

GREENFIELD CENTRAL JUNIOR HIGH SCHOOL

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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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The Principles

While much of the content of our Student Handbook is prescribed by Statute and the legal environment, we emphasize three simple rules to our students that collectively can solve many problems before they start. It is understood that these concepts might be new to students. We ask all of our teachers to address poor behavioral decisions in the context of these three simple rules. We ask our parents to reinforce these concepts when discussing poor behavioral decisions. They are:

- 1. Treat others as you wish to be treated, no matter what.**
- 2. Control what you can control, don't worry about the rest.**
- 3. Respect the learning.**

By emphasizing these simple principles, we can help provide our students with a simple moral compass that never points them in the wrong direction.

Daily Schedule

1 8:35-9:20

2 9:24-10:09

3 10:13-10:58

4 11:02-12:26 (7th grade)	A Lunch- 11:02-11:32	Class - 11:36-12:26
	B Lunch- 11:37-12:07	Class - 11:02-11:37 / 12:11-12:26

11:02-11:47 (8th grade)

5 11:51-1:15 (8th grade)	C Lunch - 12:12-12:42	Class - 11:51-12:12 / 12:46-1:15
	D Lunch 12:45-1:15	Class - 11:51-12:45

12:30-1:15 (7th grade)

Homeroom - 1:19-1:49

6 1:53-2:38

7 2:42-3:25

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.

CORPORATION POLICIES

School Property

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

Student Person and Possession

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

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

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a

school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

Breath Test Instruments

Administrators are authorized to arrange for the use of breath test instruments for the purpose of determining if a student has consumed an illegal substance.

Metal Detectors

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

Use of Dogs

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

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

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

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

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

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

Asbestos

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

are planned or in progress.

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

Bullying

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

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

Cyberbullying

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

Criminal Organization Policy

It is the policy of Greenfield-Central Community School Corporation (GCCSC) to prohibit criminal organization (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 suspected criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about criminal organization activity and similar destructive or illegal group behavior.

"Criminal Organization" means a group with at least three (3) members that specifically either:

- (1) promotes, sponsors, or assists in; or participates in;
 - (2) requires as a condition of membership or continued membership; or
 - (3) has as one of its goals;
- the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

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

Per I.C. 20-33-9-10.5, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization 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 criminal organization 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 criminal organization 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 organization 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 organization activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of criminal organization 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 criminal organization 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 organization activity:

- (1) An evidence based educational criminal organization 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 organization policy established under I.C. 20-26-18.

The superintendent or his or her designee 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.

Non-Service Animals for Curricular Purposes

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

Transportation Rules

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

1. When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation (I.C. 20-9.1-5-19). The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the

route, being firm but polite, impartial and fair and shall use every care for the safety of the children.

2. 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.
11. Students are not permitted to video or photograph other students or adults without their permission while on the bus.

Student Disciplinary Procedure for Bus Transportation Violations

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

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

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

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

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

Bus Rules for Pupil Safety

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

After School Transportation Changes

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

Restraint and Seclusion

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

Free and Reduced-Price Meals

The School Board recognizes the importance of good nutrition to each student's educational performance. The Board shall provide eligible children with lunch at a reduced rate or at no charge to the student. It also shall provide breakfast in accordance with provisions in I.C. 20-26-9-1 et seq. Eligibility of students for free or reduced-priced meals shall be determined by the criteria established by the Child Nutrition Program. The Board designates the Food Service Director to determine the eligibility of students for free and reduced-price meals in accordance with the criteria issued annually by the Federal government through the State Department of Education.

Collection and Forgiveness of Debt

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

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

- A. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
- B. The payment of the debt could impact the health or safety of the student;
- C. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or

- D. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

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

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

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

eLearning day and Guidance

Virtual Learning Day

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

School Safety

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

Standard Response Protocol

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold. Per Indiana code, schools are required to conduct and document safety drills for students in these areas. Please take a moment to review these actions, per Indiana law, we are required to conduct drills regarding each of these scenarios multiple times each year.

IN AN EMERGENCY TAKE ACTION



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

STUDENTS

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

ADULTS

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



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

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



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

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



EVACUATE! (A location may be specified)

STUDENTS

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

ADULTS

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



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

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

ADULTS

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

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

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

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

Title IX Coordinator (Sex, including sexual harassment/sexual assault, gender discrimination)
Mr. Scott Kern

Title VI Coordinator (Race, color, national origin) Mr. Scott Kern

Section 504 Coordinator (Disability) Ms. Robin LeClaire

Non-discriminator Coordinator (All other forms) Ms. Robin LeClaire

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

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

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

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

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student's educational record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible

student believes is inaccurate or misleading. Parents or eligible students may ask Greenfield-Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

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

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

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

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

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

- Activities involving the collection, disclosure, or use of personal information collected from

students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); and

- The administration of any survey by the Corporation or a third party that contains one or more of the items described above.

Release of Information to the Military

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

Parent's Right to Know

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

Testing

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

Meningococcal Disease

Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (I.C. 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations. Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's health care provider about meningococcal disease and vaccination.

Pesticide Use

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

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

Wellness

The Corporation promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, the Corporation's Wellness Policy is available online at (https://www.gcsc.k12.in.us/?page_id=4200) under Board Policy A275.

Tobacco and Smoke Free Environment

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

McKinney Vento Residency and Educational Rights

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

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

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

SafeSchools Alert

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

4 Easy Ways to report:

1. <http://1185.alert1.us>
2. 1185@alert1.us
3. call or text 317-468-9938, Your Code is 1185
4. Report tips on Bullying, Intimidation, Harassment, Weapons, Drugs and other safety threats.

EMERGENCY SCHOOL CLOSING

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

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

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 8:00 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.

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.

Grades

Grading System

<u>Percentage Scale</u>		<u>Grade</u>		<u>Class Rank</u>
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.

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 317-462-9211. 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 temperature (oral, axillary, tympanic or infrared) of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. The student may return to school when symptoms have been improving for 24 hours and they are 24 hours free of fever, vomiting and diarrhea, without the use of medication. Students who do not appear ill or do not have active vomiting, diarrhea or temperature of 100 or higher will be returned 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.

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. Students may use cell phones only before and after school, during passing period, and during lunch. We request parents avoid texting and calling students at any time other than their lunch time to avoid classroom disruptions.

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. 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.

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.

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.

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

Cross Country	7 th and 8 th grade
Cheerleading	7 th and 8 th grade
Football	7 th and 8 th grade
Volleyball	7 th and 8 th grade
Soccer	7 th and 8 th grade
Tennis	7 th and 8 th grade

Fall Sports

Winter Sports

Basketball	7 th and 8 th grade
Cheerleading	7 th and 8 th grade
Wrestling	7 th and 8 th grade
Swimming	6 th , 7 th , 8 th grade (club sport)

Spring Sports

Baseball	7 th and 8 th grade
Golf	7 th and 8 th grade
Track & Field	7 th and 8 th grade
Softball	7 th and 8 th grade

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 themselves and/or the school, or that negatively impacts the reputation of themselves or the school will not be tolerated. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

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, and deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability.

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

The program will be applied to all junior and senior high school students (7-12), who participate in extracurricular activities and athletics. A verified "positive" test result shall be considered a violation of this Random Student Drug and Alcohol Testing program.

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

Purpose

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

Scope

Participation in Greenfield-Central Community School Corporation extracurricular activities is a privilege. This program applies to all Greenfield-Central CSC students in grades 7-12, regardless of age, who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed.

Consent form

It is mandatory that each student, who participates in extracurricular activities sign and return the “consent form” prior to participation in any said activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a “consent form,” which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Greenfield-Central CSC. Any student, with the written consent of his/her parent, who voluntarily withdraws consent for random drug and alcohol testing, will be subject to a minimum 42-calendar day non-participation period.

Procedures

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

Students will be tested randomly as they are drawn periodically from the pool of those agreeing to be tested. The testing may occur on different days, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. A minimum of eight (8) testing dates may be conducted yearly for students in grades 9-12. A minimum of eight (8) testing dates may also be conducted yearly for students in grades 7-8. Students will be selected through a random process. Refusal to participate in a Drug Test either during Random Drug Testing or at parent request will count as a positive test result as well as suspension.

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

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

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

Test results reporting procedure

In this program, the Greenfield Central High School and Junior High administration will be notified by the testing lab of a student testing “positive,” and the administrator will notify the parent(s)/guardian(s) and the student.

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

Positive test results

In the event a student tests positive, the student will meet with the school administrator. Parents and/or guardians will be notified by the school administrator. During this meeting the positive testing will be reported to the student and the parent(s)/guardian(s). They will also be told that the student is restricted from participation in the extracurricular activities listed in this program. The severity of the penalty will be in accordance with the appropriate extracurricular code. At the end of the restriction from activities, the student must have a “negative” test prior to reinstatement in the extracurricular activity(s). Should this retest be a “positive” test, it would be a second “positive,” and would be sanctioned accordingly.

Financial responsibility.

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

Tampering, Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in

this program for the remainder of the school year.

1st offense

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

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

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

2nd Offense

- Tobacco- 90 Calendar Days
- Alcohol-90 Calendar Days
- Drugs- 365 Calendar Days

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

Rehabilitation Clause: On the second offense, the student may regain eligibility to participate after 45 days for tobacco products, 45 days for alcohol, and 182 days for drugs, if the student:

1. presents documentation of participation in a recognized multi-session treatment/assistance program;
2. participates in the student service program;
3. has a follow-up "negative" test.

3rd Offense

Exclusion for the balance of attendance at Greenfield-Central CSC.

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

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

Confidentiality

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

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

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.

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 required to clearly display an adhesive visitor ID at all times.

CAFETERIA

The school cafeteria serves breakfast and lunch every day school is in session, and offers a variety of a la carte items along with the main meal daily. Menus are published semi-annually and are available on the school's website. Milk, and other a la carte items are available for students who bring their lunch. Charges for milk are not allowed. Adult lunches are available for staff, parents, and guests. If you plan to join us for lunch, please contact the office by 9:00 A.M.

Free and Reduced Meals

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

Food Allergies

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

Parents Bringing Lunch In to Students

Occasionally, parents choose to bring food in to their children for lunch. If you choose to do this, you may bring food for your child only. You may not bring food in for other students.

Meal Payments

Meals sold by the Corporation may be purchased by students, staff members and community residents in accordance with the procedures established by the Superintendent. 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 Child Nutrition Program. Students and adults are expected to pay cash daily or in advance for all food purchases. Any change due at the point of sale will be receipted into the prepaid meal account.

Greenfield-Central policy for meal charges is as follows: **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.

Secondary (7-12) – Students may charge up to four (4) meals. If the (4) charge limit is met the parent/guardian shall provide meals from home

A la carte items may not be charged. Notification will be sent to parents/guardians concerning the status of their child(s) prepaid account via low balance letter, email, text, or phone call to the household. All charges must be paid by the last school day of the month. Adults may not charge meals or a la carte items at any school within the corporation. Staff should not provide money to students to purchase meals or a la carte items. All balances, positive or negative, will transfer to the next school year. A prepaid account becomes inactive when a student withdraws from the corporation, graduates, or after nine (9) weeks with no transaction activity. In order to receive remaining prepaid meal account funds, requests must be made within sixty (60) days of becoming inactive. If unclaimed, these funds will then become property of Greenfield-Central Community School Corporation Department of Food Services and placed in the Feed the Future account. However, provided that a parent requests and can document entitlement to the positive balance in the prepaid account, the parent is entitled to a refund of that amount.

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

The Greenfield-Central Board of Trustees, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Attendance shall be required of all Corporation students, except those exempted under Policy 5223 C175 or by other provisions of State law, during the days and hours that the school is in session.

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

- single absence;
- prolonged absence;
- repeated unexplained absence and tardiness.

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

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

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

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

HANCOCK COUNTY ATTENDANCE PROTOCOL

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

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Probation Office
- Formal referral to the Hancock County Prosecutor's Office
- Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code (IC) 20-33-2-18 at request for continued absences.

Exempt Absence - (does not count as an absence)

*If verified with appropriate documentation

Death of a Relative

Election day poll worker

Field Trip (including educational activities such as showing at the 4-H Fair)

General Assembly Page

Medical absences with doctor documentation

Subpoena for a required court or probation appointment

Service as a page or honoree of the General Assembly

Participation in an election

Subpoena to appear in court

Educationally related non-classroom activity

State Fair Participation

Medical (MED)

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

Excused Absence (A)

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

Personal Illness

Illness in the Family

Quarantine of the Home

Observance of a Religious Holiday

Emergency Set of Circumstances

Military- physicals, testing, etc. with administrative approval/parent notification

Any other good cause as may be acceptable to the Superintendent or permitted by law Absent Unverified (AUV) - (student may not receive credit for missed work) No notification by parent/guardian *within 24 hours* of absence

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

Unexplained absence from one or more blocks

Verified absences not defined under Excused Absences

Appointments

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

Failure to provide documentation may result in an Absent Unexcused.
Appointments for driver's license and senior pictures are to be scheduled during a student's Enrichment Block.

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

Make Up Work As a Result of Absence

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

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

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

Habitual Truancy (Skipping School/Class)

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

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.

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 -- after school detention

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



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

Dear Parents and Guardians,

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

- 1) IC 20-33-2-28 It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with equivalent to that given in the public schools.

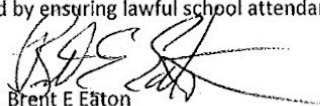
A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

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

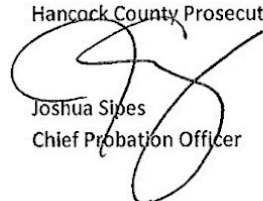
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.


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

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

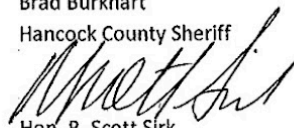

Brent E. Eaton

Hancock County Prosecutor


Joshua Sipes
Chief Probation Officer


Brad Burkhart

Hancock County Sheriff


Hon. R. Scott Sirk
Hancock County Circuit Court Judge

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 materials 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 materials 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.

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 what the style will be for each school year. 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:

- 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 must be avoided. Clothing or accessories that are inappropriate, vulgar, or offensive to others and/or school purposes 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 removal from class until the disruption is resolved.

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

- 1st Offense – Documentation
- 2nd Offense – Documentation
- 3rd Offense – Lunch detention
- 4th Offense and above – after school detention

*The school maintains a supply of appropriate clothing that will be offered to students, whose clothing is in violation of the guidelines described above, in lieu of a consequence

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. Traditional-sized backpacks and drawstring bags, as well as purses, can be used to carry items to/from school. The school reserve the right to limit what students carry, when necessary, in the interest of student safety.
- b. Larger bags (duffle bags, etc), that might be used to carry athletic equipment, etc. should be left in lockers during the school day.

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.

While it is the school's responsibility to provide information about expected behaviors, it is the student's responsibility to read the information in the Student Handbook. This section does not infringe upon the rights afforded to students with disabilities under Article 7.

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.

Incomplete Homework Notification

We expect students to engage in educational activities to the best of their ability. Students need to actively engage in assigned classroom activities and assignments. All in-class assignments and homework assignments are expected to be completed on time and to the best of the students' ability. Students who fail to complete assignments may be assigned by the school to complete this work at an alternate time. Communication will be made with parents in these situations. Students may receive in-class consequences, or office referrals, for willful non-compliance with teacher directives.

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.
- Teachers will proactively intervene to resolve their own preliminary classroom management issues.

Respect the Learning By 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 as 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
- Additional offenses – Tuesday or Friday School

*Students who are excessively tardy to class will be assigned an office referral for being in an unassigned area

Behavior Management Plan

Behaviors that may result in disciplinary action from a teacher/academic team or referral to the office for administrative support

- Failure to comply with established classroom rules and/or teacher expectations (sleeping in class, disrupting learning environment, off-task behavior, non-belligerent failure to comply with staff directives, etc)
 - Also includes off-task behavior with digital learning device
- Public Display of Affection
- Profane/Inappropriate language or gesture
- 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
- Use of personal electronics during instructional time

Consequences

Student misconduct will be documented and students may be assigned the following consequences:

- Conferences with parents/teachers as necessary
- Lunch detention
- After school detention
- Removal from class to in-school detention
- Individual behavior management plans for specific a specific class(es)
- In-school detention
- Out of school 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 digital learning device 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 device 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

Greenfield Central Junior High seeks to promote "The Cougar Code" of being respectful, responsible, and ready to learn. When students consistently display these characteristics, they will be eligible to earn recognition, rewards, and privileges. Examples of following the Cougar Code include:

- Perfect attendance during established period of time
- No office referrals in established period of time
- Honor Roll status
- Other examples as defined by school staff

GCSC Tobacco/Electronic Cigarette/Vaping Diversion Program

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

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

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

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

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

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

GCJHS Vaping Diversion Program

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

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 20-8.1-5.1, 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.

GROUND FOR SUSPENSION OR EXPULSION

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

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

A. 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 not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives 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. Bullying

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.

Student Assistance Program:

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



Understanding your Student Assistance Plan (SAP)

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

Convenient & Effective Tele-counseling

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

Private and Confidential

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

Parent and/or Guardian Consent to Treat

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

Summer Coverage & Exclusions to Coverage

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

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

SCHEDULING AN APPOINTMENT



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



Go to **www.bowencenter.org** and click on **"Schedule an Appointment"**

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

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