

# GREENFIELD-CENTRAL HIGH SCHOOL STUDENT HANDBOOK

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



**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 :** Jason Cary

**Assistant Principal:** Nathan Bruck

**Assistant Principal:** Susanna E. Coleman

## TABLE OF CONTENTS

### **Attendance Policy.....Pages 4-8**

Hancock County Attendance Protocol, Exempt Absence, Excused Absent, Absent Unverified, Absent Unexcused, Appointments, College Visits, Make Up Work as a Result of Absence, Excessive Absenteeism, Habitual Truancy, Tardies

### **General Information.....Pages 9-14**

Allergies, Backpacks, Cafeteria, Cougar Café, Dance Guests, Election Worker, Emergency School Closing, Evacuation Drills, Final Exams, Hall Passes, Health Services, Learning Lab, Library/Media Center, Lockers, Medication at School, Parent Pick Up/Drop Off, School Fee, School ID Cards, Student Parking, Textbooks, Withdrawal from School, Work Permits, Visitation and Conferences

### **Academic/Student Services.....Pages 15-21**

Class Rank and Grading Policies, Withdraw Fail Policy, College Admission/Application Process, Commencement Requirements, Communication, Academic Dishonesty Policy

### **Code of Conduct.....Pages 22-35**

Student dress code, Mobile phones/Electronic devices, Student Discipline Policy, Detention Programs, Grounds for Suspension or Expulsion, Suspension Procedures, Expulsion Procedures

### **Student Activities.....Pages 36-40**

Student Club/Organization Code of Ethics, Homecoming and Prom Court Code of Ethics, Academic Competition Letter Policy

### **Random Student Drug and Alcohol Testing Program.....Pages 41-44**

### **Athletic Code Handbook.....Pages 45-52**

### **Corporation Policies.....Pages 54-68**

School Property, Student Person and Possession, Bullying, Cyberbullying, Criminal Organization Activity, Breath Test Instruments, Metal Detectors, Use of Dogs, Lockers, Animals in the Classroom, Transportation Rules, Gang Policy, Restraint and Seclusion Code, Cafeteria, Virtual Learning, School Safety, Standard Response Protocol, Student Assistance Program, Public Notice of Nondiscrimination Assurances, General Nondiscrimination Policy Statement, Americans with Disabilities Act Policy Statement, Rehabilitation Act of 1973, Section 504 Policy Statement, Policy on Racial Harassment, Sexual Harassment, Rights Under FERPA for Elementary and Secondary Institutions

### **Where Do I Go For Help?.....Page 69**

### **School Map.....Page 70**

*Please reference the GCHS website for updated information and calendar.*



Welcome back Cougars!

It seems as though we are finally turning the page on the last few years, and we are ready to put that behind us and move forward. I encourage you to take the lessons we have learned during this pandemic to shape your mindset as we go forward: none of this is guaranteed. Prom, sports seasons, eating with friends at lunch - those are all things that have been taken from students all around the world that some people never truly got back. Enjoy the small things while you are in high school. It will all be over before you know it!

This student handbook outlines our expectations for you in regards to student conduct. It also shows all the opportunities you have at Greenfield-Central High School. As a student at GCHS, you have more options than most other high school students in the state of Indiana. We are proud of the courses, sports, clubs, and activities we have to offer our students. There is truly something for everyone at GCHS. Each and every student at GCHS has their own counselor and administrator that stays with you for your entire high school career. These people are here to make sure you are successful - please make sure you use these resources! We will do whatever we can to make sure your time at GCHS is the best it can be. Our doors are always open for you. It is a great day to be a Cougar!!

Mr. Jason Cary  
Principal



### **ACCREDITATION**

Greenfield-Central High School is fully accredited by the Indiana Department of Education, for grades nine through twelve. 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.

### **BASIC EXPECTATIONS FOR ALL GCHS STUDENTS**

1. School attendance and active engagement are integral to students finding academic success. Students struggling in class, should reach out to their teachers, administrator, or counselor.
2. All GCHS staff members are here daily to help students find success in the classroom, on the athletic field and in life. Mutual respect should be displayed at all times.
3. Cell phones should be kept out of sight during class unless otherwise allowed by the teacher.
4. Students should plan to dress for success during the school day in outfits that promote positive images in both the academic and workforce arenas.
5. Backpacks should be kept under the student's desk or other teacher designated area.
6. Students should follow all guidelines for food and drink policies.

*\*More information on these expectations can be found throughout this Handbook.*

## 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:

- single absence;
- prolonged absence;
- 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 GCHS 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 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. Eston  
Hancock County Prosecutor

Joshua Stiles  
Chief Probation Officer

Brad Burkhardt  
Hancock County Sheriff

Hon. R. Scott Sirk  
Hancock County Circuit Court Judge

### **Exempt Absence - (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

### **Medical (MED)**

Personal Illness absence with documentation from a physician, dentist or psychologist upon return to the school within 24 hours of the absence.

### **Excused Absence (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 receive a 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.
3. 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.

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 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 School:

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

Second Offense: In School Detention (2 days)

Third Offense: 2-4 Day Home Suspension and Loss of driving privileges, referred to Probation

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

If a student is Skipping Class and still in the building, the student will be considered in an Unassigned Area and will be assigned a Tuesday School.

### **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 GCHS 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 - 6th tardy: Lunch detention

7th + tardy: Tuesday School (3:35 - 4:35 p.m.)

## GENERAL INFORMATION

**Allergies.** Out of respect for those with allergies, perfume/cologne/lotions should not be used in the classroom setting.

**Backpacks.** At teacher discretion, backpacks may be placed in a designated area to avoid them being in the aisle way or other unsafe area.

### **Cafeteria.**

The school cafeteria serves breakfast and lunch every day school is in session, and offers a variety of a la carte items along with the main meal daily. Menus are published semi-annually and are available on the school's website. Milk, and other a la carte items are available for students who bring their lunch. Charges for milk are not allowed.

No outside visitors are allowed in the lunchroom. Students are not to have food delivered to school. 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. Students caught stealing food will be disciplined. Students should not be in the cafeteria other than during their assigned lunch time.

### **Free and Reduced Meals**

Each year during registration of students and anytime during the school year, families may request an application for free and reduced meals. Parents are encouraged to apply for free and reduced meal assistance if there is a need. The application may be secured from any school office and filed with the office of the superintendent. Signup is also available through the Corporate website under the Parents portal. Parents are financially responsible for meals consumed prior to a free and reduced application being processed.

### **Food Allergies**

Requests for substitutions due to allergies or any other dietary needs will require a note from the student's doctor stating exactly what accommodation needs to be made. The Food Service Program will not accommodate a student's request for specific substitutions to their meal that is based solely on religious or lifestyle choices. Notes can be submitted to the cafeteria or corporation Registered Dietitian.

### **Meal Payments**

For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. No change will be given at the register; the money will be placed in the student's account. Parents may pay online using EZ School Pay - signup is available through the Corporate website under the Parent pulldown menu.

Prepaid meal funds will rollover each school year. If a student withdraws from the school district, they can request a refund by contacting the Department of Food Services. The students prepaid meal account will be inactive after 9 weeks of no transactions. Available funds less than or equal to \$10.00 will be donated to the Feed the Future donation account.

### **Board Policy #8520 – Food Service Meal Charging**

Schools are not required to provide meals to non-paying full priced or reduced price students; although, it is the school meal program's primary purpose to feed students. It is a local decision whether to allow meal charges. Greenfield-Central emphasizes that students should not undergo hardship at school as a result of parents/guardians failing to pay for their meals. In setting policy the program requirements prohibit schools from denying meals for disciplinary reasons, if the child has money in hand, and for any designated free student. If there is a situation that prevents parents/guardians from paying for food, they should contact the principal of their building. We strongly discourage meal charges as this affects the Food Service Program and the child. Parents are encouraged to prepay for meals and allow receipt of any change due at the register into the student's account.

### **The district policy is as follows:**

- Elementary (K-6) may charge. Notification will be sent to parents/guardians concerning the status of their child's accounts.
- Secondary (7-12) may charge.
- Adults may not charge.
- A la carte items may not be charged.
- Staff should not provide money to students.
- Balances, positive or negative, will transfer to the new school year.

- All charges must be paid within 20 school days; after that time the parent/guardian may be assigned to collections. Any arrears in excess of \$50 will be assigned to collections on a monthly basis. Any costs associated with collections will be passed on to the parents.

**Cougar Café.** The Cougar Cafe is open Monday - Friday 8 a.m. - 4 p.m. The Cafe is to be used for credit recovery and homework help. Any students seeking assistance from the Cougar Cafe from their Enrichment Block must ask the teachers in the Cougar Cafe for a pass prior to their EB. Passes will be given at the discretion of the Cougar Cafe teachers due to space and supervision requirements. Students are expected to follow school rules and behavior guidelines while in the Cougar Cafe. Students who misbehave are subject to disciplinary action or removal. The teachers may send students back to EB if the space is not being used for its intended purposes.

**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.** The school instant alert 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 School Messenger messages will be sent to them. It will be the responsibility of the parent to provide updated information in PowerSchool.

You may also listen to WRTV-TV (6), WISH-TV (8), WTHR-TV (13), FOX(59) or Greenfield-Central School Corporation radio station, WRGF. You may also reference social media sites (Twitter and Facebook). Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call Central Office or school offices.

**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.

**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 Attendance Office. Due to the confidential nature of the clinic, students are not permitted to use their cell phone while in the clinic. When a student comes to the clinic during the day with a complaint of illness, their temperature may be checked by clinic personnel. If the student has a fever of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. Otherwise, the student will return to class.

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.

**Learning Lab.** The Learning Lab is available Tuesday and Thursday after school in the Cougar Cafe until 4:30 p.m. Students can receive tutoring from teachers and/or school adults on assignments. Students do

not need to stay the entire time; however, they are expected to exit the building when they are finished in the Cougar Cafe. If students need to wait for a ride, they can wait in the Office Vestibule.

**Library/Media Center.** The Library-Media Center will be open Monday-Friday from 8 a.m. – 4 p.m. for the use of students and faculty. Students must make prior arrangements with the Media Specialist to stay later if needed. The Library will be closed during second lunch. Students will not be allowed to leave the Cafeteria during lunch to go to the Library. Students are expected to follow school rules and behavior guidelines while in the Library. Misbehaving students are subject to disciplinary actions and/or removal. Students who come to the Library from Enrichment Blocks must have a pass from the Library Assistant. Students are to sign up in the Library the day before their Enrichment Block, and the Library Assistant will deliver passes to 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. Students wanting to visit the Library during their lunch must report to the Library Assistant prior to lunch time for a pass. 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.

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 GCHS 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. **NO STUDENT PARKING IN THE RESERVED SPOTS.**
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. **Students parking in non-student designated areas or without a GCHS parking tag are subject to progressive discipline. Students who continue to violate parking policy are subject to towing at student expense.**
6. Parking on GCHS property is at the student driver's own risk. GCHS assumes no liability or responsibility for damage to or theft of or from any student vehicle.
7. The posted speed limit on GCHS property is 15 MPH.
8. 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.
9. No student vehicle may be parked on GCHS property in excess of 24 consecutive hours, without authorization from school officials.
10. Any student driver parking or driving their vehicle on GCHS property agrees to and entitles any GCHS official or their designee the ability to search that vehicle upon suspicion of any regulation, rule, ordinance, law or school rule being violated.

Students also understand that law enforcement may run a license plate in order to determine the owner of the vehicle. This information will not be used for any reason other than to determine the name of the student parking on school grounds.

**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 GCHS 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:

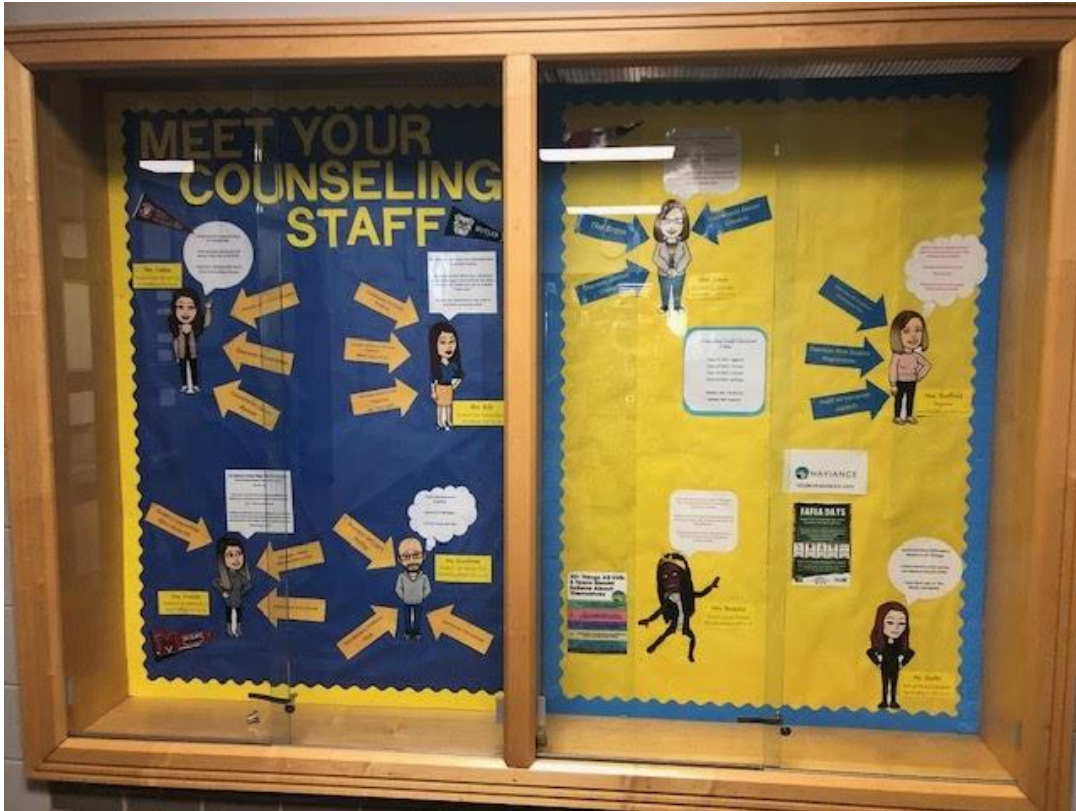
1. The parent must accompany the student and sign the appropriate forms.
2. All school technology, library books and other school owned materials must be returned.
3. All obligations must be cleared.
4. An administrator will complete documentation that may require a meeting with the student and parent.
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.** Students wishing to be employed will work with their employer and the Bureau of Youth Employment for a work permit.

Students should understand that GCHS will monitor grades and attendance and may notify the Bureau of Youth Employment and/or the Bureau of Motor Vehicles should a student not be in good standing.

**Visitation and Conferences.** The safety of our students and security of our school remain paramount concerns at Greenfield-Central and Greenfield Central High School. ALL visitors will be required to submit to the receptionist a state ID. The ID will be scanned and checked across offender databases to ensure that we do not admit into our school individuals who might present a danger to the safety of our students. Individuals who are admitted into the building will be required to clearly display an adhesive visitor ID at all times.





## 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. School Counseling Services (include, but are not limited to the following:)

SAT/ACT Workshops

Vocational School

Student Assistance Program Placement/Walker Career Center

Schedule Planning

Credit Recovery/Cougar Academy

Career Interest Inventories

Study Skills

Classroom Presentations

Remediation

Orientation

Personal/Academic Counseling

Hugh O'Brien Youth Foundation

Boys/Girls State

SAT/ACT, PSAT, AP Testing

Summer School Registration

Classroom Shadowing Experience

College Application Procedures

Scholarships & FAFSA

Graduation/Senior Exit Poll

Community Service Elective Credit

Military Information

### **Class Rank and Grading Policies**

#### ***Grade Scale/Class Rank***

GCHS 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 college dual-credit classes that sit in the Core Transfer Library 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 may include the number of students who earn honors diplomas 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 Retake Policy.** Students who receive a D+ or lower in a course may retake 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 retake 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."

**Schedule Changes.** Schedule changes are allowed during certain periods of the school year without the penalty of earning a WF (withdrawal/fail). Students may request a schedule change during the first two weeks of both semesters and between Fall Break and Thanksgiving break for second semester. Following scheduling for the next school year (typically January-March of each year), students may ask to change their requests prior to the end of school. Schedules for the next year are not considered final until the first day of school in order to balance classes throughout the summer.

Outside of these windows, we will not change a student's schedule unless there is an error on it, the schedule needs to be adjusted to add a remediation course, or it is requested by an administrator, counselor, teacher, or case conference committee.

**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 GCHS.
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 March 5. 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 GCHS 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 lifestyle 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 Counseling Office. The counselor will complete it, attach a transcript, and mail it. Please submit any application to Counseling 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 Counseling Office publishes a scholarship guide, listing all community-based aid, institutional aid, and various national scholarships. Scholarships are posted in Naviance Student. Most of these become available in the spring. Other scholarships can be found through colleges and searches on the internet. 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](http://www.fafsa.ed.gov). The filing deadline for the FAFSA is April 15. There will be a parent evening in August 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 administrator. 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 counseling 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 GCHS 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.

1<sup>st</sup> and 2<sup>nd</sup> Time – The student will receive a zero on the assignment. Written documentation provided to School Counselor. Notification will be given to the parent/guardian of the student.

3<sup>rd</sup> Time – The student will be given an "F" for the course where the academic dishonesty occurred. Written documentation provided to School Counselor. 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. Administrators expect students to dress for College and Career Readiness each day when representing GCHS. With that goal, it is difficult to predict each spring what the style will be for the fall. The school administrators will make decisions concerning the appropriateness of any new styles in dress.

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

We would like to clarify our expectations:

- Shirts must have sleeves with no midriffs exposed. There should be no plunging necklines, excessive back exposure or visible undergarments.
- Any covering on the lower body should be in good taste and should not have skin exposed above the lower thigh.
- Hats or hair coverings that block a student's face should not be worn in the building. Wearing of sunglasses or other items that cover the head or face may be allowed with special permission from the administration. At teacher discretion, hoods may be worn in the classroom.
- Shoes must be worn at all times.

## Mobile Phones/Electronic Devices



Public wi-fi will not be available at GCHS.

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 tests/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.**

**Administrators may combine multiple referrals in order to alleviate multiple consequences for a student.**

### 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>**
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 2<sup>nd</sup> 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. Inappropriate use of a school 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.
16. Violation of School Dress Code.

### Level 2 Consequences

1<sup>st</sup> Time –Tuesday School, Teacher may assign with documentation

2<sup>nd</sup> Time – Thursday School

3<sup>rd</sup> Time – In-School Detention (ISD) – 2 to 4 days

4<sup>th</sup> Time – Home Suspension – Up to 4 days

5th Time – Home Suspension (HS) – Up to 10 days pending expulsion

### **Level 3 Infractions**

1. 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.
2. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel
3. 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
4. Minor damage and/or destruction of school property (restitution will be made)
5. Unauthorized entry or presence in school facilities
6. 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).
7. Possession of stolen property and/or Criminal Conversion
8. Any use of an item that disrupts the educational process such as a noisemaker, air horn or lighting device.
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**

1<sup>st</sup> Time – Thursday School

2<sup>nd</sup> Time – In-School Detention (ISD) - 2-4 days

3<sup>rd</sup> Time --Home Suspension - Up to 4 days.

4<sup>th</sup> Time – Home Suspension (HS) - Up to 10 days pending expulsion

**Reminder – A second suspension or expulsion may affect your driving privileges  
(IC9-24-2-1/9-24-2-4)**

### **Level 4 Infractions**

1. Fighting, battery or provocation (provoking violence) by gesture or words, including racial/ethnic slurs and objectionable epithets
2. Verbal abuse or derogatory or defaming comments of school personnel

3. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices or any type of look-alike products or other related products or devices (lighters or matches) associated with tobacco or nicotine use or electronic delivery system. (Tobacco tickets 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. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
7. Habitual offender – 2<sup>nd</sup> Time consequence
8. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)

#### **Level 4 Consequences**

1<sup>st</sup> Time – Home Suspension Up to 4 days.

2<sup>nd</sup> Time – Home Suspension (HS) - Up to 10 days pending expulsion

**Reminder – A second suspension or expulsion may affect your driving privileges (IC9-24-2-1/9-24-2-4)**

#### **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. 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.
11. Vandalism of school or personal property (restitution will be made)
12. Violating rules that are reasonably necessary in carrying out school purposes or an education function, including but not limited to engaging in sexual behavior on school property.
13. Felonies
14. Criminal law violation which constitutes danger to others or interference with school purpose or function
15. Indecent exposure
16. Any continued student misconduct under IC/substantial disobedience (20-8.1-5.1-8)

**Level 5 Consequences** – Home Suspension (HS) – Up 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.

**Lunch Detention.** Students are assigned to Lunch Detention primarily for Tardies. Lunch Detention can be assigned by an administrator. Students will get lunch from the "R" line of the cafeteria and report to the Hall Monitor at the Main Entrance to the cafe. Students will serve Lunch Detention in the Attendance/Discipline Office. Failure to serve Lunch 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. Students should be prepared to turn in their phone when arriving at detention. It will be returned when leaving. 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. Students should be prepared to turn in their phone when arriving at detention. It will be returned when leaving. 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 Home Suspension
- 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.

Teachers may use the room to remove disruptive students from their class for a class period. Students should be prepared to turn in their phone when arriving at ISD. It will be returned when leaving. 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, the student can lose all future ISD assignments. Any remaining ISD day assignments will be served as Home Suspension.

**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.

## **GROUNDINGS FOR SUSPENSION OR 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:

- the best discipline is self-imposed;
- 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:

- conform to reasonable standards of socially-acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others;
- 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:

are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

- do not discriminate among students;
- do not demean students;
- do not violate any individual rights constitutionally guaranteed to students.

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

- relate in kind and degree to the infraction;
- help the student learn to take responsibility for his/her actions;
- 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;

- in all situations and in all places where such students are within the jurisdiction of this Board.
- 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.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

#### 1. REMOVAL FROM CLASS OR ACTIVITY TEACHER:

a.) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.

b.) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

c.) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension.

2. SUSPENSION FROM SCHOOL PRINCIPAL: A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 5 school days.

3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

#### GROUND FOR SUSPENSION OR EXPULSION:

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

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or

depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
- The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- The student has been instructed in how to self-administer the prescribed medication.
- The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices (lighters or matches) associated with tobacco or nicotine use or electronic nicotine delivery system.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.

26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

- engaging in sexual behavior on school property;
- engaging in sexual harassment of a student or staff member;
- disobedience of administrative authority;
- willful absence or tardiness of students;
- engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
- violation of the school corporation's acceptable use of technology policy or rules;
- violation of the school corporation's administration of medication policy or rules;
- possessing or using a laser pointer or similar device.

28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.

29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

In addition, a student committing an act that violates Indiana or Federal law at any time or place may be 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.

## **B. Bullying**

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

## **C. Possessing A Firearm or A Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.

2. The following devices are considered to be a firearm under this rule:

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above, a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### **D. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons for purposes of this rule:

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; or

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

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year

4. The principal and/or designee will notify the appropriate law enforcement agency when a student engages in behavior described in this rule. The principal and/or designee will notify the superintendent.

#### **E. Unlawful Activity**

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

#### **F. 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.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq.  
I.C. 35-31.5-2-86

I.C. 35-47.5-2-4  
I.C. 35-47-1-5

### **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:

- legal counsel
- 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

At a minimum, the Code of Ethics must be followed by all students participating in Student Clubs and Organizations at GCHS. All Student Clubs and Organizations are encouraged to have written by-laws that are shared with students each year. These by-laws can be dictated by state or national organizations. All by-laws must be approved by the Activities Director at the start of the school year.

1. 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.
2. 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.
3. 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.
4. If a student is caught with drugs/alcohol of any form on or off school grounds, the student will be removed from the club/organization. As well, if a student in a leadership position is at a party/gathering where drugs/alcohol are present, they will have 15 minutes to remove themselves from the party. As long as the student has not consumed or partaken in any drugs or alcohol, no penalty will be enforced.



On the first offense, the student will have a 25% (up to nine weeks) suspension from club/organization activities. If applicable, the student will share rehabilitation and/or community service information with the Student Activities Director. On the second offense, the student will be removed from clubs/organizations for the remainder of the current school year.

The Student Activities Director may work with the Hancock County Probation Department during this process.

5. Each sponsor and Executive Council will set club/organization attendance policy.

6. Students who receive behavioral referrals that lead to ISD all day, Home Suspension or expulsion (assigned by administration) will be removed from the organization with the opportunity to appeal the removal to that organization's Executive Board.

7. 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. 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.

*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. Students should be able to demonstrate good citizenship in the school and community. Students earning a 2 day ISD or a Home Suspension (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.

## Extra-Curricular Activity Competition Letter Jacket Program



### I. Purpose Statement:

The purpose of this program is to recognize students who go above and beyond achievements during the school day by competing on academic teams, performing with a Performing Arts program or competing in a Miscellaneous group. We want to encourage students to achieve great things and reward them when they make these efforts.

II. Eligibility: In order to qualify for the academic letter, students must achieve criteria stated for each Area of Participation listed below.

### III. Areas of Participation and Coordinators

#### A. Academic Competitions

Spell Bowl  
Hoosier Academic Super Bowl  
Quiz Bowl/Brain Game  
Battle of the Books  
Engineering/Technology Contests  
Journalism Contests  
FCCLA

Laura Berger-Harmon  
Maranda Anderson  
Maranda Anderson  
Kelly Swain-Leswing  
Nick Kerkhof/Trent Taylor  
Jill Bernard  
Michelle Overman

#### B. Performing Arts

Choir  
Band  
Theater  
Blue Fusion

Paul Grizzard  
Chris Wing  
Carolyn Voigt  
Brittany Taing

#### C. Miscellaneous

Bowling

Charlton Cavette

### IV. Academic Team Descriptions/Seasons:

#### Eligibility Criteria:

- The student must complete at least 2 semesters of high school course work.
- The student must achieve at least 2.0 cumulative GPA on a 4.0 scale.
- The student must be in good standing relative to attendance and the code of conduct for the semester in which the letter is being awarded.

- Students hoping to earn a letter through Academic Competitions must actively compete in at least 5 academic contests, in any combo, throughout their high school career.

Hoosier Academic Spell Bowl: The student would have to regularly attend practices. Participation in each competition will be based on both skill level and attendance at practice, at the discretion of the coach. The competitions available are the HHC Championship, Area and State.

Hoosier Academic Super Bowl: A student must attend practices regularly. Participation in each competition will be based on both skill level and attendance at practice, at the discretion of the coach. The competitions available are the HHC Championship, Area and State.

Quiz Bowl/Brain Game: Students must have good attendance at practice and get playing time at Hoosier Heritage Quiz Bowl and/ or The Brain Game. Participation in each competition will be based on both skill level and attendance at practice, at the discretion of the coach. A minimum of 2 contests -- the HHC Tournament and Brain Game Round 1 -- and a maximum of 5 contests, are available in this program.

Technology Contests: Students must attend practices/builds regularly. Eligible contests include VEX Robotics, NASA Rover Program and Super Mileage.

Journalism/Publications: Students may enter work in Hoosier Star competitions through the State Convention or J-Day awards through Ball State University.

FCCLA: Members should regularly attend chapter meetings and participate in community service projects/chapter events. Competitions include state conference and national conference. Attendance at the National Conference will be eligible for the following school year.

## V. Performing Arts Competitions Description/Seasons

### Eligibility Criteria:

- The student must complete at least 2 semesters of high school course work.
- The student must achieve at least 2.0 cumulative GPA on a 4.0 scale.
- The student must be in good standing relative to attendance and the code of conduct for the semester in which the letter is being awarded.

Blue Fusion: Dancers a part of Blue Fusion should tryout and be selected in the Spring of the previous year. Students should regularly attend practices and competitions. Patches are given based on number of years involved. Letters are received at the end of the second year the student is involved with the team.

Choir: A student must accumulate a total of 800 points in a school year to earn a letter. Specific details will be provided by the Choir Director each year.

- Choir Performance= 150 pts.
- Outside class rehearsal=10 pts.
- Attendance at other music programs (with Director approval)= 10 pts.
- Choir Performance outside of school=25 pts.
- Auditioning for Indiana All-State Honor Choir=25 pts.
- All State Honor Choir participation=100 pts.
- Solo/Ensemble Solo performance=25 pts.
- Ensemble performance, solo piano performance, piano accompaniment=20 pts.
- Ensemble/Chorus role in Musical; lead role in outside musical=50 pts. Principal/lead role in GCHS Musical= 100 pts.
- Performing solo or other feature or accompanying at school concert=20 pts. Working backstage or helping during school concerts=20 pts.
- Out of school music activity or choir=2/month, 50 pt. maximum

### Band:

Marching Band = 50 pts.

Drum Major = 20 pts.

BLT = 10 pts.

Summer Music Camp = 20 pts.

Winter Percussion - 25 pts.

Pep Band = 2 pts/game

Honor Bands = 15 pts.

Jazz Band = 20 pts.

Section Leader = 15 pts.

Cadet = 10 pts/semester

Winter Guard - 25 pts.

Musical Pit Orchestra - 15 pts.

Private Lessons = 15 pts.

All State Band Audition = 15 pts.

### Solo/Ensemble -

Solo - Gold at state = 10 pts.; Silver at state = 5 pts.

Solo at District Solo and Ensemble = 10 pts

Ensemble - Gold at state = 10 pts.; Silver at state = 5 pts.

Ensemble at District Solo and Ensemble = 5 pts.

Drama/Thespian: Students involved in Drama will be awarded points for various responsibilities completed while involved in Drama programs. Possible points will be shared by the Drama Sponsor at the start of each school year. A student must earn 10 pts. during a school year to be eligible for Thespian Honor Society Induction. After being inducted, and upon earning 10 pts. in subsequent years, students will be eligible for a patch.

### VI. Miscellaneous

#### Eligibility Criteria:

- The student must complete at least 2 semesters of high school course work.
- The student must achieve at least 2.0 cumulative GPA on a 4.0 scale.
- The student must be in good standing relative to attendance and the code of conduct for the semester in which the letter is being awarded.

Bowling Club: The following bowling performance requirements are needed for students to letter in the sport of Bowling.

- Students must participate in a minimum of 4 competitions or bowl 8 games.
- Students must also compete in the Singles event of the Conference Sectional.

### VII. Awards

1. Students who qualify for a Letter in one of the programs listed above will be eligible to purchase an "Academic Competition" jacket with the student's name embroidered on the front.
2. The design of the jacket is Blue with wool sleeves
3. The letter will be displayed on the left breast pocket of the jacket.
4. Pins, numerals or other awards will be given based on each individual coordinator's discretion. For example: state qualifying pins, regional championships etc.
5. The letters and patches will be welcomed on athletic jackets as well. This will be reciprocal for all programs. Since students will be purchasing jackets, we do not feel it is necessary to dictate which jacket on which the patch will be worn.

***A complete listing of all Student Clubs and Organizations offered at GCHS 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 students 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. Refusal to participate in a Drug Test either during Random Drug Testing or at parent request will count as a positive test result as well as suspension.

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 reinstatement in the extracurricular activity(s). Should this retest 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.





## GREENFIELD CENTRAL HIGH SCHOOL

### ATHLETIC CODE HANDBOOK

**Jared M. Manning, Athletic Director**  
**Elizabeth Mercer, Assistant 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 performance. 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:** 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 semesters end;
  - 2) you are not currently passing six (6) credit subjects.

**IN ORDER TO BE ELIGIBLE GCHS STUDENT-ATHLETES:**  
**1. MUST BE ENROLLED IN AT LEAST 6 CREDIT SUBJECTS AND**  
**2. MUST BE PASSING AT LEAST 6 CREDIT SUBJECTS**

### **III. Greenfield-Central Requirements**

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

Any student who desires to participate in more than 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.

**B. 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.

**C. 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](http://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 IHSAA 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 Athlete 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 IHSAA 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 Athlete 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, tobacco products, electronic cigarettes or vaping devices. (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.

All Student-Athletes who are in violation of Rule 1 for the first offense, will automatically be entered into the Rehabilitation Clause. If a parent chooses to withdraw their Student-Athlete from the Rehabilitation Clause, they must submit that request in writing to the Athletic Director within 7 days of the notification of violation. Removal from the Rehabilitation Clause will remove any opportunity for reduction in the suspension during the 365 days.

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

- 1) completes online educational course through Advent E-Learning as assigned by the Athletic Director (course fee through Advent E-Learning is \$60 - cost is the responsibility of the student-athlete);
- 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. During the Rehabilitation Clause for a first offense, a positive drug test will be treated as a second violation of Rule 1.
- 4) The rehabilitation clause will be handled by the Athletic Department at Greenfield-Central High School or by the Hancock County Probation Department. 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 when the program is handled by the Hancock County Probation Department. 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. In the event that the Hancock County Probation Department cannot administer the Rehabilitation Clause the Athletic Department at Greenfield-Central will provide information to the student-athlete that they will be required to use in order to complete the Rehabilitation Clause. This information will include outlets to complete the 4 sessions of treatment/assistance, community service opportunities, community service documentation sheet, and information on the required negative drug test. It will be the responsibility of the student-athlete to monitor and provide documentation of completion of each step of the rehabilitation clause when there is no arrest or probation assignment.

**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) completes online educational course through Advent E-Learning as assigned by the Athletic Director (course fee through Advent E-Learning is \$60 - cost is the responsibility of the student-athlete);
- 2) Documentation showing participation in a community service program for a minimum of fifteen (15) hours;
- 3) The rehabilitation clause will be handled by the Athletic Department at Greenfield-Central High School or by the Hancock County Probation Department. 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 when the program is handled by the Hancock County Probation Department. 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. In the event that the Hancock County Probation Department cannot administer the Rehabilitation Clause the Athletic Department at Greenfield-Central will provide information to the student-athlete that they will be required to use in order to complete the Rehabilitation Clause. This information will include outlets to complete the 4 sessions of treatment/assistance, community service opportunities, community service documentation sheet, and information on the required negative drug test. It will be the responsibility of the student-athlete to monitor and provide documentation of completion of each step of the rehabilitation clause when there is no arrest or probation assignment.
- 4) Have three (3) follow-up "negative" drug/alcohol tests 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. During this time, if a positive test is received, this will be treated as a third offense of Rule 1.
- 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 IHSAA 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. This includes social media posts, comments, and pictures. 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; involvement in a physical altercation; destruction of property (school property or personal property); 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 who's violation occurs in the last 50% of the season may receive their season awards if they finish the season eligible to participate and are in good standing through the completion of the rehabilitation clause of the Athletic Code.

\*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, have paid their Corporation Transportation and Corporation Athletic Fee, and finished the season academically eligible to participate.

\*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, Principal, 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.

**XII. Academic Eligibility** - A student-athlete must be enrolled in a minimum of 6 credit subjects and must be passing at least 6 credit subjects to be considered academically eligible. The athletic department verifies eligibility at the end of each nine week session. Students who are deemed ineligible for academic reasons are not permitted by IHSAA rule to participate against another school in competition.

**XIII. Drug Test Refusal** - Refusal to participate in a Drug Test either during Random Drug Testing, testing due to the Rehabilitation Clause, or at parent request will be counted as a positive test result. This will be treated as a violation of Rule 1.





### **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
  - Place the targeted student in reasonable fear of harm to the targeted student's person or property;
  - Have a substantially detrimental effect on the targeted student's physical or mental health;
  - Have the effect of substantially interfering with the targeted student's academic performance; or
  - 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.

## **CRIMINAL ORGANIZATION ACTIVITY**

**Prohibited Conduct.** The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, or school buses, or at school-sponsored functions.

The Corporation prohibits reprisal or retaliation against individuals who report suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

### **Definitions**

***“Criminal Organization”***: a formal or informal group with at least three members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
- (2) requires as a condition of membership or continued membership; or
- (3) has as one of its goals;

the commission of a felony or an act that would be a felony if committed by an adult or a battery offense included in IC 35-42-2.

***“Criminal Organization activity”***: a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

**Procedures for Reporting and Investigating.** Corporation employees are required by law to report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and school safety specialist.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity.

Each school within the Corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the Superintendent or his or her designee, who shall submit a written report to the Indiana Department of Education by June 1 of each year.

**Consequences.** A confirmed incident of criminal organization activity is a violation of the Corporation's code of conduct. The principal or the principal's designee shall respond to criminal organization activity, according to the parameters described in the Corporation's code of student conduct and policy.

**Intervention Services.** The principal may provide intervention or relevant support services to a student involved in, or suspected of being involved, in criminal organization activity. The following types of services, including family support services, are available: counseling, establishing training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement, community and faith-based organizations and civic groups, after-school programs developed in collaboration with other stakeholders, school sanctioned/facilitated extra-curricular activities, or other appropriate action.

**Criminal Organization Prevention and Education.** The Corporation shall establish an evidence-based educational criminal organization awareness program for students, school employees, and parents. The Corporation shall implement school employee development program to provide training to school employees in the implementation of its criminal organization policy.

The Superintendent or his or her designee shall ensure that notice of this policy appears in the student handbooks and on the Corporation's website.

I.C. § 20-19-3-12

I.C. § 20-26-18 *et. seq.*

I.C. § 20-33-9-10.5

I.C. § 35-45-9-1

**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:

- the information upon which the search was based
- the time, date, location, students, or places searched, and persons present
- a description of any item seized and its disposition
- 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

**Lockers.** 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.

### **CAFETERIA**

The school cafeteria serves breakfast and lunch every day school is in session, and offers a variety of a la carte items along with the main meal daily. Menus are published semi-annually and are available on the school's website. Milk, and other a la carte items are available for students who bring their lunch. Charges for milk are not allowed.

No outside visitors are allowed in the lunchroom. Students are not to have food delivered to school. 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. Students caught stealing food will be disciplined. Students should not be in the cafeteria other than during their assigned lunch time.

---

#### **Free and Reduced Meals**

Each year during registration of students and anytime during the school year, families may request an application for free and reduced meals. Parents are encouraged to apply for free and reduced meal assistance if there is a need. The application may be secured from any school office and filed with the office of the superintendent. Signup is also available through the Corporate website under the Parents portal. Parents are financially responsible for meals consumed prior to a free and reduced application being processed.

---

#### **Food Allergies**

Requests for substitutions due to allergies or any other dietary needs will require a note from the student's doctor stating exactly what accommodation needs to be made. The Food Service Program will not accommodate a student's request for specific substitutions to their meal that is based solely on religious or lifestyle choices. Notes can be submitted to the cafeteria or corporation Registered Dietitian.

---

#### **Meal Payments**

For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. No change will be given at the register; the money will be placed in the student's account. Parents may pay online using EZ School Pay - signup is available through the Corporate website under the Parent pulldown menu.

Prepaid meal funds will rollover each school year. If a student withdraws from the school district, they can request a refund by contacting the Department of Food Services. The students prepaid meal account will be inactive after 9 weeks of no transactions. Available funds less than or equal to \$10.00 will be donated to the Feed the Future donation account.

---

#### **Board Policy #8520 – Food Service Meal Charging**

Schools are not required to provide meals to non-paying full priced or reduced price students; although, it is the school meal program's primary purpose to feed students. It is a local decision whether to allow meal charges. Greenfield-Central emphasizes that students should not undergo hardship at school as a result of parents/guardians failing to pay for their meals. In setting policy



the program requirements prohibit schools from denying meals for disciplinary reasons, if the child has money in hand, and for any designated free student. If there is a situation that prevents parents/guardians from paying for food, they should contact the principal of their building. We strongly discourage meal charges as this affects the Food Service Program and the child. Parents are encouraged to prepay for meals and allow receipt of any change due at the register into the student's account.

---

**The district policy is as follows:**

- Elementary (K-6) may charge. Notification will be sent to parents/guardians concerning the status of their child's accounts.
- Secondary (7-12) may-charge.
- Adults may not charge.
- A la carte items may not be charged.
- Staff should not provide money to students.
- Balances, positive or negative, will transfer to the new school year.
- All charges must be paid within 20 school days; after that time the parent/guardian may be assigned to

collections. Any arrears in excess of \$50 will be assigned to collections on a monthly basis. Any costs associated with collections will be passed on to the parent.

**Virtual Learning Day.** In order to fulfill the state attendance requirements for a given school year, GCSCS may opt to conduct a school day as a virtual learning day. This may occur for planned professional development, for inclement weather or other reasons deemed necessary. During a virtual eLearning day all school facilities will be closed for students during regular school hours. All assigned student work should be completed on school-supplied digital devices within one week of the specified days. Students who do not complete the assigned work may be counted absent for the day.

**School Safety.** A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

**Standard Response Protocol.** Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold.

Per Indiana code, schools are required to conduct and document safety drills for students in these areas. Please take a moment to review these actions, per Indiana law, we are required to conduct drills regarding each of these scenarios multiple times each year.



## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Get Inside. Lock Outside Doors"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year. More information can be found at <http://iloveguys.org>

## LOCKOUT

### GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN

### LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER

### FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

## HOLD

### IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



#### STUDENTS:

- Remain in your classroom
- Do business as usual.

#### TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



© Copyright 2009-2017, All rights reserved. The "I Love U Guys" Foundation, Bailey, CO 80421. SRP, The Standard Response Protocol and I Love U Guys are Trade-marks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRPx K12 STUDENT PARENT HANDOUT | Version 2.0.1 | 01/06/2018 | <http://iloveguys.org>

**Student Assistance Program.** Access to quality mental health is important to your school. Greenfield-Central Community Schools provides the Student Assistance Plan (SAP) as a benefit to all students. For more information, see below.



### **Understanding your Student Assistance Plan (SAP)**

Access to quality mental health is important to your school. **Greenfield Central Community Schools** provides the **Student Assistance Plan (SAP)** as a benefit to all students. The Student Assistance Plan provides three (3) prepaid counseling sessions through the Bowen Center. There is no co-pay or preauthorization required.

### **Convenient & Effective Tele-counseling**

Bowen Center provides tele-counseling statewide. For convenience and privacy, tele-counseling allows you to access therapy for your child without the need for going to an office. To find out more about therapy provided at the Bowen Center go to [www.bowencenter.org](http://www.bowencenter.org)

### **Private and Confidential**

The school is not informed of your decision to access this program. At times the school corporation will assist you in setting appointments. Privacy laws protect you and your child's health information.

### **Parent and/or Guardian Consent to Treat**

Consent of the parent or guardian is required for children. After the initial prepaid SAP sessions, you will be provided with the options for continuing treatment. You are not obligated to continue your child's treatment beyond the prepaid SAP sessions. Bowen Center provides access to healthcare navigation and fee assistance for those who qualify.

### **Summer Coverage & Exclusions to Coverage**

Your child may access their prepaid SAP sessions during the summer vacation break. Please be aware that medication management, psychological testing, inpatient care and any court ordered treatment are excluded from coverage.

NOTE: You have a designated Bowen Center SAP Coordinator that can answer your questions directly. You may contact your SAP Coordinator Julie Kelch at **574.933.1839**

## **SCHEDULING AN APPOINTMENT**



Call **1 800 342 5653** to speak with a Registration & Scheduling Specialist. Explain to the Specialist that your child has prepaid counseling through their Student Assistance Plan. If all Specialists are serving other clients, please leave **your name & contact number**. You will be contacted as soon as a Specialist is available.



Go to [www.bowencenter.org](http://www.bowencenter.org) and click on **"Schedule an Appointment"**

NOTE: Any insurance information will be gathered to make sure you are properly paired with a therapist if you decide to continue beyond SAP coverage. You are not obligated to continue beyond SAP coverage.

**BOWEN**  
CENTER

## **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	Mr. Scott Kern, 110 W. North St., Greenfield, IN 46140
Title VI Coordinator	Mr. Scott Kern, 110 W. North St., Greenfield, IN 46140
Section 504 Coordinator	Ms. Robin LeClaire, 110 W. North St., Greenfield, IN 46140
ADA Coordinator	Ms. Robin LeClaire, 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 the Title IX, Section 504, and 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 HARASSMENT**

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](mailto: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?**



<b>Assistant Principal: Ms. Coleman, ext. 34104</b>	Student Activities Students A - L -- Discipline, Credit, Attendance
<b>Assistant Principal: Mr. Bruck, ext. 34108</b>	School bus Information Students M - Z -- Discipline, Credits, Attendance
<b>Principal's Secretary: Mrs. Entrekin, ext. 34100</b>	General Information
<b>Receptionist: Mrs. Slattery ext. 34107</b>	Lost/Found, General Information
<b>Attendance Office: Mrs. Coffin, ext. 34112</b>	Address changes, Attendance concerns
<b>Athletic Office: Mrs. Brown, ext. 34300</b>	Athletic Information
<b>Treasurer: Mrs. Falkner, ext. 34111</b> Parking Permits	Book Rental/Refunds, Free/Reduced Lunch,
<b>Health Assistant: Ms. Robertson, ext. 34555</b>	Illness at school/Other Medical
<b>Guidance Secretary: Mrs. Jones, ext. 34203 and Mrs. Sheffield, ext. 34205</b>	Report cards, Lockers, Transcripts
<b>Cougar Cafe Director: Mr. Bolden, ext. 34354</b>	Edgenuity assistance
<b>Counselors: Mr. Rentfrow (A-E) ext. 34200, Mrs. Foster (F-L) ext. 34202, Mrs. Knecht (M-SI) ext. 34204, Mrs. Kile (Sm-Z) ext. 34201</b>	Class Rank/GPA, Graduation Requirements, Scheduling Problems, Vocational programs
<b>Senior Class Sponsors: Ms. Holzhausen, ext 34483, Ms. Rosing ext. 34484, Mr. Oliver ext. 34777</b>	
<b>Specific Teachers</b>	When you are absent and need your homework!

# Greenfield Central High School

2nd Floor