
2015-2016

Greenfield-Central HS Student Handbook



**810 N. Broadway Ave.
Greenfield, IN 46140
317-462-9211**

2015-2016

Greenfield-Central High School Student Handbook



VISION: We will be an effective school, becoming a model of academic excellence in all areas while developing independent life-long learners prepared for the future.

MISSION: Learning for All, All for Learning
Every Student, Every Day

Principal : Steven Bryant
Associate Principal: David Beal
Assistant Principals:
Susanna E. Coleman
Brent Oliver

Please reference the G-CHS website for updated information and calendar.

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DEAR STUDENT,

As your Principal at Greenfield-Central High School, I am excited about getting to know each and every one of you. Greenfield-Central High has a strong reputation around the State of Indiana. Primarily, the reason for that strong reputation is the quality of students who attend our school. Additionally, we have an experienced and talented faculty who go out of their way to help students attain their goals.

The pages of this handbook have been published to help you make intelligent choices about your activities, your future, and the way you conduct yourself at GCHS. We offer exceptional services including a counseling center that is one of the best in the State of Indiana. We are known nationally for our engineering and bi-medical academies; further, we have one of the strongest performing arts program in Indiana. We are proud of our school's A status earned through Indiana's rigorous accountability process. Please view our programs on our website. Go to our Twitter and Facebook for school updates.

Finally, we are excited about our 1 to 1 digital learning initiative starting this school year.

We encourage parents to view their student's progress on our PowerSchool grading program.

I challenge each and every student to become active in some activity outside the school day. There is a direct relationship between the benefits you get from school and the amount of time you devote to it. High School can be the best years of your life if you choose to be involved.

Steven C. Bryant, Principal, Greenfield-Central High School

ACCREDITATION

Greenfield-Central High School is fully accredited by the Indiana Department of Education, for grades nine through twelve. The school is fully accredited by the North Central Association of Colleges and Secondary Schools. North Central membership recognizes efforts to establish and maintain standards of excellence.

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the school corporation on the basis of race, sex, disability, or national origin, including limited English proficiency.



ATTENDANCE POLICY

The Greenfield-Central Board of Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Attendance shall be required of all Corporation students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

The Board authorizes, but does not encourage, the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

Greenfield-Central High School has a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave school for any reason, he or she must receive permission from the building principal or his/her designee and parent/guardian before signing out. If permission is given, the student must then sign out and sign in immediately upon his/her return to school. Students who do not follow this procedure will be considered truant and dealt with accordingly.

The responsibility of a student being present at G-CHS rests with the student and parent/guardian. The school must be notified of an absence either by a phone call, a note from the parent/guardian or an email.

HANCOCK COUNTY ATTENDANCE PROTOCOL

Beginning in the fall of the 2012-2013 school year, the Hancock County School Attendance Protocol was put into effect. This initiative unites the K-12 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to legitimate medical reasons will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Probation Office
- Formal referral to the Hancock County Prosecutor's Office

Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code 20-33-2-18 at request for continued absences.

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE
GREENFIELD, INDIANA 46140
MAIN TELEPHONE: (317) 477-1139



CHILD SUPPORT TELEPHONE:
(317) 477-1713
FACSIMILE: (317) 477-1180

Dear Parents and Guardians,
Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28

It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

2) IC 35-46-1-4(a)(4)

A person having the care of a dependent...who knowingly or intentionally:
(4) deprives the dependent of education as required by law; commits neglect of a dependent.

A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

3) IC 31-37-2-3

A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.

Brent E. Eaton
Hancock County Prosecutor

Wayne Addison
Chief Probation Officer

Michael Shepherd
Hancock County Sheriff

Hon. Richard Culver
Hancock County Circuit Court Judge

Exempt Absence (A)- (does not count as an absence)

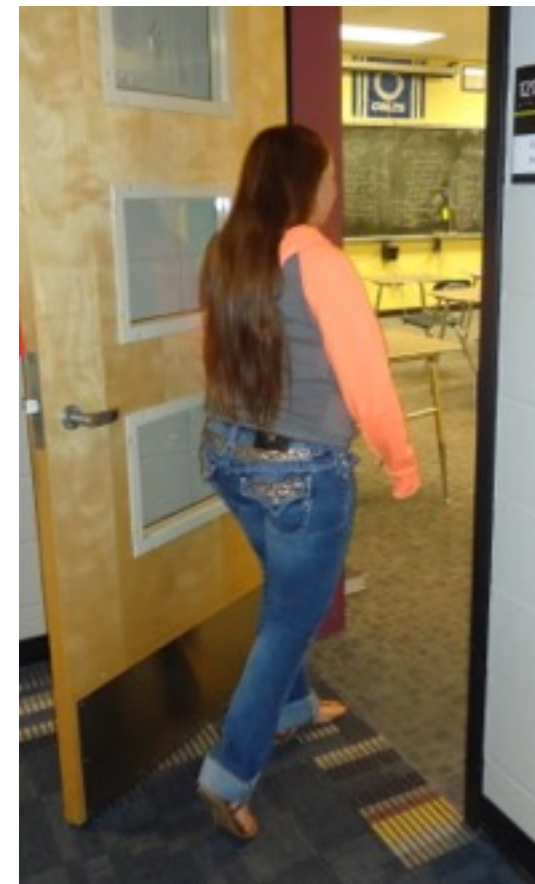
*if verified with appropriate documentation

Called to service with the National Guard
College Visit
Death of a Relative
Election day poll worker
Field Trip (including educational activities such as showing at the 4-H Fair)
General Assembly Page
Medical absences with doctor documentation
Subpoena for a required court or probation appointment

Excused Absent (A)

*If verified by the parent *within 24 hours* through the office. Documented proof of absence may be required.

Personal Illness
Illness in the Family
Quarantine of the Home
Observance of a Religious Holiday
Emergency Set of Circumstances
Military- physicals, testing, etc. with administrative approval/parent notification
Any other good cause as may be acceptable to the Superintendent or permitted by law



Absent Unverified (AUV) - (student may not receive credit for missed work)

No notification by parent/guardian *within 24 hours* of absence

Absent Unexcused (AU) – (student may not receive credit for missed work)

Unexplained absence from one or more blocks
Verified Absences not defined under Excused Absences

Appointments

1. Parents are requested to notify the *Attendance Office 24 hours in advance of appointments*. Parents, please try to understand that an unscheduled pass could require an interruption and interference in classroom instruction
2. Students are to obtain the pass from the Attendance Office before school or during passing periods on the day the pass is to be used.
3. Sign out in the office when leaving school.
4. Sign in at the Attendance Office when returning to school, and return a note signed

by the doctor, dentist, court official, or probation officer and indicate the time the student completed the appointment.

Failure to provide documentation may result in an Absent Unexcused.

Appointments for driver's license and senior pictures are to be scheduled during a student's Enrichment Block.

No student is to leave or return to Greenfield-Central High School during the school day without signing in and out of the office.

College Visits

1. Juniors and seniors should see a Guidance Counselor in advance to receive permission. Discipline, academic, and attendance records will be reviewed before a visitation will be granted.
 2. The student's parent/guardian should call the Attendance Office in advance to report the visit for attendance purposes.
 3. Attend the visit (preferably with your parents)
 4. Bring in a written statement from the university official (on university stationery) to the Attendance Office the following school day. Any student who does not comply with this policy will receive an unexcused absence for that day.
- Students will be limited to four college visits per year.*

Make Up Work As a Result of Absence

When a student has an Absent Unverified (AUV) or an Absent Unexcused (AU), he/she may not complete any work missed for grade or credit except for major projects.

Students may request homework directly from the teachers or through online resources, if applicable.

1. When a student has an excused absence, he/she will be given every consideration, within reason, after his/her return to school in completing assignments given during the period of absence. It is the student's responsibility to contact the teacher for missed assignments. Major assignments should be turned in the next day in class if a student is absent on the due date.
2. The length of time for completion of make-up work shall be equivalent to the number of days missed. When work is not made up within this time, a zero shall be recorded for each assignment not completed. All make-up work must be completed and all grade changes must be submitted to Guidance within 2 weeks of the end of the grading period. No semester changes will be allowed after that time.
4. Class participation is an integral part of teaching and learning. It is, consequently, an element in the determination of a student's grade. The classroom teacher will be responsible for the implementation of the participation component of the student's grade.

Excessive Absenteeism

Excessive Absenteeism will be addressed with students.

Students who have 6 or more absences in a class must have doctor documentation or further absences will be considered unexcused.

Students who have 6 or more absences in an Enrichment Block may be assigned a Thursday School to make up missed time.

Waiver: Exceptions to the Greenfield-Central High School Attendance Policy and Procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the principal or his/her designee, or Superintendent or his/her designee, or the Board of Education.

Habitual Truancy (Skipping School/Class)

Truancy is an unexcused absence from school or class without the knowledge or consent of the school, or an absence from school where there is an attempt to evade the State Attendance Law. A student is considered to be a habitual truant when more than two (2) acts of truancy have been accumulated in a year. If a student is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law in addition to other penalties set out in this policy.

Penalties for Skipping Class or School:

First Offense: Thursday School (3:35 – 5:35 p.m.)

Second Offense: In School Detention (2 day)

Third Offense: 4 Days Off Campus Placement - Loss of driving privileges, referred to probation

Fourth Offense: 5 - 10 day Suspension pending Expulsion from G-CHS for the semester or the entire year

Tardies

A student is late if he/she is not in the assigned room and seat at the time designated for that period to begin. An absence at G-CHS is defined as missing 30 or more minutes of class time. Enrichment Block is considered a class.

Almost all tardiness is avoidable. Tardiness disrupts not only your school program but also the progress of your class. Plan to arrive early and allow for emergencies. Students must be in their seat when the bell rings or they are considered tardy. If a student enters class without a pass, the student is tardy. The following consequences will be applied for tardiness to class:

1st-3rd tardy	Teacher Discretion
4th tardy	Tuesday School (3:35-4:35 p.m.)
5th tardy	Thursday School (3:35 – 5:35 p.m.)
6th tardy	1 day of ISD (In School Detention)
7th tardy	2 days of Off School Placement
8th tardy	Removal from class with loss of credit. If a student is carrying less than 5 academic classes, then expulsion is recommended.

Cougar Connection Tardy Policy

1 st – 5 th	Teacher Discretion
6 th	Tuesday School
7 th – 8 th	Thursday School
9 th	1 Day ISD

GENERAL INFORMATION

Cafeteria. Greenfield-Central High School students are fortunate that an excellent cafeteria, serving both a type A warm lunch as well as an a la carte lunch, is available to them daily. Students are to keep the cafeteria clean and neat. Students are not to have food or drink delivered to school. No outside visitors are allowed in the lunchroom. There is to be no “cutting in line” by students. All students must stay in the cafeteria during lunch. All food and drinks are to remain in the cafeteria. Lunch prices will be posted on the school website. Students caught stealing food will be disciplined.

Cougar Café. Cougar Café is open daily before and after school. The lab consists of computers equipped to assist students with classroom assignments as well as credit recovery.

Dance Guests. Any non-G-C student attending a school dance must receive pre-approval by our school administration to attend. Forms are available in the Attendance Office.

Election Worker. Election Day worker permission and verification forms are available in the Assistant Principal’s office. Permission forms must be on file 24 hours before the day of absence. Verification forms must be returned when the student returns to school.

Emergency School Closing. Occasionally it is necessary to close school due to weather related or mechanical problems. Parents and students are advised to listen to radio stations or TV stations. Closing information will also be posted on the corporation web site, Facebook and Twitter pages.

The Alert Now System is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how Alert Now messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Alert Now system. An annual charge for this service will be included in the fees portion of textbook rental & fees.

Evacuation Drills. Evacuation and fire drills are held on a regular schedule, and every room has a specific pattern of evacuation. Each student should be familiar with the pattern for any room he/she occupies. The P.A. system or warning bell will be used in case of tornado or disaster drills. If the P.A. is inoperative, a portable unit will be used according to a predetermined plan.

Final Exams. Dates for final exams will be announced at the start of each school year. Students are expected to be in attendance for assigned final exams unless an exemption is granted. Should a student be absent during a final exam, a doctor’s note must be turned in within 24 hours of the final exam or a zero will be given. There will be no make-up of final exams after the date given, without Administrative approval.

Hall Passes. A student outside of class during class hours must have a pass from the teacher to whose class he/she is assigned or be disciplined by the Administration.

Health Services. Except in an emergency, students must have a pass from their teacher to visit the clinic. If the clinic is closed, the student should report to the Discipline Office. If a student is ill and needs to be sent home, parental permission is obtained prior to the student leaving school. If a student requires treatment other than basic first aid, an ambulance will be called to the school. Parents will be notified as quickly as possible. The school is not financially responsible for the treatment of any injury or illness. Under Indiana State Law, all students must have completed immunization records on file with the school. Students with incomplete records are subject to exclusion from school attendance. Students with chronic medical conditions (such as asthma, diabetes, severe allergies, seizures, etc.) are required to have an Emergency Care Plan completed each school year. Please contact the Corporation Nurse or Health Assistant with any questions you may have regarding medication or medical care for your student during school hours.

Library/Media Center. The Library-Media Center will be open Monday-Friday from 8 a.m. – 3:30 p.m. for the use of students and faculty. Students must make prior arrangements with the Media Specialist to stay later if needed. Students who come to the Library from Enrichment Blocks must have a pass signed by the subject teacher who has assigned the library research/ project as well

as the Enrichment Block teacher. Students from Enrichment Blocks are allowed in the Library at the discretion of Media Specialist due to space and supervision requirements. Teachers who have scheduled the Library and labs for class use have priority over students from Enrichment Blocks. Students who do not turn in Library books within four weeks of the due date can be assigned a Morning Detention until the book is returned or payment is made to replace the book.

Lockers. The School Fee paid by each student covers the cost of an assigned locker which should be locked at all times. If the lock fails to work, report this to the Attendance Office so the lock can be repaired or replaced. To keep possessions secure, the student should not reveal the combination of their locker to other students. The student should use only his/her own locker and should see that it is locked. The school corporation does not carry insurance to cover personal possessions taken from lockers. Money and other articles of value should not be brought to

school. At the end of each school year all lockers are emptied by custodians for cleaning. Any belongings should be removed before a student leaves at the end of the year. The school corporation reserves ownership of all student lockers and the right to check those lockers periodically. The following procedures shall be followed if a locker search is deemed necessary:

- a. A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents.
- b. Searches will be conducted when the principal and/or his/her designee has reason to believe that the contents of the locker may include elements which (1) present an immediate threat to health, safety, and welfare; (2) are illegal to possess; (3) would contribute to the disruption of the normal program; (4) have been reported lost or stolen.
- c. Searches (other than a general search of all lockers), when possible, will be conducted in the presence of the student whose assigned locker is the subject of the search.



Medication at School.

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies.

Prescription Medicines: A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student’s name, physician’s name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

Over the Counter Medications: All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Students are permitted to carry and self-administer throat lozenges without physician documentation. It is the parent’s responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

Students in grade 7-12 are permitted to self-carry and self-administer a one day's supply of most over the counter medicines. In order to comply with the rules regarding OTC medications, the student and parent must complete Form 5330 F1c. The student must then bring the signed form and the medication to the clinic. At that time, the health assistant will issue the student a medication pass which must be kept with the medication and presented to school personnel if requested. Over the counter medications containing dextromethorphan or pseudoephedrine CANNOT be carried by students at any time. Please see Form 5330 F1c for further details regarding self-carry guidelines.

Parent Pick Up/Drop Off

Due to safety concerns and the need for emergency vehicles accessing the East Lot, we have implemented the following changes for student pick-up at the end of the school day:

Broadway Main Entrance/East Lot - Limited to the first 30 cars to arrive - this area will be police monitored.

Stadium/Cougar Drives/North Lot - Please pull up to the next available spot as cars move along the curb

Cougar Court off Franklin/Fieldhouse Lot - Park along curb and not on the concrete sidewalks. Cars picking up students can also park in any unmarked parking space in this lot.

Students may unload in the mornings at the north or east sides of the building. The south drive is reserved for buses at all times. The buses will exit eastward on the south drive. Board Policy 7430.03 prohibits vehicles from idling within 100 feet of schools. Vehicles should not idle within 100 feet of our school facility.

Greenfield-Central H.S. reserves the right to tow any vehicle, at the owner's expense, that is illegally parked in violation of school rules/policy or that has been left unattended for more than 24 hours. Vehicles parked on school property without proper registration or identification (Parking Tag) may also be towed at the owner's expense.

School Fee. Each student pays a school fee. This fee should be paid at the time textbook fees are issued. Failure to pay this fee may result in transcripts being withheld. All school fees must be paid prior to the commencement ceremony. For this fee each student receives a student ID, assigned locker. A technology fee and Alert Now fee are also included.

School ID cards. Students are required to have their ID card with them at all times during the school day. Replacement cost for regular student ID is \$5. Students who have Athletic Pass ID cards will pay \$15 for replacement. ID cards may be replaced in the Attendance Office.



Student Parking. Students who choose to drive to Greenfield-Central High School must complete a registration form and file that registration with the treasurer's office. Students must purchase a parking permit. Students who choose to drive to school must be able to provide proof that they are current on all state required immunizations. Lost permits will require a charge for replacement. Students who attend Walker Career Center must purchase both a Walker Career Center parking sticker and a Greenfield-Central parking sticker.

The following parking and driving instructions are to be followed by all

student drivers:

1. Students driving to school must first purchase a G-CHS student parking permit and have the permit properly displayed at all times while on school property.
2. Student drivers must park in the designated Student Parking Lot and park only in the numbered space that corresponds with their student parking permit.
3. Student parking permits may not be used by, sold or transferred to another student for use on their vehicle. Students must purchase a replacement permit for one that is lost, stolen or destroyed.
4. Student drivers may not park in the designated Faculty / Visitor Parking Lot.
5. Parking on G-CHS property is at the student driver's own risk. G-CHS assumes no liability or responsibility for damage to or theft of or from any student vehicle.
6. The posted speed limit on G-CHS property is 15 MPH.
7. Student drivers must observe and obey all driving / parking regulations, rules, ordinances or laws established by the State of Indiana and the City of Greenfield.
8. No student vehicle may be parked on G-CHS property in excess of 24 consecutive hours, without authorization from school officials.
9. Any student driver parking or driving their vehicle on G-CHS property agrees to and entitles any G-CHS official or their designee the ability to search that vehicle upon suspicion of any regulation, rule, ordinance, law or school rule being violated.

Textbooks. Classroom sets of textbooks may be available for student use.

The use of highlighters for underlining in textbooks is PROHIBITED. There is to be no writing of any kind in a textbook.

If you are issued a damaged textbook, report it to your teacher when you are issued the book. All students are responsible for any damage to a textbook that is issued to them.

Some books will need to be purchased, particularly books for Dual Credit and/or AP courses.

Textbook Assistance. A student who qualifies for free lunches due to family income may also receive state adopted text materials at no charge. Class fees and other supplementary material may be billed to the student. Textbook assistance applications are available and must be approved by the end of the fourth week of school. The approval is good for the school year providing the income requirements continue to be met. Students who qualify for free or reduced lunch qualify for textbook assistance.

Delinquent Fees. Delinquent fees will be reported to a bill collection agency unless a payment schedule is arranged and carried out at the G-CHS Treasurer's Office. This will be done four weeks after the start of each semester.

Returning Books. It is the responsibility of each student to rent or purchase his/her own text and materials and return all school-owned material at the end of the semester or school year or at such time as he/she withdraws from school. (Only those materials assigned to each student will be accepted).

Withdrawal from School. A student who wishes to withdraw from school and who is of the appropriate age must follow this procedure:

1. The parent must accompany the student and sign the appropriate forms.
2. All library books and school owned materials must be returned.
3. All obligations must be cleared.
4. Meet with an administrator for an exit interview.
5. Once withdrawn from school, the student is no longer permitted to be on school grounds on a school day between 7 a.m. and 4 p.m. without a previously scheduled appointment with a staff member.

Work Permits. In accordance with the Indiana Child Labor Laws, work permits are issued to 14, 15, 16 & 17 year olds living in the Greenfield-Central School District. The following policy to obtain a work permit applies to all employed Greenfield-Central students under the age of 18:

1. The student finds a job.
2. The student, parent/guardian and employer complete and sign the “Intention to Employ/A-1” form (available in the Cougar Cafe).
3. The student returns the properly completed and signed “Intention to Employ/A-1” form to the Vocational Coordinator, who may then issue the work permit.

During all breaks, work permits are available from District Office 110 W. North St.
Grade and Attendance standards for Work Permits. A work permit will be denied for any student who 1. Does not pass 5 (five) credit subjects in the previous grading period (or semester’s end) or 2. Has accumulated more than 5 absences in any Blue or Gold Day class in one semester.

Any working student whose grades or attendance fall below #1 or #2 outlined above will be placed on probationary work status for the next period. Both the employer and parent/guardian will be notified. The student will be counseled in an effort to improve grades and/or attendance. If at the end of the next grading period the grades and/or attendance are still below the above mentioned standards, the work permit will be revoked, at which time the employer, parent/guardian and the Indiana Director of Child Labor will be notified.

The work permit may be reinstated at the end of any grading period/semester, providing the student’s grades and attendance meet the above standards.

The second time in a school year a student’s grades or attendance fall below standards, the work permit will be immediately revoked for the remainder of the school year; there will be no probationary period.

Appeal Process. A student may appeal to the principal in writing, within 10 calendar days, the revocation or refusal to reissue an employment certificate.



ACADEMIC/STUDENT SERVICES

Mission Statement. Greenfield-Central will maintain a comprehensive school counseling program in partnership with the instructional program. Developmental by design, it includes sequentially presented activities and responsive services which address student growth and development as priority goals. Collaborative in practice, the developmental approach to school counseling focuses on the social, educational, and career development needs of all students at each grade level. Guidance and Counseling Services (include, but are not limited to the following:)

- | | |
|---|-----------------------------------|
| SAT/ACT Workshops | Project ARROW |
| Vocational School | Credit Recovery/Cougar Academy |
| Student Assistance Program Placement/Walker Career Center | ECA testing |
| Schedule Planning | SAT/ACT, PSAT, AP Testing |
| Career Interest Inventories | Summer School Registration |
| Study Skills | Classroom Shadowing Experience |
| Classroom Presentations | College Application Procedures |
| Remediation | Scholarships & FAFSA |
| Orientation | Graduation/Senior Exit Poll |
| Personal/Academic Counseling | Community Service Elective Credit |
| Hugh O'Brien Youth Foundation | Military Information |
| Boys/Girls State | |

Class Rank and Grading Policies

Grade Scale/Class Rank

G-CHS acknowledges the usefulness of a system of computing grade point averages and class rankings for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success. Class rank is determined by grade point average and ranking all students in descending order on a 4.000 scale.

Grading Scale		Class Rank	Weighted Grades
A+	100-99	4.333	4.833
A	98-93	4.0	4.500
A-	92-90	3.666	4.166
B+	89-87	3.333	3.833
B	86-83	3.0	3.500
B-	82-80	2.666	3.166
C+	79-77	2.333	2.833
C	76-73	2.0	2.500
C-	72-70	1.666	2.166
D+	69-67	1.333	
D	66-63	1.0	
D-	62-60	0.666	

The only class not counted in a student's GPA is Driver's Education. All other classes are considered in the calculations.

Weighted Grades. All Advanced Placement and approved four-year college dual-credit classes will be weighted .5 of a letter grade. Students must have at least a C- in a weighted grade class in order to receive the weight of .5.

Rationale:

- Greenfield-Central wants to encourage more students to take Advanced Placement and four-year college dual credit classes.
- Greenfield-Central's school grade will include the number of students in AP programs as an indicator for school performance.
- Greenfield-Central wishes to acknowledge the more rigorous homework expectations in an Advanced Placement class and four-year college dual credit courses than in other classes.
- Research indicates that students enrolled in Advanced Placement and four-year dual credit classes are more successful in other high school coursework and college in general.
- Greenfield-Central realizes more high schools are assigning weight to Advanced Placement and four-year college dual credit classes. Therefore, weighting these classes will make our students more competitive relative to admission and scholarship requirements.

Course Re-take Policy. Students who receive a D+ or lower in a course may re-take the course in order to receive a higher grade and/or remain eligible for a Core 40 diploma with either Academic Honors or Technical Honors. Both grades for the course will remain on the student's transcript and the new grade will be averaged into the student's grade point average. The grade for a second attempt will remain on the transcript even if it is a lower grade than the original grade for the same course. Students who wish to re-take a course should communicate this desire with his or her counselor.

Withdraw Fail (WF) Policy

Students who withdraw from a class after the first five class periods of the semester during the school year will earn a "WF" in the course. During summer school, a student who does not withdraw from an on-line course prior to the eleventh day of the summer school session will also earn a "WF." Students who take a summer school class in the classroom setting who stop attending class will earn an "F."

Credit for High School Courses Taken Prior to High School. When enrolling at Greenfield-Central High School, students may opt to receive high school credit for high school courses at the junior high/middle school level with the following stipulations:

1. Grades and credits for the course must be included on the student's high school transcript and will be factored into the student's cumulative GPA and class rank.
2. Credits will be applied if the student is enrolled in the next level math or science course at G-CHS.
3. Junior high students will be required to decline the credits for both semesters of a year-long course.
4. During the freshman year, students/families will be required to decline the junior high credits in high school level courses by May 1st. Credits not declined by that date will be transcribed automatically.
5. Grades will be transferred based on the previous school's grading scale and letter grade; not converted to the G-CHS grading scale.
6. Greenfield-Central High School will transfer all credits on a transfer student's transcript from their previous school; including grades earned at the middle school or junior high level if high school credits were earned and transcribed.

College Admission/Application Process

College Application Process. The college application process will be discussed in detail during an evening session in September for parents of senior students and for seniors during a class presentation. Please remember, however, that the process begins in the ninth grade during course selection. Grades earned and materials learned have a direct impact on the choice of a post-secondary institution. The following steps should be consulted by students and parents when considering college.

1. Take the PSAT and the SAT during your sophomore and/or junior year.
2. Check with your guidance counselor concerning your options. Admission requirements, majors offered, campus atmosphere and life style should be explored.
3. Plan a campus visit. Most schools have weekend visitation days for younger students and their parents. Juniors and seniors are allowed to have excused days to visit campuses.
4. Submit college applications beginning early in the fall of the senior year.
5. Bring the school counselor form (if required) to the Guidance Office. The counselor will complete it, attach a transcript, and mail it. Please submit any application to Guidance at least two weeks prior to any deadline.
6. Wait for your admission decision! In most cases, you will receive an admission decision within four to six weeks.

Scholarship Information. The Guidance Office publishes a scholarship guide, listing all community-based aid, institutional aid, and various national scholarships. Scholarships are posted on the Guidance webpage. Most of these become available in the spring. Other scholarships can be found through colleges and searches on the internet. Guidance webpage: www.gcsc.k12.in.us...click high school...click guidance...click scholarships dates and apps. Students should check the site weekly to access applications.

Federal Financial Aid. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.fafsa.ed.gov. The filing deadline for the FAFSA is March 10. There will be a parent evening in January to inform families about the financial aid process, important deadlines and how to complete the FAFSA.

Preliminary Scholastic Aptitude Test (PSAT). In addition to taking a strong college preparatory curriculum, students wishing to prepare for the SAT should take the Preliminary Scholastic Aptitude Test in October of their sophomore and junior year. This is also the National Merit Scholarship Qualifying Test only in the junior year.

Commencement and Graduation Requirements

Graduation Requirements. Only students who complete all requirements and are considered to be in good standing with the school will be permitted to participate in the commencement

ceremony. Students who have been expelled or placed in an alternative educational placement for the second semester of their senior year will not be considered to be in good standing with the school. Also, students whose expulsion from school continues through the second semester of their senior year will not be considered to be in good standing. All students graduating from Greenfield-Central H.S. must meet the minimum requirements for graduation as set forth by the Indiana Department of Education and Greenfield-Central Schools. Please check the Greenfield-Central High School website under Guidance/Curriculum Guide for more details.

Commencement/Certification Policy. The completion of a high school educational program is a significant milestone in a young adult's life. High school graduation is celebrated with commencement, a public ceremony to award diplomas and certificates and to recognize the completion of an educational program.

It shall be the policy of the G-CCSC to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting commencement ceremonies. The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of commencement established by this Board as provided by the State. There shall be only one general diploma awarded by this Corporation and no distinctions shall be made between various programs of instruction. Exceptions shall be made for students who meet the State requirements for a Core 40, a Core 40 with Academic Honors diploma or Core 40 with Technical Honors diploma.

Special Education students who have completed and are ready to exit their programs may participate in commencement activities and shall be awarded, as appropriate, a diploma, a certificate of achievement, and/or a certificate of course completion.

The Board shall award a certificate of achievement to a student who is on a non-diploma track as determined by that student's Individualized Education Program.

The Board shall award a certificate of course completion to a student who completes the minimum courses required for high school graduation but does not meet the Graduation Qualifying Examination requirement.

Commencement exercises will include only those students who are eligible for a diploma, certificate of achievement, or a certificate of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony when personal conduct so warrants.

Early Graduates. The Board acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation shall be in accordance with State regulations. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the commencement ceremonies with his/her designated class if he or she is a mid-year graduate or with the new class if leaving school a year early.

Early graduates are to comply with the following policies:

1. Must be approved for early graduation at pre-enrollment time in the spring.
2. Must file a completed application, properly signed by the parent and student, with the Director of Guidance prior to the beginning of the senior year.
3. Must be approved by the principal.

Communication

Teacher-Student Conferences. There are times when it is advisable for a student to have a conference with an instructor relative to class work. This should be done when the student is having some difficulty with the work. A student should never hesitate to discuss class problems with an instructor. Conferences should be scheduled at a time convenient to both teacher and student and it should be a private conversation.

Teacher-Parent Conferences. Parents are always welcome to talk with school personnel, for it is with close cooperation between home and school that the student best learns. Whenever questions or problems arise, the parent should first call the school and arrange a conference with the teacher. If the parent and teacher are unable to resolve any questions, problems, or concerns, the parents

should contact the counselor or assistant principal. The school feels it is much wiser to discuss any questions pertaining to the school or students directly with those involved. This procedure helps avoid misunderstanding and improve the relations and cooperation between school, home, and community. GCHS has a voice mail and e-mail system to reach all staff.

Curriculum and Scheduling

Curriculum. Greenfield-Central High School is a comprehensive high school with a curriculum designed to allow students to complete requirements for commencement as prescribed by the Indiana Department of Education as well as prepare for entry into post-secondary institutions, vocational education, and entry level employment skills. In the spring of each year those students who will be enrolled in grades 9 through 12 the following fall semester are given a pre-enrollment form that is to be completed and returned to the guidance department. The purpose of pre-enrollment is twofold: (a) to assign a course plan which meets the needs of this school corporation to assist the school in planning course offerings, thereby providing as nearly as possible the type of educational program for this school corporation; (b) to aid students in organizing and planning the course of study most appropriate for them that not only meets graduation requirements but also better prepares them to take their place in society upon leaving high school. Parents are encouraged to become actively involved with their children in the selection of course work.

Changes in Pre-Enrolled Class Selections. The course offerings at Greenfield-Central High School are based upon student requests during pre-enrollment. Therefore, it is necessary for students to determine their class choices with a commitment to completion of those classes. Full year courses are two semesters in length and students should understand that they are to complete both semesters of these courses. Schedule changes for the following school year must be made before the end of the current school year. The changes will be granted if there is seat availability existing in the new class requested. There will be no schedule changes to accommodate a student's choice of instructors. The arrangement of a student's classes within the school day may be changed by the guidance department to obtain "balanced" class sizes. When submitting the pre-enrollment form, students will be instructed to indicate two alternate class choices. The alternate classes will be used if (1) an original class choice is not offered due to insufficient enrollment or (2) the student has selected two classes which are offered only once in the school day and both are offered in the same time period.

AP Testing. A student must have taken the first semester AP course and be currently enrolled in the second semester class in order to be eligible to take the AP Exam or submit an AP Portfolio. Students interested in earning college credit for classes not taken at G-CHS should explore the SAT Subject Tests or CLEP Exams.

Walker Career Center. Vocational programs are provided at Walker Career Center/Warren Central High School. Most of these programs are two years in length; requiring blocks 3 & 4 the junior year and blocks 1 & 2 the senior year. Questions concerning these programs should be directed to the Vocational Coordinator or the student's counselor.

When Walker has a half day or early release day, your instructor will inform you what to do. When GCHS has a shortened schedule, you are to attend both schools even when Greenfield has shortened periods.

A student enrolling in these programs is required to complete the year and is expected to complete the two year program. Any student who drops after the 5th day of classes of fall semester or is removed from their Walker program will be withdrawn from Greenfield-Central for the remainder of the semester/year. If a student drops out or is withdrawn from their W.C.C. class, the student or parent is liable to pay for the remainder of the course.

Academic Dishonesty Policy

Academic dishonesty is any use of another's work, whether in the form of plagiarism or use of notes on a quiz/test, copying another student's work or any other questionable type of dishonesty on a classroom assignment

Teachers will provide written documentation for each incident which will be shared with their Guidance Counselor for further discussion. The consequences for Academic Dishonesty are as follows:

1st and 2nd Time – The student will receive a zero on the assignment. Notification will be given to the parent/guardian of the student.

3rd Time – The student will be given an “F” for the course where the academic dishonesty occurred. The student may continue in the course if the student does not become a discipline problem for the instructor or if the student does not interfere with the education of the other students in the course in any manner.



CODE OF CONDUCT

Student Dress Code

The appearance and dress of any student is the primary responsibility of both the student and the parent. G-CHS students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Whenever a school official considers a student's appearance to be inappropriate, immodest or distracting to the educational environment, the student will be expected to make the necessary accommodations.

Each aspect of the educational program seeks to create a learning environment, which is safe and focuses on high academic achievement for all students. A student dress code is one aspect, which supports the educational program. Therefore, the dress code will seek to accomplish the following:

- Maintain a safe and secure environment
- Focus students on their academic achievement
- Help students develop appropriate social and occupational dress and appearance skills
- Help students develop a positive and healthy self-esteem
- Create school pride

The school principal will make decisions concerning the appropriateness of any new styles in dress.

*Clothing or any other item of apparel, including jewelry, which advertises, displays or refers to nonprescription drugs, controlled substances or illegal drugs, tobacco, sexual references, alcoholic beverages, or T-shirts that are inappropriate or vulgar are not considered suitable for school.

*Tops/shirts should have sleeves covering the shoulders and should not have a plunging neckline.

*Skirts and dresses should be in good taste and appropriate length.

*Hats, hoods or hair coverings should not be worn in the building. Bandannas, handkerchiefs, rags or flags are not permitted in any form from the pocket, wrist or anywhere visible.

*Clothing with holes should not have skin or underwear visible above the knee.

*Shoes must be worn at all times. Some classes may require closed-toe shoes for safety reasons.

*Any type of dress or jewelry that causes a disruption or interferes with safety or education of others may result in a referral and placement in ISD until the issue is resolved.

Mobile Phones/Electronic Devices



Cell phones and other non-school issued electronic devices cannot be used during class time. They may be used during passing periods or during lunch as long as they do not become a disruption to others. Teachers may confiscate mobile phones/electronic devices for the rest of the block if a student violates this policy. If the behavior continues after warning(s), an office referral can be given. Public wi-fi will not be available at G-CHS.

In the event of an emergency, parents/guardians and students are to call the school directly at 462-9211. Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their

parents/guardians.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day. Photographing, videotaping or otherwise recording individuals is strictly prohibited without teacher/administrative approval. Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion. If a mobile phone or other electronic device rings, vibrates or is otherwise evident during testing, the device will be confiscated and the student removed from the test situation.

For further clarification, refer to the RUP (Responsible Use Policy) on the Corporation website.

STUDENT DISCIPLINE POLICY

While it is the school's responsibility to provide information about expected behaviors, it is the student's responsibility to read the information in the Student Handbook.
NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS, ALL TYPES OF STUDENT MISCONDUCT

Discipline referrals will be accumulated throughout the school year. Only attendance and tardies will start fresh at each semester.

Level 1 Infractions

1. Failure to follow class rules and teacher expectations.(for example, sleeping in class)
2. Failure to follow instructions from school personnel
3. **Excessive Tardiness 1st, 2nd and 3rd**
4. Habitual offender – refer to Level 2 insubordination

Level 1 Consequences

Teacher discretion with documentation
Teacher may assign Morning Detention or Tuesday School

Level 2 Infractions

1. Public display of affection
2. Failure to comply with established cafeteria etiquette or school personnel request
3. Being in an unassigned area within the school or outside the campus.
4. Throwing objects of any kind that would harm another person
5. Failure to serve teacher-assigned detention
6. Failure to have an appropriately signed pass
7. Inappropriate behavior, language, or gesture
8. Habitual offender of these expectations (Either from the same teacher or a variety of teachers covering the same problems) Habitual offenders will start immediately at the 2nd Time Consequence.
9. Insubordination
10. Parking and driving offense (in addition to legal penalties)
11. Unauthorized or inappropriate use of electronic devices during the school day.
12. Sharing of a school assigned locker.
13. Students are not to have open containers of food or drink in the academic halls.
14. Unauthorized use of the elevator.
15. Unauthorized sale(s) of item(s) on school grounds.

Level 2 Consequences

1st Time –Tuesday School, Teacher may assign with documentation
2nd Time – Thursday School
3rd Time – In-School Detention (ISD) – 2 to 4 days
4th Time – Off Campus Placement – 2 to 4 days
5th Time – Home Suspension (HS) – 5 to 10 days pending expulsion

Level 3 Infractions

1. Possession of lighters or matches
2. Harassment or hazing. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing

activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

3. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel
4. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request – gestured, verbal or written disrespect directed toward school personnel
5. Minor damage and/or destruction of school property (restitution will be made)
6. Unauthorized entry or presence in school facilities
7. Petty theft (to be determined after consultation with local authorities) of school or personal property on school grounds or during school-sponsored events. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination).
8. Possession of stolen property and/or Criminal Conversion
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. Students removed from ISD for not completing teacher assigned materials and/or disruptive behavior.

Level 3 Consequences

- 1st Time – Thursday School
- 2nd Time – In-School Detention (ISD) - 2-4 days
- 3rd Time --Off Campus Placement 2-4 days.
- 4th Time – Home Suspension (HS) - 5 to 10 days pending expulsion

Reminder – A second suspension or expulsion may affect your driving privileges (IC 9-24-2-1/9-24-2-4)

Level 4 Infractions

1. Fighting, battery or provocation (provoking violence) by gesture or words, including racial/ethnic slurs and objectionable epithets
2. Verbal abuse of school personnel
3. Possession of tobacco products, including rolling papers and electronic smoking devices or look a likes or lighters/matches. (Tobacco ticket by law enforcement if under 18)
4. Major damage and/or destruction of school or personal property (restitution will be made)
5. Any form of sexual or racial harassment
6. Habitual offender – 2nd Time consequence
7. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)

Level 4 Consequences

- 1st Time – Off Campus Placement 2 to 4 days.
- 2nd Time – Home Suspension (HS) - 5 to 10 days pending expulsion

Reminder – A second suspension or expulsion may affect your driving privileges (IC 9-24-2-1/9-24-2-4)

Level 5 Infractions

1. Possession, handling or transmitting any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling or manufacturing drug paraphernalia as defined in Indiana Code.
4. Possessing, selling or distributing any item considered inappropriate at school.

5. ***According to G-CCSC Bylaws and Policies, before any prescribed medication, including over the counter medication, or treatment may be administered to any student during school hours, the Board shall require the original pharmacy label showing prescription number as prescribed from the child's physician accompanied by Form 5330F1. This document shall be kept on file in the health clinic and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.***

Knowingly possessing, using, selling, transmitting, or being under the influence of any **prescription or over-the-counter medication**, narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant or any kind, **or any other behavior or mind altering drug**, or any item that closely resembles or is represented to be any of the foregoing items. No student is to carry any medication unless authorized by the school.

6. Burglary or major theft (to be determined after consultation with local authorities)
7. False fire alarms, bomb threats, arson, or false calls to 911
8. Use, possession, sale or distribution of any dangerous or caustic material.
9. Threats of physical assault on any school personnel
10. Vandalism of school or personal property (restitution will be made)
11. Felonies
12. Criminal law violation which constitutes danger to others or interference with school purpose or function
13. Indecent exposure
14. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)

Level 5 Consequences – Home Suspension (HS) – 5 to 10 days pending expulsion (Expulsion up to one calendar year for some infractions)

All policies and procedures are subject to administrative interpretation and as a result the administration reserves the right to use discretion in certain situations involving the above consequences.

Reminder – A second suspension or expulsion may affect your driving privileges (IC 9-24-2-1/9-24-2-4)

DETENTION PROGRAMS

Morning Detention. Students are assigned to morning detention primarily for minor/Level 1 infractions on the discipline grid. Morning detentions will be assigned by a teacher or staff member and will be offered Monday through Friday. Students must report to morning detention by 7:45 a.m. and will be released at 8:15 a.m. No student will be admitted without appropriate study materials. Failure to serve morning detention will result in a Tuesday School detention.

Tuesday School. Students are assigned to Tuesday School detention primarily for minor/Level 2 infractions on the discipline grid. Students must report to Tuesday School by 3:35 p.m. and will be released at 4:35 p.m. No student will be admitted without appropriate study materials. Failure to serve Tuesday School detention will result in a Thursday School detention. Tuesday and Thursday schools will not be rescheduled for reasons such as work, athletics, and extra-curricular activities.

Thursday School. Thursday School Detention is from 3:35 p.m. to 5:35 p.m.

If a student misses/chooses not to attend Thursday School which is for 2 hours, the next step will be as follows:

The first no show to Thursday School will result in 2 days ISD.

A second no show to Thursday School will result in 2 days Off Campus Placement.

A third no show to Thursday School can result in Suspension/Expulsion.

In-School Detention. The School administration, in lieu of sending a student home, may keep a student at school, but not allow them to attend their regular class schedule. Students will be assigned ISD based on consequences listed on the discipline grid. The ISD room may also be used for taking make-up tests. Teachers may use the room to remove disruptive students from their class for a class period.

Students who receive multiple assignments from the administration will receive the following consequences:

1. On the fourth (4th) In-School Detention student will receive 2-days Off Campus Placement.
2. On the fifth (5th) In-School Detention student will receive 4-days Off Campus Placement.
3. On the sixth (6th) In-School Detention student will receive will be recommended for expulsion.

Students are expected to complete the work assigned them while in ISD. If a student chooses to not complete an assignment or does not complete the assignment per teacher directions, student can lose all future ISD assignments. Any remaining ISD day assignments will be served at Off Campus Placement.

Off Campus Placement. The principal or his designee may determine Off Campus Placement is the appropriate disciplinary action. Students may not participate in any extra-curricular activity or practice on those dates for which they are removed from the regular school setting. Students assigned Off Campus Placement are not to be on school premises on those days.

Students are expected to take classroom materials when assigned to Off Campus Placement. Failure to have materials and complete required assignments can result in additional days. Failure to appear at the Off Campus Placement on the assigned dates will be considered a truancy. Students will be required to serve their Off Campus Placement before re-entering Greenfield-Central High School.

Home suspension. The student will be remanded to parent's or guardian's care and supervision for the duration of the suspension/proceedings and will not be permitted within 1,000 feet of school grounds.

Grounds for Suspension and Expulsion. The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that:

- A. the best discipline is self-imposed;
- B. students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct. Parents and adult students and students in grades 6 through 12 shall be provided a form which is to be returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

The Superintendent shall report to the Board periodically the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The Principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students;

- A. in all situations and in all places where such students are within the jurisdiction of this Board.
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period

of 1 school day if the student is assigned regular or additional work to be completed in another school setting.

An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days. (10 school days if an expulsion request is filed.)
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the grounds for Suspension and Expulsion in this policy

GROUND FORS SUSPENSION OR EXPULSION

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 comparable 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 by fire. Possession, use or transmission of a lighter or matches on school 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. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Caught in the parking lot without a pass.
 - g. Cheating is unacceptable. Consequences will be determined by the individual teacher. The teacher may refer the student to the office for disciplinary action.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging 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. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
5. 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.

6. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
7. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
8. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision. Fighting on GCCSC property and/or athletic events is unacceptable behavior and will not be tolerated. Students who "square-off", draw a crowd, go nose to nose, or verbally harass one another will be dealt with accordingly by an administrator. Consequences may include suspension/expulsion from school and a disorderly conduct ticket written by a security officer.
9. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #14 below.

In addition, no student shall possess, handle or transmit any deadly weapon on school grounds.

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.
 - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
 - b. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
11. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, look-a-like substances, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The possession, use or transmission of any type of drug paraphernalia that could be used to administer illegal substances including but not limited to roach clips, pipes, papers or any object falling under this category. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 - a. Exception to rule 11
 1. 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 the physician and must include the following information:
 - a.) That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b.) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c.) The student has been instructed in how to self administer the prescribed medication.
 - d.) The student is authorized to possess and self-administer the prescribed medication.

12. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
13. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of teacher or administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, transmitting, or being under the influence of 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;
 - e. possessing, using, transmitting, or being under the influence of highly caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - g. possessing, using or transmitting cigarettes or other forms of tobacco products.
Students are not to use or possess any type of tobacco product traveling to or from school or a school activity, function or event; on school grounds immediately before, during and immediately after school hours; on school buses or other Corporation owned, leased or contracted vehicles, and/ or at any school-related event; and any other time when the school is being used by a school group. The student will face expulsion from school for the second offense. If said student would be caught for a third time during the calendar school year, the student will be expelled for the rest of the year. If a student is underage, the student will be fined by the local police department for underage possession of tobacco by a minor. I.C. 35-46-1-10.5
 - h. possessing, using or transmitting a lighter, matches or other fire producing devices.
 - i. failing to tell the truth about any matter under investigation by school personnel.
 - j. engaging in sexual harassment of a student or staff member.
 - k. violation of the school corporation's acceptable use of technology policy or rules.
 - l. violation of the school corporation's administration of medication policy or rules.
16. Possessing or using on school grounds during school hours an electronic paging device, handheld portable telephone, or headphones unless approved by an administrator.
17. The use of profanity will not be tolerated. Consequences will be at the discretion of the administration. Consequences may range from Thursday School to expulsion. What is said and to whom it is directed will be taken into consideration.
18. Possessing, using, distributing, purchasing or selling tobacco products of any kind or in any form.
19. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
20. 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.
21. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.

22. Aiding, assisting, or conspiring with, another person to violate the school conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
25. Engaging in pranks that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.
27. Any student conduct rule the school building principal establishes and gives notice of it to all students and parents.

28. Possession of a firearm

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm 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 that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- c. The penalty for possession of a firearm: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-14) 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;
- 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.

29. In addition to the grounds listed above, 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 which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

In addition, a student committing an act that violates Indiana or Federal law at any time or place maybe suspended or expelled if the unlawful act is directed toward a school employee, student

or board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

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.

30. Bullying as defined in our handbook under Corporation Policies. Under this rule, bullying that occurs in our out of the school building, any time can be addressed and disciplined by the school administration.

Due Process Rights. The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures. The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Greenfield-Central High School will afford due process rights to each student when disciplinary action against the student is contemplated (Due Process is the means by which a citizen is assured of fair treatment by the government). The following is a brief summary of the disciplinary procedures as established by state statute and recent court decisions. Students having questions regarding these rights should request clarification from any administrator. Copies of relevant state laws are summarized in the corporation's School Behavior Code which all students receive at the beginning of the year.

Suspension from classes will be utilized when it is in the best interest of the school. Such suspensions will not exceed five school days, unless extended by the superintendent. Weekends, school holidays, and days when classes have been cancelled because of weather or other emergency will not be counted as part of the suspension.

SUSPENSION PROCEDURES

A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges against the student;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Students suspended from school shall be allowed to make up assignments and earn credit for work completed while suspended. Work should be turned in upon returning to school. Obtaining and completing assignments will be the student's responsibility. Assignments requiring extra materials such as worksheets and tests will be allowed to be made up for credit upon returning to school.

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

a. legal counsel

b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at the expulsion meeting.

2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and make a recommendation to the superintendent for appropriate action to be taken.
6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.



STUDENT ACTIVITIES

Students involved with extracurricular clubs and organizations must be able to provide proof that they are current on all state required immunizations. Students will be required to pay a \$10 activity fee for each activity students chose to participate in, excluding athletics. This includes any school-sponsored extracurricular activity. Band, choir, yearbook, newspaper and other co-curricular activities will not be required to pay the fee. A Fee Appeal Form will be required for students who may be unable to pay the fee. Please see the Assistant Principal regarding the appeal form, or any questions you may have regarding the Activity Fee.

Students not in attendance for at least two blocks will not be permitted to participate in or attend any school sponsored activity that day. Any student sent home from school during the day due to illness shall not practice or participate in any activity that evening. An "activity" is defined as any practice, performance, game, meetings, etc for any school approved organization, including all teams, clubs, bands, etc. Exceptions for planned appointments and other emergencies shall only be granted on an individual basis by the principal, assistant principal or athletic director.

Student Club/Organization Code of Ethics

All Student Clubs and Organizations are encouraged to have written by-laws that are shared with students each year. All by-laws must be approved by the Activities Director at the start of the school year. If a Club or Organization does not have their own by-laws, the following must be adhered to:

1. Students involved in Extra-Curricular/Co-curricular activities shall demonstrate good citizenship both in the school and community. Students acting in a manner that brings embarrassment or shame to themselves and/or the school, or that negatively impacts the reputation of themselves or the school will not be tolerated. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.
2. Students convicted of a felony will be removed from the activity for 365 calendar days. Any student convicted of a misdemeanor will be removed from the activity 42 calendar days. Any student charged with a crime will be suspended until cleared by the police or the courts. The

- student will have the opportunity to appeal to clubs' Executive Council. Executive Councils should be made-up of elected officers and/or other designated members as assigned by the adult sponsor.
 3. Students must pass 70% of course work for a 9 week period-or the student will be removed from organization with the opportunity to appeal to the club's Executive Council.
 4. If caught with drugs/alcohol of any form, student will be removed from the club/organization. The student will have the opportunity to appeal to the club's Executive Council.
 5. Any student running for a Student Council or Class Officer position must obtain 1 teacher recommendation and 1 activity recommendation (coach, club, youth minister, etc.) Other clubs may institute other requirements.
 6. Any student running for a Student Council or Class Officer position must have an overall GPA of 2.0 with no F's during the current grading period.
 7. Each sponsor and Executive Council will set club/organization attendance policy.
 8. Students who receive behavioral referrals that lead to ISD all day, Off Campus Placement, or expulsion (assigned by administration) will be removed from the organization with the opportunity to appeal the removal to that organization's Executive Board.
- If a student belongs to a co-curricular club/organization (ex. Band, music) and fails to abide by the above regulations then he/she will not be able to participate in public performances and will have to make-up the performance. The director will determine the make-up work.*

Homecoming and Prom Court Code of Ethics

Any G-C student wanting to be on Fall or Winter Homecoming Court or Prom Court must meet the following requirements:

1. Overall GPA of 2.0 with no F's in the current grading period.
2. Student should be able to demonstrate good citizenship in the school and community. Students earning a 2 day ISD or a 1 day Off Campus Placement (assigned by the administration) during the corresponding school year or the spring semester of the previous year (for fall court) will not be allowed to be on court.
3. Also, students charged with or convicted of a felony or misdemeanor will not be allowed on court.

A complete listing of all Student Clubs and Organizations offered at G-CHS can be found on the school website.

RANDOM STUDENT DRUG AND ALCOHOL TESTING PROGRAM



The Board of School Trustees of the Greenfield-Central Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. Drug and alcohol abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.

The extra-curricular and athletic activity programs of Greenfield-Central CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition

shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program.

The program will be applied to all junior and senior high school students (7-12), male and female, who participate in extra-curricular activities and athletics. It also includes any student, who wishes to obtain a parking permit to drive and park on Greenfield-Central CSC property.

A verified "positive" test result shall be considered a violation of this Random Student Drug and Alcohol Testing program.

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling for the extra-curricular activities provided herein. Greenfield-Central CSC also reserves the right to request from the parent/guardian permission to test any student, who exhibits negative behavior or indications of drug and/or alcohol usage.

Purpose. The random drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The purpose of this program is to prevent a student from participating in extracurricular activities, athletics and driving, while the student has drug residues in the student's body, and to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by the school under this Random Student Drug and Alcohol Testing program.

Scope. Participation in Greenfield-Central Community School Corporation extracurricular activities is a privilege. This program applies to all Greenfield-Central CSC students in grades 7-12, regardless of age, who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes, as a condition to obtain a parking permit, any student, who wishes to drive on school grounds and park on Greenfield-Central CSC property. Student drivers, who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.

Consent form. It is mandatory that each student, who participates in extracurricular activities or obtains a parking permit to drive on school grounds, sign and return the "consent form" prior to participation in any said activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a "consent form," which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to

participate in the random drug testing program at Greenfield-Central CSC. Any student, with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non-participation period.

Procedures. The approved laboratory will set up the testing environment, guarantee samples, and supervise the chain of custody. A saliva or urine specimen will be taken on site and will involve supervision by the certified lab.

Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The testing may occur on different days, Monday through Saturday. This will keep student conscious of the possibility of being tested at any time during the year. A minimum of ten (10) testing dates may be conducted yearly for students in grades 9-12. A minimum of ten (10) testing dates may also be conducted yearly for students in grades 7-8. Students will be selected through a random process.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Each student will remain under school supervision until the student has produced an adequate specimen. Parents will be contacted and informed if the student refuses to provide a specimen in the testing procedure. If appropriate, the student will be tested at a later date in order to be reinstated for eligibility.

Under circumstances where a student has been involuntarily exposed to illegal substances, the parent and student must report this in writing to the principal or designee prior to random drug testing. Reports after testing will not be accepted, and the results of the test and subsequent action shall prevail in accordance with the drug testing program.

Test results reporting procedure. In this program, the Greenfield-Central CSC administration will be notified by the testing lab of a student testing "positive," and the administrator will notify the parent(s)/guardian(s) and the student (in person). The meeting will be held in the administrator's school building/office.

The administrator will provide the parent(s)/guardian(s) with the names of agencies that can be of help to the student. The administrator will notify the student and the parent(s)/guardian(s) of any disciplinary action based on the policies/procedures as outlined in the Athletic Code Handbook, school handouts, or the guidelines established in this program. A "positive" test result in this random student drug testing program will not subject the student to discipline other than as it relates to extra-curricular activities and school driving privileges.

Positive test results and appeal. In the event a student tests positive, the student, along with the parent(s)/guardian(s) will meet with the school administrator. During this meeting the positive testing will be reported to the student and the parent(s)/guardian(s). They will also be told that the student is restricted from driving to and from school and from participation in the extracurricular activities listed in this program. The severity of the penalty will be in accordance with the appropriate extracurricular code.

At the end of the restriction from activities, the student must have a "negative" test prior to re-instatement in the extracurricular activity(s). Should this re-test be a "positive" test, it would be a second "positive," and would be sanctioned accordingly.

The student or the student's parent(s)/guardian(s) may appeal by requesting that the sample be tested again by a lab at a cost to the student or the student's parent(s)/guardian(s). The laboratory must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organization (JCAHO) and will set up the testing environment, guarantee samples, and supervise the chain of custody. If the student test is negative, the school corporation will refund the cost of that test. Student restrictions, as noted in the appropriate extracurricular code, will remain in effect during the appeal process.

Financial responsibility.

A. Under this policy, Greenfield-Central CSC will pay for all initial random drug tests. (Once a student has a verified "positive" test result, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

B. A request on appeal for a second specimen test is the financial responsibility of the student or the student's parent/guardian.

C. Counseling and school approved subsequent treatment programs by non-school agencies are the financial responsibility of the student or his/her parent/guardian.

Definition of ECA Pool: The ECA pool consists of any student who is in a school sponsored activity that is not considered co-curricular by definition. A co-curricular activity is any activity that involves student participation outside regular school class time, is related to a class and is required in order for an enrolled student to receive a grade or credit. A positive test result cannot affect any grade in any way.

Exclusion time from date of notification

The length of exclusion from extra-curricular activities and student driving privileges will be determined in accordance with the Athletic Code Handbook and/or school handbooks. If no exclusion period from extra-curricular activities and student driving privileges is defined, the exclusion is as follows:

Tampering Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in this program for the remainder of the school year.

1st offense Tobacco-42 Calendar Days
Alcohol-42 Calendar Days
Drugs-84 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities in which he/she participates. Re-testing may take place periodically throughout the school year at the expense of the parents/guardians.

Student drivers, who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.

Rehabilitation Clause: On the first offense, the student may regain eligibility to participate after 21 days for tobacco products, 21 days for alcohol, and 42 days for drugs, if the student: 1) presents documentation of participation in a recognized multi-session treatment/assistance program; 2) participates in the student services program; 3) has a follow-up "negative" test.

2nd Offense Tobacco- 90 Calendar Days
Alcohol-90 Calendar Days
Drugs- 365 Calendar Days

During the period of suspension, the student is excluded from attending all extra-curricular activities in which he/she participates. Re-testing may take place periodically throughout the school year at the expense of the parents/guardians.

Student drivers, who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.

Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student: 1) presents documentation of participation in a recognized multi-session treatment/assistance program; 2) participates in the student service program; 3) has a follow-up "negative" test.

3rd Offense Exclusion for the balance of attendance at Greenfield-Central CSC

Student Drivers who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.

First and second junior high school offenses do not transfer to the high school. However, exclusion periods for a second offense in the junior high school will be enforced at the high school until the time period expires. Any penalty assessed at the junior high school of exclusion for the balance of attendance at Greenfield-Central CSC may be appealed for relief to the high school principal while the student is enrolled at Greenfield-Central High School.

Our goal, with the help of parents/guardians, students and the school staff working together, is to create a drug free environment at Greenfield-Central CSC.

Confidentiality. Under this drug testing program, any administrator of the Greenfield-Central CSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the

test or the disposition of the student involved, other than when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

Implementation. The Board directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardians(s) to fully implement all aspects of this program.



ATHLETIC CODE HANDBOOK

Jared Manning, Athletic Director

I. Introduction - The following Athletic Code has been adopted for all athletes of Greenfield-Central High School. This Athletic Code is to serve as a guide to better define the expectations of an athlete and to create uniformity of disciplinary action throughout the athletic program of Greenfield-Central High School. Any restrictions in this Athletic Code are a result of what the School Corporation feels is in the best interests of a healthy athlete who is able to compete at his/her maximum. Each coach may establish and enforce additional training rules for his/her respective sport. Every reasonable effort will be made to inform the prospective athlete of the contents of this Athletic Code Handbook.

Since the athlete is representing his/her school and community in such a visible fashion, it is important that their behavior reflect a positive image, not only during a sport season, but throughout the calendar year. **An athlete is an athlete throughout the calendar year and not just during a sport season.** Therefore, this Athletic Code shall remain in effect throughout the entire calendar year for all athletes representing the Greenfield Central Community School Corporation.

II. IHSAA Membership - Greenfield-Central High School is a member of the Indiana High School Athletic Association. To represent Greenfield-Central High School in interschool athletics, an athlete must meet all IHSAA eligibility rules:

You are INELIGIBLE if:

A. **Age:** If you are twenty (20) years of age prior to or on the scheduled date of the IHSAA State Tournament Finals in a sport.

B. **Amateurism:**

- 1) you play, officiate, or manage under an assumed name;
- 2) you accept money or merchandise in any way for athletic participation;
- 3) you participate in athletic clinics, schools, or camps without IHSAA approval;
- 4) you sign a professional contract.

C. **Awards, Gifts, & Trips:**

- 1) you accept commercial awards which advertise a business firm or individuals;
- 2) you accept any award designating "All-State" or "All-American", unless sponsored by the IHSAA;
- 3) you accept awards, gifts, trips, or honors from colleges or their alumni.

D. **Change of School:**

- 1) you were not eligible in the school from which you transferred;
- 2) there is not a bona fide change of residence;
- 3) there was undue influence to transfer for athletic reasons;
- 4) you attend another school, other than the one you are presently eligible in, for fifteen (15) days;
- 5) you participate in an interschool contest as a representative of another school.

E. **Enrollment:**

- 1) you did not enroll in school during the first fifteen (15) days of a semester;
- 2) you have been enrolled more than eight (8) semesters beginning with Grade 9.

F. **Grades:**

- 1) you did not pass six (6) credit subjects in your previous grading period or at semester's end;
- 2) you are not currently passing six (6) credit subjects.

III. Greenfield-Central Requirements

A. **Participation in Cougar Café:**

Any student who receives at least one (1) failing grade on a grade check or a report card will be required to attend Cougar Cafe every Tuesday and Thursday from 3:30 - 4:30 p. m. until the Athletic Office receives a written grade check from the teacher for the subject (s) in question or a report card showing that the student no longer has a failing grade in any class and is considered passing every subject for the semester and not just for the current 9 week grading period. The student must attend Cougar Cafe during this time, even if that means missing a contest or practice. This policy continues to carry over to the next sport in which the student may be involved.

B. **Multiple Sport Participation During The Same Season:**

Any student who desires to participate in more the one (1) sport during the same athletic season must **follow** the following three (3) steps:

- 1) The athlete must explain his/her wishes to both the head coaches and the athletic director;
- 2) If both head coaches of the sports involved are in support, a meeting will be held with the head coaches, the parents, the athletic director, and the principal and/or assistant principal. At this time, all concerns will be addressed such as schedule conflicts, academic concerns, health-risks, time commitment and demands, and any other issues that may arise. After the meeting, the administration will determine if the situation is feasible.
- 3) If the situation is determined to be feasible, then a contract will be drawn up by the head coaches, athlete, and the parents to work out any conflicts or concerns.

Note: At any step in the above process, if one party involved does not support the situation, the athlete will need to choose in which sport he/she wishes to participate.

C. **Illness / Injury:**

If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal or designee written verification from a licensed physician stating that you may participate again.

D. **Required Athletic Paperwork:**

Athletes are required to have ALL athletic paperwork on file with the Athletic Office prior to participation in any type of preseason conditioning program, summer workout, practice or contest.

The required paperwork for participation is the IHSA Pre-Participation Physical Evaluation Form, Athletic Code Waiver, Concussion and Sudden Cardiac Arrest Acknowledgement and Signature Form, and the Random Drug Testing Waiver.

The IHSA Pre-Participation Physical Evaluation Form must be signed by a licensed Indiana physician and must be on file in the Athletic Office. All other paperwork can be completed electronically through the athletic website (www.gchscougars.com) under the Cougar HQ tab by clicking on Athletic Forms for Participation. Paper copies will continue to be made available upon request.

Athletes may not participate until ALL documents are signed and submitted by both the parent and the athlete. It is also a school requirement to have a physical on file in the Athletic Office in order to be enrolled in the Strength and Fitness Class. The Corporation Athletic and Transportation Fees will also be due at the time an athlete makes a team and considered past due by the first contest/scrimmage of that sport.

Emergency contact information will be pulled from the student-athletes Powerschool account. It is extremely important that parents keep their emergency contact information as well as all student medical information up to date through Powerschool. Please contact the high school in order to update your information.

Corporation Athletic Fee - Beginning with the 2010-2011 school year, students who wish to participate in athletics will be required to pay a \$50.00 Athletic Fee for each sport they are involved in. For example, if a student is on the football team and the swim team, the student will be required to pay \$160.00 (\$50.00 for football, \$50.00 for swim, plus the \$60.00 once a year Transportation Fee.) This Athletic Fee will be used to offset a variety of corporation costs, i.e. maintenance, building utilities, and programming. Athletic Fees are due at the time the athlete makes a team and considered past due by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a collection agency for small claim court proceedings with all collection fees to be paid by the athlete's family. Should an Athletic quit or be removed from a team for academic/disciplinary reasons, this fee shall not be refunded.

Corporation Transportation Fee - Only transportation authorized by the athletic director shall be used for athletic contests. Athletes must remain under a coach's supervision until their return to Greenfield-Central High School. Exceptions may be made by mutual consent of the coach and the parent IF THE PARENT WILL BE IN ATTENDANCE AT THE CONTEST AND THE ATHLETE WILL BE RETURNING WITH THE PARENT. This mutual consent shall be given only in cases with unusual circumstances. It is the intent that all squad members depart as a team and return to Greenfield-Central High School as a team. There is a one-time per year transportation fee of \$60.00 per athlete to help offset corporation transportation costs. Transportation Fees are due at the time the athlete makes a team and are considered past by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a collection agency for small claim court proceedings with all collection fees to be paid by the athlete's family. Should an Athletic quit or be removed from a team for academic/disciplinary reasons, this fee shall not be refunded.

E. **Appearance:**

Extremes in dress and hair styles will not be acceptable and may also result in suspension from participation in contests or practices.

IV. Code Violations

Rule 1 - Athletes (This term additionally includes, for the purpose of this Athletic Code only, student managers, student athletic trainers, and all other student support staff.) shall not violate the

conditions of the student drug testing policy and/or knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, steroid, counterfeit substances, caffeine pills, or possess, use, or transmit paraphernalia for use of such substances. Athletes shall not partake or be in possession of alcoholic beverages, intoxicant of any kind, steroids, or tobacco products. (Appropriate use of an authorized drug prescribed by a licensed physician shall not constitute a violation of this rule.)

An athlete who attends a party or gathering where drugs, alcohol, or both are present at any time during said party or gathering commits a violation of Rule 1.

1) At any time that an athlete becomes aware that he/she is in the presence of drugs or alcohol, the athlete shall leave said party or gathering.

2) Athletes are expected to be aware of the circumstances which surround them and expose them.

3) Once an athlete learns or reasonably should have learned that drugs or alcohol are present at a party or gathering, the athlete shall remove him or herself from the party or gathering in a reasonable time.

4) Fifteen (15) minutes from learning that drugs or alcohol are present shall be presumed to be a reasonable time for an athlete to remove him or herself from said party or gathering.

5) As long as the athlete has removed him or herself from the offending party or gathering within the presumed reasonable period, no athletic penalty will ensue as long as the athlete has not consumed or partaken in any drugs or alcohol.

1st Offense: - Suspension for 365 calendar days from the athletic program.

Rehabilitation Clause: On the first (1st) offense, the student-athlete may regain eligibility to participate with a 25% suspension from the student-athlete's contests if the student-athlete:

1) presents documentation of participation in a minimum of four (4) sessions of a recognized multi-session treatment/assistance program;

2) participates in the student services program for a minimum of fifteen (15) hours;

3) has a follow-up "negative" test. Retesting of the student-athlete may take place periodically throughout the school year and is at the expense of the parent/guardian/student/athlete.

4) All of the rehabilitation will be run through/by the Hancock County Probation Department. The Hancock County Probation Department has devised a multi-session treatment/assistance program which they will administer to Greenfield-Central student-athletes, and will provide opportunities and monitor a community service program, and will oversee the drug and alcohol testing program for Greenfield-Central High School's student-athletes. The Hancock County Probation Department will provide the documentation and drug/alcohol test results to the Greenfield-Central High School Athletic Director as the student-athletes complete each part of the Rehabilitation Program. Should the student-athlete fail to complete any part of the Rehabilitation Program, or fail the drug/alcohol test, the Hancock County Probation Department will notify the Greenfield-Central Athletic Director of such.

2nd Offense: - Suspension for 365 calendar days from the athletic program with no opportunity for the Rehabilitation Clause. In order for the student-athlete to be reinstated following the 365 calendar day suspension from athletics, the student-athlete must present evidence of the following:

1) Documentation of participation in a minimum of four (4) sessions of a recognized multi-session treatment/assistance program;

2) Documentation showing participation in a community service program for a minimum of fifteen (15) hours;

3) All of the rehabilitation will be run through/by the Hancock County Probation Department. The Hancock County Probation Department has devised a multi-session treatment/assistance program which they will administer to Greenfield-Central student-athletes, and will provide opportunities and monitor a community service program, and will oversee the drug and alcohol testing program for Greenfield-Central High School's student-athletes. The Hancock County Probation Department will provide documentation and drug/alcohol test results to the Greenfield-Central High School Athletic Director as the student-athletes complete each part of the Rehabilitation Program. Should the student/athlete fail to complete any part of the Rehabilitation Program, or fail the drug/alcohol tests,

the Hancock County Probation Department will notify the Greenfield-Central High School Athletic Director of such;

4) Have three (3) follow-up “negative” drug/alcohol testes at the parent/guardian/student-athlete’s expense. The last of these follow-up tests must be no later than three (3) weeks prior to the conclusion of the 365 calendar day suspension.

5) Should any/all of Items #1-4 not be successfully completed before the 365 calendar day suspension from Athletics concludes, the student-athlete’s suspension from athletics will continue until such time as all of Items # 1-4 are successfully/satisfactorily completed.

3rd Offense: - Exclusion for the balance of attendance at Greenfield-Central High School. Suspension will include IHSA post season tournaments.

NOTE REGARDING DRUG TESTING: The Greenfield-Central Athletic Department supports and will follow the Random Drug Testing Procedure which is outlined in the Greenfield-Central High School Student Handbook.

In addition, the Greenfield-Central High School Athletic Department has in place a Reasonable Suspicion Drug Testing Policy. Deterring student drug and alcohol use is a goal of Greenfield-Central Athletics. The purpose of the Reasonable Suspicion Policy is to discourage and eliminate drug, alcohol, steroid, and tobacco use among our student- athletes. We believe that striving for a substance abuse-free environment is an important goal.

Greenfield-Central Community School Corporation continues to support and encourage all students to make choices that lead to safe and healthy lifestyles. We encourage all students to “say no” to illegal drug, alcohol, steroid, and nicotine use. It is important to remember that the use of illegal drugs, alcohol, steroids, and nicotine are not allowed on school property or at school-related events.

Rule 2 - An athlete shall not be convicted of a felony.

Consequence:

1st Offense: - Ineligibility for the balance of the athlete’s high school career.

Rule 3 - The theft of equipment from Greenfield-Central High School or any other school or the stealing of personal items from any individual will be considered a serious act of misconduct.

Consequences:

1st Offense: Suspension of 25% of the contests. This percentage is based on the number of regular season contests. Suspension may include IHSA post season tournaments.

2nd Offense: A 90 school day (regular school year days) suspension from the athletic program or suspension of one (1) full sport season in which the athlete previously participated.

3rd Offense: Ineligibility for the balance of the athlete’s high school career.

Rule 4 - Code of Conduct - It is expected that all athletes will meet better than minimum standards in conduct at all times. An athlete may be suspended from participation during the period of time when such an infraction may have a detrimental effect upon the image of other athletes at Greenfield-Central High School.

Any athlete acting in a manner that brings embarrassment or shame to themselves and/or the school, or that negatively impacts the reputation of themselves or the school is strictly prohibited. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official, or student.

Any athlete that is in violation of school rules, such as truancy, suspension, classroom disruption, or other punishable acts will be disciplined by the already established school rules. If an athlete is suspended out of school for any reason, he/she will be ineligible for all contests and/or practices during the time of his/her suspension. Tuesday/Thursday School athletes cannot practice during the suspension time.

In addition, any in or out of season athlete who is removed from an athletic contest while being a fan, will be considered in violation of Rule 4 of the Athletic Code of Conduct Handbook.

For all violations of the Athletic Code, the athlete may further be dealt within the structure of each coach’s rules for his/her sport.

1st Offense: Suspension of 10-25% of the athlete’s contests. This percentage is based on the number of regular season contests. Suspensions may include IHSA post season tournaments.

2nd Offense: Suspension of a minimum of 50% of the athlete’s contests up to a maximum of 365 days depending on the nature of the OCP violation. This percent is based on the number of regular season contests. Suspensions may include IHSA post season tournaments.

3rd Offense: Suspension for 365 calendar days for the athletic program with no opportunity for the Rehabilitation Clause.

*When serving a suspension for any rule violation, the athlete is expected to be present at all athletic practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. Further, during the period of suspension, the athlete will be with the team and dressed in good school clothing. The athlete shall **NOT** be in uniform or warm-up attire. If the athlete does not attend the practices and/or contests or otherwise finish the season in good standing, credit will not be given toward fulfilling the requirements of the suspension. The athlete’s conduct could exclude the athlete from further practices and/or contests and/or from the team.

*If the violation of the Athletic Code occurs in the last fifty percent (50%) of the season, the athlete will not be considered in good standing, and therefore, will forfeit all letters and awards for that sport season. If the violator cannot fulfill the terms of his/her suspension, the suspension does carry over until the suspension is fulfilled. The athlete may or may not practice depending on the coach’s discretion.

*An athlete involved in a police action or arrest may be suspended from practice and contests until cleared by the police or courts.

*Once the parent and student/athlete have signed the Athletic Code Waiver form, this waiver is in effect the student/athlete’s entire athletic career.

*Statute of Limitations - Rules 1 through 4 - twelve (12) months from the day of violation of the Athletic Code is for discovery purposes only.

*An athlete shall not be in the school building unsupervised.

*An athlete who stops participating, by his/her own decision, in a sport before that sport’s season is completed will not be allowed to be in an organized practice in any other sport in which the seasons overlap until after the last scheduled contest of the team he/she was originally a member unless, the coaches of both teams mutually agree.

*An athlete must finish a season in good standing in order to be eligible for a sport’s award and credit for participation. To finish a season in good standing, an athlete must have met all team rules for both practices and games, turned in all uniforms/warm-ups and equipment in good order, paid all fees pertaining to their respective team , and have paid their Corporation Transportation and Corporation Athletic Fee. Greenfield-Central Athletics reserves the right to submit any unpaid balances to a collection agency for small claims court proceedings with all collection fees paid by the athlete’s family.

NOTE: If a scheduled contest is cancelled for any reason, that contest shall not be counted in the total percentage of contests of an athlete’s suspension. Therefore, only actually played contests will be considered as part of the athlete’s total suspension percentage.

V. Code Implementation - When it comes to the attention of the principal or athletic director that a code violation may have occurred, the athletic director shall conduct an investigation to determine if, in fact, a violation has taken place. The athletic director shall notify the party/parties being investigated upon confirmation of a code violation.

At this time, the penalty for such a violation will be determined and put into effect at the discretion of the athletic director. Athletes can be suspended during the review process. The review process begins with an invitation extended to the athlete’s parents by the athletic director for a conference with the athletic director, assistant athletic director, director of guidance, a department head, the head coach(es) of the sport(s) the student-athlete is involved with, and a head coach not involved with a sport the student-athlete plays for an opportunity to be heard regarding the code violation. If

this invitation is not accepted within five (5) days, the opportunity to appeal will be lost. Upon completion of the review conference, the committee will determine if the action taken was the appropriate action. The party/parties involved shall be notified of the committee's decision. The principal shall notify the athlete's parents in writing within five (5) days of the review committee's decision.

VI. Hazing - Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

VII. Supplements - Greenfield-Central School Corporation student/athletes should not bring food, athletic, or performance enhancing supplements to school, practices, or contests. Parents of student/athletes found to be in possession of these supplements will be notified.

VIII. School Attendance - An athlete must be credited with a full day of attendance in order to practice or participate in a contest any particular day (non-school days excluded). Passports are issued through the Attendance Office and up to two (2) blocks are not considered an absence. An emergency, such as death in the family, a funeral, or other extenuating circumstances will be handled on an individual basis by the principal or athletic director. An athlete who is sent home from school during the day due to illness shall not practice or compete in a contest on that day. Coaches are expected to also stress the importance of athletes being in school and on time the morning after an athletic event.

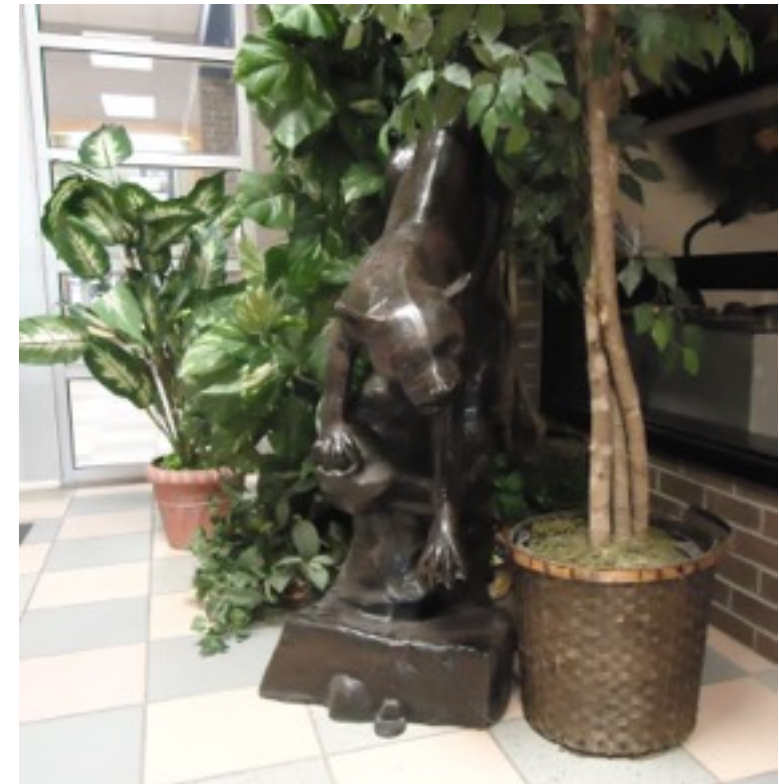
IX. Equipment - Quality athletic equipment is provided in each sport. It is to be used only at times indicated by the head coaches. Athletes are expected to care for this equipment and return it at the end of the season. An athlete must have all equipment turned in and/or financial settlement paid before receiving their athletic awards and before trying out for another sport. Greenfield-Central Athletics also reserves the right to submit the replacement cost of any unreturned equipment/uniforms/warm-ups to a collection agency for small claim court proceedings with all collection fees to be paid by the athlete's family. An athlete may be suspended from the athletic program for unauthorized possession of school owned equipment/uniforms.

X. Emergency - Athletes and their parent/guardian should be aware that athletic participation, on occasion, may cause accidental injury. When such an injury occurs, the athletic trainer of Greenfield-Central High School will complete an accident report form.

XI. Non-School Sponsored Activities (Club, AAU, etc.) - The participation on Greenfield-Central High School athletic teams shall take priority over AAU or any other non-school sponsored team activities. The Indiana Association of AAU has, as a part of their rules, a statement regarding the above mentioned fact.

OLD GOLD AND BLUE

Cheer, cheer for old gold and blue.
Come on Cougars, we're proud of you.
We are loyal to our high,
So, send up a cheer that will fill the sky.
Although the odds be great or be small,
Old gold and blue will win over all,
While our loyal teams are fighting,
Onward to victory.
C-O-U-G-A-R-s, Cougars, Cougars are the best.



CORPORATION POLICIES

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

School Property. School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

Student Person and Possession. Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-8.1-5.1-8.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall

have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Bullying.

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined by IC 20-33-8-0.2. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, 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 includes activities that
 - a. Place the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. Have a substantially detrimental effect on the targeted student's physical or mental health;
 - c. Have the effect of substantially interfering with the targeted student's academic performance; or
 - d. Have the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when the bully and targeted student attend a school within the school corporation, and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator. A student or parent may also report the conduct to a teacher or counselor, who will be responsible for notifying the school administrator. This report may be made anonymously.
5. The school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct. The parents of the bully and the targeted student(s) shall be notified within 24 hours of the reported incident of the progress and the findings of the investigation and of any remedial action that has been taken, with periodic follow-up as necessary.
6. False reporting of bullying conduct as defined in this rule shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions.
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the bully. This may include appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

LEGAL REFERENCE: I.C. 20-33-8-0.2, I.C. 20-33-8-13.5

Cyberbullying. Greenfield Central will not accept any type of cyberbullying. Our Schools do not support social media entries that are cruel, harmful, threatening or demonstrate a likelihood of causing a disruption to the school day or any school-sponsored event. Prohibited behavior includes fake profiles, embarrassing pictures or videos of students or staff, threatening or harassing texts or other electronic communications that fit these criteria. The administration reserves the right to investigate such entries that might cause a disruption to the school setting. If there is a clear link to a substantial disruption of the school day/event, the administration may take formal action through suspension or expulsion, and/or may report the incident to police. Students may pursue civil remedies for defamation and/or intentional infliction of emotional distress.

Breath Test Instruments. Administrators are authorized to arrange for the use of breath test instruments for the purpose of determining if a student has consumed an alcoholic beverage.

Metal Detectors. Administrators are authorized to use metal detectors to conduct searches when there is reasonable suspicion that a student may be in possession of an item in violation of school rules.

Use of Dogs. The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-8.1-5.1-25

U.S. Constitution, 4th Amendment

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function; (2) a physical injury or illness to any person; (3) damage to person or school property; or (4) a violation of state law or school rules. Examples of circumstance justifying a general inspection of a number of lockers are as follows: The school corporation receives a bomb threat; evidence of student drug, tobacco, or alcohol use creates a reasonable belief of student use; at end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while an inspection is being conducted.

Animals in the Classroom. Board Policy 7430.01 requires that live animals (with the exception of fish in aquariums) shall be in classrooms for educational purposes only. At no time will animals considered dangerous be brought into the classroom.

Transportation Rules. The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation (I.C. 20-9.1-5-19). The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.



Student Disciplinary Procedure for Bus Transportation Violations

Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be

dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:

- Step 1. First Documented Violation: Student Issued a Written Warning
- Step 2. Second Documented Violation: Student Denied Bus Transportation for One (1) Day
- Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days
- Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days
- Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days
- Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The bus driver shall contact the student's parent/guardian prior to turning in the Bus Conduct Report Form to the principal and this contact shall be noted on the form. The principal shall sign the form, respond as needed and forward a copy of the form to the parent/guardian and Director of Transportation.

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. This will be considered a warning and a Conduct Report Form will be issued by the bus driver. The principal and a parent shall be notified before implementation. If a student is suspended from bus service he/she may not ride any bus for that period of time.

Bus Rules for Pupil Safety. The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, he/she should proceed onto the bus.

Transportation is provided for students in the morning and afternoon. (Kindergarten students are provided transportation only one way.) School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

After School Transportation Changes. If there is a change in your child's school transportation routine (going home with friends), a note must be provided to the school stating where, when, and how often this is to occur. Please date and sign the notes to both the bus driver and the office. CHILDREN WILL NOT BE ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE WITHOUT SUCH A NOTE. We also ask that such arrangements not be made over the telephone. A Special Transportation Request Form may also be required for long-term changes.

Restraint and Seclusion Code. As part of the emergency procedures in place in our school, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and/or seclusion. Information obtained from the Commission on Seclusion and Restraint in Schools, 2013.

PUBLIC NOTICE OF NONDISCRIMINATION ASSURANCES

The Greenfield-Central Community School Corporation does not discriminate on the basis of age, race, color, religion, sex, handicapping condition, or national origin including limited English proficiency in its educational programs or employment practices.

The Greenfield-Central Community School Corporation is committed to equal opportunity with respect to its educational services, programs, instruction, and facilities. No person is excluded from participation in, denied the benefits of, or is otherwise subjected to unlawful discrimination under any educational program or student activity.

For further information, clarification, or complaint, please contact the following person(s):

Title IX Coordinator	Mrs. Ann Vail, 110 W. North St., Greenfield, IN 46140
Section 504 Coordinator	Mrs. Ann Vail, 110 W. North St., Greenfield, IN 46140
ADA Coordinator	Mrs. Ann Vail, 110 W. North St., Greenfield, IN 46140

Additional information on the above assurances may be obtained by contacting:

Superintendent of Schools	Dr. Harold Olin, 110 W. North St., Greenfield, IN 46140
Office of Civil Rights	United States Department of Education, Washington, D.C.

GENERAL NONDISCRIMINATION - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin including limited English proficiency, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act. (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.

Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act should be directed to the compliance coordinator* of the Greenfield-Central Community School Corporation, 110 W. North Street, Greenfield, Indiana or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

A compliance coordinator is required for Title IX, Section 504, and the Americans with Disabilities Act.

AMERICANS WITH DISABILITIES ACT - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to exclude qualified individuals with disabilities from participation in or benefiting from the services, programs, or activities of the school corporation. It is also the policy of this school corporation not to discriminate against a qualified individual with a disability in its job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training, or conditions and privileges of employment. It is the intention of this school corporation to comply with all applicable requirements of the Americans with Disabilities Act (ADA).

Inquiries regarding compliance with this policy should be directed to the Americans with Disabilities Act (ADA) Coordinator of the Greenfield-Central Community School Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Members of the public, individuals with disabilities, and groups representing individuals with disabilities are encouraged to submit suggestions to school corporation officials on how the Greenfield-Central Community School Corporation might better meet the needs of individuals with disabilities pursuant to this stated policy.

REHABILITATION ACT OF 1973, SECTION 504 - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment of employment in, any program or activity sponsored by the school corporation.

Inquiries regarding compliance with this policy should be directed to the Section 504 Coordinator of the Greenfield-Central Community School Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

POLICY ON RACIAL HARASSMENT

It is the policy of the Greenfield-Central Community School Corporation to maintain a learning and working environment that is free from racial harassment.

It shall be a violation of this policy for any employee of the school corporation to harass another employee or student through unwelcome conduct or communications of a racial nature as defined in this policy. It shall also be a violation of this policy for students to harass other students through unwelcome conduct or communication of a racial nature as defined in this policy. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities. The terms "race" or "racial" as used in this policy refer to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.

TYPES OF RACIAL HARASSMENT

Racial harassment consists of unwelcome racial comments, and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee, or when made by any student to another student, including but not limited to, situations where:

1. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
2. An employee or a student engages in racial harassment against another employee or student respectively, and denial of an employment or educational opportunity occurs as a result of the racial harassment.
3. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

EXAMPLES OF RACIAL HARASSMENT

Racial harassment includes, but is not limited to, the following:

1. Verbal harassment or abuse,
2. Repeated remarks to a person with racial or demeaning implications.
3. Engagement in racial harassment accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Administrators and supervisors who either engage in racial harassment, directly or indirectly, or tolerate such conduct by other employees shall be subject to disciplinary actions subject to this policy and to state law due process requirements. Employees who engage in racial harassment shall be subject to disciplinary action subject to this policy and to state law due process requirements.

COMPLAINT PROCEDURE

A. Any person who alleges racial harassment by any employee or student in the school corporation may use the complaint procedure explained below or may complain directly to his/her immediate supervisor, building principal, or Title VI complaint designee of the school corporation. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

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

C. All reports of racial harassment shall be handled in the following manner:

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

SEXUAL HARRASSMENT

The Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of race, color, creed, disability, religion, gender, ancestry, age, national origin including limited English proficiency and/or any other legally protected characteristics.

This includes but is not limited to the following:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an student's education;
- B. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that student;
- C. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive employment or educational environment;
- D. Denial of an educational opportunity for a student where denial occurs directly because another student submits to unwelcome requests for sexual favors made by a teacher which results favorably for that particular student.

The harassment by a student of any individual of this Corporation or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct. Any visitor who is found to have harassed a staff member or student will be reported to the appropriate civil authorities.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that explanations of the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the Corporation.

Sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Sexual Harassment Complaint Procedures.

Any person who alleges sexual harassment by any student in the school corporation may use the complaint procedure explained below. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual. Students should bring their complaint to the Assistant Principal, Counseling Center or the school administration. 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.

Sanctions for Sexual Harassment Misconduct. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

False Reporting of Sexual Harassment. Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with the Student Conduct Code.

Legal Reference: 42 U.S.C. 2000d et seq.

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's educational record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Greenfield-Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Your Rights to Privacy

The law guarantees your family rights to privacy in school matters. Early in the school year notify the principal if you do not want your child's photo or name to appear in school publications. This

includes newsletters, school directories, honor rolls or awards lists, graduation rosters, athletic programs, etc.

SafeSchools Alert is our district’s tip reporting service. If you have information about a threat to our safety, do your part and report it! You will remain anonymous.

4 Easy Ways to report...

<http://1185.alert1.us>

1185@alert1.us

call or text 317-468-9938

Your Code is 1185

Report tips on Bullying, Intimidation, Harassment, Weapons, Drugs and other safety threats.

Where do I go for help?

Service	Who Will Assist		Room #	Ext.
Address Changes	Attendance	Mrs. Gibson	Attendance	34112
Athletic Information	Athletic Secretary	Mrs. Harris	Athletic	34300
Attendance Problems	Attendance	Mrs. Gibson	Attendance	34112
Book Rental/Refunds	Treasurer	Mrs. Saba	Main Office	34111
Class Rank/GPA	Counselors	Mr. Horsman (A-E)	Guidance	34200
		Mrs. Foster (F-L)		34202
		Mrs. Knecht (M-Sq)		34204
		Mrs. Kile (St - Z)		34201
Class Rings	Secretary	Mrs. Alldredge	Main Office	34100
Driver Education	Secretary	Mrs. Alldredge	Main Office	34100
Free/Reduced Lunch	Treasurer	Mrs. Saba	Main Office	34111
Graduation Requirments	Counselors		Guidance	
Homework Assignments when Ill	Specific Teachers			
Illness at School/Other Medical	Health Assistant	Mrs. Robertson	Clinic	34355
Lockers	Discipline Secretary	Mrs. Leary	Attendance	34109
Lost/Found	Secretary	Mrs. Hiller	Main Office	34107
Parking Permits	Treasurer	Mrs. Saba	Main Office	34111
Report Cards	Secretary	Mrs. Jones	Guidance	34203
Scheduling Problems	Counselors		Guidance	
School Bus Problems	Assistant Principal	Mrs. Coleman	Attendance	34104
Senior Graduation Information	Senior Class Sponsor			
		Mr. Bruck	D210	34801
Student Activities	Assistant Principal	Mrs. Coleman	Attendance	34104
Transferring to Another School	Assistant Principal	Mrs. Coleman	Attendance	34104
		Mr. Oliver		34108
Vocational Programs	Counselors		Guidance	
Withdrawing from G-CHS	Assistant Principal	Mr. Oliver	Attendance	34108
		Mrs. Coleman		34104
Work Permits	Cougar Café Director	Mrs. Yates	Cougar Café	34354