

**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 :** Dan Walbaum

**Assistant Principal:** Nathan Bruck

**Assistant Principal:** Nick Ragan

**Assistant Principal:** Steve Wherry

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

# TABLE OF CONTENTS

**Attendance Policy**.....Pages 5-10  
Attendance Interventions, Hancock County Attendance Protocol, Exempt Absence, Excused Absence, Absent Unverified, Absent Unexcused, Appointments, College Visits, Make Up Work as a Result of Absence, Excessive Absenteeism, Habitual Truancy, Tardies

**Corporation Policies**.....Pages 11-27  
School Property, Student Person and Possession, Breath Test Instruments, Metal Detectors, Use of Dogs, Asbestos, Bullying, Cyberbullying, Criminal Organization Policy, Non-Service Animals for Curricular Purposes, Transportation Rules, Restraint and Seclusion, Food Services, eLearning Day and Guidance, School Safety, Standard Response Protocol, Student Assistance Program, Public Notice of Nondiscrimination Assurances, Rights Under FERPA for Elementary and Secondary Institutions, Student Privacy, Parental Access to Information, and Inspection of Materials, Release of Information to the Military, Parent's Right to Know, Meningococcal Disease, Pesticide Use, Wellness, Tobacco and Smoke Free Environment, McKinney Vento Residency and Educational Rights, StopIt App

**GCSC Health Services Handbook**.....Pages 28-35  
Clinical Services Protocol, Post-Hospitalization, Emergency Contacts, Communicable Diseases, Durable Medical Equipment, Immunizations, Medication at School, Head Lice, Vision Screenings, How Sick is too Sick?

**Code of Conduct**.....Pages 36-50  
Student dress code, Mobile phones/Electronic devices, Student Discipline Policy, GCSC Tobacco/Electronic Cigarette/Vaping Diversion Program, Detention Programs, Grounds for Suspension or Expulsion, Suspension Procedures, Expulsion Procedures

**Random Student Drug and Alcohol Testing Program**.....Pages 51-54

**General Information**.....Pages 55-60  
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, Medical Needs at School, Parent Pick Up/Drop Off, School ID Cards, Student Parking, Textbooks, Withdrawal from School, Work Permits, Visitation and Conference

**Academic/Student Services**.....Pages 61-67  
Class Rank and Grading Policies, Withdraw Fail Policy, College Admission/Application Process, Commencement Requirements, Communication, Curriculum and Scheduling, Academic Dishonesty Policy

**Student Activities**.....Pages 68-72  
Student Club/Organization Code of Ethics, Homecoming and Prom Court Code of Ethics, Academic Competition Letter Policy

**Athletic Code Handbook**.....Pages 73-80

**Where Do I Go For Help?**.....Page 82

**School Map**.....Page 83

## **WELCOME FROM THE PRINCIPAL**

Welcome to the 2025-26 school year! As I begin my second year as principal of Greenfield-Central High School, I am even more grateful to be part of this incredible school and community. Over the past year, I have witnessed firsthand the dedication, talent, and resilience of our students, staff, and families. The pride in GCHS is well-deserved, and together we will continue building on our tradition of excellence.



Our mission remains the same—to provide a safe, welcoming, and inspiring environment where every student feels valued and empowered to do their best. With the support of our dedicated faculty and staff, we will continue to offer outstanding academic, extracurricular, and leadership opportunities. I encourage you to stay engaged, challenge yourselves, and make the most of your time at GCHS. I look forward to another amazing year together!

Go Cougars!

Dan Walbaum  
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 any legally-protected class (and/or immutable characteristic).



## **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 C175 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.*

### **Attendance Interventions**

<b>Offense</b>	<b># of Unexcused Absences</b>	<b>Attendance Policy with Interventions</b>
	Day 7/28 blocks	Warning letter with Notification of policy
First offense	Day 10/40 blocks	Letter #2, Phone call home
Second offense	Day 13/52 blocks	Letter #3 and Attendance Contract
Third offense	Day 19/76 blocks	Referral to Probation

### **Hancock County Attendance Protocol**

In an effort 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 (IC) 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.

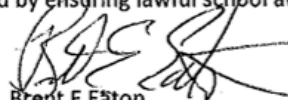
A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

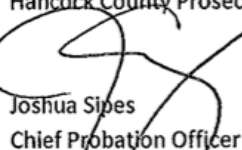
- 2) IC 35-46-1-4(a)(4) A person having the care of a dependent...who knowingly or intentionally: (4) deprives the dependent of education as required by law; commits neglect of a dependent.

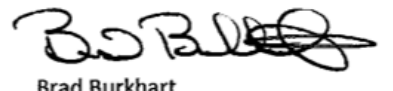
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

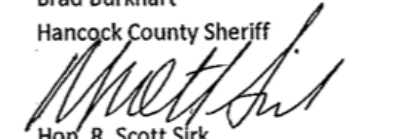
- 3) IC 31 37 2 3 A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

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 Eaton  
Hancock County Prosecutor

  
Joshua Sipes  
Chief Probation Officer

  
Brad Burkhart  
Hancock County Sheriff

  
Hon. R. Scott Sirk  
Hancock County Circuit Court Judge

## **PowerSchool Attendance Designations**

### **P -- Present**

Student is present for instruction

### **AUV -- Absent Unverified**

No notification by parent/guardian as to why a student is absent from school

May be reported to Probation if days are excessive and will be counted as unexcused for purposes of discipline and referral

### **A -- Absent Excused**

*\*If verified by the parent within 24 hours through the office.*

*\*If absences exceed 5 in a school year, documented proof of absence may be required.*

Funeral/Bereavement

School Nurse requests parent pick up

Personal Illness

Illness in the Family

Quarantine of the Home

Observance of a Religious Holiday

Emergency Set of Circumstances

Any other good cause may be acceptable to the Superintendent (or his designee) or permitted by law and/or Local Policy

### **AU -- Absent Unexcused**

Absence is not in alignment with GC policy for student attendance and will count as an unexcused absence. Example could include family vacation.

### **Medical (MED)**

Student is hospitalized or in an inpatient facility and instruction is occurring in partnership with the provider offering the medical care.

### **AMV - Absent Medically Verified** (will count as an excused absence)

Student was absent for a medical reason and a doctor's note was provided for verification.

### **Exempt Absence**

*\*If verified with appropriate documentation*

**FT** - Field Trip that is a school function

**CO** - College Visit with Counselor approval

**E** - Indiana State Fair participation, Jury duty, Page, Honoree at State House, Helping with Elections, Subpoena, National Guard, Educationally related non-classroom activity (approved



by the principal such as Job Shadowing)

**T** -- Tardy to school

**TRU** -- A student will be considered Truant from school if they are refusing to attend school.

**LTC** -- Student is late to class and could receive discipline

### **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 Attendance 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.

*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. When a student wishes to participate in a College Visit, the student's parent/guardian should call the Attendance Office in advance to report the visit for attendance purposes. The student will be marked AU (Absent Unexcused) in Power School until verification of the college visit is returned to the Attendance Office.
2. Attend the visit (preferably with your parents)

### **Make Up Work As a Result of Absence**

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 F 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 after the second separate truancy referral in a school 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 - Tardy to School and Tardy to Class**

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.

If a student arrives Tardy to School, a T will appear in PowerSchool.

If a student arrives Tardy to Class, LTC will appear in PowerSchool.

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 school and/or to class:

- 1st-3rd tardy: Teacher discretion
- 4th - 6th tardy: Lunch detention
- 7th + tardy: Tuesday School (3:35 - 4:35 p.m.)

## CORPORATION POLICIES



### **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.

### **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 illegal substance.

### **Metal Detectors**

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

### **Use of Dogs**

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

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

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

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

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.

### **Asbestos**

Under the Asbestos Hazard Emergency Response ACT (AHERA) of 1986, the School Corporation is required to annually notify all school building employees, building occupants or legal guardians, of the availability and location of the Asbestos Management Plan and of any post-response action activities, including re-inspection and surveillance activities that are planned or in progress.

An asbestos statement of compliance is on file in the district office. For an additional copy, please contact the Chief Operations Officer.

### **Bullying**

Greenfield-Central School Corporation Bullying Reporting Forms are available at the link below, the main office, or the counseling office of the High School.

<https://www.gcsc.k12.in.us/wp-content/uploads/2024/05/Bullying-Report-Form.pdf>

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined by IC 20-33-8-0.2. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. Bullying includes activities that:
  - a. Place the targeted student in reasonable fear of harm to the targeted student's person or property;

- b. Have a substantially detrimental effect on the targeted student's physical or mental health;
  - c. Have the effect of substantially interfering with the targeted student's academic performance; or
  - d. Have the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- 3. This rule may be applied regardless of the physical location of the bullying behavior when the bully and targeted student attend a school within the school corporation, and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
- 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator. A student or parent may also report the conduct to a teacher or counselor, who will be responsible for notifying the school administrator. This report may be made anonymously.
- 5. The school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct. The parents of the bully and the targeted student(s) shall be notified within 2 school days 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 Policy**

### **Prohibited Conduct**

The School Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on 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.

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

### **Non-Service Animals for Curricular Purposes**

When requested by a Corporation teacher or staff member, the Superintendent or his or her designee shall determine if bringing an animal into the building/classroom is appropriate for educational purposes. Even if an animal has been previously approved, the Superintendent or his or her designee may revoke permission for the animal's presence at any time for any reason.



### **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. Students are not permitted to video or photograph other students or adults without their permission while on the bus.
3. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
4. 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.
5. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
6. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable manner.



7. 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.
8. 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.
9. 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.
10. 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.
11. 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**

Every effort should be made to prevent the need to restrain or place students in seclusion. However, Greenfield-Central Community School Corporation recognizes that at times it may become necessary for employees to use restraints and/or seclusion as a last resort safety procedure, employed only after another, less restrictive procedure has been implemented without success, and when there is also an imminent risk of serious physical harm to the student or others. Restraint or seclusion should not be used as a means of punishment or convenience. Law enforcement officers, including School Resource Officers (SROs) will follow their own procedures and training if it becomes necessary to restrain or hold a student in seclusion. 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.

### **Meal Charging Procedures**

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced meals should contact the Greenfield-Central Community School Corporation's Director of Food Service.

The Board's policy and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and

Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. Information can also be found on the school's website – [www.gcsc.k12.in.us](http://www.gcsc.k12.in.us).

Greenfield-Central Community School Corporation's policy for meal charges is as follows:  
Elementary (K-12)

- Students may charge breakfasts and lunches
- A la carte items may not be charged
- Notifications will be sent to parents/guardians concerning the status of their child(s) prepaid account via low balance letter, email, text, or phone call to the household.
- All charges must be paid by the last school day of the month; 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.

Families may deposit money into students' meal accounts using a credit or debit card. Students may also pay with check or cash at the register as they go through the meal line. Any change due at the point of sale will be receipted into the prepaid meal account.  
The superintendent may develop administrative guidelines to implement this policy.

#### Inactive Prepaid Meal Accounts

All balances, positive or negative, will transfer to the next school year. A prepaid account becomes inactive when a student withdraws from the corporation, graduates, or after nine (9) weeks with no transaction activity. In order to receive remaining prepaid meal account funds, requests must be made within sixty (60) days of becoming inactive. If unclaimed, these funds will then become property of Greenfield-Central Community School Corporation Department of Food Services and placed in the Feed the Future account. However, provided that a parent requests and can document entitlement to the positive balance in the prepaid account, the parent is entitled to a refund of that amount.

To request funds, complete the form <https://forms.gle/A9pMGvEoNgyfjrPs6> or contact a staff member of the Department of Food Services.

Greenfield-Central Community School Corporation  
Revised: November 13, 2023

#### Collection and Forgiveness of Debt

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts, textbook accounts, extracurricular accounts, or other accounts. This would also include checks that are returned as having "non-sufficient funds" that require proper payment and an additional \$20 fee to cover bank charges and administrative overhead. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

- A. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
- B. The payment of the debt could impact the health or safety of the student;
- C. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
- D. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt should be documented and include the specific facts for the decision relating to one of the above stated reasons.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort should be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

### **Virtual/E-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.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

##### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

##### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **Non-Discrimination & Anti-Harassment**

The Greenfield-Central Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, disability or sex (including sexual stereotype nonconformity), in the programs or activities which it operates or the employment therein or admission thereto. The Corporation strictly adheres to all non-discrimination and anti-harassment laws. Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

For further information, clarification, or complaint, please contact the following persons at 110 W. North Street, Greenfield, IN 46140:

**Title IX Coordinator** (Sex, including sexual harassment/sexual assault, gender discrimination)

Mr. Dan Jack

**Title VI Coordinator** (Race, color, national origin)

Mr. Dan Jack

**Section 504 Coordinator** (Disability)

Ms. Robin LeClaire

**Non-discriminator Coordinator** (All other forms)

Ms. Robin LeClaire

Individuals with questions regarding non-discrimination laws may contact the appropriate coordinator listed above or the United States Department of Education, Office for Civil Rights' Chicago Office, which serves Indiana, as follows:

Office for Civil Rights, Chicago Office  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544  
Telephone: 312-730-1560  
Fax: 312-730-1576; TDD: 800-877-8339  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

A student violating this Policy is subject to discipline including suspension and expulsion. An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge.

Information on the Corporation's nondiscrimination and anti-harassment policy and procedures can be found on the Corporation's website. Hard copies can be obtained in the office upon request.

## **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.

## **Family Education and Privacy Rights Act**

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes, newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

### **Student Privacy, Parental Access to Information, and Inspection of Materials**

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent will establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The administration will notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and
- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

### **Release of Information to the Military**



Federal law requires schools to provide high school juniors and seniors' names, addresses, and telephone numbers to military recruiters. Parents may opt out of this disclosure of directory information to military recruiters by delivering the request in writing to the school within fourteen days of the start of school or within fourteen days of enrolling their student.

### **Parent's Right to Know**

Upon a parent's request, the School Corporation will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license, and whether the student is provided services by paraprofessionals and, if so, their qualifications.

### **Testing**

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the School Corporation. More information about Indiana's testing requirements is available at: <http://www.doe.in.gov/assessment>

### **Pesticide Use**

On occasion, the Corporation may find it necessary to utilize pesticides in order to control a pest problem. When these occasions occur, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be sent to all individuals registered in the school corporation's Pesticide Notification Registry.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Forms are available in each school's office. Notification will be given at least two days before planned pesticide applications during the normal school year. In addition, for pesticides applied anytime during the year, emergency application notifications will be given as soon as possible. Notifications need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff. The Corporation will keep records of pesticide applications and information about the pesticides used for two years. Anyone may request to review these records by contacting the corporation's Director of Buildings and Grounds at 317-326-3126.

### **Wellness**

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation's Wellness Policy is available online under Board Policy A275.

### **Tobacco and Smoke Free Environment**

The Corporation prohibits the use of tobacco in any form, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, and the use of any electronic, "vapor," or other substitute forms of cigarettes in any school building or facility; on Corporation property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the Corporation; and during Corporation events, if held outside of Corporation property (for example, prom or field trips). This policy applies to all employees, students, partners, patrons, vendors, visitors, and all third parties at all times.

## **McKinney Vento Residency and Educational Rights**

The corporation will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided corporation services for which they are eligible, including Head Start, Title I, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Students determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance are they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Corporation's Civil Rights Coordinator or the State Coordinator.

## **STOPit**

Is our district's tip reporting service. If you have information about a threat to our safety, do your part and report it! Report tips on Bullying, Intimidation, Harassment, Weapons, Drugs and other safety threats.

You will remain anonymous.

3 Easy Ways to report:

1. Download the STOPit app
2. [stopitsolutions.com](https://stopitsolutions.com)
3. Call 1-463-213-9525

Greenfield-Central School Corporation Bulling Report Form

<https://www.gcsc.k12.in.us/wp-content/uploads/2024/05/Bullying-Report-Form.pdf>

# **GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION HEALTH SERVICES HANDBOOK**

## **Clinic Services Protocol**

Pursuant to Section 511 Indiana Administrative Code 4-1.5-6, Greenfield-Central CSC employs a Director of Health Services, who is a licensed registered nurse (RN) that holds, at minimum, a Bachelor of Science in Nursing. Per the Indiana Nurse Practice Act, the RN is not permitted to diagnose any injury or illness, but may exercise clinical judgment in making recommendations to the parent.

School clinics are staffed by trained unlicensed health assistants, who work under the direction of the RN. The RN is not in each building daily, but health assistants have telephone access to the RN each day for consultation and may request an in-person consultation by the RN for an ill or injured student. The Health Services staff provides medication administration, health education, management of communicable diseases, immunization compliance, and first aid care to students who become ill or injured during the school day. Health assistants are trained by the Director of Health Services in performing these tasks, and competency is verified by the RN.

When a student becomes ill or injured but does not require immediate medical assistance, a determination must be made regarding whether the student should be sent home. Most illnesses and injuries do not require the student to be sent home. The school health assistant will determine if the condition:

1. Prevents the student from participating comfortably in activities.
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other students.
3. Poses a risk of spreading harmful diseases to others.

If a student becomes ill or injured during the school day, he/she shall first report to their teacher and receive a pass to visit the clinic. Unless a delay in care would cause harm to the student, they will not be seen during passing periods. Students are not to call or text their parents directly for transportation home.

Parents will be notified if their student is exhibiting the following symptoms: conjunctivitis (pink eye), disruptive cough, diarrhea, fever, severe stomach, head or ear pain, fever, vomiting, itchy or draining rashes, extreme fatigue, or significant injury.

Notification of any other clinic visit to parents will be at the discretion of clinic personnel. Non-urgent communication with parents regarding a student's clinic visit may be via phone call or ParentSquare message. Students who are seen in the clinic and do not have symptoms warranting a phone call to a parent for transportation home will be returned to class to finish the school day.

If a parent receives a phone call or text directly from a student related to an illness and a desire to go home, the parent may call the school for an early dismissal. Students who have already communicated with their parents and not exhibiting symptoms warranting a phone call from the clinic will be returned to class until such a time that the parent arrives to transport the student home.

Once a parent is notified of an injury or illness requiring the pick up of a student, a parent or designated guardian is required to arrive within one hour of the notification unless other arrangements have been made. If the parent/guardian fails to arrive within the one-hour time frame or make other arrangements, the school social worker and administration will be notified.

When a student is identified with vomiting, diarrhea, or temperature of 100 or greater, by clinic personnel, the student will be required to be kept home for a minimum of the following school day. For example, if the student is sent home on Monday, the earliest they could return to school is Wednesday. Students may not participate in after school activities, including athletics, clubs, performances, etc., until the minimum time period has elapsed.

Students may return to school before the minimum only if a signed and dated note is submitted from a licensed healthcare provider indicating a return to school date. Only the provider that issues the original return to school date can shorten the duration of time a student must miss school. In the absence of extenuating circumstances, such as care being provided by a specialist, subsequent notes from a different provider will not be accepted. The student must be fever, vomit, and diarrhea-free, without the use of medication, per the above paragraph, regardless of a statement from a provider.

Should a student return to school before the identified day or is masking symptom(s) with medication, clinic personnel will call the parent/guardian for transportation home.

If, at any time while awaiting transport home, an ill or injured student's health status deteriorates, 911 will be activated. Upon arrival at the school, EMS assumes medical care of the student and will communicate with the parent regarding the student's condition and treatment options. Greenfield-Central CSC is not financially responsible for EMS billing. The parent/guardian is responsible for any financial obligations stemming from the illness or injury.

### **Post-Hospitalization or Emergency Room Visit**

If a student is admitted to a medical facility for treatment or visits an emergency department for services, a signed and dated statement from the healthcare provider must be submitted to the school. The statement must include a return to school date and list any accommodations or physical activity restrictions the student will require to successfully return to the learning environment.

### **Emergency Medical Authorization and Contacts**

During annual online school registration, the parent/guardian of each student must update the emergency medical and contact information. This registration process typically occurs in July.

Any time the student is taken out of the Corporation by Corporation employees to participate in a school event (such as field trips, academic contests, music or athletic trips) the staff in charge of the event will take the Emergency Medical Forms for that student. This does not include student spectators at events.

The Corporation will follow the instructions of the Emergency Medical Authorization Form in the event of a medical emergency, provided however that the Corporation will defer to instructions provided by licensed health care professionals and/or first responders on the scene.

A healthcare provider must provide an emergency care plan for students with asthma, severe allergies, seizures, diabetes, or other medical conditions that could potentially require an emergency response. For diabetes, this is provided in the Diabetes Medical Management Plan, obtained from the student's endocrinologist each year. For asthma, severe allergies, seizures, or other medical conditions requiring an emergency response, the forms are available from clinic personnel or can be retrieved from the Health Services page on the Corporation's main website. These must be filed annually, and must be dated on or after April 1st to be accepted for the current school year.

### **Communicable Diseases**

Greenfield-Central CSC will reference the most current edition of the Communicable Disease Reference Guide for Schools, published by the Indiana State Department of Health, for guidance in protocols for exclusion from school and reporting of diseases.

The Hancock County Health Department may, at times, also issue guidance to Greenfield-Central CSC regarding communicable disease control in the school setting.

### **Durable Medical Equipment**

Durable Medical Equipment (DME) is equipment and supplies ordered by a health care provider for everyday or extended use. DME may include but is not limited to, items such as oxygen equipment, wheelchairs, nebulizers, crutches, canes, walkers, scooters, continuous passive motion machines, devices and accessories, patient lifts, or any other device that a student needs to ambulate or participate in daily activities of living.

To use DME while at school, the student must provide the following from the prescribing healthcare provider:

- Diagnosis requiring the use of DME
- Statement of how long the student will need to use the DME
- Confirmation that the student has been properly instructed in the use of the DME, or orders indicating how school health personnel should use the DME
- Any restrictions from PE, recess, sports, etc., including the duration of the activity restriction
- Physician's signature and contact information

There is a potential risk to a student or others if this equipment is not used properly or if steps are not taken to ensure safe use while on campus. Wheelchairs in the clinic are for emergency use only. Greenfield-Central does not provide assistive devices for daily use.

## **How Sick is Too Sick?**

A reference chart for families when determining whether a student should remain home can be found in Appendix A.

### **Immunizations**

Greenfield-Central CSC will adhere to the requirements from Indiana Code 20-34-4 related to immunization status for students in the district. The Indiana State Department of Health's required list of immunizations for school attendance will be used to verify compliance for students.

Families who wish to file a religious objection must file the objection, in writing, at the beginning of each school year. The objection must include the following information:

- Student's name
- Student's date of birth
- Vaccine(s) to which the family religiously objects
- Indicate that refusal to vaccinate is religious in nature
- Signed and dated by parent/guardian

Should a student be medically unable to receive vaccine(s), a Vaccine Medical Exemption, State Form 54648 (4-11), must be completed by a physician and supplied to the school. Most medical exemptions are temporary, and therefore, must be submitted annually. If a medical exemption is permanent, for example, a history of organ transplant, the exemption may be filed once for permanent recording.

School health personnel, upon confirmation of a FERPA release from a parent/guardian, shall enter student immunization records into CHIRP, Indiana's database for immunizations. This includes the date of vaccination(s), and religious and medical exemptions.

### **Medication at School Prescription and Over the Counter Medication**

Students in all grades who need medication administered to them while at school will need to have a completed Form 5330 F1 form on file. The form must be completed and signed by a licensed healthcare provider, and must also be signed by a parent/guardian. Medication must be brought to the school by a parent/guardian, and signed into the clinic with clinic personnel during regular school hours. The bottle brought to school must be the most recently filled prescription bottle, and quantity signed in will be verified between parent and clinic personnel. Please see Form 5330 F1 for detailed guidelines related to medication administration. Any changes to the medication dosage will require a new form to be completed. Forms dated on or after April 1st of each are accepted for the next school year.

#### **Over the Counter Medication (Self-Carry, Grades 7-12 Only)**

For students in grades 7-12, whose parent/guardian determines it is acceptable for them to self-carry OTC medication, Form C525F must be completed by the parent/guardian, and also signed by the student. Please see Form C525F for details regarding proper steps for carrying the medication. Students may not self-carry medication containing loperamide, pseudoephedrine, or dextromethorphan.

## Emergency Use Medications

Students that require the use of emergency response medications, including, but not limited to insulin, Glucagon, albuterol, diphenhydramine, and epinephrine, may self-carry the medication if a licensed healthcare provider has provided documentation the student has been trained by them in how and when to self-administer the medication. For insulin and Glucagon, this is provided for in the Diabetes Medical Management Plan. For albuterol, this documentation is on the asthma emergency care plan, and for diphenhydramine and epinephrine, it is on the severe allergy emergency care plan. For other emergency medications not listed here, please consult the Director of Health Services for guidance.

A parent/guardian must inform clinic personnel regarding extracurricular activities their student is participating in so that a plan can be developed to ensure student safety during their participation.

## Pediculosis (Head Lice) Protocol

### What are head lice?

The head louse, or *Pediculus humanus capitis*, is a parasitic insect that can be found on the head, eyebrows, and eyelashes of people. Head lice feed on human blood several times a day and live close to the human scalp. Head lice are not known to spread disease.

### Who is at risk for getting head lice?

Head lice are found worldwide. In the United States, infestation with head lice is most common among pre-school children attending child care, elementary schoolchildren, and the household members of infested children. Although reliable data on how many people in the United States get head lice each year are not available, an estimated 6 million to 12 million infestations occur each year in the United States among children 3 to 11 years of age. In the United States, infestation with head lice is much less common among African-Americans than among persons of other races, possibly because the claws of the head louse found most frequently in the United States are better adapted for grasping the shape and width of the hair shaft of other races.

Head lice move by crawling; they cannot hop or fly. Head lice are spread by direct contact with the hair of an infested person. Anyone who comes in head-to-head contact with someone who already has head lice is at greatest risk. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

### What do head lice look like?

Head lice have three forms: the egg (also called a nit), the nymph, and the adult.

**Egg/Nit:** Nits are lice eggs laid by the adult female head louse at the base of the hair shaft nearest the scalp. Nits are firmly attached to the hair shaft and are oval-shaped and very small (about the size of a knot in thread) and hard to see. Nits often appear yellow or white although live nits sometimes appear to be the same color as the hair of the infested person. Nits are often confused with dandruff, scabs, or hair spray droplets. Head lice nits usually take about 8–9 days to hatch. Eggs that are likely to hatch are usually located no more than ¼ inch from the base of the hair shaft. Nits located further than ¼ inch from the base of the hair shaft may very well be already hatched, non-viable nits, or empty nits or casings. This is difficult to distinguish with the naked eye.

**Nymph:** A nymph is an immature louse that hatches from the nit. A nymph looks like an adult head louse, but is smaller. To live, a nymph must feed on blood. Nymphs mature into adults about 9–12 days after hatching from the nit.

**Adult:** The fully grown and developed adult louse is about the size of a sesame seed, has six legs, and is tan to grayish-white in color. Adult head lice may look darker in persons with dark hair than in persons with light hair. To survive, adult head lice must feed on blood. An adult head louse can live about 30 days on a person's head but will die within one or two days if it falls off a person. Adult female head lice are usually larger than males and can lay about six eggs each day.

### **What do we do if a student is suspected to have a lice infestation?**

1. Ensure the student's privacy is protected during screening. No other students or staff members should be present during screening unless an additional staff member is necessary to perform the screening. Clinic documentation should be completed for the clinic visit.
2. The diagnosis of a head lice infestation is best made by finding a live nymph or adult louse on the scalp or hair of a person. Because nymphs and adult lice are very small, move quickly, and avoid light, they can be difficult to find. Use of a magnifying lens and a fine-toothed comb may be helpful to find live lice. If crawling lice are not seen, finding nits firmly attached within a ¼ inch of base of the hair shafts strongly suggests, but does not confirm, that a person is infested and should be treated. Nits that are attached more than ¼ inch from the base of the hair shaft are almost always dead or already hatched. Nits are often confused with other things found in the hair such as dandruff, hair spray droplets, and dirt particles. If no live nymphs or adult lice are seen, and the only nits found are more than ¼-inch from the scalp, the infestation is probably old and no longer active and does not need to be treated. If you are not sure if a person has head lice, the identification should be made by their healthcare provider, local health department, or other person trained to identify live head lice.
3. If the student is found to have live lice and/or nits within ¼ inch of the base of the hair shaft, the student may return to class immediately. Instruct the student to not have head to head contact with other students or staff members. Prior to the end of the school day, contact a parent/guardian. Instruct the parent/guardian that the student is to be treated at home that evening, but may return to school after treatment. Send the parent *Head Lice: What Parents Need to Know* via ParentSquare or printout.
4. The student does not need to be re-screened prior to their return to the classroom.
5. Staff members do not need to be informed of the student's diagnosis unless the health assistant or school nurse feels like the student will not be able to prevent head to head contact without supervision.

### **Other things to consider:**

- If a parent/guardian needs assistance in obtaining medication to treat head lice, please notify the Director of Health Services.
- Based on the recommendation from the American Academy of Pediatrics, whole classroom checks will not be performed. Should the health assistant find three or more cases in one classroom during the same school week, the Director of Health Services should be consulted.



## **Vision Screenings**

Greenfield-Central CSC will adhere to the requirements set forth in Indiana Code 20-34-3-12 related to vision screenings for students in the district. To identify visual deficiencies as early as possible during the academic year, It is the district's intent to have vision screenings completed prior to the last week of November each school year.

Pursuant to the law, students in grades 1, 3, 5, and 8, and new students enrolling in those grades throughout the year, who do not have a current vision screening on their record, shall receive a vision screening. Students being evaluated for educational services will also receive a vision screening, following parental consent.

When a licensed ophthalmologist is available, a modified clinical technique (MCT) exam will also be performed for first grade students. When a licensed ophthalmologist is not available, GCCSC may apply for a waiver from the Indiana Department of Education, to exempt a school from providing the exam.

Students who do not meet the visual acuity standards set forth in IC 20-34-3-12, shall receive a referral from clinic personnel, requesting the student be seen by an optometrist or ophthalmologist for further assessment. Clinic personnel will follow-up with the parent/guardian to determine if further treatment was found to be necessary during the student's exam with a licensed provider.

Vision assistance may be available for students who do not have vision insurance. Families who may benefit from this assistance should contact the Director of Health Services to determine eligibility.

## Appendix A

### How Sick is too Sick?

This information is not intended to replace medical advice. Parents with medical questions are encouraged to consult with a healthcare provider.

Symptom	Send to School	Keep at Home
<b>Fever</b>	During the past 24 hours, the student's temperature has been below 100 degrees and no fever-reducing medication has been taken.	During the past 24 hours, the student's temperature has been 100 degrees or more.
<b>Diarrhea</b>	During the past 24 hours, no more than one watery stool has occurred.	During the past 24 hours, more than one watery stool has occurred.
<b>Vomiting</b>	During the past 24 hours, no vomiting has occurred.	During the past 24 hours, vomiting has occurred.
<b>Eye Irritation</b>	Eyes may be itchy but are not red, crusty, or draining.	Eyes are pink, draining, crusty, itching, painful, sensitive to light, or the student has vision changes. Seek medical advice. Students placed on antibiotic drops for bacterial conjunctivitis must have 24 hours of treatment completed before returning to school.
<b>Cough/Runny Nose</b>	Slight cough or runny nose, but no fever. The student will cover their cough, blow their nose, and wash their hands.	Symptoms are severe enough that the student is unable to learn. The student has a fever or is unable to cover cough, blow nose, or wash hands.
<b>Rash</b>	The rash is not draining or spreading. The student does not have a fever, and symptoms of itching are not severe enough to impede learning.	The rash is bothersome and distracting. The student has a fever or severe itching, or the rash is spreading or draining.
<b>Asthma</b>	Symptoms are well controlled, and the student knows when to contact a school adult for assistance or the student has an asthma action plan on file at the school and is following the plan.	Symptoms are not well controlled. The student is not able to recognize when he/she needs assistance, and no asthma action plan is on file at the school.

## STUDENT 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.
  - Students are not permitted to wear hats or hoods in the building. Sunglasses also should not be worn in the building.
  - Students are not permitted to wear blankets.
  - Shoes must be worn at all times.

### Wireless Communication Devices / Electronic Devices

Wireless communication devices include a cellular telephone, tablet computer, laptop computer, or gaming device.

Students are prohibited from using personal wireless communication devices during instructional time unless; a teacher has authorized the use for education purposes during instructional time, the student's use of a device is included in a student's health care plan, the student's use of the device is included in the student's IEP or 504.

Public wi-fi will not be available at GCHS.

The following are inappropriate uses of wireless communication and electronic 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 wireless communication or 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 - A300) 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. This section does not infringe upon the rights afforded to students with disabilities under Article 7.

**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
4. Habitual offender – refer to Level 2 insubordination

### **Level 1 Consequences**

1. Teacher discretion with documentation
2. Teacher may assign Lunch Detention or Tuesday School

### **Level 2 Infractions**

1. Public display of affection
2. Failure to comply with established cafeteria etiquette or school personnel request
3. Being in an unassigned area within the school or outside the campus.
4. Throwing objects of any kind that would harm another person
5. Failure to serve teacher-assigned detention.
6. Failure to have an appropriately signed pass
7. Inappropriate behavior, language, or gesture
8. Habitual offender of these expectations (Either from the same teacher or a variety of teachers covering the same problems) Habitual offenders will start immediately at the 2nd Time Consequence.
9. Insubordination
10. Parking and driving offense (in addition to legal penalties)
11. Unauthorized or inappropriate use of electronic devices during the school day.
12. Sharing of a school assigned locker. 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 vending machines.
15. Unauthorized use of the elevator.

16. Unauthorized sale(s) of item(s) on school grounds.
17. Violation of School Dress Code.

### **Level 2 Consequences**

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

### **Level 3 Infractions**

1. 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. Harassment of another student or staff member. If a protected class, see Level 4.
3. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel
4. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request – gestured, verbal or written disrespect directed toward school personnel
5. Minor damage and/or destruction of school property (restitution will be made)
6. Unauthorized entry or presence in school facilities
7. Petty theft (to be determined after consultation with local authorities) of school or personal property on school grounds or during school-sponsored events. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination).
8. Possession of stolen property and/or Criminal Conversion
9. Any use of an item that disrupts the educational process such as a noisemaker, air horn or lighting device.
10. 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.
11. Congregating, which is grouping together, without any intent to use the restrooms. More than one person in a stall or single-person restroom at a time.

### **Level 3 Consequences**

1. 1st Time – In-School Detention (ISD) - up to 4 days
2. 2nd Time – Home Suspension - Up to 4 days

3. 3rd Time ---Home Suspension - Up to 4 days.

4. 4th Time – Home Suspension (HS) - Up to 10 days pending expulsion

*\*A second suspension or expulsion may affect your driving privileges (I.C. 9-24-2-1, 9-24-2-4)*

#### **Level 4 Infractions**

1. Fighting, battery or provocation (provoking violence) by gesture or words, including racial/ethnic slurs and objectionable epithets
2. Verbal abuse 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 21). Students could be eligible for the Vaping Diversion Program on the first offense.
4. Major damage and/or destruction of school or personal property (restitution will be made)
5. Any form of harassment based on a protected class as defined by the US Dept of Education and the Office of Civil Rights.
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. Refusal of a search by administrator or SRO when reasonable suspicion exists.
8. Students removed from ISD for being disruptive, refusing to complete work, or otherwise failing to follow the expectations of ISD
9. Habitual offender – 2nd Time consequence
10. Any continued student misconduct under I.C. 20-33-8et seq.

#### **Level 4 Consequences**

1. 1st Time – Home Suspension Up to 4 days.

2. 2nd Time – Home Suspension (HS) - Up to 10 days pending expulsion

*\*A second suspension or expulsion may affect your driving privileges (I.C. 9-24-2-1, 9-24-2-4)*

#### **Level 5 Infractions**

1. Possession, handling or transmitting any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling or manufacturing drug paraphernalia as defined in Indiana Code.
4. Possessing, selling or distributing any item considered inappropriate at school.
5. According to G-CCSC Bylaws and Policies, before any prescribed medication, including over the counter medication, or treatment may be administered to any student during school hours, the Board shall require the original pharmacy label showing prescription number as prescribed from the child's physician accompanied by Form 5330F1. This

document shall be kept on file in the health clinic and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Knowingly possessing, using, selling, transmitting, or being under the influence of any prescription or over-the-counter medication, narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant or any kind, Cannabis, CBD or THC containing products 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 I.C. 20-33-8 *et seq.*

### **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 (I.C. 9-24-2-1)*

## **GCSC Tobacco/Electronic Cigarette/Vaping Diversion Program**

A student found to be in violation of Indiana law and the Greenfield Central Community School Corporation (GCSC) tobacco/electronic cigarette/vaping rules will be offered an opportunity to attend a diversion program to avoid referral to the court for prosecution.

The program includes attending an educational program in Greenfield Central High School classroom and paying a user fee.

Students are expected to actively participate in class and not cause any disruption. No cell phones or other electronic devices are allowed to be out during the class, unless such device is being used for class participation under a pre-approved Section 504 accommodation. Students who cause any disruption or use any unauthorized electronic devices will be removed from the program and the matter forwarded to the court without further notice. No warnings will be given. (Having a cell phone out or any unauthorized electronic device, including headphones, will be considered a violation).

Students may only participate once a school year and twice while at Greenfield-Central School Corporation. Further violations will be referred to the court for prosecution. If the student is serving a suspension or expulsion at the time the class is held (which disallows the student to be at school for the class), the student will be issued a ticket, referred to court and not allowed to participate in this program.

If your student completes the program, the matter will not be forwarded to the court, there is no court record of the violation, and the level of school discipline will be reduced. No refunds will be provided for any reason. If the student starts the program and fails to complete it, or is removed, you will forfeit the user fee and the matter will be turned over to the court.

Eligible students will be provided with further details upon the determination of eligibility.

### **GCHS Vaping Diversion Program**

	If student chooses to participate in the program	If a student chooses not to participate in the program
First offense	2 days ISD, attendance at the class Ticket/fine diverted	2 days OSS Ticket and fine reported
Second offense	2 days OSS Ticket and fine reported	4 days OSS Ticket and fine reported
Third offense	4 days OSS Ticket and fine reported	10 days suspension pending expulsion Ticket and fine reported
Fourth offense	10 days suspension pending expulsion Ticket and fine reported	



## **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 extracurricular 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.

Students should be prepared to turn in their phone and electronic devices when arriving at ISD. They will be returned when leaving.

Students are expected to complete the work assigned them while in ISD. A student who is to disruptive, refuses to complete work, or otherwise fails to follow the expectations of ISD will be removed and assigned out of school suspension per the Student Discipline Policy. Removal from ISD can be cause for future suspensions to be served out of school.

Teachers who need to remove a disruptive student from class need to contact an administrator or the main office.

### **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.

### **GROUND FORS 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 FORS SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed in Section A below apply when a student engages in unlawful activity occurring at any time or location, including

- 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:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 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.
  - 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, Cannabis, CBD or THC containing products, 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.
  - 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 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 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 and the student has not been accepted to the school under transfer procedures.

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-47.5-2-4 I.C. 35-31.5-2-86 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.

## **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, and 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 extracurricular 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), who participate in extracurricular activities and athletics.

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 and/or athletics 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.

### **Consent form**

It is mandatory that each student, who participates in extracurricular activities, 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**

School administration will set up the testing environment, guarantee samples, and supervise the chain of custody as recommended by the approved laboratory. A saliva specimen will be taken on site and will involve supervision by school administration.

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 eight (8) testing dates may be conducted yearly for students in grades 9-12. A minimum of eight (8) 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 High School and Junior High 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.

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 GCHS Student Handbook, 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.

### **Positive test results**

In the event a student tests positive, the student, along with the parent(s)/guardian(s) will meet with the school administrator. Parents and/or guardians will be notified by 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 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.

### **Financial responsibility.**

- A. Under this policy, Greenfield-Central CSC will pay for all initial random drug tests.
- B. 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 will be determined in accordance with the Athletic Code Handbook and/or school handbooks. If no exclusion period from extra-curricular activities 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.

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.

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.

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.

## 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

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



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/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 Corporation website under the Parent pulldown menu. Parents are responsible for meals consumed prior to a free/reduced application being processed.

Meal charging procedures are explained in the corporation policies listed in this handbook.

### 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.

### 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 main office.

### Election Worker

Election Day worker permission and verification forms are available in the Assistant Principal's

office. Permission forms must be on file 24 hours before the day of absence. Verification forms must be returned when the student returns to school.

### **Emergency School Closing**

Occasionally it is necessary to close school due to weather related or mechanical problems. Parents and students are advised to listen to radio stations or TV stations. Closing information will also be posted on the corporation website, Facebook and Twitter pages. The Parent Square 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 Parent Square messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Parent Square system. An annual charge for this service will be included in the fees portion of textbook rental & fees.

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.

### **Learning Lab**

The Learning Lab is available after school Tuesday and Thursday 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 Learning Lab. 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 8:15 a.m. - 3:45 p.m. for the use of students and faculty. Students must make prior arrangements with the Library staff to stay later

if needed. The library will be closed, daily, from 1:55 p.m. - 2:25 p.m. Students will only be allowed to leave the Cafeteria during lunch to go to the library if assigned by their school counselor. Students are expected to follow school rules and behavior guidelines while in the Library. Disrespectful or 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. Passes must be requested at least one block prior to when the pass is needed, and the passes will be delivered to the Enrichment Block teacher. Students from the Enrichment Blocks are allowed in the Library at the discretion of the Media Specialist and the Library Assistant 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 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 will be charged a replacement cost for the item. This charge will be forgiven if the book is returned prior to the end of the school year.

### **Lockers**

Each student will be assigned a locker that must 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.

### **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.
- 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 east sides of the building. The south drive is reserved for buses at all times.

Board Policy G225 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 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. 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.

### **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 Preparation  
Student Assistance  
Schedule Planning  
Career Interest Inventories  
Classroom Presentations  
Orientation  
Boys/Girls State  
Summer School Registration  
College Application Procedures  
Graduation/Senior Exit Poll

Vocational School  
Program Placement/Career Center  
Credit Recovery/Learning Lab  
Study Skills  
Remediation  
Personal/Academic Counseling  
SAT/ACT, PSAT, AP, ASVAB Testing  
Classroom Shadowing Experience  
Scholarships & FAFSA  
Military Information

### Class Rank and Grading Policies

#### Latin Honors

The Class of 2025 will be the first class that will recognize students for Latin Honors distinctions only. No recognition of Valedictorian and Salutatorian will be made. No recognition of Academic Top 10 will be made.

The Latin Honors program is purely academic in nature with three distinctions:

Summa Cum Laude: graduates with GPA at 4.0 or above

Magna Cum Laude: graduates with GPA at 3.8

Cum Laude: graduates with GPA at 3.6

GPA's will not be rounded for the purpose of Latin Honor awards. The GPA listed in Power School will be used for Latin Honor awards.

#### Grade Scale

For each entry in the gradebook, teachers will assign letter grades instead of numbers or percentages. We will use the modified 4 point scale (listed below) to calculate semester grades.

For each entry, teachers can assign the following grades: A, B, C, D, F, M (missing). Teachers will not

assign a plus or minus for any entry in the gradebook. However, a student may earn a plus or minus for their final semester grade - based on the grading scale.

<b>2024-2025 GCHS Grading Scale</b>		
<b>Letter</b>	<b>Minimum</b>	<b>Max</b>
<b>A</b>	3.44	4.00
<b>A-</b>	3.25	3.43
<b>B+</b>	3.06	3.24
<b>B</b>	2.69	3.05
<b>B-</b>	2.50	2.68
<b>C+</b>	2.31	2.49
<b>C</b>	1.94	2.30
<b>C-</b>	1.75	1.93
<b>D+</b>	1.56	1.74
<b>D</b>	1.00	1.55
<b>F</b>	0.00	0.99

If an out-of-district student transfers to Greenfield-Central High School through the Indiana Online program, they will not be ranked with traditional Greenfield-Central students (non-homeschooled) who are taking at least one class onsite at GCHS.

### **Weighted Grades**

Advanced Placement and approved dual credit courses will be weighted 0.5 of a letter grade. Students must earn at least a C- to receive the weight of 0.5.

### **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 and/or to increase their chances of pursuing post-secondary education. Both grades for the course will remain on the student's transcript and only the highest grade will be averaged into the student's grade point average. Students who wish to retake a course should communicate this desire with his or her counselor. Students may attempt a retake once per course for grade improvement.

**Exception:** Courses failed always remain on the transcript and are always calculated in the GPA.

### **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 posted deadline will also earn a “WF.” Students who take a summer school class in the classroom setting who stop attending class will earn an “F.”

Any student who loses credit due to poor attendance, excessive tardiness, or disciplinary reasons will receive a grade of WF (withdrawal failure). The WF grade is counted the same as an F in computing grade point average and in determining extracurricular eligibility. If a student has to drop a class for a medical reason or otherwise, that student may receive a grade of W (withdrawal). The W grade does not factor into GPA.

### **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 within the first 10 school days of the school year. 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 Application Process**

The college application process will be discussed 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 freshman, sophomore and junior year.
2. Check with your school 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. Complete all counselor forms and transcript requests through the college application tracker.
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 list, which lists all community-based aid, institutional aid, and various national scholarships we learn about. Scholarships are posted in the

Senior class Google Classroom. 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 and information about available scholarships.

### **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 and January to inform families about the financial aid process, important deadlines and how to complete the FAFSA.

### **Preliminary Scholastic Aptitude Test (PSAT)**

In addition to taking a strong college preparatory curriculum, students wishing to prepare for the SAT should take the Preliminary Scholastic Aptitude Test (PSAT) in October of their freshman, sophomore, and could take it during their junior year if they wish. The National Merit Scholarship Qualifying Test happens only in the junior year.

### **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 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 Counseling/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. Students in Special Education 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 completion or certificate of achievement.

Commencement exercises will include only those students who are eligible for a diploma or certificate 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 on track for graduation with all Graduation Pathway Completion criteria
2. Must be approved for early graduation at pre-enrollment time in the spring.
3. Must file a completed application, properly signed by the parent and student, with the Director of Counseling prior to the beginning of the senior year.
4. Beginning with the Class of 2029, all early graduates are required to complete an Indiana High School Diploma Readiness Seal.
5. Must be approved by the principal.

### **Homeschool Students**

Greenfield-Central welcomes homeschool students, and understands their desire to supplement academic, athletic, and extracurricular activities through the use of GCHS programming. Homeschool students enrolled at Greenfield-Central may take a maximum of 2 in-person classes. Homeschool students are not eligible to enroll in online or career center classes.

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

### **Curriculum**

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 the opportunity to request classes in PowerSchool. 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 in the spring semester for the following school year. 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 within the published course change request window. A graphic with deadlines will be published each Fall before scheduling begins. 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 their course requests, students will be asked to use the Course Change Request form shared in each cohort's Google Classroom.

Students may request a schedule change within the first 10 days of school only for approved reasons such as failure of a course previously or missing a course required for commencement. 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.

### **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 and Hancock County Career Center (HC3)**

Vocational programs are provided at Walker Career Center (Warren Central High School) and through partnerships with the Hancock County Career Center (Hancock County Schools). These programs are one-two years in length. Most programs require the student to attend the career center for half of their school day.

Scheduling for these programs will occur through communication with the student's assigned school counselor. Questions concerning these programs should be directed to the Vocational Coordinator or the student's counselor. Placement into these programs is determined by the host school and is based upon GPA, attendance, discipline, and successful progress towards graduation.

When the student's career center has a half day, early release day, or elearning, the career center instructor will inform the student what to do. When GCHS has a shortened schedule, you are to attend both schools even when Greenfield has shortened periods. Career center courses are not

eligible to be dropped. A student enrolling in these programs is required to complete the year and is expected to complete the full program. Completion of the full program also satisfies the postsecondary readiness requirement of a Career Technical Education concentrator for graduation.

Any student who drops after the 5th day of classes of fall or spring semester, or is removed from their vocational program, will be withdrawn with a grade of an F for the remainder of the semester. If a student drops out or is withdrawn from their vocational 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.

Students' use of artificial intelligence and all of its extensions (like ChatGPT) without a teacher's permission will be considered academic dishonesty. This will be handled the same as plagiarism or cheating.

- 1st and 2nd 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.
- 3rd 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.

## **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.

### **ECA/Organization Code of Ethics**

1. Grades will be checked at the conclusion of each semester. Students must be passing 75% of their enrolled GCHS courses in order to be eligible for participation the next semester. A student must be enrolled in GCHS classes the semester they plan to participate.

A student wishing to appeal will bring their concern to the Assistant Principal in charge of ECAs. The ECA Appeal Committee will be made up of the Principal, a Counselor that is not currently the student’s Counselor, an Assistant Principal that is currently not the student’s Assistant Principal, the Club Sponsor and another Club Sponsor in which the student does not participate. The decision of this committee is binding

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.

On the first offense, students may be removed for a 9-week period.

On a second offense, students may be removed up to a semester.

On a third offense, students may be removed for 365 days.

3. Students convicted of a felony will be removed from the activity for 365 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. This code will also apply if a student tests positive in a Random Drug Test as well. Also, 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 be removed from club/organization activities for the following time period.

- Tobacco-42 Calendar Days
- Alcohol-42 Calendar Days
- Drugs-84 Calendar Days

As a Rehabilitation, the student may complete an online education course through Advent E-Learning as assigned. The cost of the course is the responsibility of the student. Students must pass the course with a 70% or better.

Students must complete 15 hours of community service.

The student must also have a follow-up negative test.

The student will share rehabilitation and/or community service information with the Student Activities Director.

Once the rehabilitation clause is complete the period of removal will be reduced.

- Tobacco-21 Calendar Days
- Alcohol-21 Calendar Days
- Drugs-42 Calendar Days

On the second offense, the student will be removed from clubs/organizations for the remainder of the current school year with no chance to Rehabilitate.

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 Home Suspension or expulsion will be removed from the organization for the remainder of the semester with the opportunity to appeal the removal to that organization's Sponsor.

### **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.
2. Students should be able to demonstrate good citizenship in the school and community. Students receiving a Home Suspension 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 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
- |                                 |                     |
|---------------------------------|---------------------|
| <b>Academic Competitions</b>    |                     |
| Spell Bowl                      | Rebecca Fields      |
| Hoosier Academic Super Bowl     | Maranda Anderson    |
| Quiz Bowl/Brain Game            | Maranda Anderson    |
| Battle of the Books             | Kelly Swain-Leswing |
| Engineering/Technology Contests | Nick Kerkhof        |
| Journalism Contests             | Kim Ruch            |
| FCCLA                           | Janelle Keusch      |
| <b>Performing Arts</b>          |                     |
| Choir                           | Paul Grizzard       |
| Band                            | Chris Wing          |
| Theater                         | Jeffrey Dalstrom    |
| Blue Fusion                     | Kaylee Bowman       |
| <b>Miscellaneous</b>            |                     |
| Bowling                         | Dawn Steimel        |
- 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.***

# **GREENFIELD CENTRAL HIGH SCHOOL**

**2025-2026**

## **ATHLETIC CODE HANDBOOK**



**810 N. Broadway Street**

**Greenfield, IN 46140**

**Office (317) 462-9195**

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**GREENFIELD CENTRAL HIGH SCHOOL**

**ATHLETIC CODE HANDBOOK**

**Jared M. Manning, Athletic Director**



**I. Introduction** - The following Athletic Code has been adopted for all student-athletes of Greenfield-Central High School. This Athletic Code is to serve as a guide to better define the expectations of a student-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 interest of a healthy student-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 student-athlete of the contents of this Athletic Code Handbook.

Since the student-athlete is representing his/her school and community in such a visible fashion, it is important that their behavior reflects a positive image, not only during a sport season, but throughout the calendar year. **A student-athlete is a student-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 student-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, a student-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-athlete who desires to participate in more than one (1) sport during the same athletic season **must follow** the following three (3) steps:

- 1) The student-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, student-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 student-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:**

Student-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, Consent for Treatment, 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 health care professional (MD, DO, PA or NP) and must be on file in the Athletic Office or through FinalForms. 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 or through the FinalForms website. Paper copies will continue to be made available upon request.

**Student-athletes may not participate until ALL documents are signed and submitted by both the parent and the student-athlete.** The Corporation Athletic and Transportation Fees will also be due at the time an student-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-athlete's registration through FinalForms. It is imperative that parents use accurate information when registering online through the FinalForms online registration process.

**Corporation Athletic Fee** - 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 student-athlete makes a team and considered past due by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a collection agency for small claim court proceedings with all collection fees to be paid by the student-athlete's family. Should a student-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. Student-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 STUDENT-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 student-athlete to help offset corporation transportation costs. Transportation Fees are due at the time the student-athlete makes a team and are considered past by the first contest/scrimmage of that sport. If a payment plan must be arranged, this fee must be paid in its entirety by the time the last regular season game of the team involved is played prior to the IHSA Sectional of that sport. Athletic Awards will not be issued unless this fee is paid in full. Greenfield-Central Athletics reserves the right to submit any unpaid balance to a

collection agency for small claim court proceedings with all collection fees to be paid by the student-athlete's family. Should a student-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** - Student-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. Student-athletes shall not partake or be in possession of alcoholic beverages, intoxicants 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.)

A student-athlete who attends a party or gathering where illegal use or underage consumption of 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 a student-athlete becomes aware that he/she is in the presence of drugs or alcohol, the student-athlete shall leave said party or gathering.
- 2) Student-athletes are expected to be aware of the circumstances which surround them and expose them.
- 3) Once a student-athlete learns or reasonably should have learned that drugs or alcohol are present at a party or gathering, the student-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 a student-athlete to remove him or herself from said party or gathering.
- 5) As long as the student-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 student-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). The student-athlete must pass the course with a 70% or better;
- 2) Completes a minimum of fifteen (15) hours of community service;
- 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, if the drug test that is assigned as part of the Rehabilitation Clause returns a positive result, that positive test will not be treated as a second violation of Rule 1.
- 4) The rehabilitation clause will be processed through the Athletic Department of Greenfield-Central High School. The student-athlete will be responsible for arranging, completing and providing documentation of the community service hours. The Athletic Department will work with the Greenfield-Central High School Administration to arrange the drug test required for the Rehabilitation Clause. The student-athlete will not be notified in advance.

**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). The student-athlete must pass the course with a 70% or better;
- 2) Documentation showing participation in a community service program for a minimum of fifteen (15) hours;
- 3) 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.
- 4) Items #1-3 above will be processed through the Athletic Department of Greenfield-Central High School. The student-athlete will be responsible for arranging, completing and providing documentation of the community service hours. The Athletic Department will work with the Greenfield-Central High School Administration to arrange the drug test required for the 2nd offense as outlined above. The student-athlete will not be notified in advance of the dates of the test.
- 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 postseason 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** - A student-athlete shall not be convicted of a felony.  
Consequence:

**1st Offense:** - Ineligibility for the balance of the student-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 IHSAA postseason 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 student-athlete previously participated.

**3rd Offense:** Ineligibility for the balance of the student-athlete's high school career.

**Rule 4 - Code of Conduct** - It is expected that all student-athletes will meet better than minimum standards in conduct at all times. A student-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 student-athletes at Greenfield-Central High School.

Any student-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, student, student-athlete, opponent or fan.

Anti-semitic or racially insensitive acts, statements or social media posts will be considered a violation of Rule 4.

Any student-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 a student-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 student-athletes cannot practice during the suspension time. In addition, any in or out of season student-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 student-athlete may further be dealt with within the structure of each coach's rules for his/her sport.

**1st Offense:** Suspension of 10-25% of the student-athlete's contests. This percentage is based on the number of regular season contests. Suspensions may include IHSAA postseason tournaments.

**2nd Offense:** Suspension of a minimum of 50% of the student-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 IHSAA postseason 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 student-athlete is expected to be present at all athletic practices involving his/her team. The student-athlete is a member of the team and is expected to fulfill this responsibility. Further, during the period of suspension, the student-athlete will be with the team and dressed in good school clothing. The student-athlete shall **NOT** be in uniform or warm-up attire. If the student-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 student-athlete's conduct could exclude the student-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 student-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 student-athlete may or may not practice depending on the coach's discretion. A student-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.

\*While calculating the percentage of season contests that will be missed, the athletic department will use the maximum regular season contests for each sport as assigned by the IHSAA (Rule 50 - Sports Seasons). In situations where there are fractional suspensions, the athletic department will follow conventional rounding (example: 1.5 events = suspension from 2 contests, 1.49 events = suspension from 1 contest). If a suspension percentage is found to be lower than 1 event, the suspension will be for one contest. In situations where there are not assigned maximum season contests by the IHSAA (i.e. athletic training, cheerleading, etc.) the Athletic Department will work to find a comparable suspension number as the sport those individuals and teams are supporting.

\*A student-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.

\*A student-athlete shall not be in the school building unsupervised.

\*A student-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.

\*A student-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 student-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 student-athlete's family.

**NOTE:** If a scheduled contest is canceled for any reason, that contest shall not be counted in the total percentage of contests of a student-athlete's suspension. Therefore, only actually played contests will be considered as part of the student-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. Student-athletes can be suspended during the review process.

## **VI. Appeal Process**

Upon the request of the parent or guardian, an athletic suspension for Code Violations may be appealed to an Athletic Appeals Committee. The Appeals Committee will consist of the Principal, Assistant Athletic Director, a department head, the head coach of the sport the student-student-athlete is involved with, and a head coach not involved with the sport the student-student-athlete plays. The parent or guardian has five (5) days to request an opportunity to appeal the Code Violation. If the appeal is not requested within the five (5) day period following the initial notification of the violation 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 student-athlete's parents and Athletic Director in writing within five (5) days of the review committee's decision. \*Positive drug tests are excluded from the appeals process.

**VII. 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.

**VIII. 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.

**IX. School Attendance** - A student-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. A student-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 student-athletes being in school and on time the morning after an athletic event.

**X. Equipment** - Quality athletic equipment is provided in each sport. It is to be used only at times indicated by the head coaches. student-athletes are expected to care for this equipment and return it at the end of the season. A student-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 student-athlete's family. A student-athlete may be suspended from the athletic program for unauthorized possession of school owned equipment/uniforms.

**XI. Emergency** - Student-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.

**XII. 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.

**XIII. 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.

**XIV. 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.



## WHERE DO I GO FOR HELP?

### **Assistant Principals:**

<b>Mr. Wherry, ext. 34101</b>	Students A-E
<b>Mr. Ragan, ext. 34104</b>	Students F-L & Sm-Z
<b>Mr. Bruck, ext. 34108</b>	Students M-Sl

**Principal's Secretary: Mrs. Entrekin, ext. 34100** General Information

**Receptionist: Mrs. Jones, ext. 34107** Lost/Found, General Information

**Attendance Office: Mrs. True, ext. 34112** Address changes, Attendance concerns

**Athletic Office: Mrs. Brown, ext. 34300** Athletic Information

**Treasurer: Mrs. Watkins, ext. 34111** Book Rental/Refunds, Free/Reduced Lunch, Parking Permits

**Health Assistant: Mrs. Foreman, ext. 34555** Illness at school/Other Medical

**Guidance Secretary: Mrs. Sheffield, ext. 34205** Report cards, Lockers, Transcripts

### **Counselors:** Scheduling, Graduation Requirements, Vocational programs

<b>Mrs. Aldridge ext. 34200</b>	Students A-E
<b>Mrs. Foster ext. 34202</b>	Students F - L
<b>Mrs. Knecht ext. 34204</b>	Students M - Sl
<b>Mrs. Graham ext. 34201</b>	Students Sm - Z

### **Senior Class Sponsors:**

**Ms. Holzhausen, ext 34483**  
**Mrs. Foster ext. 34202**  
**Mr. Oliver ext. 34777**

# Greenfield Central High School

