GREENFIELD CENTRAL JUNIOR HIGH SCHOOL

1440 N. Franklin St.
Greenfield, IN 46140
Phone (317) 477-4616
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Website - http://gcjhs.gcsc.k12.in.us/
Safe School Helpline (800) 4-1-VOICE ext. 359

Dr. Harold Olin, Superintendent
Dan Jack, Principal
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Andrew Wilson, Dean of Students/Athletic Director
Elizabeth Fortuna, School Counselor
Rebecca Smith, School Counselor

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside our school zone. These rules support, but do not limit, our authority.

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Daily Schedule

7th Grade Schedule

1--8:35-9:30

2--9:34-10:24

3--10:28-11:18

4--11:22-12:44 A Lunch- 11:20-11:50 Class- 11:54-12:44

B Lunch- 11:54-12:24 Class- 11:22-11:54, 12:26-12:44

5--12:49-1:38

6--1:42-2:31

7--2:35-3:25

8th Grade Schedule

1--8:35-9:30

2--9:34-10:24

3--10:28-11:18

4--11:22-12:12

5--12:16-1:38 C Lunch 12:34-1:04 Class- 12:16-12:34, 1:08-1:38

D Lunch 1:08-1:38 Class- 12:16-1:08

6--1:42-2:31

7--2:35-3:25

Welcome

The faculty, staff, and administration welcome you to GCJHS. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, and the practice of regular attendance.

The goal of GCJHS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at GCJHS encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

This student handbook serves as a reference document for students and provides key provisions of school board policy. The school board policy manual is incorporated by reference in the student handbook and should be consulted for the full text of a particular policy or rule. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

GCJHS MISSION STATEMENT

GCJHS will foster high level learning for all students in a positive environment that promotes exemplary character and growth opportunities for all.

SCHOOL INFORMATION

COLORS:	Blue and Gold
MASCOT:	Cougars
GRADE LEVELS:	Seventh and Eighth
SCHOOL SONG:	Cheer, Cheer for old gold and blue Come on Cougars we're proud of you We are loyal to our high Send up a cheer that will reach the sky Although the odds be great or be small Old Gold and Blue will win overall While our loyal teams are fighting Onward to victory!

PROFESSIONAL STAFF

Please check the Greenfield-Central Community School Corporation webpage for staff assignments and contact information.
www.gcsc.k12.in.us

SCHOOL CALENDAR FOR 2019-2020

July 31	Teacher Work Day
August 1	Students' 1st Day
September 2	Labor Day-No School
October 7-18	Fall Break
November 27-29	Thanksgiving Break
December 20	Students' Last Day Before Winter Break
January 6	Students Return to School
January 20	Martin Luther King, Jr. Day
February 17	President's Day – No School (Make-up day if needed)
March 16-27	Spring Break
May 29	Last Student Scheduled Day
June 1	Teacher Work Day

EMERGENCY SCHOOL CLOSING / MAKE-UP DAYS

As noted in school corporation policy, the superintendent of schools might find it necessary to close the schools to maintain the safety and welfare of the students and staff when emergency conditions exist. Since the Indiana Department of Education defines the minimum length of the school year to be 180 student instructional days, it may be necessary to make-up lost days to meet this minimum instructional day requirement. All make-up days will be scheduled in accordance with the school corporation's official school calendar, which denotes scheduled make-up days.

Make up dates for the 2019-20 school year are:
First week of Fall Break (October 8-12)
President's Day (February 17)
First week of Spring Break (March 16-20)

Notification of Closings, Delays, Emergency Early Dismissals, Cancellations and Major School Safety Alerts

The Alert Now system has become the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents may provide the necessary information to determine how the Instant Alert messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Alert Now system. A $5 annual charge per family per school for this service will be included in the fees portion of textbook rental and fees.

TO AND FROM SCHOOL

1. Bicycle riders are expected to park their bicycles south of the front entrance on the bicycle racks. Recreational riding is not permitted at any time. NO MOPEDS ARE TO BE OPERATED BY STUDENTS AS A MEANS OF GETTING TO AND FROM SCHOOL.
2. Students who WALK to and from school are requested to walk on established walkways and paths and not cut across grass areas. NEVER walk between buses. Enter and exit by the front entrance.
3. School rules and policies will be in effect for all students en route to and from school.
4. Students that come to school by automobile are to be let out as quickly and safely as possible at the main entrance. Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility.
5. The west entrance is the bus loading zone and should be kept clear of all unnecessary traffic during bus drop off and pick up.
6. Pick up at the end of the day for car riders should be done at the main entrance/exit.
7. Never leave the school grounds, once you have arrived (bus, car, commuter).
8. Non bus-riding students should not arrive at school before 8:20 A.M.

LEAVING & ENTERING THE BUILDING

After arriving at school, students are expected to remain in school for the full day unless previous arrangements have been made with the attendance office. A note or phone call from parents to the attendance office is necessary to gain permission for the student to leave during the school day. This note or call must be received in advance of the requested leave. Students leaving school premises without permission will be considered truant.

If students arrive at school after 8:35 A.M., they must report to the attendance office and obtain an admission slip. Students who need to leave the building during the school day for a doctor or dental appointment, must report to the attendance office. A student who needs to leave the building will not be released until their parent comes into the attendance office and signs their student out. Students who leave the building for an appointment and later return to school are required to sign back in at the attendance office.

GRADES

Grades are a means by which we evaluate student progress. Report cards are available online four times a year (about every nine weeks). Our faculty considers many factors in determining student progress. Some of the factors considered are as follows:

1. Tests
2. Quizzes
3. Classroom work
4. Homework (outside assignments)
5. Classroom participation
6. Extra Credit
7. Special projects

In the Related Arts classes other factors may also be considered. Comments may be given on the report card that we send home. Listing comments are largely left up to the discretion of the individual teacher.

The grade given at the end of the semester is the grade that will be recorded on the permanent record. Students who continue to perform below average work with an unsatisfactory effort and poor attendance may be considered for retention in the same grade for the next school year.

Grading System

Percentage Scale		Grade		Class Rank
100-99	=	A+	=	4.333
98-93	=	A	=	4.0
92-90	=	A-	=	3.666
89-87	=	B+	=	3.333
86-83	=	B	=	3.0
82-80	=	B-	=	2.666
79-77	=	C+	=	2.333
76-73	=	C	=	2.0
72-70	=	C-	=	1.666
69-67	=	D+	=	1.333
66-63	=	D	=	1.0
62-60	=	D-	=	0.666
59 & below	=	F	=	0

A	=	Outstanding
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failing

Please check the Greenfield-Central Community School Corporation webpage for when the grading periods begin and end. Report cards will be available soon after the end of each grading period.
www.gcsc.k12.in.us

Earning High School Credit

When enrolling at Greenfield Central Junior High School, students may opt to receive high school credit for both semesters of Algebra I, Geometry, Spanish I, and Biology I in junior high school with the following stipulations:

- Grades and credits for the course must be included on the student's high school transcript and be factored into the student's cumulative GPA.
- Math credits will only be applied if the student is enrolled in the next level math course at the high school.
- Junior high school students will be required to accept or decline the credits for both semesters of a year-long course.

The same final semester assessments are administered to both junior high and high school students in these courses. The same grading scale is used in these courses at the junior high and high schools.

Students who successfully complete an eligible junior high school course, such as Algebra I, may enroll in the next course in sequence in ninth grade. If they choose to accept the credits and grades earned in their junior high school Algebra I course, these will appear on the student's high school transcript and count toward the total number of math credits needed for graduation. If students choose *not* to receive the credits and grades on their transcript, they may still enroll in the next course in the sequence, but must plan to earn all of the required math credits during their high school years.

Students will be asked to decide whether or not they wish to receive credit for eligible junior high school courses by the end of their freshman year. During the spring semester of 9th grade, students and their parents will receive a copy

of the student's transcript, which will include the high school courses, grades, and credits the student earned in junior high school. Parents and students must sign and return the form by the posted deadline to decline those credits. Failure to return the form by the deadline will result in a decision to accept all credits earned in junior high school. Once the deadline passes, accepted courses and credits earned in junior high school become part of the student's permanent academic record and there will be no future option to have them removed from the student's transcript.

Honor Roll

At the end of each report card period and semester, a listing of outstanding student achievement will be developed. We call this our Honor Roll and Superior Honor Roll. It is based on the grade evaluations submitted by the faculty. Students' names will be printed on a Superior Honor Roll and a Regular Honor Roll. Students are not eligible for either honor roll with a D or F. On the semester honor roll only those subjects which were taken for the entire semester are considered.

General Information

A Student Who Studies Well:

1. Brings notebook, paper, pen or pencil and other materials necessary to class daily.
2. Participates in the classroom, listens well, and takes part in discussions.
3. Asks questions if he/she does not understand the discussion or if a problem exists.
4. Plans work and schedules time for homework each day and understands the assignments before leaving class.
5. Applies his/her acquired knowledge to different situations.
6. Strives to do his/her best.

How to Study

1. Attitude is important - think positively, work independently, seek help only when you have exhausted your own resources; then ask questions, use library sources.
2. Learning requires concentration - keep your mind on what you are doing. It will take less time.
3. At home, have a definite, well-lighted, quiet place to study. Unless you have a straight "A" average, you will have to study at home each day.
4. Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
5. If the assignment is a long-term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

How to Take a Test

1. Relax and put aside distractions.
2. Read the directions carefully, and then follow them.
3. Read the whole test first, see what's asked for, and budget your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for - not what isn't asked for.
7. Check your paper for spelling and grammar before turning it in.

Homework

Often class time is set aside for individual study work under the supervision of the teacher who can, during this time, help students with their particular weakness and observe study and work habits of all students in the class. Home study is a necessary part of each pupil's educational program. Each student must be expected to spend some time in addition to class instruction to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

TEXTBOOK RENTAL

Textbooks, in most cases, not including workbooks, are available for rental. At the close of the second semester, the books are to be returned and fines paid on books which have been damaged or lost. Each student is expected to turn in the same book that was issued to him by his/her teacher. Students who qualify for free or reduced lunches qualify for textbook assistance. Any other fees are the responsibility of the parent or guardian.

HEALTH SERVICES

The school health clinic is staffed by a School Health Services Assistant. The health assistant is a paraprofessional who works under the supervision of the Greenfield-Central Community School Corporation Nurse. The School Corporation Nurse may be contacted by calling 477-4601. The nurse is available to discuss any health problems or concerns that may occur.

MEDICATION AT SCHOOL

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.

Prescription Medicines

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

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

Over the Counter Medications

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

Students are permitted to carry and self-administer certain over-the-counter medications. In order to be authorized to carry and self-administer over-the-counter medications, Form 5330 F1c must be completed in its entirety. The student must follow all guidelines contained in Form 5330 F1c.

Immunizations

Indiana State Law mandates every child who is admitted to school show evidence of immunizations. Students not in compliance may be excluded from school attendance. If your child is new to the school, you must provide an immunization record on the day of enrollment. Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the student's host school fax this information to the school your child will be attending.

Accident or Illness at School

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and, if necessary, contact a parent or guardian of the child. If a parent or guardian cannot be reached, we will attempt to contact the emergency numbers that you have listed. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a fever of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. Otherwise, the student will return to class.

Health Screenings

Each year, students in grade 7 are given a hearing screening. Students in grade 8 are given a vision screening. Parents will be notified if the screenings indicate a potential area of concern.

Cell Phones in Clinics

Due to the confidential nature of the clinic, students are not permitted to use their cell phones while in the clinic.

ACCIDENT REPORTING

Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school, at home or away, must be reported immediately to school personnel sponsoring the activity. Accident reports are to be filled out on all accidents and turned in to the main office the same day. A student accident insurance plan is available for a nominal fee. Please contact the school office.

WITHDRAWING FROM SCHOOL

If for any reason a student must withdraw from our school, his/her parent or guardian should report this fact to the office at least one day before his/her last day of attendance and to fill out the appropriate withdrawal form. The student also needs to come to the office for a form to be filled out by the teachers with his/her current grades. This completed form must be turned in along with all with books (including library books) for final clearance. Also all outstanding library fines and lunch charges need to be paid.

SELLING ITEMS ON SCHOOL GROUNDS

The school does not permit the selling of any items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fundraisers each year.

PERSONAL PHONE CALLS

Telephone calls may be made to the school office, **477-4616**, during regular school hours. Students will be called to the phone only in emergencies; only messages of an urgent nature will be delivered to students. School phones are for business. Students will not be permitted to make unnecessary calls. If a student needs to make a call, he/she may use the phone in the Student Services office.

VOICE MAIL

Greenfield Central Junior High School parents and students have the opportunity to enjoy reliable, effective and easy-to-use Voice Mail communications. Our Voice Mail System works with our telephone system to help manage the flow of information inside and outside of our school. All you need is a Touch-Tone telephone system. The system will be in operation from 3:40 P.M. until 8:00 A.M. daily. It will also be able to be used on weekends and holidays.

LOST AND FOUND

A lost and found service is maintained at the school. Students are urged to accept the responsibility for their school clothing, equipment and supplies. It is asked that students not bring to school large sums of money or articles of great value which have no connection with school work. Articles that have been found should be taken to the school office. Their owners may then claim these articles upon identification. The return of lost textbooks is greatly facilitated by the student's name being written in ink in the front of each book. Students who find items or money not belonging to them are expected to immediately return these items to the office.

VALUABLES/PERSONAL PROPERTY

Students are cautioned not to bring large amounts of money, valuables, expensive rings, bracelets, necklaces, etc. Students, not the school, are responsible for their personal properties. All personal property and clothing should not be left unattended, but placed in their locked locker.

TECHNOLOGY DEVICES

Guidelines for use

I. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

II. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.

III. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.

IV. The use of personal devices falls under the Greenfield-Central Community School Corporations' Acceptable Use Policy, found in the student handbook.

V. Students will refrain from using personal devices outside of their classroom unless otherwise directed by their teacher.

VI. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

VII. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Greenfield-Central Community School Corporation is in no way responsible for:

VIII. Personal devices that are broken while at school or during school-sponsored activities

IX. Personal devices that are lost or stolen at school or during school-sponsored activities

SCHOOL PROPERTY

Greenfield Central Junior High School is a state-of-the-art facility and the goal is to keep it in good condition. The school building is your home for several hours each day; school property should be treated as you would treat your own property. Keep the building and its expensive equipment in good condition. Numerous waste baskets have been placed in the halls; put any waste paper you may have in them and be sure it goes in. No markings should occur on the walls or flooring. Tape or stickers should not be placed in or on the lockers. Occasionally clean your locker and remove those scraps of paper that might drop out, so that the appearance of our halls may be kept tidy for the visitors we entertain. The building stands as a monument or as a disgrace just as you make it. Malicious destruction of property cannot and will not be tolerated. The student body should strive to maintain the new condition of the facility.

PETS IN THE CLASSROOM

Indiana Code requires that live animals (with the exception of fish in aquariums) shall be in classrooms for educational purposes only. At no time will animals considered dangerous be brought into the classrooms.

FIELD TRIPS

Students must have signed, written permission slips on file before being allowed to go on any field trips.

REMAINING IN SCHOOL BUILDING AFTER DISMISSAL

No students are to remain in the building or on school grounds after the afternoon dismissal unless they are scheduled to be in some activity sponsored and supervised by a staff member. Students that stay after school for school activities or wait on an afternoon bus are to be at their assigned areas by 3:40 P.M. This rule applies to all after school activities.

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 the following radio stations or TV stations for such information: WRGF (Channel 19) WZPL, WIBC, WIRE, WFMS, WSVL, WNDE, WTUX, WTPI, CHANNEL 4 WTTV, CHANNEL 6 TV, CHANNEL 8 TV, CHANNEL 13 TV.

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.

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 multiple times per year. The Standard Response Protocol is available at the end of this handbook for further review.

ATHLETICS

The school provides a wide variety of possibilities for athletic participation by both boys and girls. Any student is welcome to select activities which he or she may find appealing. A student must provide proof of a medical physical, parent consent, and insurance for athletics. Students involved with extracurricular athletics, clubs, and organizations should be current on all state required immunizations.

Athletics by Season

	Fall Sports
Cross Country	7th and 8th grade boys and girls
Cheerleading	7th and 8th grade girls
Football	7th and 8th grade boys
Volleyball	7th and 8th grade girls
Soccer	7th and 8th grade boys and girls
Tennis	7th and 8th grade boys and girls
	Winter Sports
Basketball	7th and 8th grade boys and girls
Cheerleading	7th and 8th grade girls
Wrestling	7th and 8th grade boys
Swimming	6th, 7th, 8th grade boys and girls (club sport)
	Spring Sports
Baseball	7th and 8th grade boys
Golf	7th and 8th grade boys and girls
Track & Field	7th and 8th grade boys and girls
Softball	7th and 8th grade girls

GCJHS students also have the opportunity to participate in our fine arts programs such as Dance and Guard. These programs are available to 7th and 8th grade students.

Extracurricular Eligibility

I. Athletes may not participate in interscholastic contests with one or more "Fs" on their weekly grade check. The student's athletic suspension will begin on the day of the grade check and will continue until the next weekly grade check when the athlete can provide records confirming that he/she has no "Fs."

II. The student's grades will be reviewed weekly by the athletic director or coach to determine eligibility. Athletes may be required to submit a record of their current grades weekly.

III. If the weekly grade check reveals one or more "Fs," the athlete is ineligible until the next weekly grade check.

IV. During the time in which the student is ineligible, the student is allowed to practice/try-out with the team, but cannot dress for contests.

V. Students who are suspended from school, as stated in the student handbook, are ineligible to compete in contests during the time of suspension.

VI. To be eligible for athletic participation, a student must:
   a. Have a physical form and insurance form signed by a physician, parent, and student.
   b. Be academically eligible.
   c. Have paid the Transportation Fee and the Athletic Fee/Activity Fee.
   d. Complete all required athletic paperwork
   e. Be current on all state required immunizations.

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.

Inappropriate Behavior
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 themself and/or the school, or that negatively impacts the reputation of themself 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.

Transportation Fee
The *Transportation Fee* is a one time per year payment of $50.00 made to GCJHS Athletics. Students will be required to pay the fee prior to participation in an athletic contest. Students may try-out and practice without paying the fee. Students will not be expected to pay unless they make the team. The fee will be collected by the athletic director and must be paid prior to the first athletic contest. The *Transportation Fee* is non-refundable. If the athlete quits the team, is dismissed from the team for any reason, or becomes academically ineligible, the fee remains non-refundable. Students who fail to pay the *Transportation Fee* will be dismissed from the team following the first athletic contest.

GCJHS Athletics realizes it may be difficult for some families to pay the fee. Therefore, the athletic department has instituted a fee arrangement process for families who request it. For example, a family may make arrangements to pay the fee in two installments of $25 rather than one $50 payment. The completion of a *Fee Arrangement* Form is required to begin the process. Failure to follow the agreed upon fee arrangements may impact the athlete's participation in the current season and the ability of his or her family to make similar fee arrangements during future seasons. Please contact the athletic director at GCJHS if you have questions, comments, or suggestions concerning the *Transportation Fee* or to obtain a *Fee Arrangement Form.*

Athletic Fee and Activity Fee
Students who wish to participate in extracurriculars will be required to pay a $50 Athletic Fee for each sport they are involved in. For example, if a student is on the football team and the track team, the student will be required to pay $150 ($50 for football, $50 for swimming, plus the $50 Transportation Fee). This Athletic Fee will be used to offset a variety of corporation costs, such as: maintenance, building utilities, programming, etc.

The Activity Fee is a $10 payment for each activity students choose to participate in, excluding athletics. This includes Builder's Club, Student Council, Archery, Yearbook, and any other extracurricular activity. Band and choir students are not required to pay the Activity Fee because these activities are co-curricular. Students who participate in club sports, such as swimming, are also required to pay the Activity Fee.

All guidelines listed above in the Transportation Fee section apply to the Athletic Fee and Activity Fee. A *Fee Arrangement Form* will be required for students who may be unable to pay the fee. Please contact the athletic director at GCJHS if you have questions, comments, or suggestions concerning the *Transportation Fee* or to obtain a *Fee Arrangement Form.*

Random Student Drug and Alcohol Testing Program
The Board of School Trustees of the Greenfield-Central Community School Corporation recognizes the health risks and dangers associated with the use of unlawful drugs and/or alcohol. Drug and alcohol abuse in the school is a threat to the safety and health of students, faculty, and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.
The extra-curricular and athletic activity programs of Greenfield-Central CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program.

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

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

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

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

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

Consent form. It is mandatory that each student, who participates in extracurricular activities or obtains a parking permit to drive on school grounds, sign and return the "consent form" prior to participation in any said activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a "consent form," which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Greenfield-Central CSC. Any student, with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non-participation period.

Procedures. The approved laboratory will set up the testing environment, guarantee samples, and supervise the chain of custody. A saliva or urine specimen will be taken on site and will involve supervision by the certified lab. Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The testing may occur on different days, Monday through Saturday. This will keep student conscious of the possibility of being tested at any time during the year. A minimum of ten (10) testing dates may be conducted yearly for students in grades 9-12. A minimum of ten (10) testing dates may also be conducted yearly for students in grades 7-8. Students will be selected through a random process.

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

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

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

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

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

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

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

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

Financial responsibility.

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

B. A request on appeal for a second specimen test is the financial responsibility of the student or the student's parent/guardian.
C. Counseling and school approved subsequent treatment programs by non-school agencies are the financial responsibility of the student or his/her parent/guardian.
Definition of ECA Pool: The ECA pool consists of any student who is in a school sponsored activity that is not considered co-curricular by definition. A co-curricular activity is any activity that involves student participation outside regular school class time, is related to a class and is required in order for an enrolled student to receive a grade or credit. A positive test result cannot affect any grade in any way.

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

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

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

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

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

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

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

During the period of suspension, the student is excluded from attending all extra-curricular activities in which he/she participates. Re-testing may take place periodically throughout the school year at the expense of the parents/guardians.
Student drivers, who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.
Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student: 1) presents documentation of participation in a recognized multi-session treatment/assistance program; 2) participates in the student service program; 3) has a follow-up "negative" test.

3rd Offense Exclusion for the balance of attendance at Greenfield-Central CSC
Student Drivers who are 18 years of age or older, will not be subject to action for a "positive" test for nicotine.
First and second junior high school offenses do not transfer to the high school. However, exclusion periods for a second offense in the junior high school will be enforced at the high school until the time period expires. Any penalty assessed at the junior high school of exclusion for the balance of attendance at Greenfield-Central CSC may be appealed for relief to the high school principal while the student is enrolled at Greenfield-Central High School.
Our goal, with the help of parents/guardians, students and the school staff working together, is to create a drug free environment at Greenfield-Central CSC.

Confidentiality. Under this drug testing program, any administrator of the Greenfield-Central CSC who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than when a court order specifically requires the test results be divulged or the parent or guardian of the student has provided written consent to the release of the test results, for a student less than 18 years of age, or if the student consents to the release of the test results, in the situation where the student is over 18 years of age.

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

STUDENT ACTIVITIES

GCJHS encourages students to become involved in the many facets of school which are available. Student activities are designed to enhance the educational experience. Participation in student activities provides exploration opportunities and helps students identify their own interests and talents. **Activity Fee required.

Builders Club: The Builders Club is open to all GCJHS students. Its goal is to develop leadership qualities in young people through experiences in volunteer community service.

Fellowship of Christian Athletes [FCA]: FCA is open to all GCJHS students. Its goal is to provide fellowship opportunities for athletes and those interested in athletics.

Yearbook: GCJHS publishes a yearbook annually. We are proud to feature our students and staff in a variety of activities which highlight the school year. Participation is open to GCJHS students who enjoy the opportunity to enhance writing skills and have an interest in photography and advertising.

Student Council: The student council of GCJHS is the "voice of the student body." Membership is open to any student who has an interest in serving his/her class. Members of the student council are actively involved in sponsoring school dances, spirit week, and other special activities. The student council contributes to the success of other school organizations such as providing funds for teams, cheerleaders, or school needs.

National Junior Honor Society: Membership is based on outstanding scholarship, leadership, service, character, and citizenship. Once accepted for membership students will be inducted into the GCJHS chapter of the National Junior Honor Society. Meetings will be bimonthly. Among other activities, all members will participate in a group service project as well as an individual service project during the year.

Others: GCJHS offers participation in academic teams such as Hoosier Academic Spell Bowl and the Academic Super Bowl Team. GCJHS is proud to offer a wide variety of extracurricular activities to our students. There is truly something for everyone.

MEDIA CENTER

We welcome your use of the media center during the school day. The media center is open from 8:35 A.M. until 3:25 P.M. daily.

GUEST TEACHERS

Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, considerate, and attentive as you would be to your regular teacher.

PARENTAL VISITORS

GCJHS welcomes parents to become involved in classroom activities and classroom visitation. Firsthand experience in classroom activities often helps parents understand the teachers' approach to subject matter aiding parents in assisting our students with work outside the of the classroom. At the junior high level, any visitor to the classroom draws students' attention and may disrupt the normal progression of class. *Parents wishing to visit classes should notify the school 24 hours in advance* so teachers may prepare for a visitor and any subsequent changes brought about by the visitation. The school principal must approve any exception to this policy.

The safety of our students and security of our school remain paramount concerns at Greenfield-Central and Greenfield Intermediate 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 require to clearly display an adhesive visitor ID at all times.

CAFETERIA

GCJHS has an excellent cafeteria. Lunch is available for students and staff. Breakfast is also available. Students are permitted to bring their lunch. Students are not permitted to leave the building for lunch. All food that is served in the lunchroom must be eaten there. Students who bring their lunch from home will also eat in the lunchroom. Students are responsible for:

1) depositing all litter in the wastebaskets provided,
2) returning all trays to the dish washing area,
3) leaving the table and floor areas around your place in a clean condition for others.

Free and Reduced Meals

Each year during registration of students and anytime during the school year, families may request an application for free and reduced meals. The application may be secured from any school office and filed with the office of the superintendent. Signup is also available through the Corporate website under the Parent pulldown menu. Parents are responsible for meals consumed prior to a free/reduced application being processed.

Meal Payments

Students may pay for their lunch weekly or pay cash daily. Greenfield-Central Schools allows junior high students to charge their meal only 4 times, so please make sure money is in the account. Email notifications concerning low or negative balances will be sent twice a week. Refunds are not available for amounts less than $3.00. A refund of more than $3.00 may be requested prior to the June 30th after the student leaves or graduates. After June 30th the remaining balance will be used towards unreimbursed meals. No change will be given at the register; the money will be placed in the student's account. Parents may pay online using EZ School Pay-signup is available through the Corporate website under the Parent pulldown menu.

2019-2020 Prices

Junior High (Lunch / Breakfast)	$2.85 / $1.75	$14.25 / $8.75 weekly
Adults (Lunch / Breakfast)	$3.50 / $2.25	$17.50 / 11.25 weekly
Reduced Meals (Lunch / Breakfast)	$.40 / $.30	$2.00 / $1.50 weekly
Extra Milk	$.50	$2.50 weekly

COUNSELING SERVICES

Guidance and Counseling - Counseling service is available to all students. The counselors' purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselors about classroom concerns, plans and decisions, or personal problems. The counselors will also assist parents in arranging conferences with teachers. Students may be referred to a counselor by themselves, parents, teachers, other students, or administrators. The counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselors.

ATTENDANCE

GCJHS truly believes regular school attendance is vital to the education of its students. Although assignments can be made up when excused absences occur, there is no supplement to receiving instruction first hand from the instructional staff. GCJHS has a goal for all students to miss fewer than six days in each school year.

When a Student Is Absent

When it is necessary for a student to be absent, parents are required to call the Attendance Secretary at **477-4616** between 8:00 A.M. and 9:15 A.M. Student absences will be considered unverified unless verified by parent note or phone call on the day of the absence. Additionally, a note from a physician (stating the specific dates of absences) will be required to clear the missed day from the student's attendance record.

Attendance Policy

Ages for attendance in Indiana are set by the laws of the state: Every child between the ages of seven and sixteen shall attend public school or other school taught in the English language which is open to the inspection of local and state attendance and school officers, and such child shall attend such school during the entire time the public schools are in session in the School Corporation in which such child resides, unless excluded by the provisions of the law. The right of all children to attend school in the Corporation as enumerated by law and by the policies of the Board of Trustees, is subject to the qualifications contained therein, including, among others: that such child has been successfully immunized or vaccinated against measles and poliomyelitis, and inoculated against diphtheria, pertussis and tetanus, has supplied proof of age by birth certificate or other legal evidence of date of birth, and each child entering the first grade shall provide evidence of a report of physical examination by a doctor licensed to practice medicine in the State of Indiana, said examination having been conducted within the last six (6) months.

Student Absences and Excuses

It is the responsibility of the student and the parent(s) or guardian(s) to ensure good school attendance. It is the responsibility of the school corporation to enforce the compulsory attendance laws established by the State of Indiana. The term "excused" will refer to any absence from school or class based on the following (the term excused is used in these cases so the teachers will allow the students to make up the work missed):

1. Personal illness: The approving authority may require certification by a physician, dentist, or psychologist. Absences will be exempt if such documentation is provided.
2. Illness in the family: A student may be absent due to the serious illness of a member of the immediate family; however, the absence is limited to three (3) days per year. The immediate family includes parents, step-parents, grandparents; spouse, children, step-children, brother, step-brother, sister, step-sister, great grandparent, or legal guardian;
3. Quarantine of the home: The absence of a student from school for quarantine is limited to the length of quarantine;
4. Death in the family: A student may be absent due to the death of a member of the immediate family; however, the absence is limited to three (3) days per year. The immediate family includes parents, step-parents, grandparents; spouse, children, stepchildren, brother, step-brother, sister, step-sister, great grandparent, or legal guardian;
5. General Assembly Page: Service as a page shall be recorded as being present at school when such service is properly verified;
6. Required Court Appearance or Probation Appointment: Such an absence must be verified by a proper court summons or by the individual's probation officer; a student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school;
7. Observance of Religious Holiday: Any student shall be excused if his or her absence is for the purpose of observing a religious holiday which requires his or her absence from school; advance notice to the principal is required; or
8. An emergency or set of circumstances which in the judgment of the principal or his or her designee constitutes a good and sufficient cause for absence from school shall be excused; excessive absences or tardiness may be grounds for denial of a requested absence under this section.
9. Attendance at 4H related activities at the Indiana State Fair as approved by the principal.

Parents may periodically be informed of the student's class attendance patterns. An unexcused/unverified absence is any absence from school which is not outlined in the nine (9) items defining an "excused absence." Truancy is an absence from school or class without the knowledge or consent of the parent and the school, or an absence from school where there is an attempt to evade the State Attendance Law. A student is considered to be a habitual truant when more than (2) acts of truancy have been accumulated in a semester.

If a student of at least 13 years of ages is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law (1C 20-8.1-3-17.2) in addition to the penalties set out in this policy. Junior high school students who are tardy may be assigned to detention after school. Repeated tardiness may result in more serious disciplinary action, including but not limited to: Tuesday School, Friday School, suspension or expulsion from school.

Students with excessive absences or tardies to school may be placed on an attendance contract. An attendance contract may include, but is not limited to, any or all of the following:

1. A required doctor's certificate for any future absence;
2. Assignment to after school detention, assignment to the Guided Learning Center, suspension from school, or expulsion;
3. Referral to the proper legal authorities; or
4. The filing of charges for educational neglect.

Late Arrival/Early Departure Procedure

Arriving more than two (2) hours late or departing two (2) or more hours early will constitute one-half (1/2) day absence from school. All schools have 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. When absent from school without prior permission from school officials, a student shall have his/her parent or guardian phone the school office before 9:15 a.m. on the day of the absence or present a note from the parent upon return to school explaining the reason for the absence. Students who do not have their parents phone the school office may receive a call from the attendance office. Students arriving at school after the tardy bell must first sign in at the front office.

Tardiness to School

Every effort should be made to ensure that students arrive to school on time. Tardiness to school will be documented by the attendance secretary. To help ensure that instructional time is not missed, students may be assigned the following consequence when they are tardy to school:

- 1st-2nd tardy -- Warning and documentation
- 3rd tardy -- Lunch detention
- 4th-5th tardy -- Warning and documentation
- 6th tardy -- Two days lunch detention
- 7th-8th tardy -- Warning and documentation
- 9th tardy and every third tardy thereafter -- Tuesday/Friday School detention

Making Up Work As a Result of Absence

The following statement of policy regarding student absence and make-up work will apply for those absences falling within the categories named below. For those cases not listed, the principal or his/her designee has full authority to handle each case according to his/her own best judgment.

A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school so they can complete assignments given during the period of absence. It is the student's responsibility to contact the teacher for missed assignments.
B. When a student has an unexcused absence, he/she may complete any work missed for grade or credit. Again, it is the student's responsibility to arrange with the teacher for the make-up of missed work.
C. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero may be recorded for each assignment not completed.
D. Class participation is an integral part of teaching and learning. It is, consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived. However, the participation component of a student's grade for class time lost during an unexcused/unverified absence may be recorded as a 0. The classroom teacher will be responsible for the implementation of the participation component of the student's grade.

Policy Waiver

Exceptions to the above policies 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. This policy is exclusive of provisions for home instruction as found in the guideline of the Department of Education, Rule 51.

HANCOCK COUNTY ATTENDANCE PROTOCOL

This initiative unites all K-12 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to 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 Department
- Formal referral to the Hancock County Probation Department

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

HANCOCK COUNTY PROSECUTING ATTORNEY

27 American Legion Place
Greenfield, Indiana 46140
Main Telephone: (317) 477-1139

Hancock County
Prosecutor's Office
Brent E. Eaton, Prosecutor

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

Brad Burkhart
Hancock County Sheriff

Joshua Sipes
Chief Probation Officer

Hon. R. Scott Sirk
Hancock County Circuit Court Judge

PASSING PERIODS & HALL PASSES

The time between classes is to be used to make necessary changes and not to visit in the halls. It is suggested that students take all the books they will need for their morning classes with them when they are dismissed at the beginning of their day and take with them all their afternoon books when they go to classes after lunch. A pass will be issued when students are permitted to leave their regular class assignment. Students are not to be in the hallways during the class periods without a pass with the teacher's signature.

STUDENT DRESS

The appearance and dress of any student is primarily the responsibility of both the student and the parent. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. 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, visible undergarments, or clothing that exposes a bare midriff.
- Any covering on the lower body should be in good taste and skin shall not be exposed above finger-tip length.
- Hats, hoods or hair coverings should not be worn in the building.
- Bandannas, handkerchiefs, rags or flags are not permitted in any form from the pocket, wrist or anywhere visible.
- Shoes must be worn at all times.
- Clothing or any other item of apparel, including jewelry, which advertises, displays or refers to nonprescription drugs, controlled substances or illegal drugs, tobacco, sexual references, alcoholic beverages, or T-shirts that are inappropriate or vulgar are not considered suitable for school. Chains, spike bracelets or anklets, or other potentially harmful accessories are not permitted.
- Any type of dress or jewelry that does not follow the above guidelines or causes a class disruption may result in a referral and placement in GLC until the disruption is resolved.

Violations of the established dress code will be dealt with as follows:

- 1st Offense – Documentation
- 2nd Offense – Documentation
- 3rd Offense – 3 Days of Closed Lunch
- 4th Offense – Tuesday or Friday School
- 5th Offense -- 2 Tuesday/Friday Schools
  *Further offenses will be dealt with on an individual basis

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education, and classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. However, the lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents for the following:
1) to ensure that the locker is being used in accordance with its intended purpose,
2) to eliminate fire or other hazards,
3) to maintain sanitary conditions,
4) to attempt to locate lost or stolen material,
5) to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, tobacco, and alcohol.

Lockers are assigned to students only by the office. Students are to use lockers in a careful manner ensuring that all items are placed entirely in the locker with nothing hanging out. Students are not to kick or hit lockers. Students who experience difficulty with a locker and need repairs should report the information in the office. The student's teacher will assign lockers in Physical Education classes. Students are responsible for keeping PE equipment locked at all times.

BOOK BAGS AND PURSES

The use of book bags by students as an organizational aide is supported by faculty and staff. The following guidelines have been developed to ensure the safety of all students and staff:

a. Large book bags may be used to transport books and materials to and from school. These book bags must be kept in a student's locker during the school day (If it doesn't fit in the locker, it is too big to be used).

b. Students may only use the corporation-issued laptop bag to carry their digital learning device throughout the school day.

c. Purses, small enough to carry only necessary items, are allowed to be carried from class-to-class. Each teacher may outline a policy for safe storage of these bags in their classroom.

STUDENT BEHAVIOR

The principal retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as the principal considers necessary. Furthermore, the principal reserves the right to amend any provision in this Handbook that is deemed to be in the best interest of the educational process.

Please remember! We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Discipline: One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Rules of Conduct: Every student should strive to be considerate of others. It is our expectation that all students express normal good manners in their personal relationships with other students and all school personnel. We regard it as our responsibility to encourage an atmosphere in which courtesy and consideration toward others are observed. Making boisterous noises, door slamming, running in the halls, marking on the desks, walls, floors, and lockers, congregating in the halls in groups which block traffic, pushing in or *bucking* the cafeteria lines and talking while someone else is speaking, are examples of behavior that good school citizens avoid. Strive to show you are responsible. The following are some examples of misconduct:

1. Being insolent or disrespectful.
2. The use of vulgar or profane language or gestures.
3. Fighting.
4. Inappropriate displays of affection.
5. Making noise or other disturbances that might disturb classes.
6. Rowdy behavior, such as pushing, shoving, or throwing things (rocks, snowballs, etc.).
7. Leaving school without permission.
8. Class tardiness or truancy.
9. Vandalism, damaging or stealing school or private property.
10. Knives, nuisance items, electronic games, laser pointers, cameras, weapons, lighters, matches, or explosives are not to be brought to school. Parents may be required to pick up confiscated electronic devices from the main office.
11. Skateboards are not permitted at school.
12. Bullying, threatening, intimidating, or causing bodily harm to any school employee or student.
13. Running in unauthorized areas.
14. Failing to keep hands and feet to one's self.
15. Any conduct contrary to decent, polite, honorable, and honest standards.

Notice to Students and Parents Regarding Cell Phone Content and Display

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

Overdue Library Materials

Students who do not turn in Library books/materials within four weeks of the due date can be assigned a lunch detention until the book is returned or payment is made to replace the book.

Incomplete Homework Notification
Students may receive homework referrals for incomplete or missing assignments. They may also be sent to the office for willful non-compliance.

Restricted Status
Extracurricular activities are privileges and therefore participation may be limited or restricted. These limits or restrictions may include but are not limited to academic deficiencies or behavior (discipline) matters. Students who become negligent in their studies, have missing assignments, or have more than one F may be placed on activity restriction.

GCJHS BEHAVIOR MANAGEMENT PLAN

The faculty and staff of Greenfield Central Jr. High School believes that the focus of our school is to do whatever it takes to facilitate each students' realization of his or her highest potential. It is our belief that discipline must originate within the classroom setting. It is our responsibility collectively to engage in active supervision of our students in a variety of settings within our learning environment. This includes cafeteria duty, bus duty, hallway supervision, emergency drills, and monitoring students' behavior at convocations.
Administrative and teacher cooperation is essential to the success of any system of discipline. Proactive and consistent intervention tempered with strong relationship building is a prerequisite to the attainment of academic success. It is our professional responsibility to establish an atmosphere that adheres to our cultural expectations and norms for behavior at Greenfield Central Jr. High School.
The discipline procedures that follow are designed to: (1) encourage teachers to use preventive techniques that eliminate major problems, (2) encourage teachers to work closely with parents, counselors, and office staff in resolving teacher-student problems or issues, (3) encourage mutual respect between teachers and students, and (4) encourage professionalism among colleagues.

To assure the administrators' support we encourage and offer a broad directional outline that has been proven successful in establishing good classroom management.

- Establish a Classroom Management Plan of academic and behavior expectations; communicate this clearly to students and families; and post in a prominent location in your classroom. Practice classroom procedures and protocols until they are second-nature for students.
- Establish a seating chart and revise as needed.
- Expect the unexpected – Utilize assertive measures that are proactive versus reactive.
- Follow a sequential teacher response plan that includes proactive methods of behavior management, such as practicing classroom procedures and protocols until they are followed as expected, using proximity to students, etc.
- Involve parents early – the most effective discipline is that which is discussed directly by the affected teacher and the parent.
- In accordance with your classroom management plans, teachers will proactively intervene to resolve their own preliminary classroom management issues.

Being Ready to Learn
Along with being respectful and responsible, being ready to learn is part of our "Cougar Code." Being ready to learn is defined is being on time for class, having all of your materials for class, and having your personal learning device charged and ready to use. Not being ready to learn disrupts you and the progress of your class. Students who are not ready to learn will be assigned consequences according to the steps below. This information will be tracked by individual teachers.

- 1st Offense – Teacher Documentation
- 2nd Offense – Teacher Documentation
- 3rd Offense – 1 Day of Closed Lunch
- 4th Offense – 2 Days of Closed Lunch
- 5th Offense – Tuesday or Friday School
- 6th Offense – 1 Day GLC (Office Referral submitted by teacher)
  *Further offenses will be dealt with on an individual basis
  *Students who are excessively tardy to class will be assigned an office referral for being in an unassigned area.

Behavior Management Plan

Level 1 Behaviors	Level 2 Behaviors	Level 3 Behaviors

• Open container of food/drink in classrooms
• Failure to follow established classroom rules and/or teacher expectations (sleeping in class, disrupting learning environment, off-task behavior, etc)
  ○ Also includes off-task behavior with digital learning device
	• Unauthorized or inappropriate use of electronic devices during the school day
	• Public Display of Affection
	• Profane/Inappropriate language or gesture
	• Non-belligerent failure to comply with staff member directive
	  ○ I.e. Refusal to complete work
	• Accessing or producing inappropriate content on digital learning device
	• Failure to serve teacher-assigned consequence
	• Unauthorized use of school elevator
		• Insubordination (Belligerent and/or profane refusal to comply with staff directive)
		• Gestured, verbal, or written disrespect towards school staff
		• Being in an unassigned area within the school building

Level 1 Consequences At the teacher's discretion, student misconduct will be documented and students may be assigned the following consequences: • Lunch detention • Tuesday/Friday School detention • Removal from class to in-school detention • Individual behavior management plans for specific a specific class(es) • Conferences with parents/teachers as necessary	**Level 2 Consequences** Student misconduct will be documented and students may be assigned consequences that include: • Tuesday/Friday School detention • In-school detention • Conferences with parents/teachers/administrators as necessary • Off-campus placement • Home suspension • Expulsion from school	**Level 3 Consequences** Student misconduct will be documented and students may be assigned consequences that include: • In-school detention • Conferences with parents/teachers/administrators as necessary • Off-campus placement • Home suspension • Expulsion from school

*Extremely serious acts of misconduct are considered grounds for immediate suspension/expulsion from school, as listed in later sections of this handbook.

*Extremely inappropriate misuse of a student MacBook is also not included in the school-wide discipline policy described above, but such misconduct is described in the G-CCSC Technology Handbook (Appendix D). Behavior of this nature is grounds for suspension/expulsion from school and includes security breaches, downloading/installing external software, and some instances of accessing inappropriate content. This behavior could also result in a loss of MacBook privileges.

No student may participate in afternoon or evening extracurricular activities, including DANCES, GAMES, or PRACTICES, if he/she has not been in attendance for the NORMAL SCHOOL DAY (unless specific permission is granted by the principal. This includes when a student participates in the GLC Program, In-School Detention, Out of School Suspension, and Off Campus Placement).

Positive Behavior

GCJHS teachers will track "points" when students make positive behavior choices. Students who earn points will be able to redeem them for various incentives.

- Points will be given for:
  - Class participation
  - HW completion
  - Following class rules/expectations
  - Leadership in classroom (need specifics)
  - Following Cougar Code
  - Perfect attendance during established period of time
  - No office referrals in established period of time
  - Honor Roll status
  - Other positive contributions to the school climate

SUSPENSION AND EXPULSION

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, probation, closed lunch, behavior card, detention, in-school suspension, referral to special community agencies, referral to special central office personnel, assigning students extra work, rearranging class schedules, send the student to another class when student misbehaves, requiring a student to remain in school after regular school hours to do additional school work or for counseling, referral to special personnel in the schools (counselor, assistant principal), restriction of school activities (field trips, parties, dances, convocations, attendance at athletic events, athletic participation...) are available to school personnel in dealing with pupils involved in school discipline problems.

The following are some examples of unacceptable behaviors: Possession of weapons, threats or intimidation, possession of alcohol, tobacco or illegal substances, fighting, vandalism, cheating, dishonesty, stealing, vulgarity [obscene language or activity], not obeying reasonable requests by school authority, disrupting class or other school activities, possessing inappropriate devices, talking without permission, throwing or propelling objects, not completing assignments, not listening to or following directions, not being prepared for class, not complying with classroom procedures, talking back to school authority, name calling or making fun of others, talking loudly, yelling, screaming, unnecessary noises, public display of affection, possession of inappropriate reading material or pornographic material, possession or use of any type of fireworks or firecrackers, selling of any items at school.
Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.l, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: 1) A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of 1 school day if the student is assigned regular or additional work to be completed in another school setting. If a teacher removes a student from class under this provision, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
2. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days (10 school days if an expulsion request is filed). The Principal [or designee] shall require the student to serve the restriction at a designated off campus center [example: Hancock County Student Day Reporting Program], unless the nature of the offense requires that the student remain out of school during the suspension period.

   The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:
   (1) interference with an educational function or school purposes; or
   (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. **EXPULSION**: in accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of certain Indiana Code.

Due Process Rights

The administration of Greenfield Central Junior High School will use the Student Due Process Code when it is necessary to suspend or expel a student from school. A complete copy of this law is available in the principal's office if a student or parent wishes to read the Student Due Process Law.

GROUNDS FOR SUSPENSION OR EXPULSION

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

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

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or property.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. 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 the person, or a third person, does not, however, constitute a violation of this provision.
7. Threatening or intimidating any person for any purpose including obtaining money or anything of value from the person.
8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
        1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
        2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
        3. The student has been instructed in how to self-administer the prescribed medication.
        4. If 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 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 associated with tobacco or nicotine use or electronic nicotine delivery system including lighters or matches (Tobacco ticket by law enforcement if under 18).
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 education function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. 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. Use or possession of gunpowder, ammunition, or a flammable substance.
27. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, offensive to school purposes, or refers to drugs, tobacco, alcohol, sex, or illegal activity.
    f. violation of the school corporation's acceptable use of technology policy or rules;
    g. violation of school corporation's administration of medication policy or rules;
    h. 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 <u>not</u> 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 publication of it to all students and parents in the principal's school building.
30. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

In addition, a student committing an act that violates Indiana or Federal law at any time or place 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. <u>Bullying</u>

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

C. Possession of a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer.
    - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
    - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
    - an antique firearm.
3. For purposes of this rule, destructive device is:
    - An explosive, incendiary, or over pressure 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: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under 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 as defined in I.C. 35-41-1-8:
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

F. Legal Settlement

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

LEGAL REFERENCES: I.C. 20-33-8-1 et seq. I.C. 35-31.5-2-86
I.C. 35-47.5-2-4 I.C. 35-47-1-5

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

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;
   (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.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel,
   b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right 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 request and 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 notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting 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.

CORPORATION POLICIES

The Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

Board Policy #8520 – Food Service Meal Charging

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

The district policy is as follows:

- Elementary (K-6) may charge. Notification will be sent to parents/guardians concerning the status of their child's accounts.
- Secondary (7-12) may charge up to four (4) meals..
- Adults may not charge.
- A la carte items may not be charged.
- Staff should not provide money to students; an alternative lunch may be made available.
- Balances, positive or negative, will transfer to the new school year.
- All charges must be paid within 20 school days; after that time the parent/guardian may be assigned to collections. Any arrears in excess of $50 will be assigned to collections on a monthly basis. Any costs associated with collections will be passed on to the parent.

Board Policy #6151 -- Collection and Forgiveness of Debt

The Board understands it is required to collect all monies owned 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.

Planned eLearning Day

Over the course of a school year, Greenfield-Central School Corporations' calendar includes a few planned eLearning days. These days afford students an opportunity to experience an alternative 21st century learning platform while allowing time for extended professional development opportunities for Greenfield-Central faculty and staff members. Students who do not have internet connectivity in their homes will be given an opportunity to attend lab hours at one of the Greenfield-Central schools during the week that follows the eLearning day. 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.

Inclement Weather eLearning Day

In the event that inclement weather requires a school closure, Greenfield-Central Schools may opt to conduct the day as an eLearning day in order to fulfill the state attendance requirements for a given school year. During an inclement weather eLearning day all school facilities will be closed for students and staff during regular school hours. Transportation and lunch services will not be provided. Students who do not have internet connectivity in their homes will be given an opportunity to attend lab hours at one of the Greenfield-Central schools during the week that follows the eLearning day. 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.

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 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. The screening should be documented in SNAP as a clinic visit, ensuring findings are documented.
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 diagnosis should be made by their health care 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. Print and send home with the student (in a sealed envelope), a copy of Lice Lessons for Parents from the National Association of School Nurses.
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:

- You may refer a family to the Hancock County Health Department for lice treatment. They can be reached at 317-477-1125. You may also suggest they contact their healthcare provider for instruction.
- Should staff members have concerns regarding protocol, please have them contact the corporation nurse directly.
- Based on the American Academy of Pediatrics' recommendation, 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 school nurse should be consulted.
- The health assistant may choose to check siblings or notify other building health assistants to check if they attend school in another building.

Policy for Search and Seizure

The Greenfield-Central Community School Corporation Board of School Trustees recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion. School authorities are charged with the responsibility of safeguarding the safety and well-being of students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to believe that the search is required to discover items which cause, or could reasonably cause, or could reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

The search of a student or a student's possessions will be conducted by the principal or administrative designee. The principal or designee will be responsible for the recording of each student search, including the reasons for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of any objects found. This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Greenfield-Central Community School Corporation.

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. A search under this authority, if deemed necessary by school officials, could involve the use of the law enforcement agency's K-9 unit.

Seizure of Property

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of school rules as previously defined in this policy 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. If the items can not be legally possessed by the owner, the items will be turned over to the appropriate authorities. Seized items of no value shall be destroyed.

Bullying

- 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.
- For purposes of this rule, bullying is defined by IC 20-33-8-0.2. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors~~,~~ that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. Bullying includes activities that
- Place the targeted student in reasonable fear of harm to the targeted student's person or property;
- Have a substantially detrimental effect on the targeted student's physical or mental health;
- Have the effect of substantially interfering with the targeted student's academic performance; or
- Have the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

- 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.
- 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.
- The school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct. The parents of the bully and the targeted student(s) shall be notified within 24 hours of the reported incident of the progress and the findings of the investigation and of any remedial action that has been taken, with periodic follow-up as necessary.
- 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~~.~~
- A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
- 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 Gangs and Criminal Gang Activity

It is the policy of Greenfield-Central Community School Corporation (GCCSC) to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of GCCSC to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:
(1) either:
(A) promotes, sponsors, or assists in; or (B) participates in; or
(2) requires as a condition of membership or continued membership;
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee and the school safety specialist. The principal or principal designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in good faith in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or principal's designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Each school within the school 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 school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year beginning in 2017.

The principal or principal's designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal or principal's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The school corporation shall establish the following educational programs in its effort to address criminal gang activity:
(1) An evidence based educational criminal gang awareness program for students, school employees, and parents.
(2) A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC 20-26-18.

The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

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

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

Use of Dogs
The Board authorizes the use of specially trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines. Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.
The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:
A. the information upon which the search was based
B. the time, date, location, students, or places searched, and persons present
C. a description of any item seized and its disposition
D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.
I.C. 20-8.1-5.1-25 U.S. Constitution, 4th Amendment

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function; (2) a physical injury or illness to any person; (3) damage to person or school property; or (4) a violation of state law or school rules. Examples of circumstance justifying a general inspection of a number of lockers are as follows: The school corporation receives a bomb threat; evidence of student drug, tobacco, or alcohol use creates a reasonable belief of student use; at end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary, then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while an inspection is being conducted.

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

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

10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

Student Disciplinary Procedure for Bus Transportation Violations
Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:
Step 1. First Documented Violation: Student Issued a Written Warning
Step 2. Second Documented Violation: Student Denied Bus Transportation for One (1) Day
Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days
Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days
Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days
Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The bus driver shall contact the student's parent/guardian prior to turning in the Bus Conduct Report Form to the principal and this contact shall be noted on the form. The principal shall sign the form, respond as needed and forward a copy of the form to the parent/guardian and Director of Transportation.
If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. This will be considered a warning and a Conduct Report From will be issued by the bus driver. The principal and a parent shall be notified before implementation. If a student is suspended from bus service he/she may not ride any bus for that period of time.

Bus Rules for Pupil Safety. The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, he/she should proceed onto the bus.
Transportation is provided for students in the morning and afternoon. (Kindergarten students are provided transportation only one way.) School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

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

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

PUBLIC NOTICE OF NONDISCRIMINATION ASSURANCES
The Greenfield-Central Community School Corporation does not discriminate on the basis of age, race, color, religion, sex, handicapping condition, or national origin including limited English proficiency in its educational programs or employment practices. The Greenfield-Central Community School Corporation is committed to equal opportunity with respect to its educational services, programs, instruction, and facilities. No person is excluded from participation in, denied the benefits of, or is otherwise subjected to unlawful discrimination under any educational program or student activity. For further information, clarification, or complaint, please contact the following person(s):

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

Additional information on the above assurances may be obtained by contacting:
Superintendent of Schools Dr. Harold Olin, 110 W. North St., Greenfield, IN 46140

Office of Civil Rights United States Department of Education, Washington, D.C.

GENERAL NONDISCRIMINATION - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin including limited English proficiency, age, or handicap in its educational programs or employment policies as required by the Indiana Civil Rights Act. (I.C. 22-9-1), I.C. 20-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990.
Inquiries regarding compliance with Title IX, Section 504, and the Americans with Disabilities Act should be directed to the compliance coordinator* of the Greenfield-Central Community School Corporation, 110 W. North Street, Greenfield, Indiana or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. A compliance coordinator is required for Title IX, Section 504, and the Americans with Disabilities Act.

AMERICANS WITH DISABILITIES ACT - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to exclude qualified individuals with disabilities from participation in or benefiting from the services, programs, or activities of the school corporation. It is also the policy of this school corporation not to discriminate against a qualified individual with a disability in its job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training, or conditions and privileges of employment. It is the intention of this school corporation to comply with all applicable requirements of the Americans with Disabilities Act (ADA).
Inquiries regarding compliance with this policy should be directed to the Americans with Disabilities Act (ADA) Coordinator of the Greenfield-Central Community School Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

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

REHABILITATION ACT OF 1973, SECTION 504 - POLICY STATEMENT

It is the policy of the Greenfield-Central Community School Corporation not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment of employment in, any program or activity sponsored by the school corporation.
Inquiries regarding compliance with this policy should be directed to the Section 504 Coordinator of the Greenfield-Central Community School Corporation or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

POLICY ON RACIAL HARASSMENT

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

TYPES OF RACIAL HARASSMENT

Racial harassment consists of unwelcome racial comments, and other inappropriate verbal or physical conduct of a racial nature when made by any employee to a student, when made by any employee to another employee, when made by any student to an employee, or when made by any student to another student, including but not limited to, situations where:
1. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
2. An employee or a student engages in racial harassment against another employee or student respectively, and denial of an employment or educational opportunity occurs as a result of the racial harassment.
3. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

EXAMPLES OF RACIAL HARASSMENT

Racial harassment includes, but is not limited to, the following:
1. Verbal harassment or abuse,
2. Repeated remarks to a person with racial or demeaning implications.
3. Engagement in racial harassment accompanied by implied or explicit threats concerning one’s grades, job, promotion, and/or salary increase.

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

COMPLAINT PROCEDURE

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

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

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

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

Sexual Harassment

The Board recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the Corporation. Sexual and other forms of harassment will not be tolerated. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited harassment includes conduct which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of race, color, creed, disability, religion, gender, ancestry, age, national origin including limited English proficiency and/or any other legally protected characteristics. This includes but is not limited to the following:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an student's education;

B. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that student;

C. Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive employment or educational environment;

D. Denial of an educational opportunity for a student where denial occurs directly because another student submits to unwelcome requests for sexual favors made by a teacher which results favorably for that particular student.

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

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

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

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

Sexual Harassment Complaint Procedures.

Any person who alleges sexual harassment by any student in the school corporation may use the complaint procedure explained below. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual. Students should bring their complaint to the Assistant Principal, Counseling Center or the school administration. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Sanctions for Sexual Harassment Misconduct

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

False Reporting of Sexual Harassment
Any person who knowingly files false charges against a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with the Student Conduct Code.
Legal Reference: 42 U.S.C. 2000d et seq.

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to students' educational records. They are:
1. The right to inspect and review the student's educational record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Greenfield-Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Your Rights to Privacy
The law guarantees your family rights to privacy in school matters. Early in the school year notify the principal if you do not want your child's photo or name to appear in school publications. This includes newsletters, school directories, honor rolls or awards lists, graduation rosters, athletic programs, etc.

STANDARD™ RESPONSE PROTOCOL EXTENDED

STUDENT SAFETY

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

SRP

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

LOCKOUT - "Get Inside. Lock Outside Doors"
LOCKDOWN - "Locks, Lights, Out of Sight"
EVACUATE - "To the Announced Location"
SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at http://iloveuguys.org

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

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

STUDENTS:
- Return to inside of building
- Do business as usual

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

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

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

STUDENTS:
- Move away from sight
- Maintain silence

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

EVACUATE

TO A LOCATION

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

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

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

SHELTER

FOR A HAZARD USING SAFETY STRATEGY

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

SAMPLE HAZARDS:
- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:
- Evacuate to shelter area
- Seal the room

STUDENTS:
- Appropriate hazards and safety strategies

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

HOLD

IN YOUR CLASSROOM

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

STUDENTS:
- Remain in your classroom
- Do business as usual.

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

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