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UMS Schedule

Regular Bell Schedule

Homeroom	7:55 - 8:00
SSR	8:03 - 8:29
1st Period	8:32 - 9:13
2nd Period	9:16 - 9:57
3rd Period	10:00 - 10:41
Announcements	10:41 - 10:46
“A” Lunch Period	10:49 – 11:19
“B” Lunch Period	11:21 - 11:51
4 th Period	11:54 - 12:35
5th Period	12:38 - 1:19
6th Period	1:22 - 2:03
7th Period	2:06 - 2:47
Organizational Pd.	2:47 - 2:50

Two-Hour Delay Schedule

Homeroom	9:55 - 10:00
3 rd Period	10:03 - 10:31
2 nd Period	10:34 - 11:02
Announcements	11:22 -11:07
“A” Lunch Period	11:10 - 11:40
“B” Lunch Period	11:42 - 12:12
1 st Period	12:15 - 12:43
4 th Period	12:46 -1:14
5 th Period	1:17- 1:45
6 th Period	1:47 - 2:16
7 th Period	2:18 - 2:47
Organizational Pd.	2:47 – 2:50

Urey Middle School Vision Statement

The Urey Middle School community provides an atmosphere where students are motivated to become life-long learners and responsible citizens. Students understand and apply National and Indiana State Standards at or above grade level. High expectations and the use of a variety of engaging learning activities encourage students to reach their full potential.

Urey Middle School Belief Statement

- all students are capable of learning.
- all students have worth.
- all students should be challenged academically.
- all students should experience a variety of activities.
- all students deserve a safe environment where they can apply lifelong guidelines and life skills.
- all students need to be involved in school and community activities.

Welcome to Urey Middle School!

We trust that you will find an atmosphere of friendliness, interest, and warmth with your teachers, counselor, and administrators at Urey Middle School.

We are especially concerned that you:

- Feel welcome.
- Maintain the kind of conduct and attitude for which all students can be proud.
- Live and work in harmony with your fellow students and teachers.
- Become involved in school activities.
- Learn to assume many personal responsibilities.
- Have a wide range of experiences that will help you to grow academically, socially, and physically.
- Receive the best education possible to prepare you for future years.
- Have a successful and rewarding year.

ONE ADDITIONAL COMMENT: It's nice to have things down in black and white on a sheet of paper, to help you justify things you are, or are not, supposed to do. It's easy to say, "That's not in the handbook," when a problem arises which may be leading you into difficulty. Try to remember that if each of us used common sense and were really fair, one with the other, there would be no need for such a handbook full of *do's* and *don'ts*. Everything cannot be anticipated; therefore, judgment will have to be made by someone; let it be you, and let it be good judgment.

Urey Middle School Staff Contact Information

Staff members may be contacted by calling the main office at 586-3184. Please note that staff members may be unable to take your call. Please leave a message and he/she will return your call as soon as possible. Staff members may also be emailed. Email addresses for staff members can be found by following the "Parents" link on the UMS website at <http://www.jgsc.k12.in.us/schools/urey-middle-school/>.

Academic Information

Homework Policy

The Urey Middle School staff feels that homework is an important element of a successful school program. Urey's student homework guidelines encourage the three essential elements in school (students, parents, and teachers) to all work together. The guidelines encourage the students to develop responsible behavior for coming to class prepared and for completion of required work. Homework is important because it is a valuable aid to help students make the most of their school experience. It reinforces what has been taught in class, it prepares students for upcoming lessons, and it helps students develop self-discipline, responsibility, and organizational skills.

Goals and Objectives:

- Students will complete all assignments on time.
- Students will accept the responsibility of being prepared for class.
 - Bring the proper book to class.
 - Bring pen/pencil and paper to class.
 - Bring other required materials to class.
- Students will work to reach their potential.
- Teachers will have consistent homework expectations for all students.
- Parents will support the school by encouraging their children to follow the homework guidelines.

All homework is expected to be completed and then handed in during class on the date it is due. If you are unsure of homework assignments, check your online homework agenda in Harmony, your assignment notebook and/or contact the Learning Center. Homework may be turned in the day after it is due, but will be given only one-half credit. Students are responsible for asking for and turning in any make-up work due to excused absences. Any student who has an excused absence will be given the number of days to make up work as described in the "Make Up Work Due to Absence" section of this handbook. The Learning Center is open from 7:30 a.m. - 7:50 a.m. daily to assist student with academic work.

"Turkey Foot" Writing Rubric

The "turkey foot" writing rubric promotes writing by students at a higher level. This process is formally taught in Language Arts classes but is incorporated into writing that takes places in every academic class through a student's day.

The "turkey foot" is based on 4 key topics:

- Unity
- Coherence
- Adequate Development
- Punctuation/Pitfalls

Enrichment

Students will have the opportunity to participate in Enrichment classes throughout the school year. These classes are on a rotational basis with each class meeting approximately 12 times. Enrichment classes are graded on a Pass/Fail grading system and do affect athletic eligibility and honor roll status.

Honor Roll

Honor Roll will be published at the end of each grading period. The following rules shall determine those students eligible for the Honor Roll: Students must have all A's and B's on their report card. Those who have received all A's will be on the Distinguished Honor Roll.

Harmony

Harmony is a service that greatly improves school to home communication in the John Glenn School Corporation. Parents can access their student's Attendance Record, Discipline Record, Progress Report, and other academic information by logging in to a secure internet site and using a username and password. This allows parents to have real time comprehensive information regarding their student's academic record regardless of the time of day.

The Learning Center

Urey Middle School is pleased to continue the implementation of a Learning Center for our students. The Learning Center has been designed to help any student who needs to supplement classroom instruction. Services include:

- Reteaching of classroom concepts
- Make up tests or work due to excused absences
- Reading of tests
- ISTEP+ preparation and remediation
- Guided study
- Access to reference materials for class assignments or projects

The Learning Center is open from 7:30 a.m. – 7:50 a.m., during study hall and during lunch periods daily.

Guidance

A complete program of counseling and guidance is available for every student in the middle school. The guidance services shall provide assistance in fulfilling the educational, vocational, and personal needs of each student.

Sustained Silent Reading (SSR)

Research has shown that setting aside time to allow students a free choice of reading improves test scores. During SSR students will read quietly school appropriate material on a daily basis. It is strongly suggested that students read an Accelerated Reader (AR) book during SSR period as AR points are oftentimes incorporated into a student's English/Language Arts class grade.

Students in band and/or choir will not have a study hall and may elect to have "SSR Study Hall" in place of the normal SSR class. Students who are struggling academically may be assigned to the SSR Study Hall in order to provide them time to complete homework, as questions about assignments, etc.

Zeros Aren't Permitted (Z.A.P.)

Students who do not complete homework will be assigned a Z.A.P. (Zeros Aren't Permitted) session. During Z.A.P., students will complete the homework that was not completed or not turned in on time. Students will be expected to report to their assigned Z.A.P. location on the assigned day. Failure to attend Z.A.P. or repeatedly being assigned Z.A.P.s may result in additional disciplinary consequences.

Plagiarism

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism. Plagiarism in most instances is easy to identify and expose. The very force that makes plagiarism easy and tempting to some students (**i.e. the Internet**) makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. Students should be aware that all UMS teachers have access to www.Turnitin.com, a very effective resource for catching plagiarism. (Adapted from Rutgers University policy)

Attendance

Philosophy

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of future success. Students must be active participants in school to achieve maximum benefit from their education. It is, therefore, vital that students attend on a regular basis.

Procedure

A parent or guardian must report all absences by calling **586-3184 (accessible 24 hours a day)**. If a student is absent or will be late to school, it is important that the school be notified by 8:15 a.m. If there is no phone in the home, the student is expected to bring a note to the attendance office before 8:00 a.m. the day the student comes back to school. It is advisable to send a note even if a phone call is made, as notes are kept in the attendance office throughout the year and provide definite

documentation if needed.

Any absence not verified according to the handbook policy listed above will be considered an *unverified absence*. If no verification is received within 2 days of an absence, the absence will be recorded as "unexcused." At this point, the parent will be contacted by the school to determine whether the absence becomes a truancy (student was absent without parent's knowledge or approval).

Arrival/Departure

Students, upon arriving to school, must go directly into the building. Loitering outside is not allowed. Once entering the school, students may not leave the building without permission from the office. After school begins, students must enter the school through the main entrance only and check in at the office. All doors will be locked at 7:55 a.m.

Students are not to arrive at school before 7:30 a.m. Those arriving between 7:30 and 7:45 may go directly to the Learning Center or are to remain on the first floor. No student is allowed in classrooms, media center or the gym prior to the first bell unless the supervising teacher has given permission. At the end of school all students must depart from the building promptly unless under the supervision of a teacher, coach or sponsor.

Excused Absences

The only absences considered valid excused absences are personal illness, death in the family, exclusion by a doctor, observance of a religious holiday, medical appointments, or those specifically recognized by state law.

A student who has an appointment is expected to attend all classes which may reasonably be attended around the appointment. A mid-morning appointment does not translate into a full day of excused absence. Students will be marked unexcused in situations where they could have attended part of the day but failed to do so. If your child will be arriving late to school due to an appointment (doctor, dentist, etc.) please call the office to give advanced notice of the expected late arrival.

Unexcused Absences

Unexcused absences are those absences not recognized by the state or school policy. These include, but are not limited to:

- Failure to phone or submit a parent note to the office within two days of a return to school
- Absence from school without parental consent (**truancy**)
 - First incidence: Friday School, parental notification
 - Second incidence: 2 days ISS and parent conference
 - Third incidence: 3 days OSS, referral to legal authorities and possible expulsion
 - Habitual truant: A student who has unexcused absences from school for more than ten (10) days of school in one (1) school year will be labeled a Habitual Truant and will be subject to the laws governing that status.
- Absence for part or all of the school day, but student is seen out that afternoon or evening in the community or at school
- Absence because of babysitting, helping at home, farm work, etc.
- It is at the discretion of the teacher to allow credit for any daily work completed on a day a student is counted unexcused.

Report to juvenile court intake officer; habitual absence from school – IC 20-33-2-25

The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. Students who are absent more the 10% of the school days (180 school days x 10% = 18 school days) may be referred to the county juvenile probation intake office. The intake officer shall proceed in accord with IC 31-30 through IC 31-40. *As added by P.L.1-2005, SEC.17.*

Pre-Arranged Absences

Requests for absences should be in writing to the principal in advance. Contact must be made with the office prior to the absence in order for the principal to determine if it will be marked unexcused or if it qualifies as an excused absence.

Prior to the pre-arranged absence, students must make arrangements with their teachers to determine when the make up work is due upon their return to school. Students may make up exams which fall during the end of a grading period, provided the student makes arrangements with his/her teacher prior to the absence.

Make Up Work Due to Absence

All school-related work missed due to an excused absence must be completed according to the discretion of the teacher(s). It is the student's responsibility to meet with the teacher upon returning to school to arrange to make up work. **Homework requests made before 8:30 a.m. will be honored.** Parents can pick up work after 3:00 p.m. Students and parents are

encouraged to check Harmony for activities and assignments.

Tardy Policy

Students who are tardy to class may be subject to the following consequences per grading period:

- First through sixth cumulative incident: teacher consequence
- Seventh cumulative incident: lunch detention and parental notification
- Eighth cumulative incident: Friday School and parental notification
- Ninth cumulative incident: ISS until parent conference
- Tenth and all subsequent incidents: one day In School Suspension and referral to the juvenile justice system

Each quarter will be considered a fresh start for students with respect to the number of times he/she has been counted tardy. Once they have been referred to the Juvenile Justice System we are required to continue reporting absences and tardies.

Absences and Extracurricular Attendance

Students must attend at least four entire class periods in order to participate in extracurricular activities. This includes athletic events, club meetings, etc.

Conduct

Philosophy

Students, parents and school personnel have a right to expect a school environment which is orderly, respectful and safe. Therefore, there must be certain standards of conduct which allow students to make mistakes, yet assume accountability for mistakes through reasonable consequences. Discipline and the existence of consequences for inappropriate behavior are helpful, if not essential, in developing good citizens.

Consequences

The following provides a list and brief description of the types of disciplinary actions schools are permitted to implement:

- **Alternate Classroom Setting:** A teacher or principal may suspend a student from a particular class.
- **Detention:** Assigned for a variety of minor infractions.
- **In School Suspension:** The principal or his/her designee may assign ISS for moderate infractions. Students in ISS do not attend class, but must be in school and complete all assignments with loss of learning and any grade adjustments as determined by the teacher. The student may NOT attend extra-curricular activities.
- **Friday School:** Friday School may be assigned for moderate infractions. Friday School is at JGHS from 3:00 p.m. – 5:00 p.m. Students should make arrangements for transportation home. Students should be picked up at front doors of JGHS promptly at 5:00 p.m.
- **Out of School Suspension:** The principal or his/her designee may assign OSS for major or repeated offenses for 1 to 10 days. The parent is responsible for student supervision. Credit will not be earned for work missed due to OSS. The student may NOT attend extra-curricular activities.

Other alternatives include:

- Parent conferences
- Loss of privileges
- Lunch detention
- Referral to counselor
- Rearranging of class schedule
- Removal from class
- Requiring student to stay after school
- Corporal punishment
- Restricting extra-curricular activities
- Removal of bus privileges
- Community service
- Work detail on campus
- Locker reassignment

GROUNDS FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A. below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.
- d. During summer school

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
 7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
 8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. **Exception** to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
 12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
28. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or another electronic device.

B. Possessing A Firearm or a Destructive Device

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

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Unlawful Activity

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

E. Legal Settlement

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

RIGHT TO APPEAL

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

Please Note

Each school has the right to establish certain policies and rules which fits within the local community and school standards. These rules and consequences are not listed in the Indiana Code, but are believed to be necessary and desirable for Urey Middle School.

Bullying Policy

Bullying is defined as "overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical act committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment." Bullying is grounds for suspension and the rule applies 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; when the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; or using property or equipment provided by the school.

All acts of bullying should be reported to a staff member with whom the student feels comfortable talking. Reports of bullying will then be relayed to the Principal (or his/her designee) for investigation. The parents of both students will be contacted if it is appropriate.

Students will be educated on the effects and consequences bullying has on all parties involved. The staff at UMS helps limit bullying by being a presence in the hallway between classes, before school, and after school.

General Information

Audio and other Electronic Equipment

Electronics such as iPods™, MP3 players, cameras, cell phones, etc. are not to be used or carried during the school day unless permission is expressly given by a supervising adult (i.e. teacher). **These items should be turned off and kept in the student's locker during the school day.** In addition, all cell phones, cameras

and/or recording devices are to be secured, turned off and unseen within any Urey Middle School locker room or restroom during extra-curricular activities. This applies all members of any athletic team/extra-curricular group traveling to other schools/facilities.

Urey Middle School, nor John Glenn School Corporation, is not responsible for lost, damaged, or stolen electronic devices.

Failure to comply with this rule may result in the following progressive discipline:

- 1st offense: item confiscated, parent may pick up at the school
- 2nd offense: item confiscated, parent may pick up at the school, one day ISS
- 3rd offense & beyond: item confiscated, parent may pick up at the school, one day OSS

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement of child protective services when ever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system.

Book Bags

Coats, gym bags, and book bags should be kept in student lockers. These items will not be allowed in the classroom. No rolling backpacks as they do not fit in the UMS lockers.

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced during each morning and may be read via Urey’s website.

Bus Transportation

The school is responsible for the welfare of its students both coming to and going from school. Please follow the same standards of conduct on the school bus which you would be expected to follow in the classroom. Drivers will report to the principal any cases of misconduct on the buses and the student will be disciplined according to the bus behavior rules as adopted by Board policy. Bus students will be dropped off and picked up at the east (gym) entrance to the building. Parents dropping off and picking up students should use the west (office) entrance.

Chromebook Usage

All students enrolling at UMS as well as their parent/guardian must sign a form acknowledging appropriate use of school Chromebooks. Chromebooks are an important educational tool for students throughout middle school and the workplace after high school. They are to be used for academic purposes and in conjunction with related technology classes and assignments for other classes. Students are *not* to use staff member’s computers.

Dress Code

- ✓ Students must wear apparel that is not disruptive or distracting to the people around them.
- ✓ Skirts, shorts and dresses must be 2 inches above the knee or longer.
- ✓ **No holes, rips, or tears in pants/jeans above the knees.**

- ✓ Clothing that shows any type of personal undergarment is unacceptable. (Undergarments must be worn, but are not to be seen).
- ✓ Hats are to be removed when entering the building and may not be worn until leaving the building after school.
- ✓ Tops should reflect appropriate modesty for school: no exposure of midriff (top must clearly overlap top of the pants, skirt or shorts).
- ✓ Modest scoop at the neck, full back and no sheer or net tops worn by themselves or over sleeveless tops.
- ✓ All tops (including dresses) must have a sleeve that completely covers the entire shoulder.
- ✓ Low-riding pants or shorts that fall below the undergarment are not allowed. Pants must not fall below the hip.
- ✓ Clothing, symbols, and gestures commonly associated with gang behavior will not be permitted, including, but not limited to, bandanas, drawings, jewelry, pictures, etc.
- ✓ Clothing, jewelry, or tattoos which depict drugs, alcohol, tobacco, profanity, violence, weapons, sex, sexual innuendo (ex. Playboy, Big Johnson, Hooters), gangs, or Satanism, are not permitted.
- ✓ Students shall not wear pajama bottoms or slippers to school. On special occasions, with permission, (spirit day, etc.) variations from the accepted dress code may be allowed.
- ✓ Spiked jewelry and long pocket chains are not allowed.
- ✓ Shoes must be worn at all times.
- ✓ Tights/Leggings/Yoga pants, etc. are discouraged as daily attire. However, these can be worn if accompanied by school-appropriate shorts/skirt (2 inches above the knee or longer).

Students may be sent home or retained in supervised study if, in the judgment of the teacher/administrator, the attire is disruptive to the educational process.

Health Services

Periodically, students may become ill or injured during the school day. Students who do not feel well should request permission to report to the office. If a student is too ill to continue the school day, provision will be made to see that he or she gets home. Students who know that no one is normally at home should know what they are to do in the event of illness.

Any over the counter medication including cough drops must be brought to the office by a parent/guardian and must be accompanied by a note stating the school may give the medication and the time it should be given. **The medicine must be brought to school by a parent/guardian in its original container with the label intact.** Any prescription medication must be accompanied by a note from the doctor and the parent giving the school permission to give the medication. Prescription medication must be sent to school in its original container. A parent must pick up any medications brought to the school office once it is no longer needed at school. When a medicine is necessary, we appreciate your cooperation with the above guidelines, and understand it requires extra time and effort on your part. This is necessary in order to comply with state regulations. State regulations require schools to permit students with acute medical conditions to possess and self-administer medication with the written permission of the physician and parent.

Lockers

No open drink containers are allowed in lockers. No glass containers are allowed in lockers. Students are not to rig their lockers so that the lock is inoperable. Students are not to share lockers or their combination with any other student. Students are held accountable for the contents of their assigned locker. State law allows schools to conduct locker searches whenever the administration deems it necessary, appropriate, or as a preventive measure in the interest of school safety.

Lost and Found

Lost and found articles will be kept in the main office. Check periodically to see if anything has been turned in that belongs to you.

Lunch

All students will remain in the building and eat in the cafeteria during lunch periods whether they purchase a hot lunch or bring their lunch. Each student is given a 7- digit P.I.N. code. Students must enter this code on a number pad at the cash register as they pass through the line. Money may be put on their account in the mornings in the cafeteria. Myschoolbuck.com is the on line system that may be used to make deposits into a student's lunch account. Lunches may also be purchased on a daily basis for cash. Any money left on their account at the end of the year will automatically transfer to the next school year. Students may not charge lunches.

- ✓ No one cuts (which includes saving places) in the lunch line or they will be sent to the end of the line.

- ✓ Students should not stand around waiting for a friend, or waiting for someone else to sit down, to avoid sitting by someone.
- ✓ Students must have either cash or money in their account to get through the lunch line.
- ✓ When students are outside, they shall stay in the park area.
- ✓ Students are to remain in full view of the lunch duty teacher. No hiding behind trees, dugouts, buildings, or playground equipment.
- ✓ Students are to only play games that will not injure themselves or others.

Media Center

The library media center strives to provide students and teachers with a variety of materials for instruction, research, and enjoyment. In the media center, students may use reference materials to find answers to specific questions, use periodicals, newspapers and CD-ROM databases to do research, find books and magazines to read for pure enjoyment, and select and check out books and periodicals for classroom and home use. Internet access is also available.

The media center is available to students and teachers from 7:45 a.m. until 3:15 p.m. each day. Students may come to the media center as early as 7:45 a.m. to take AR tests, return books, renew books or check out books. Students who come to the media center must present a pass from a study hall or classroom teacher. When a student arrives at the media center, he/she should present the pass at the circulation desk and begin work immediately. If it is necessary for a student to return to class before the end of the period, the student's pass must be signed by the media center staff and returned to the teacher. All students are expected to be responsible and respectful when using the media center. Media center privileges will be revoked if students do not return materials, do not pay fines, or disrupt the learning environment of the media center for other students.

Independent Media Center Use Rules

- ✓ Everyone visiting the media center must have a pass.
- ✓ Remain in the media center. Get permission before leaving the media center.
- ✓ Work very quietly.
- ✓ When possible, no more than four people at each table.
- ✓ Use your time in the library media center well - complete a research assignment or enjoy reading a book or a magazine.

Policies for Using Materials

- ✓ Most books in the media center may be checked out for two weeks and renewed for two more weeks. Most reference books may be checked out overnight.
- ✓ Magazines may be checked out for one week and renewed for one more week. The most current issue of a magazine may be checked out for one period each day. Current newspapers may not be checked out, but are available for use in the media center.
- ✓ Overdue books and magazines will be fined 10 cents a day per item up to a maximum of 1 dollar per item. Overdue notices will be issued periodically. Students must pay the replacement cost of any lost book and 4 dollars for any lost magazine.
- ✓ Inter library loan services are available at no cost. The staff can assist a student in obtaining library materials from other libraries through this service.
- ✓ A student is responsible for all materials checked out in his/her name.

Chromebooks/Textbooks

Textbooks and electronic equipment (i.e. Chromebooks) are rented from the school corporation each year. All fees and rental charges are due during registration in August. Arrangements for payments can be made during registration. A lost or damaged book or Chromebook must be paid for before a new one can be issued. At the end of the school year, or during the year, if necessary, students will be assessed fees to replace or repair lost, damaged or mutilated property.

FERPA

During fall registration all parents will receive a copy of Notice to Parents and Students on their rights concerning education records/family education and privacy act. Students and parents will be asked to provide a signature indicating they received and reviewed this information.

Right to Inspect Certain Instructional Materials

The parent or guardian of a child enrolled in a school within the John Glenn School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teacher's manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum

No student shall be required without prior written consent of the students parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- a. political affiliations;
- b. religious beliefs or practices;
- c. mental or psychological conditions that may embarrass the student or his/her family
- d. sexual behavior and attitudes;
- e. illegal, anti-social, self-incriminating or demeaning behavior;
- f. critical appraisals of other individuals with whom the student has a close family relationship;
- g. legally recognized privileged or confidential relationships including a relationship with a lawyer, physician, or minister; or
- h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. (Forms are available in the school office or corporation office.)

Clubs, Athletics and Activities

Philosophy

Urey Middle School offers a wide selection of athletics, clubs and activities. They are an important part of the total school experience and are strongly encouraged. Research has shown that students who participate in activities experience more academic success, enjoyment, and positive social skills.

Students voluntarily participate in extracurricular programs and participation is a privilege. In accepting this privilege, the student and his/her parent accept the responsibility and commitment that accompanies participation. Being a member of an organization or team requires a higher standard of behavior, as each member represents the school with his or her participation. This standard of behavior extends year round.

Clubs, Athletics, and Extra-curricular Activities

The following is a list of clubs and activities available for students enrolled full time at Urey Middle School. New clubs and activities may be initiated at the suggestion of students, faculty or the administration.

Art Club	Football	Student Council
Basketball	Golf	Tech Club
Cheerleading	National Junior Honor Society	Track
Table Top Gaming Club	S.A.D.D.	Volleyball
Cross Country	Sound Sensation	Wrestling
Yearbook	Spell Bowl	Tennis (club sport)
Soccer (club sport)		

Expectations

Attendance at performances and games is encouraged. Students are expected to behave in a manner that is a credit to our school at all school-related activities and functions, both at home and at other schools. This applies to field trips and school-related trips through extra-curricular clubs and organizations. During athletic events, students should demonstrate respect and good sportsmanship for the guest school at all times. Cheering "for" our team, as opposed to cheering "against" the other team is the basis of good sportsmanship. Ridicule and shouting at players on the opposing team is not allowed.

All students who are not members of the club or team must leave the building at dismissal and return for the game or performance 15 minutes prior to its start. UMS is not responsible for the supervision of these students between school and game time.

Urey Honor Society

To be eligible for Urey Honor Society membership, students must earn and maintain an accumulated grade point average of 3.5 throughout both years in middle school. Grades alone do not guarantee automatic admission into UHS. The faculty council also considers each student's record of leadership, citizenship, character, and service to one's community. At the end of the first semester of the school year if a student has a cumulative semester GPA of at least 3.5 or higher they will receive a letter from the UHS Sponsor along with an attached Student Activity Information Form to fill out and return a date designated by the sponsor. In order to be considered for induction into UHS the student must complete and return the Student Activity Information Form by the due date. In addition, students are evaluated by the entire faculty for demonstration of scholarship, service, leadership, and character.

Dances

There may be school sponsored dances during the school year which students can earn the right to be invited. Dances are typically held from 3:00 – 4:30 p.m. Students' parents are invited to attend. Students who are picked up more than 15 minutes after the dance ends may lose their right to attend the next dance.

Special Reward/Incentive Program

UMS attempts to recognize student participation above and beyond normal classroom activities with a special reward for those students who exhibit exemplary levels of participation and achievement. It is part of the philosophy of UMS that students grow and learn by the efforts they put forth beyond the regular classroom, and the special reward is an incentive to participate in numerous activities. The reward is established as a goal for all students to strive to accomplish. Some of the opportunities to earn points toward this special reward may include:

- Member of an athletic/academic team and completes the season in good standing.
- Member in good standing of: Student Council, S.A.D.D., Yearbook, Sound Sensation, Drama Club, NJHS, Art Club
- Honor Roll (each grading period)
- Perfect Attendance (each grading period as well entire school year)
- Voluntary participation beyond the regular classroom such as ISSMA Contests for members of band or choir
- Accumulating zero lunch detentions (each grading period)
- Accumulating zero Z.A.P.s (each grading period)
- Accumulating zero tardies (each grading period)
- Points may also be earned for other school activities at the discretion of the administration

Restrictions

Students may be restricted from participation in any of the above for reasons related to academics or conduct. Please see the Athletic Handbook for a full explanation of the athletic requirements for participation.

Appropriate Use of JGSC Technology

The John Glenn School Corporation is pleased to offer students access to district computers, communication systems (i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communication Systems

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is created or an old file has been edited and changed. Files may be backed up by storing them on the server (i.e. student's U: Drive), using GoogleDocs, a personal storage device (such as a flash drive), or burning them to a CD. Students are discouraged from storing files and/or documents on the hard drive of their school laptop as these will be erased if the computer must be reimaged by the technology department.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well.

The John Glenn School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students should not try to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse.

The John Glenn School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult.

Privacy and Security

Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Vandalism

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

To further protect the student's laptop computer, computers are to be kept in the bag at all times. The computer is not to be removed from the protective carrying case unless directed to do so by school personnel.

Consequences of Misuse

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

Reliability and Limitation of Liability

John Glenn School Corporation makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. John Glenn School Corporation will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. John Glenn School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold John Glenn School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

Activities that ARE permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education
- Laptops must be taken to each class every day unless otherwise instructed by the teacher
- Laptops must be shut down and placed in computer bag when being transported—**NO EXCEPTIONS**

Activities that are NOT permitted nor encouraged include:

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark materials as one's own work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted)
- Damaging or modifying computers, software, or networks with permanent materials
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services
- Use of personal e-mail accounts, non district-provided e-mail accounts, on the district network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety

Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.

I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Teachers and building principals are responsible for determining what is unauthorized or in appropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.