. The condition of each textbook is determined when issued and students are expected to return them in good condition. Students will be charged for damaged or lost books. If a book is misplaced during the school year, a new book must be purchased before a new one is issued.

TRANSFERS WITHIN GCCS

Any parent desiring to transfer his/her child to a school within the district may do so by requesting said transfer in writing to the home school principal. The request will be granted if both principals agree to the transfer, if there is room in the receiving school and if the available program does not have to be changed or modified to accommodate the child. If either principal disapproves the transfer, the parent can appeal to the Superintendent. Transportation must be provided by the guardian. Transfer privileges may be revoked due to poor attendance and/or behavior concerns.

WITHDRAWAL FROM SCHOOL

Students should report to the guidance office secretary as soon as they know they are moving. The student is to report to the guidance office on their last full day of school and pick up withdrawal forms. The forms are to be taken to each teacher during the school day and returned to the guidance office after his/her last period class. Students should return all school owned books and articles to the appropriate persons. When the withdrawal forms are completed and finalized by the guidance office, each student will be given a copy for his/her new school. If a request is made in advance, the student's records may be copied for the parents to pick up or they may be mailed to the school where the student will be enrolling.

WORK PERMITS

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

HEALTH SERVICES

HEALTH OFFICE VISITS

Students should obtain a pass from his/her teacher prior to reporting to the health office. If necessary, the parent/guardian will be notified and can take appropriate action. The school does not permit a sick student to leave the building without a parent or guardian consent. Please keep the student's medical and emergency contact information (found in on-line enrollment) up to date.

The school nurse can provide to a student with a documented medical need a pass for accommodations such as: elevator use, extended passing time, bathroom privileges, etc. These passes can only be issued when the parent/guardian has contacted the school nurse and appropriate documentation has been obtained.

IMMUNIZATION REQUIREMENTS

Indiana law requires parents/guardians to furnish no later than the first day of school attendance, a record of vaccination. This must be provided by the child's physician, the health department, or any other form of official documentation. The ***record*** must show the child has received these immunizations, and ***be considered fully vaccinated as set forth by the State of Indiana***, against the following:

(1) Diphtheria;
(2) Pertussis (whooping cough);
(3) Tetanus;
(4) Measles;
(5) Rubella;
(6) Poliomyelitis;
(7) Mumps;
(8) Varicella;
(9) Hepatitis A;
(10) Hepatitis B; and
(11) Meningitis

Required and Recommended School Immunizations

Your child will not be permitted to attend school without providing verification of required immunizations or a Religious Objection letter.

Your child's attendance in school is very important to all of us. Please contact your child's school health office to discuss how this interruption of your child's education can be prevented. Failure to address this problem in a timely manner may be deemed child neglect. School Attendance Protocol will apply.

This action is necessary and taken under the terms of Indiana Code 20-34-4-5, which states:

(a) "Each school shall require the parent of a student who has enrolled in the school to furnish no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry.
(b) The statement must show, except for a student to whom I.C. 20-34-3-2 or I.C. 20-34-3-3 applies, that the student has been immunized as required under Section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.
(c) A student may not be permitted to attend school beyond the first day of school without furnishing the documentation described in subsections (a) and (b) unless:
    a. The school gives the parent of the student a waiver; or
    b. The local health department or health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (a) may not be granted for a period that exceeds twenty (20) school days. If subdivision (b) applies, the parent of the student shall furnish the written statement and a time schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations."

MEDICATION

It is school board policy that prescription medications and/or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication:

- The following form must be completed in detail by the parent/guardian and signed by the prescribing healthcare provider **each school year**: *Permission Form for Medication During School Day #5330.1 or #5330.2*. These forms can be obtained in the health office or on the website.
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in the original container and labeled with the student's name.
- At the end of the school year, any remaining medication must be picked up by the parent/guardian, or it will be destroyed.
- Special circumstances may cause need for a student to carry medication on them. Please speak to the school health office staff in this situation.

Medication Forms: All medication must be brought to the (front/health) office and taken there. All medication, which includes over-the-counter, cough drops, and prescription medications, must have a written physician's order. "Administration of Medication" form #5114.2A must be signed by the parent/guardian. Students with a chronic disease or medical condition who must possess and self-administer medications during school hours must submit each school year a completed "Self-Administration of Medication" form #5141.2B.

PRIDE PROGRAM

PRIDE Program

The PRIDE program addresses common expectations (Persistence, Respect, Initiative, Dependability, and Efficiency) while also teaching Indiana Employability Skills Standards. The PRIDE program encompasses the systems of routines and positive school culture practices that allows the main focus to be on literacy and numeracy in all content areas via expectations, culture and climate, restorative accountability, interventions, and partnerships.Teaching these expectations and measuring student performance will lead to strong employability skills and provide the data to determine each student's college and career readiness. Schools will incorporate PRIDE into their building level plan and matrices. Students will be recognized with a Work Ethics Certificate for mastery of CCR/PBIS/Work Ethic at grade 12.

PVMS PRIDE Program

Devil Dinero:

An integral piece of the Parkview PRIDE system is the use of Devil Dinero. Devil Dinero serves as the currency of our building. Students earn dinero from any adult in the building as a reward for positive behavior. These dinero can be redeemed during school-wide planned or random redemptions, individual classroom teacher redemptions, or athletic events.

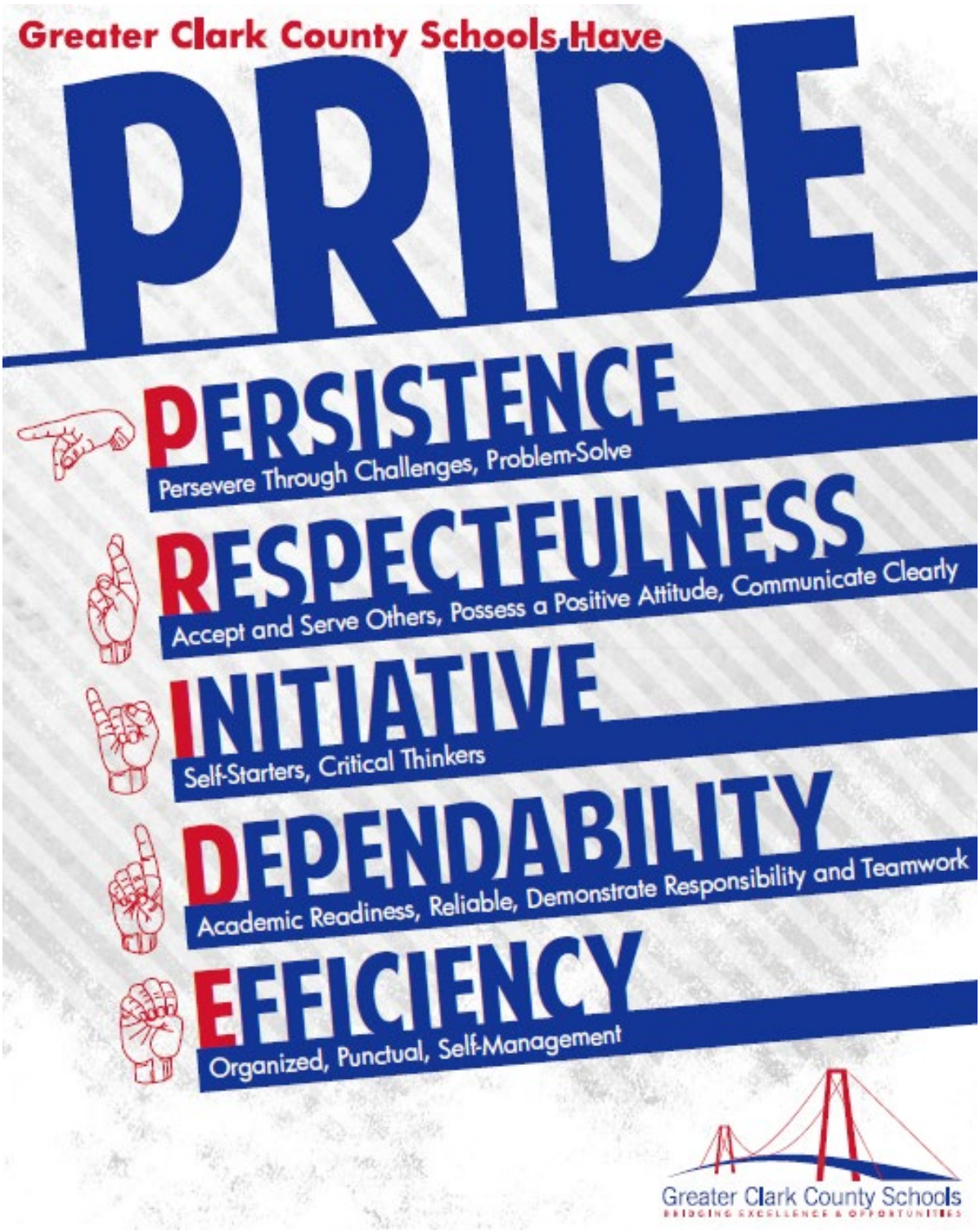
School Wide Redemption:

- Weekly Dinero Drawings: *Items such as spirit wear, candy & tickets to games*
- Midterm & Quarterly Reward Activities
- Devil General Store/ Cart
- Admission to all PVMS Athletic Events

Classroom Redemption:

In addition to the school wide rewards, every classroom teacher has posted both a list of ways to earn Devil Dinero in their class as well as opportunities to redeem dinero in their classroom.

Parkview Middle School implements the GCCS PRIDE initiative to help instill college and career readiness skills in our students. We focus on Persistence, Respectfulness, Initiative, Dependability, and Efficiency across our school every day.



STUDENT ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Parkview Middle School offers a wide variety of extracurricular activities to help students develop skills and interests in non-academic as well as academic areas. No person shall, on the basis of sex, race, religion, or national origin, be excluded from participation. The principal, assistant principal, or dean of students may exclude a student from participation if his/her conduct is recognized as being unacceptable.

Eligibility

Age Requirements

- Sixth graders who wish to participate in sixth grade athletics must not be 13 prior to August 15 of their sixth grade year.
- Seventh graders who wish to participate in seventh grade athletics must not be 14 prior to August 15 of their seventh grade year.
- Eighth graders who wish to participate in eighth grade athletics must not be 15 prior to August 15 of their eighth grade year.
- Sixth and seventh grade students who are too old to compete in their grade level may compete at the next higher grade level in which they meet the age requirements.
- An eighth grader who is too old may not compete in middle school inter-scholastic competition and IHSAA rules prohibit middle school students from competing with high school students.

Academic Requirements (based on grades received at the end of each nine-week grading period)

- A student must pass all subjects to participate in interscholastic competition.
- A student not passing all subjects is on academic probation. While on probation, the student may not compete in interscholastic competition. The probationary period lasts three weeks. If at the end of that time the student is passing the subject he/she failed, probation will be lifted.
- Initial eligibility for fall sports is dependent on a 7th & 8th grade student's grades from the last grading period (4th nine-week grading period) of the previous school year.

Other Guidelines

- Students must be present the equivalent of a half day or four class periods of the school day to participate in an extra-curricular activity that day.
- Being tardy to school or absent the day after an extra-curricular activity is unacceptable.
- Students assigned In-School or Out of School Suspension are excluded from participating in and/or attending extracurricular and school-sponsored activities for the duration of their suspension.
- Any student who wishes to participate in athletics must have on file with the school the required insurance, physical, and cardiovascular forms. These forms must be on file prior to trying out, practicing, or playing in any interscholastic competition and are only valid from April 1st of the previous school year to June 30th of the current school year.
- Any student who wishes to participate in athletics must complete all required forms in FinalForms. https://greaterclark-in.finalforms.com/
- All rules and requirements are published in the Greater Clark Middle School Athletic Handbook. The coaches, athletic director, and principal keep a copy of the handbook.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is by invitation and is based on five criteria: scholarship, service, leadership, citizenship, and character. To be eligible for consideration, students must be enrolled in the seventh and/or eighth grade at the beginning of the school year and have completed at least one full semester at Parkview Middle School. Sixth grade students are not eligible for membership. Eligible students must earn a minimum cumulative semester GPA of 3.6 at the end of the first semester (GPA is not rounded), unless the school's NJHS chapter bylaws require a higher GPA. Students who meet the scholastic eligibility requirements are evaluated by the faculty council using the additional selection criteria outlined in the National NJHS Handbook: service, leadership, citizenship, and character. Students selected for membership are recognized during a tapping ceremony and formally inducted during a ceremony. Members are expected to continue to meeting all NJHS standards to maintain their membership.

SPECTATOR GUIDELINES

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic programs of the Greater Clark County School Corporation, as well as for the individuals who participate. Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

The following are expectations for spectators of Greater Clark County student-athletic programs/events:

- Realize that a ticket is a privilege to observe a contest and support school activities. It is not a license to verbally assault anyone or act in an outrageous manner.
- Realize that athletics are part of the educational experience and that its benefits go beyond the final score of the contest. Place the emotional and physical well-being of student athletes ahead of any personal desire to win.
- Respect the decisions made by officials and learn the rules of the game to better understand their decisions.
- Participate in positive cheers and refrain from encouraging those who take away from the spirit of the contest.
- Respect and support the task of the coaches. Respect the coaches' authority during games by not confronting them at the game site. Discuss any issues or concerns with coaches at an agreed upon time and place.
- Respect opponents as students, and acknowledge them for striving to do their best. Discourage any behaviors or practices that would endanger the health and wellbeing of athletes.
- Support a drug, tobacco, and alcohol-free sports environment for their child and refrain from their use at all events.
- Be a spectator/parent your child would be proud of. Be a fan, not a fanatic!

Accordingly, an event supervisor may request any person involved in misconduct at a school-sponsored activity to leave the premises if deemed necessary. The Greater Clark County Schools Board of Trustees has adopted a policy that supports such action by school personnel.

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

If a person is asked to leave or is removed from a school event, no admission fees shall be refunded.

Further, if a person is asked to leave or removed from a school even more than one (1) time in a school year, or if the severity of the incident leading to removal warrants, the Superintendent may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban him/her from attending school events for the remainder of the school year.

STUDENT COUNCIL

The Student Council is the students' way of governing themselves. Students should express ideas or concerns to their representative(s). Representatives should act in a responsible manner and represent the school to the best of their ability. Representatives will be selected from each grade level advisory. Student Council members not only respond to student ideas and concerns, but work at various school functions and help in community activities.

STUDENT ASSISTANCE PROGRAMS

MENTAL HEALTH SERVICE PARTNERSHIPS:

Greater Clark County Schools understand the critical role that mental health plays in the overall well-being and academic success of our students. As part of our commitment to fostering a supportive and nurturing environment, we have established partnerships with dedicated mental health providers. Wellstone Regional Hospital provides an immediate acute assessment if a student is in need of that critical care. Our partnership with Centerstone Mental Health Services provides some limited school-based therapy sessions. Referrals for either partnership are made through the school at the request of staff and/or parent/guardian.

PARENT/TEACHER CONFERENCES

If a parent/student wishes to confer with his/her instructors, conferences may be arranged before or after school. Students and parents are encouraged to talk with their teachers about the improvement of their classroom progress or any other problem which may be confronting them. Parents can call or e-mail the student's guidance counselors and/or teacher to arrange a conference. An attempt will be made to answer all questions in regard to the educational progress of the student.

POWERSCHOOL PARENT PORTAL

PowerSchool is the district's web-based student management system where student information is collected and stored.

The Parent Portal increases parent engagement and connects the parent/guardian to the classroom with easy visibility to grades, assignments, and progress. From the parent dashboard, parents have access to class schedules, assignments, grades, attendance and staff email. Parents can choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by creating a parent account using the Access ID and Access Password supplied by the school.

Please note that at the beginning of each term, you may see zeros or extreme shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. This is common and will regulate as more assignments and/or assessments are added to PowerSchool. The gradebook instantly recalculates the overall grade as every assignment is entered.

If you need assistance in setting up your parent account or in accessing your current account, please contact the school office.

STUDENT CONDUCT AND SCHOOL SAFETY

CELL PHONE POLICY

To support a distraction-free learning environment, the Indiana General Assembly has passed Senate Bill 78, which requires all K-12 schools to implement a "bell to bell" ban on personal wireless communication devices during the school day.

A "wireless communication device" includes any personal device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or any device capable of connecting to a cellular network or the Internet.

Pursuant to Indiana Code 20-30-2-2, "school day" means the entirety of the time a student is present on school property for a student instructional day. Accordingly, the requirements of SEA 78 apply throughout the entire school day, from bell to bell, including instructional time, passing periods, lunch periods, and all other periods during which students are under school supervision. Teachers do not have the authority to provide exceptions This guidance does not apply to afterschool hours.

Students may bring devices to school; however, all devices must remain stored, powered off, and inaccessible (stored in the student's locker or in a teacher identified secure classroom location) to the student throughout the entire school day.

Per statute, students must be permitted to use a wireless communication device during instructional time if the wireless communication device is:

- Included in the student's Individualized Education Program (IEP)
- Included in the student's 504 Plan;
- Necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
- Authorized by the superintendent or the superintendent's designee at the appropriate time during an emergency; or
- Necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto school property. The school/school district assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Students who violate this policy will be subject to the consequences outlined below:

- 1st Offense: Wireless communication device will be confiscated and returned to the student at the end of the day by the front office.
- 2nd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front office and 1 day of In School Suspension will be issued.
- 3rd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front and 3 days of In School Suspension will be issued.

Students who use a wireless communication device to violate the privacy rights of another person will have their device confiscated and held until a parent/guardian picks it up and will also be suspended for no fewer than five days of Out of School Suspension (OSS), the student may be arrested and the process for expelling that student may begin. In addition, the student may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated wireless communication device may be turned over to law enforcement.

DRESS AND GROOMING

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Listed below are the styles or manners of dress expected during school hours.

1. All State health and safety standards must be observed. Personal hygiene and sanitation are strongly stressed.
2. Shoes or sandals must be worn at all times.
3. Shirts may not expose the side, midriff, cleavage, or back. Strapless, off the shoulder, one-shoulder and spaghetti strap graments are not allowed.
4. Clothing with obscene markings or advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
5. No caps, hats, bandanas, hoods, or durags will be worn unless authorized by school officials.
6. No heavy jackets, long coats, or blankets are to be worn during the school day.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
8. Shorts and skirts must be mid-thigh length when standing. Holes in pants, shorts, or skirts must not be above mid-thigh.
9. "Sagging" is not permitted.
10. Bags larger than 5x7 are not allowed to be carried during the school day. All bags larger than 5x7, backpacks, and string backpacks must remain in the locker during the school day.
11. Sunglasses or other non-prescription eyewear.
12. A student will be required to change clothes that are unacceptable, or may be required to wear school provided clothing items to conceal non-compliant or inappropriate attire. Class time missed will be unexcused.
13. Final determination regarding student dress and grooming will be determined **by the administration**.

SAFETY PROCEDURES

In accordance with state laws and Greater Clark County School's Emergency Preparedness Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach students how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school. The three types of required drills are fire, tornado, and man-made disaster. Our district has chosen to adopt the Standard Response Protocols to utilize for our safety plan.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

These emergency drills will be done under the direction of the principal with records of these drills being kept in the principal's office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. We must be prepared. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the-minute reports. If severe weather occurs at dismissal time, we will hold the buses until the transportation department deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

SCHOOL CLOSING INFORMATION

Announcements concerning school closing because of weather or other emergencies will be carried on all local television stations along with the Greater Clark County Schools website www.gccschools.com.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Video monitoring equipment is in use at Parkview Middle School to monitor student behavior and the property of Greater Clark County schools. See GCCS policy 7440.01. Any tampering with electronic security or safety devices is subject to disciplinary action.

VISITORS AND SCHOOL SECURITY

All visitors should report to the main office. For the protection of our students, Greater Clark County Schools uses a visitor management software known as Raptor. When visiting a GCCS building, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick check on the visitor to idenitify individuals who are on a list of offenders not allowed to have contact with our student body. Once the visitor is approved, the office staff will issue a visitor's ID badge. All visitors must wear a visitor's badge. Students who are from other schools will not be allowed to visit.

All doors into the school will be locked and secured as soon as first period begins. Any person who enters the building after that time will be REQUIRED to enter at the main entrance outside of the office. Students who intentionally "block open" a door to allow other students to enter the building are risking the security of Parkview Middle School and will be subject to school discipline including suspension or expulsion.

TECHNOLOGY & CHROMEBOOK INFORMATION

CHROMEBOOKS

Students are assigned a Chromebook by the school upon completed registration through Infosnap. The condition of each Chromebook is determined when issued and students are expected to return them in good condition. Students will be charged a fee for a damaged or lost Chromebook. If a Chromebook is misplaced during the school year, payment must be made before a new one is issued. If payment cannot be made, students will be issued a Day User Chromebook until it is replaced. Students will be charged for any lost or damaged Chromebook at the end of the school year.

Chromebook PRIDE:

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebook to school each day charged and ready for use.
- Leave protective case/shell on Chromebook at all times.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

Student Responsibility for Computer Devices

1. Each student is personally responsible for his/her computer at all times.
2. The computer is the property of Greater Clark County Schools.
3. Each student will have signed an Acceptable Use Policy and any other necessary document.
4. Students must keep laptops charged.
5. Students must follow teacher direction regarding laptops at all times.
6. Any deliberate misuse of the laptop, including, but not limited to, network removal, installation of unapproved software, intentional physical damage or defacing the computer will result in loss of the computer for a period of time.
7. Any of the issues below may result in a loss of internet, computer, or both for a period of time;(the list is not all inclusive)
    a. Using proxy sites
    b. Inappropriate use of websites
    c. Using profanity
    d. Providing false information
    e. Taking pictures or videotaping when not related to an assignment
    f. Using computer when not allowed by teacher
    g. Refusing to give computer to teacher when requested
    h. Cheating in any form is unacceptable
    i. Profanity is never appropriate in any form
    j. Threatening, or bullying, is never acceptable
    k. Hacking the laptop or network

Computers that need repair will be taken to the Media Center before and after school, during passing time or with a pass from a teacher. It is the responsibility of the student to have his/her Chromebook charged at all times.

COMPUTER/NETWORK POLICY

Every student is required to abide by the Greater Clark County Schools Acceptable Use policy in regards to computers and other devices that are property of GCCS.

TRANSPORTATION INFORMATION

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct at the bus stop or on the buses may result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses.

While on the bus, students should keep hands and head inside the bus at all times. Horseplay is not permitted around or on the school bus. Bus riders are not permitted to leave their seats while the bus is in motion. Students who are transported to school are NOT permitted to leave the school property once they get off the bus.

Misconduct reports from bus drivers may result in a student being denied bus-riding privileges from one to five days (or longer, depending upon the number of bus conduct reports a student acquires).

Transportation Guidelines and Procedures:

1. Transportation eligibility is determined by a student's home address. GCCS does not allow alternating addresses during the week. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different, but both addresses must be within the assigned school boundary and must be consistent each day.

2. Pre-school and special education students must have a designated, responsible greeter at the stop when the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child will be taken back to the school or to the nearest police department as a safe haven. Repeated failure to greet students at the stop may result in the loss of transportation. **Note: all other students, Kindergarten to12th grade, will be dropped at their stop; it is the responsibility of the parent/guardian to decide if they need to greet their child(ren).**

3. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee. Bus drivers are not authorized to assign or change bus stops. **Students are prohibited from riding to (or from) another student's home/ bus stop. Parents must make alternative arrangements for transportation if an emergency arises.**

4. For safety reasons, students must be at their assigned stop location five (5) minutes before the scheduled pickup time.

5. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a Level 6 Felony. (I.C. 35-43-2-2).

6. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: https://www.gccschools.com/home/our-district/departments/transportation/. For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.

7. If you reside in a No Transportation Zone (NTZ), GCCS will not provide transportation. If you reside in a Limited Transportation Zone (LTZ), GCCS will provided limited pick up points.

EDUCATIONAL FIELD TRIPS

School organizations or classes occasionally sponsor field trips. The tour sponsor will require written consent by the student's parents or guardians. Permission slips will be sent home with students a week or two prior to the field trip. These forms will indicate the location, date and possible cost of the field trip. No student is denied the right to attend a regular school day field trip due to financial hardship. The teachers and/or the principal handle these cases on an individual basis. Please notify the main office if you are unable to pay the field trip cost.

It is expected that reasonable care and precaution be taken to ensure the safety of all concerned on school trips. However, in the event of an accident, Greater Clark County Schools, Parkview Middle School, nor any employees or volunteers may be held responsible or liable unless negligence is involved.

When students go on trips they represent Parkview Middle School. Students are expected to dress appropriately. Students who exhibit severe chronic behavior problems may not be allowed to attend field trips.

GREATER CLARK COUNTY SCHOOLS STUDENT RIGHTS AND RESPONSIBLITIES

Now that you have read the PVMS Student Handbook, we encourage you to continue reading and become familiar with the rights and responsibilities of your student. The Greater Clark County Schools Students Rights and Responsibilities Handbook provides additional expectations not specifically covered in the PVMS student handbook. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language controls.

AHERA STANDARD

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Greater Clark County Schools is available for review and copying by students, staff and guardians during normal business hours.