

GREENFIELD-CENTRAL HIGH SCHOOL STUDENT HANDBOOK

**G-CHS mission: Through a committed effort involving students, parents and educators,
we inspire our students to pursue an education which will equip them to be productive citizens
in an ever-changing, competitive world.**

Old Gold and Blue

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

Principal

Steven Bryant

Associate Principal

David Beal

Assistant Principal

Dan Jack

Assistant Principal

Susanna E. Coleman

810 N. Broadway
Greenfield, IN 46140
317-462-9211
www.gcsc.k12.in.us

Students are required to carry their Student ID card during the school day.

This agenda belongs to

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____

Cover design by Maggie Johnson, Class of 2011



G-CHS Cougars

Block 1	8:30 – 9:56 a.m.
Block 2	10:02 – 11:28 a.m.
Block 3	11:34 a.m. – 1:30 p.m.
Lunch 1	11:34 a.m. – 12:04 p.m.
Lunch 2	12:17 – 12:47 p.m.
Lunch 3	1 – 1:30 p.m.
Cougar Connection	1:36 – 1:53 p.m.
Block 4	1:59 – 3:25 p.m.

2011-2012 School Calendar

Aug. 15, 2011	First Student Day
Sept. 5, 2011	Labor Day – No School
Sept. 15 – 16, 2011	Midterm Grades Distributed
Oct. 14, 2011	End of First Grading Period
Oct. 19, 2011	Report Card – Day of Record
Oct. 27 – 28, 2011	Fall Break – No School
Nov. 17-18, 2011	Midterm Grades Distributed
Nov. 24 – 25, 2011	Thanksgiving Break – No School
Dec. 21 – 22, 2011	Final Exams
Dec. 22, 2011	Last Student Day before Winter Recess
Jan. 9, 2012	School Resumes
Jan. 13, 2012	Report Card – Day of Record
Jan. 16, 2012	Martin Luther King, Jr. Day – No School (Snow Make –up)
Feb. 9 – 10, 2012	Midterm Grade Distributed
Feb. 20, 2012	President's Day – No School (Snow Make –up)
March 9, 2012	End of Third Grading Period
March 14, 2012	Report Card – Day of Record
March 26, 2012	Spring Break Begins
April 2, 2012	Students Return to School
April 19 -20, 2012	Midterm Grade Distributed
May 22-23, 2012	Final Exams
May 23, 2012	Last Student Day
May 26, 2012	Commencement, 10 a.m.
May 30, 2012	Report Card – Day of Record

*If necessary, additional weather make-up days begin May 24, 2012.

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DEAR STUDENT,

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

The pages of this handbook and calendar have been published to help you make intelligent choices about your activities, your future, and the way you conduct yourself at GCHS - we offer exceptional services including a counseling center that is one of the best in the State of Indiana.

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

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

VISION

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

MISSION

Through a committed effort involving students, parents and educators, we inspire our students to pursue an education which will equip them to be productive citizens in an ever-changing, competitive world.

BELIEFS:

We believe all students are important.

We believe in developing strong supportive relationships with students to foster academic and social success.

We believe in making learning relevant.

We believe in providing instruction from a diverse curriculum that aims at proficiency of content standards in all disciplines.

We believe in the value of professional growth and modeling life-long learning providing continuous improvement for teaching and learning.

We believe in providing a supportive, progressive, safe, and challenging educational environment.

We believe in grade integrity, the mastery of skills, and the importance of final exams.

We believe in the importance of timely communication with parents.

We believe in discipline policies which hold students accountable for their actions and that assist them in becoming productive citizens.

We believe all students should be provided remediation as needed.

We believe in offering every opportunity for our students to become successful.

We believe in challenging programs and curriculum that increase students' ability to demonstrate in-depth knowledge, understanding, and higher order thinking skills.

FINAL EXAMINATIONS

The semester grade is the only grade reported for a student's transcript. This grade is an average of the student's performance over the entire eighteen weeks of a class. The grade will be represented by both percentage and letter grade, and will be placed on a permanent record provided by the administration. A semester exam will be given, and shall count 10 percent of the total eighteen week grade. A 9-week grade will be reported to students as well as mid-term grades.

GREENFIELD-CENTRAL HIGH SCHOOL FACULTY

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ACCREDITATION

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

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

STUDENT SERVICES/GUIDANCE

Mission Statement. Greenfield-Central will maintain a comprehensive school counseling program in partnership with the instructional program. Developmental by design, it includes sequentially presented activities and responsive services which address student growth and development as priority goals. Collaborative in practice, the developmental approach to school counseling focuses on the social, educational, and career development needs of all students at each grade level.

Entry Statement. The students will desire to develop the interpersonal skills necessary to function as a young adult.

Exit Statement.

1. After completing grade 9 the students will be oriented to all programs.
2. After completing grade 10 the students will have a real sense of a future career goal.
3. After completing grade 11 the students will have achieved a higher level of awareness concerning post-secondary goals.
4. After completing grade 12 the students will be prepared to meet the challenges of post secondary life.

Guidance Services.

SAT Workshops	ARROW
Vocational School	Credit Recovery
Student Assistance Program Placement/Walker Career Center	
Schedule Planning	SAT/ACT, PSAT, AP Testing
Tutoring Program	Summer School Registration
Study Skills	Shadowing Experience Classroom
Classroom Presentations	College Application Procedures
Remediation	Scholarships & FAFSA
Orientation	Graduation/Senior Exit Poll
Success Counseling	Community Service Elective Credit
Hugh O'Brien Youth Foundation	Military Information
Boys/Girls State	Work Permits
Career Interest Inventories	Getting a part-time Job

Career Interest Inventories. During the freshman year, students will be administered career interest inventories which will begin to focus the students' interests toward a possible career choice. Many different careers are treated in a general review format to foster discussion and research. Another survey is taken during the sophomore year. Possible careers and jobs are discussed in greater detail.

Graduation Requirements.

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

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

	Grading Scale	Class Rank	Weighted Grades
A+	100-99	4.333	4.833
A	98-93	4.0	4.500
A-	92-90	3.666	4.166
B+	89-87	3.333	3.833
B	86-83	3.0	3.500
B-	82-80	2.666	3.166
C+	79-77	2.333	2.833
C	76-73	2.0	2.500
C-	72-70	1.666	2/166
D+	69-67	1.333	
D	66-63	1.0	
D-	62-60	0.666	

The only class not counted in the GPA is driver's education. All other classes are weighted the same.

Weighted Grades

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

Rational:

- To encourage more students to take Advanced Placement and four-year college dual credit classes.
- P-16 will include the number of students in AP programs as an indicator for school performance.
- There are more rigorous homework expectations in an Advanced Placement and four-year college dual credit than in other classes.
- Research indicates that students enrolled in Advanced Placement and four-year dual credit classes are more successful in other high school coursework and college in general.
- More high schools are assigning weight to Advanced Placement and four-year college dual credit classes. Therefore, weighting these classes will make our students more competitive relative to admission and scholarship requirements.

Commencement/Certification Policy

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

It shall be the policy of the G-CCSC to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting commencement ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of commencement established by this Board as provided by the State, including the Indiana Graduation Qualifying Examination or End of Course Assessments.

The Board shall award a high school Honors diploma to every student enrolled in this Corporation who meets the State requirements for an Honors diploma.

The Board shall award a certificate of completion to every student enrolled in this Corporation who meets the requirements of commencement established by this Board as provided by the State, but has not successfully passed both the Language Arts and Mathematics tests of the Indiana Graduation Qualifying Examination (GQE) or End of Course Assessments.

Special education students who properly complete the programs specified in their I.E.P. and have received the recommendation of the Case Conference may participate in commencement activities and shall be awarded a diploma, a certification of course completion and/or or a certificate of achievement based upon the program completed and the established requirements.

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

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

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

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

College Application Process. The college application process will be discussed in detail during an evening session in September for parents of senior students and for seniors during a class presentation. The following steps should be consulted by students and parents when considering college:

1. The process begins in the ninth grade during course selection. Grades earned and material learned have a direct impact on the choice of a post secondary institution.
2. Take the PSAT and the SAT during your sophomore and/or junior year.
3. Check with your guidance counselor concerning your options. Admission requirements, major offered, campus atmosphere and life style should be explored.
4. Plan a campus visit. Most schools have weekend visitation days for younger students and their parents. Juniors and seniors are allowed to have excused days to visit campuses. (See college visitation policy).
5. Beginning early in the fall of the senior year, students should begin sending college applications. Applications and/or information on receiving applications may be obtained in the guidance office.
6. Bring completed applications, recommendations, and appropriate fees to the guidance office. The counselor will complete it, attach a transcript, and mail it. **Please submit any application at least two weeks prior to any deadline.**
7. In most cases you will receive a response within four to six weeks.

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

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

Regional College Fair. In the fall, many colleges and vocational schools will attend College Fairs across the state. Students can attend many colleges at College Fairs. Students and parents should attend this information gathering session in preparation for the application process in the fall of their senior year.

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

Conferences should be scheduled at a time convenient to both teacher and student. **It should be private.**

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

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

Release of Records. Greenfield-Central High School will not release any student records or information without a signed record release form or other written request first being filed with the office. This form must be completed by a parent/guardian if the student is less than 18 years of age. Persons 18 years or older must personally sign for the release of records. **Greenfield-Central High School does not provide directory information.**

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

Walker Career Center. Vocational programs are provided at Walker Career Center/Warren Central High School. Most of these programs are two years in length; requiring Blocks 3 & 4 the Junior year and Blocks 1 & 2 the Senior year. Questions concerning these programs should be directed to the Vocational Coordinator or Guidance Counselor.

When Walker has a half day or early release day, your instructor will inform you what to do. When GCHS has a half day or early release day, you are to attend both schools even when Greenfield has shortened periods. If you attend Walker in the morning, you are not excused from afternoon classes here on early release days. You are expected to be here 30 minutes after dismissal from Walker and follow the abbreviated schedule.

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

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

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

The student may participate in the commencement ceremonies with his/her designated class.

Mid year graduates are to comply with the following policies:

1. Must be approved for mid-year graduation at pre-enrollment time in the spring. Must file a completed request form, properly signed by the parent and student, with the Director of Guidance prior to the beginning of the senior year.
2. All requests are subject to the approval of the principal.

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

EXTRA-CURRICULAR CLUBS AND ORGANIZATIONS Students involved with extracurricular clubs and organizations must be able to provide proof that they are current on all state required immunizations. Beginning with the 2010-2011 school year, students will be required to pay a \$10 activity fee for each activity students chose to participate in, excluding athletics. This includes any school-sponsored extracurricular activity. Band, choir, yearbook, newspaper and other co-curricular activities will not be required to pay the fee. A Fee Appeal Form will be required for students who may be unable to pay the fee. Please see the Assistant Principal regarding the appeal form, or any questions you may have regarding the Activity Fee.

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

EXTRA-CURRICULAR CLUBS AND ORGANIZATIONS

Student Club/Organization Code of Ethics

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

1. Students involved in Extra-Curricular/Co-curricular activities shall demonstrate good citizenship both in the school and community. ***Students convicted of a felony will be removed from the activity for 365 calendar days. Any student convicted of a misdemeanor will be removed from the activity 42 calendar days. Any student charged with a crime will be suspended until cleared by the police or the courts.*** The student will have the opportunity to appeal to clubs' executive council. Executive Councils should be made-up of elected officers and/or other designated members as assigned by the adult sponsor.
2. Must pass 70% of course work for a 9 week period-student will be removed from organization with the opportunity to appeal to the club's executive council.
3. If caught with drugs/alcohol of any form (including over the counter medications), student will be removed from the club/organization. The student will have the opportunity to appeal to the club's executive council.
4. Any student running for an elected position for a club/organization must obtain 1 teacher recommendation and 1 activity recommendation. (coach, club, youth minister, etc.)
5. Each sponsor and executive council will set club/organization attendance policy.
6. Students who receive behavioral referrals that lead to ISD all day, Off Campus Placement, or expulsion (assigned by administration) will be removed from the club/organization with the opportunity to appeal the removal to that club/organizations executive board.

IF A STUDENT BELONGS TO A CO-CURRICULAR CLUB/ORGANIZATION (EX. BAND, MUSIC) AND FAILS TO ABIDE BY THE ABOVE REGULATIONS THEN HE/SHE WILL NOT BE ABLE TO PARTICIPATE IN PUBLIC PERFORMANCES AND WILL HAVE TO MAKE-UP THE PERFORMANCE. THE DIRECTOR WILL DETERMINE THE MAKE-UP WORK.

Homecoming and Prom Court Code of Ethics

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

1. **GPA of 2.0**
2. **Student should be able to demonstrate good citizenship in the school and community. Students earning a 2 day ISD or a 1 day Off Campus Placement (assigned by the administration) during the corresponding school year or the spring semester of the previous year (for fall court) will not be allowed to be on court.**
3. **Also, students charged with or convicted of a felony or misdemeanor will not be allowed on court.**

ACADEMIC DECATHLON - To have a team of students compete individually and collectively in both area and state competitions. Juniors and Seniors, 3 "A" students, 3 "B" students, and 3 "C" students are needed to make a complete team.

ACADEMIC SUPERBOWL - To encourage academic achievement through competition, and to send squads on to state competition. Any student grades 9 - 12 committed to academic excellence and the spirit of competition may join.

AMBASSADORS/OFFICE CADETS – Assist office staff by running passes and assisting with general office work. Will replace sophomore thru senior enrichment blocks.

ARROW - To provide an opportunity for students to help and support each other and to provide positive role models. Any caring student who successfully completes peer training may participate.

ART CLUB - To provide a creative environment outside of the classroom atmosphere for art-related experiences.

Any student grades 9 - 12 who has an interest in art is eligible.

ASPIRE – To lead by example to inspire others to make positive life choices during adolescence. Open to any student.

BATTLE OF THE BOOKS – Reads 10 adolescent novels and answer questions about them during competition. Any freshman can join.

BLUE FUSION DANCE TEAM – To build dance technique and performance skills. Increase leadership and self-confidence. Any freshman through senior may join.

BAND LEADERSHIP TEAM - To establish the “Cougar Pride” as one of the finest bands in Central Indiana.

Any band student may apply to become an officer.

BRAIN GAME/QUIZ BOWL- To encourage academic achievement through competition.

Any student in grades 9-12 committed to academic excellence and the spirit of competition may join.

BUSINESS PROFESSIONALS OF AMERICA - To provide leadership and competitive event opportunities for students interested in some type of business career. Students are encouraged to take an active part in preparing for their future careers through numerous district, state, and national leadership conferences.

Open to all students grades 10 - 12 who are enrolled in one or more Business Education classes. Students in the Administrative Support Secretarial course are required to be members.

CADET TEACHERS -- To gain experience and a background working in the field of education or with children. Students must go through an interview process and maintain a 2.67 GPA.

CATAMOUNT - To preserve a history of the school year in a first-class yearbook.

Students wishing to join the Catamount must have the permission of the adviser. It is preferred students take Beginning Journalism before enrolling for the *Catamount*.

CHEER TEAM – *To provide school spirit during athletic events. Open to any student.*

CHESS CLUB - One does not need to know how to play chess to participate. Group participation will also help improve problem-solving skills. Any student may join. The group will meet Tuesday and Thursday.

CHOIRS – Madrigal, Freshmen Boys/Girls, Concert, Bella Voce and Pop Swing. To become better singers, performers and musicians. Any student may audition with Choir Director.

COMEDY SPORTZ – To improve acting and confidence through improvisational situations. Any student who auditions is eligible to be accepted.

COUGAR PRODUCTIONS - To provide GCHS with daily announcements and features via closed circuit television.

Students may join by auditioning.

THE COUGAR REVIEW - To inform students of events and activities taking place at school and in the community.

Students wishing to join the *Cougar Review* must have the permission of the adviser. It is preferred students take Beginning Journalism before enrolling for the *Cougar Review*.

CULINARY CLUB – *To further food preparation skills. Host children’s cooking night. Open to any student interested in food preparation.*

DRAMA CLUB - Drama Club’s goal is to produce quality, yet thought-provoking, educational dramas and musicals while stretching the student’s self-awareness through acting. It is also the hope of the program to involve as many students as possible and provide opportunities where otherwise students may not have a chance to perform.

Open to any student 9 - 12.

ECO CLUB – To take an active role in preserving the environment. Any student who is interested in helping clean-up and preserve the environment is welcome.

FCCLA (FORMERLY FUTURE HOMEMAKERS OF AMERICA) – To promote career skills, community service, personal growth and leadership. Open to all students from grades 9 –12 who have an interest in being involved with the school and community. Local, state and national dues is \$15 for the year and this includes a bi-monthly national magazine.

FELLOWSHIP OF CHRISTIAN ATHLETES - To provide an environment for Christian athletes to meet and encourage a commitment to Jesus Christ. Open to all GCHS students. Not limited only to athletes.

FFA - To provide opportunities for utilizing classroom learning in hands-on competition with other chapter members and other chapters, leadership training, career awareness, and create organized fun activities for members.

Any student with an interest in agriculture and Agri-Science. There are many opportunities for leadership and scholarship. Student should be in one agriculture class/year.

FOREIGN EXCHANGE PROGRAMS - Students may travel to Germany, Costa Rica and Japan via programs offered at GCHS. Students must be in good standing with the school and athletic departments in order to participate in hosting or traveling. Attendance violations would be assessed per individual case.

FRENCH CLUB - To extend the French classroom so that students may have fellowship, develop leadership skills, and expand their cultural awareness. Anyone who is currently or has been in French may join.

FRENCH HONOR SOCIETY – To provide juniors/seniors with an academic club that promotes the language. Students who are enrolled in a fourth semester of French and who meet other requirements.

FRESHMEN MENTORS – To help freshmen transition to the rigor of high school successfully. Open to all upper class through an application process. Sophomores are council members and mentors are Juniors and Seniors

GERMAN CLUB - To provide cultural experiences and an opportunity to be with other German students. Any student in German classes or who has been in German classes may participate.

INTERACT - To promote international awareness in the high school and reinforces service to the community. Open to anyone who is interested

INTERNATIONAL THESPIAN SOCIETY – The International Thespian Society is the National Honor Society of students involved in acting and directing thespian performances. Membership in this organization is extended to students who have been initiated at the end of the year or have amassed enough points through performance or attendance at performances in their high school and middle school years. To maintain membership, students must attend a certain number of meetings and be regularly involved in at least one performance each year.

JAPANESE CLUB - To provide cultural experience and opportunity to be with Japanese students. Open to anyone who is interested

KEY CLUB - To provide service projects for the school and community. Open to all students. Payment of dues required.

MATH CLUB - To promote an interest in mathematics by making it fun and to help in the process of promoting school spirit. Any student with an interest in mathematics may join.

MENTOR PROTÉGÉ – A yearlong apprenticeship with mentor in the chosen field. Open to seniors who apply, interview and are selected by a committee.

NATIONAL ART HONOR SOCIETY - To inspire and recognize those students who have shown outstanding ability in art. The NAHS also strives to aid members in working toward the attainment of their highest potential in art areas and to bring art education to the attention of the school and community. All members must remain in good standing to maintain membership.

NATIONAL HONOR SOCIETY - To create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Greenfield-Central High School. Select juniors and seniors with 3.70 GPA who have applied for membership.

PATHFINDERS – To teach freshmen team building, problem solving and communication skills. Any freshman by application

QUILL AND SCROLL SOCIETY - To encourage and reward individual achievements in journalism and allied fields. Membership is based on several criteria and selection of currently enrolled members.

SCIENCE CLUB - To help students better understand all areas of science relationships in our environment and have fun experiencing them. Any student with an interest in science may join.

SPANISH CLUB - To provide students with opportunities to learn about Hispanic cultures and customs and to involve as many members as possible in its social activities. Open to any student taking Spanish.

SPANISH HONOR SOCIETY - To create enthusiasm for the Spanish language, to recognize students who have excelled academically in Spanish and to encourage students to pursue the upper levels of the language.

Spanish students who have completed three semesters or more of Spanish and have maintained a 93% GPA in Spanish

SPEECH TEAM - To enhance students' effectiveness in communication through competition.

If you like drama, radio or discussing current events, many of the events for competition will appeal to you. If you can speak, you can join!

SPELLBOWL - To encourage academic achievement through competition. Any student grades 9 - 12 who is a good speller and competitive. We need at least 10 students to make a team.

STICKS AND STONES – To provide students with skills to build self-esteem. To create anti-bullying programs to assist in the school.

STUDENT COUNCIL - To provide communication between the administration and student body and to represent students as a united council. Through this Council, we will promote spirit and positive attitudes and serve our school and community. Council members shall present an attitude of leadership and good character as an example for the student body. Elected positions and periodic open meetings are required.

STUDENT LEADERSHIP ACADEMY (SLA) - Increase spirit, enjoyment, involvement of leaders in various school programs, encourage leaders to become role models, assist leaders with developing methods of effectively leading home organizations, provide service to others both in and outside the school setting. Open to all student leaders through an application process.

SUNSHINE SOCIETY - To spread sunshine, good cheer and helping hands in the school, community, and state. Open to any student grades 9 - 12.

TABLE TENNIS CLUB – An intramural club open to all students who focus on having fun while learning basic skills of table tennis

TECHNOLOGY CLUB - To encourage extracurricular involvement of students in fun and educational experiences. Open to any student grades 9 - 12 enrolled in one or more Engineering and Technology class for the year.

F-1 in SCHOOLS: Design and build the fastest CO2 car, using 3-D CADD and CNC machining. Typically one state competition in the spring.

SUPER MILEAGE TEAM: Work with an engineer to improve the fuel efficiency of an already fuel efficient car. Typically one state competition in the spring.

VEX ROBOTICS – To build a robot and learn to accomplish various tasks. Any engineering student may join.

WOMEN IN ENGINEERING – To recruit and retain females in engineering. Open to any PLTW female student.

WORLD LANGUAGE COUNCIL – To facilitate activities of the Foreign Language Department. Recommendations of foreign language department and all language clubs officers may join.

GENERAL INFORMATION

Activity Fee. Each student pays a yearly activity fee. This fee should be paid at the time textbook fees are issued. Failure to pay this fee may result in transcripts being withheld. All school fees must be paid prior to the commencement ceremony. For this fee each student receives an assigned locker, report cards, and the student activity book and an ID.

Cafeteria. Greenfield-Central High School students are fortunate that an excellent cafeteria, serving both a type A warm lunch as well as an a la carte lunch, is available to them daily. Students are to keep the cafeteria clean and neat. Students are not to have food or drink delivered to school. No outside visitors are allowed in the lunchroom. There is to be no "cutting in line" by students. All students must stay in the cafeteria during lunch. All food and drinks are to remain in the cafeteria. Clear water bottles, containing only water, may be carried in the halls and in classrooms as allowed by teachers. No food or drink will be allowed in any lab area under any conditions. Lunch prices will be posted on the school website.

Students caught stealing food will be suspended from school.

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

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

Emergency School Closing. Occasionally it is necessary to close school due to weather related or mechanical problems. Parents and students are advised to listen to the following radio stations or TV stations for such information: WRGF, WZPL, WIBC, WFMS, Channel 6 (WRTV), Channel 8 (WISH), Channel 13 (WTHR). Closing information will also be posted on the corporation web site.

Beginning with the 2010-2011 school year, the Alert Now System will become the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how Alert Now messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Alert Now system. A \$3 annual charge for this service will be included in the fees portion of textbook rental & fees.

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

Final Exams. Dates for final exams will be announced at the start of each school year. Students are expected to be in attendance for assigned final exams unless an exemption is granted. Should a student be absent during a final exam, a doctor's note must be turned in within 24 hours of the final exam or a zero will be given. There will be no make-up of final exams after the date given. An Administrator will have final decision.

Hall Passes. A student outside of class during class hours must have a pass from the teacher to whose class he/she is assigned or be disciplined by the assistant principal. Students should use their own handbook for other hall passes out of class.

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

supervision requirements. Teachers who have scheduled the library and labs for class use have priority over students from Enrichment Blocks.

Library and Computer Lab Rules:

1. **No food, drink, candy or tobacco** are allowed in the Library or computer labs.
2. All book bags and backpacks are to be left in the shelves at the Circulation Desk.
3. Most books circulate for 10 school days; Reserve books circulate overnight; Reference books, videotapes and CD-ROMS do not circulate to students. They may be previewed and used only in the Library.
4. Overdue Fines: **\$10 per day for books; \$1.00 per day for Reserve Books**. All students who have either library fines or fines and overdue books will not be allowed to checkout books until the books and fines are paid for or the books are returned and fines paid.
5. Students with overdue materials and fines will not be permitted to check out any items until fines are paid and overdue materials are returned.
6. **Students are responsible for all lost and damaged materials**. The cost of damaged materials and materials not returned will be added to the students' book rental fees if not paid at the time of loss.
7. Students are to use the Library and computer lab **computers** with **supervision** only.
8. Students with **school assignments have first priority** for the use of Library computers.
9. Students are **not permitted to download applications or to play games** on the computers in the library or computer labs.
10. Printing charges: (Black & white) Classroom final copy assignments are free. All material printed from the Internet whether research articles, graphics, etc. are \$.10 per page. Ask permission before printing. Students are responsible for all materials printed.
11. Computer documents generated by students are to be saved only to their network folders not the local hard drive of the computer.
12. Any student who behaves discourteously, disrupts other students, or does not follow instructions will receive one warning. On the second reprimand the student will be sent back to class and lose library privileges for 2 weeks.
13. Students are responsible for replacing all chairs under the tables/desks at the end of the block and discarding all trash in the wastebaskets placed throughout the library and computer labs.

Lockers. The activity fee paid by each student covers the cost of an assigned locker which should be locked at all times. If the lock fails to work, report this to the Main Office so the lock can be repaired or replaced. To keep possessions secure, the student should not reveal the combination of their locker to other students. The student should use only his/her own locker and should see that it is locked. The school corporation does not carry insurance to cover personal possessions taken from lockers. Money and other articles of value should not be brought to school. At the end of each school year all lockers are emptied by custodians for cleaning. Any belongings should be removed before a student leaves at the end of the year. The school corporation reserves ownership of all student lockers and the right to check those lockers periodically.

The following procedures as mandated by Indiana Code 20-8.1-5-17 shall be followed if a locker search is deemed necessary:

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

Medication. In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to pupils. If the nurse is to administer medicine to a student, the following procedures will be observed:

1. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage and time the dosage will be administered.
2. Written permission of parent(s) is required for any medication to be given at school, prescription or nonprescription.
3. Students may not keep medications on them or in their locker at any time. All medicine must be brought to the clinic upon arrival at school. An inhaler may be carried with a doctor's written permission on file in the clinic.

Page-Indiana General Assembly. Service as page for Indiana General Assembly constitutes a lawful excuse for a student to be absent from school. For each day of page service, verified by the certificate of the Secretary of the Senate or the Chief Clerk of the House of Representatives, a student shall be recorded as being in attendance on the school's records. Students should notify the Assistant Principal's Office in advance of service as a page.

Passes to the Nurse's Office. Any student, except in an emergency, who wishes to go to the Nurse's Office must have a clinic pass issued by the teacher in the room from which the student will be absent. After obtaining a permit from the teacher, the student goes directly to the Clinic. In case the Nurse's Office is closed, students should report to the Front Office. In the event the student becomes ill and needs to be sent home, parental permission is obtained by the nurse prior to the student's leaving school.

REMEDICATION

Cougar Café. Cougar Café is open from 7:30 a.m. to 4:30 p.m. each school day. The lab consists of computers equipped to assist students with classroom assignments as well as credit recovery. Students who are under the ECA cut score will be eligible to use the lab during their Enrichment Block. As well, tutors are available for all classes.

School Health Guidelines. A health clinic is available for student use when necessary, and a nurse is available or on call during certain hours and days of the week. Students requiring treatment other than basic first-aid will be taken to the Emergency Room at Hancock Memorial Hospital. Parents will be notified as quickly as possible. The school is not financially responsible for any injury or illness. Under Indiana State Law, all students must have complete immunization records on file with the school. Students with incomplete records are subject to exclusion from school attendance.

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

Student Parking. Students who choose to drive to Greenfield-Central High School must complete a registration form and file that registration with the treasurer's office. Students must pay a parking fee to register cars. Students who choose to drive to school must be able to provide proof that they are current on all state required immunizations. Do not lose parking permits. Lost permits will require a charge for replacement. Students who attend Walker Career Center must purchase both a Walker Career Center parking sticker and a Greenfield-Central parking sticker.

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

1. Students must park in areas designated as student parking. Student parking is restricted to the North Parking area.
 - * Parking in the East parking lot in front of the school is reserved for faculty and visitors. Parking in unassigned areas can result in detention.
2. Students must properly park between the lines of parking spaces.
3. Students must observe a speed limit of 15 MPH.
4. Students must observe all safety regulations as established by the State of Indiana and local ordinances related to the safe operation of a vehicle.
5. Students must yield to pedestrians. All vehicles travelling upon high school property shall yield to pedestrians.
6. Students shall not park in excess of 24 hours. No vehicle shall be parked, left, or abandoned on high school property for a period in excess of 24 consecutive hours, without authorization from the school officials.
7. Students should not drive reckless or dangerously operate a vehicle on school grounds.
 - (A) No person shall operate a motor vehicle on the high school property recklessly, or at an unreasonably high rate of speed, or in a manner that will endanger the safety or property of others, or that will block the proper flow of traffic.
 - (B) No person operating a motor vehicle on high school property shall start the vehicle which is stopped, standing, or standing, or parked unless and until movement can be made with reasonable safety.
8. Students may not leave the school building to go to a car during the school day without permission from the office.
9. Traffic sticker required. No pupil shall park any motor vehicle on high school property without displaying a current and valid school traffic sticker on the motor vehicle.
10. Students must operate in traffic lanes. Except when pulling into a parking space, persons operating a motor vehicle on high school property shall operate the motor vehicle only upon travel lanes.
11. All persons operating motor vehicles on high school property shall stop at the point on the travel lanes where stop signs are erected.
12. Students shall not smoke on school grounds. The Greenfield-Central smoking ban includes smoking in vehicles while parked on school property.
13. Private Transportation
 - a. Students who ride in private vehicles are to load and unload at the north or east sides of the building.
 - b. All private vehicles (students, parents, etc.) are to use the north two drives between 7:00-7:45 a.m. or 3:00-3:30 p.m. The south drive is reserved for buses. The buses will exit eastward on the south drive.

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

Textbooks.

DAMAGE OR LOSS

Severely Ruined or Lost Book	Cost of Book
Mutilated Cover and Pages	\$15.00
Severe Pen Markings	\$10.00

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

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

Students may pay for textbooks or other required class materials in one or more of the following ways:

1. Rental - Books are rented to the student for a fraction of the cost of the book. When a student rents a book, he is held responsible for it. If it is lost, damaged, or stolen, the student must pay the cost of the book. If a student receives a book which he feels is badly damaged or marked, he should report the condition at once so that he will not be held responsible when the book is returned.
2. Purchase - Some books are not rented, particularly paperbacks, workbooks, or books for specialized or small classes.

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

Delinquent Fees. Delinquent fees will be reported to Central Office collection unless a payment schedule is arranged and carried out at the treasurer's office (GCHS). This will be done four weeks after the start of each semester. If fees remain unpaid, the matter will be referred to Small Claims court.

Returning Books. It is the responsibility of each student to rent or purchase his/her own text and materials and return all rented books or other school-owned material at the end of the semester or school year or at such time as he/she withdraws from school. (Only those books assigned to each student will be accepted). A different book or book whose identification number has been altered or destroyed will not be accepted.

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

1. When school children are being transported on a school bus, they are under the supervision, direction and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation (I.C. 20-9.1-5-19). The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language or indecent conduct will not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.

9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

Student Disciplinary Procedure for Bus Transportation Violations

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

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

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

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

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

Bus Rules for Pupil Safety

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

After School Transportation Changes

If there is a change in your child's school transportation routine (babysitter or 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.**

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

1. The parent must accompany the student and sign the appropriate forms.
2. All books and materials must be returned.
3. All obligations must be cleared.
4. Meet with an administrator for an exit interview.

5. Once withdrawn from school, the student is no longer permitted to be on school grounds on a school day between 7 a.m. and 4 p.m. without a previously scheduled appointment with a staff member.

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

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

GRADE & ATTENDANCE STANDARDS FOR WORK PERMITS:

A work permit will be denied for any student who 1. Does not pass 5 (five) credit subjects in the previous grading period (or semester's end) or 2. Has accumulated more than 5 absences in any Blue or Gold Day class in one semester.

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

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

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

APPEAL PROCESS

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

ATTENDANCE POLICY

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 or by other provisions of State law, during the days and hours that the school is in session.

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

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

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

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

Regular and punctual attendance is a crucial trait for students to cultivate as this characteristic is important to the individual through life. The student missing a day of school for all practical purposes misses two days: one day for the class work missed on the day of the absence and the second day by the student not being prepared to continue the next day's assignments. Prompt and regular attendance enhances the opportunity for success in academic endeavors. Because the faculty at Greenfield-Central High School believes that regular attendance is so important, the following attendance rules have been adopted for students in order to meet credit requirements:

1. Personal Illness, Illness in the Family, Quarantine of the Home, Death of a Relative, Observance of a Religious Holiday or an Emergency Set of Circumstances verified through the Principal are considered excused absences. Students who work as a General Assembly Page, Election Day Worker, are under a subpoena for a required court or probation appointment, or are called to service with the National Guard are not considered absent and will be recorded as being

present at school with proper verification. **Absences for reasons other than those specified are considered unexcused. Election Day Workers will be required to complete the appropriate form and turn it into the Attendance Office within 24 hours of service or it will result in an unexcused absence.**

2. Parents will be given 48 hours to report a student's absence. Parents will also be given 48 hours to submit a doctor's verification for a student's absence. **The responsibility of a student being present at G.C.H.S. rests with the student and parent/guardian.**
3. Excessive absenteeism is considered to be anything over five (5) days per semester. Suspensions will be counted unexcused absence, but do not count toward the student's 5 day total. After excessive absences within each semester, the student may be placed on an attendance contract and parents will be notified concerning the contract. An attendance contract may include, but is not limited to, any or all of the following:
 - A. A required doctor's certificate for any future absence;
 - B. The loss of credit in class or classes through due process:
Five (5) Blue and five (5) Gold day per semester limit on absences has been established for the purpose of receiving credit for courses taken at Greenfield-Central High School. ***Please review the 5 day rule concerning absences.**
 - C. A recommendation or assignment to after school detention, Thursday School, suspension from school, or expulsion;
 - D. Referral to the proper legal authorities; or
 - E. The filing of charges for educational neglect.

4. **Late Arrival/Early Departure Procedures:**

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

- A. The Greenfield-Central Community School Corporation's Attendance Policy identifies excessive tardiness as (3) or more tardies to school per semester.
 - B. 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.
 - C. Greenfield-Central High School has a closed campus during the school day and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. However, should a student find it necessary to leave school for any reason, he or she must receive permission from the building principal or his/her designee 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.
5. Making Up Work As a Result of Absence:

Homework Policy: Students may request homework directly from the teachers. The most efficient way to contact them is through e-mail found at the front of the handbook. Otherwise you may contact them through voicemail.

- A. 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.
 - B. When a student has an unexcused absence, he/she may not complete any work missed for grade or credit. Again, it is the student's responsibility to arrange with the teacher for the make up of missed work; however, the student may not receive credit for the unexcused absence work unless the assignment was a final or major project.
 - C. 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 or 9 week grade changes will be allowed after that time.
 - D. Class participation is an integral part of teaching and learning. It is, consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived. However, the participation component of a student's grade for class time lost during an unexcused absence will be recorded as a 0. The classroom teacher will be responsible for the implementation of the participation component of the student's grade.
6. Policy Waiver: Exceptions to the Greenfield-Central High School Attendance Policy and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the principal or his/her designee, or Superintendent or his/her designee, or the Board of Education.

II. **Passports.** Students using school time for doctor and dental appointments, funerals, court appearances, or probation appointments are required to obtain a passport (appointment card) from the Attendance Office, sign out in the Attendance Office when leaving school, sign in when returning to school, and return the passport signed by the doctor,

dentist, court official, or probation officer and indicate the time the student completed the appointment. An unsigned passport will be counted as an UNEXCUSED ABSENCE.

Appointments for Driver's license and Senior pictures are to be scheduled during a student's enrichment block.

Parents are requested to notify the **Attendance Office 24 hours in advance if a passport is needed**. Students are to obtain the passport from the Attendance Office before school on the day the passport is to be used. Parents, please try to understand that an unscheduled passport could require an interruption and interference in classroom instruction.

NO STUDENT IS TO LEAVE OR RETURN TO GREENFIELD-CENTRAL HIGH SCHOOL DURING THE SCHOOL DAY WITHOUT SIGNING IN AND OUT OF THE ATTENDANCE OFFICE.

III. A. Five-day rule

1. The 5 day rule for absences applies to **all** student absences except for certain attendance exemptions. The exemptions to the absence limit are listed and explained below:
 - a. Extended illness (3 or more consecutive school days). Only the first day of the illness will count toward the 5 day limit. The extended absence must be documented by a physician's statement indicating that the student was unable to attend school due to the said illness. The physician's statement must also provide dates of the illness and be on file by the end of the day of the student's return to school. Failure to produce the physician's statement in the required time will result in all days missed being counted toward the 10-day limit (5 blue days and 5 gold days). A student may use the extended illness exemption once per semester.
 - b. In-School Detention or Suspension
 - c. Death in the immediate family
 - d. General Assembly Page
 - e. Required Court Appearance or Probation Appointment
 - f. Election Day worker
 - g. Field Trip (Sponsored by the School)
 - h. College Day (For the visit to be counted as an excused absence, a written statement from the college or university official on university stationery will be presented to the attendance office upon the student's return to school)
 - i. School list (Permission to be absent given by Principal)
2. Students are allowed up to 5 absences in a class per semester. The 6th day of absence in any one or all classes in a semester will result in a student and his/her parent or guardian being notified in writing that the student is no longer eligible for credit in that particular course or courses.
3. Students who lose class credit because of the 5 Day Rule may be placed in a study hall for the remainder of the semester.
4. Attendance is taken period by period, so it is possible that a student may lose credit in one class and not others. However, a student must carry at least 5 classes to be considered a full time student. Any student who falls below 5 credit classes will be suspended 10 days pending expulsion. The student will be allowed to re-enroll at the start of the next semester.
5. Students who lose credit for a class because of the 5 Day Rule will receive a W/F (withdrawal/fail) on their report card for the class. The W/F will also be placed on the student's permanent file at the end of the semester.
6. Appointments made during the school day for a student to see a physician or dentist will be considered an excused absence with proper verification. However, the student's absence will count toward the 5 day limit on absences for classes missed during the appointment

B. Attendance Appeal/Due Process

1. The decision to grant credit to students who have reached the 5 day absence status rests with the Attendance Committee.
2. The parent or guardian of the student who has lost class credit because of the 5 day rule may request a hearing with the Attendance Committee to appeal the student's loss of credit within 5 working-school days or reasonable time period considering the circumstances.

C. Hearing Process

1. The Attendance Committee will be made up of 5 faculty members.
2. Students, with their parents, will be given the opportunity to explain to the Attendance Committee why the student had to miss more than 5 days of school and why the student's loss of credit should be reversed.
3. The Assistant Principal or his/her designate will be responsible for presenting to the Attendance Committee a report or overview of the student's attendance.

4. The Attendance Committee may require a student or parent to have an Indiana Department of Education Certificate of Child's Capacity filled out by a physician so that it may be reviewed by the committee.
5. The Attendance Committee will vote in a closed session after discussion on whether to waive the 5 day limit (N/C) and to allow the student to continue in the course or courses and receive credit. The Attendance Committee may take one of three actions:
 - a. Reverse the student's loss of class credit status;
 - b. Place the student on an attendance contract;
 - c. Uphold the student's loss of credit status;
6. The student and parent/guardian will be notified in writing of the Attendance Committee's decision concerning the student's attendance status.

College Visits. College visitation days are limited to juniors and seniors only. All visits should be prearranged by calling the university admission office well in advance. Parents are strongly encouraged to accompany their children on these visits. A visit should include information from the college admission office, financial aid office, or individualized curriculum departments. College Days are a privilege and, therefore, permission is granted after a conference between the Assistant Principal and Director of Guidance. Discipline, academic, and attendance records will be reviewed before a visitation will be granted.

The student's parent/guardian should call in to the Attendance Office in advance to initially clear the visit. For the visit to be counted as an excused absence a written statement from the university official (on university stationery) should be presented to the Attendance Office the following school day. Any student who does not comply with this policy will receive an unexcused absence for that day. **Students will be limited to three college visits per year.**

TARDY POLICY

Almost all tardiness is avoidable. Tardiness disrupts not only your school program but also the progress of your class. It interferes seriously with the educational atmosphere. Habits of punctuality and promptness are the chief elements of reliability. Lack of such habits cannot help but be detrimental to a successful life. Future employers have a high regard for promptness. Plan to arrive early and allow for emergencies. Students must be in their seat when the bell rings or they are considered tardy. All students tardy to first block must report to the Attendance Office for a pass to class. If a student has a pass from another staff member, the pass will excuse/erase that particular tardy. If a student enters class without a pass, the student is tardy. Consequences will be based on the total number of tardies a student has to each individual class. The following consequences will be applied for tardiness to class:

- 1st-3rd tardy Teacher Discretion
- 4th tardy Tuesday School (3:25-4:25 p.m.)
- 5th tardy Thursday School (3:30 – 5:30 p.m.)
- 6th tardy 1 day of ISD (In School Detention)
- 7th tardy 2 days of Off School Placement
- 8th tardy removal from class with loss of credit. If a student is carrying less than 5 academic classes, then expulsion is recommended.

HABITUAL TRUANCY (SKIPPING SCHOOL/CLASS)

1. Truancy is an absence from school or class without the knowledge or consent of the school, or an absence from school where there is an attempt to evade the State Attendance Law. Truancy is an unexcused absence from school. 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 of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau Of Motor Vehicles in accordance with state law (IC 20-8.1-3-17.2) in addition to other penalties set out in this policy.

PENALTIES FOR SKIPPING CLASS OR SCHOOL:

- First Offense: Thursday School (3:30 – 5:30 p.m.)
 - Second Offense: In School Detention (2 day)
 - Third Offense: 4 Days Off Campus Placement - Loss of driving privileges (I.C. 9-24-2-4).
 - Fourth Offense: 5 - 10 day Suspension pending Expulsion from G-CHS for the semester or the entire year
2. In accordance with IC 20-8.1-3-17.2 (a) each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant."
 3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
 - (1) Is a habitual truant under IC 20-8.1-3-17.2.
 - (2) Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9;

- (3) Is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10;
 - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (a) before graduating.
4. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in Section 1, IC 9-24-2 (paragraph 2 (4) of this memorandum), the bureau shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following:
- (1) The person becomes eighteen (18) years of age.
 - (2) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
 - (3) The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1.

STUDENT DRESS CODE

The Board of Education has established the following dress policy for students:

Clothing should be in good taste and suitable for school. Some types of dress and grooming habits detract from a learning atmosphere and will not be permitted in school. Coaches and instructors of extracurricular activities, upon approval of their building principals, may establish specific guidelines, which will be strictly enforced by the administration and by the School Board. Special exceptions must be pre-approved.

All administrators and teachers have the responsibility and duty to enforce all aspects of the dress policy and shall take whatever action is necessary to be certain that the policy is enforced to the extent of its meaning. Consequences may include Morning Detention, Tuesday School, Thursday School, ISD, Off Campus Placement or Expulsion.

The following guidelines (within compliance of the School Board) have been developed:

1. No bare midriff, plunging neckline, exposed undergarments, or sleepwear.
2. Clothing or any other item of apparel, including jewelry, which advertises, displays or refers to nonprescription drugs, controlled substances or illegal drugs, tobacco, sexual references, alcoholic beverages, or T-shirts that are inappropriate or vulgar are not considered suitable for school. Chains, spike bracelets or anklets, or other potentially harmful accessories are not appropriate.
3. No hats, hoods, or hair coverings are to be worn in the building. Bandannas, handkerchiefs, rags, or flags are not permitted in any form from the pocket, wrist or anywhere visible. Hats should be kept in lockers during the school day.
4. No coats, jackets (excluding blazers and suit coats) or sunglasses should be worn during the school day. Purses and regular size book bags can be used; however, athletic duffels should be kept in lockers during the school day. Students may wear blue and/or gold spirit attire in the classroom that depicts an earned school letter, cougar emblem, or the word "Cougars" or "Greenfield-Central."
5. All dresses/skirts should be in good taste and extend to the knee regardless of tights or leggings underneath.
6. Shirts must have sleeves. No tube tops or tanks are to be worn.
7. Oversized pants or pants with excessively large pockets are considered inappropriate for school purposes and present an opportunity to conceal contraband; therefore, they will not be allowed. Pants should be at the waist. All pants/shorts must extend the knee.
8. Holes are permitted in pants as long as no skin or underwear is visible above the knee.
9. No bare feet. Shoes must be worn at all times.
10. Any type of dress or jewelry that causes a class disruption or interferes with safety may result in a referral and placement in ISD until issue is resolved.

Academic Dishonesty Policy

Academic dishonesty is any use of another's work, whether in the form of plagiarism or use of notes on a quiz/test, copying another student's work or any other questionable type of dishonesty on a classroom assignment. Teachers will write a referral for each incident which will be shared with their Guidance Counselor for further discussion.

The consequences for **ACADEMIC DISHONESTY** are as follows:

- 1st Time – The teacher will be given the option of deciding appropriate action for grading of the individual assignment. Notification will be given to the parent/guardian of the student that presents the problem, the action taken, and future actions to be taken if the problem continues.
- 2nd Time – The student will be given an "F" * for the nine weeks in the course where the academic dishonesty occurred. A conference will be held involving the teacher, the student, the parent/guardian, and an administrator

to discuss the severity of the student's actions. The parent/guardian will be given the problem, previous action taken, action taken this time, and future actions that will take place if this problem is not resolved by the student.

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

***Percentage determined by individual teacher**

Citizenship. While it is not the desired policy of this school to impose unnecessary rules and regulations or severe discipline, it is imperative that rules be established and adhered to by all. The rules that are established are necessary for the safety, convenience and welfare of the entire student body. A good citizen exercises self-control, shows consideration of others and respects and helps care for school property. A good citizen also gets consent before using property of others, is courteous toward teachers and fellow students and is industrious in work. In addition, a good citizen is punctual and regular in attendance, is prompt in complying with rules and requests of teachers, is loyal to the school and its ideals and traditions, and behaves at all times in a manner which will reflect credit on oneself, home and school.

**GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION
STUDENT DISCIPLINE POLICY**

Philosophy

The entire foundation and success of public school education depends on the basic concept of self-discipline, which will allow all individuals to exist in a world of change with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of Education to responsible officials with the Greenfield-Central School Corporation. The purpose of discipline control is to help to create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

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.

However, in the absence of self discipline, the superintendent, principal, any administrative personnel, or any teacher of the Greenfield-Central School Corporation is authorized to take certain actions reasonably necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

The school is committed to assisting the students in developing respect for themselves and for others. In order to accomplish this, rules and guidelines exist to maintain the rights and responsibilities of those in the school setting.

The discipline plan is intended to provide general guidelines by which students are to conduct themselves. These guidelines apply during the school day, holidays, summer school, en route to and from school, at a school sponsored event or activity, adjacent to school, or on school district property. This plan may include, but is not limited to, the specific violation/consequence listed below nor does it limit the discipline decided by the administration.

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.

Code of Ethics

As students of Greenfield-Central High School, we are increasingly concerned about the general attitudes and beliefs of all students, and therefore share in the responsibility to determine and suggest what we believe are proper student ethics. The ethics we have chosen are the forty-nine (49) Character First Traits, which not only represent our school ethics, but also the ethics of the community.

NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS, ALL TYPES OF STUDENT MISCONDUCT

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

Mobile Phones/Electronic Devices

Students are prohibited from using mobile phones and other electronic devices during the school day. They are to be turned off and out of sight during the school day. Students may use mp3 players during their lunch period in the cafeteria only. Other use will be at teacher discretion. Students may use mobile phones during their lunch period. Data chips are considered a part of the device. Removal of said items before giving the device to an adult staff member is considered insubordination and will be treated as such.

First Offense: Phone/electronic device released to a student at the end of the next school day.

Second Offense: Phone/electronic device released to student two school days after the offense.

Third and Subsequent Offenses: Phone/electronic device released to student two weeks after the offense.

Phones will be available for 30 minutes after dismissal from school. . If the phone/electronic device is not picked up by the end of the school year, the school will dispose of it.

In the event of an emergency, parents/guardians and students are to call the school directly at 462-9211.

Parents/Guardians may call the office to relay emergency information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the nurse's office and the nurse will contact their parents/guardians.

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

If a mobile phone or other electronic device rings, vibrates or is otherwise evident during testing, the device will be confiscated and the student removed from the test situation.

Laptops, netbooks and tablets may be used at teacher discretion. Wireless access or access to the school server may be available with proper approval and registration. Inappropriate use of the personal computer will result in loss of these privileges.

Cyberbullying

Greenfield-Central High School will not accept any type of cyberbullying. We do not support social media entries, texts or other electronic communications that are cruel, harmful, threatening or demonstrate a likelihood of causing a disruption to the school day or any school-sponsored event. 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 authorities. Students should be reminded that individuals can pursue civil remedies for defamation and/or intentional infliction of emotional distress.

Level 1 Infractions

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

Level 1 Consequences

Teacher discretion, **including suspension from class and morning detentions** with documentation

Level 2 Infractions

2. Public display of affection
3. Failure to comply with established cafeteria etiquette or school personnel request
4. Being in an unassigned area within the school or outside the campus.
5. Throwing objects of any kind that would harm another person
6. Failure to serve teacher assigned detention
7. Failure to have an appropriately signed pass
8. Inappropriate behavior, language, or gesture
9. Habitual offender of these expectations (Either from the same teacher or a variety of teachers covering the same problems) Habitual offenders will start immediately at the 2nd Time Consequence.
10. Insubordination
11. Parking and driving offense (in addition to legal penalties)
12. Use/possession of radios, TV's, laser lights or other inappropriate electronic devices from 8:30 a.m. – 3:25 p.m. During this time, these articles must not be in a student's possession.
13. Sharing of a school assigned locker.
14. Students are not to have open containers of food or drink in the academic halls.
15. Inappropriate use of the internet.

Level 2 Consequences

1st Time –Tuesday School

2nd Time – Thursday School

3rd Time – In-School Detention (ISD) – 2 to 4 days

4th Time – Off Campus Placement – 2 to 4 days

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

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

Level 3 Infractions

1. Possession of lighters or matches
2. Harassment or hazing. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.
3. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel
4. Insubordination or school personnel disrespect. Belligerent and/or profane refusal to comply with a school personnel request – gestured, verbal or written disrespect directed toward school personnel
5. Minor damage and/or destruction of school property (restitution will be made)
6. Unauthorized entry or presence in school facilities

7. Petty theft (to be determined after consultation with local authorities) of school or personal property. (Restitution will be required if stolen property is damaged or lost. Failure to make restitution will be treated as insubordination).
8. Possession of stolen property and/or Criminal Conversion
9. Students removed from ISD for not completing teacher assigned materials and/or disruptive behavior.

Level 3 Consequences

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

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

Level 4 Infractions

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

Level 4 Consequences

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

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

Level 5 Infractions

1. Possession, handling or transmitting any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling or manufacturing drug paraphernalia as defined in Indiana Code.
4. Possessing, selling or distributing any item considered inappropriate at school.
5. ***According to G-CCSC Bylaws and Policies, before any prescribed medication, including over the counter medication, or treatment may be administered to any student during school hours, the Board shall require the original pharmacy label showing prescription number as prescribed from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the health clinic and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.***
 Knowingly possessing, using, selling, transmitting, or being under the influence of any **prescription or over-the-counter medication**, narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant or any kind, **or any other behavior or mind altering drug**, or any item that closely resembles or is represented to be any of the foregoing items. No student is to carry any medication unless authorized by the school.

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

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

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

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

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

The Board believes that:

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

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

Such rules shall require that students:

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

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

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

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

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

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in

administering the Code of Conduct. Parents and adult students and students in grades 6 through 12 shall be provided a form which is to be returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

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

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

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

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

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

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of 1 school day if the student is assigned regular or additional work to be completed in another school setting.
An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days. (10 school days if an expulsion request is filed.)
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the grounds for Suspension and Expulsion in this policy

GROUND FORS FOR SUSPENSION OR EXPULSION:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property by fire. Possession, use or transmission of a lighter or matches on school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Caught in the parking lot without a pass.
 - g. Cheating is unacceptable. Consequences will be determined by the individual teacher. The teacher may refer the student to the office for disciplinary action.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in a violent activity.
4. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
6. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
7. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
8. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision. Fighting on GCCSC property and/or athletic events is unacceptable behavior and will not be tolerated. Students who "square-off", draw a crowd, go nose to nose, or verbally harass one another will be dealt with accordingly by an administrator. Consequences may include suspension/expulsion from school and a disorderly conduct ticket written by a security officer.
9. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #14 below.

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

The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- * a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - * an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
 - b. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
11. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, look-a-like substances, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The possession, use or transmission of any type of drug paraphernalia that could be used to administer illegal substances including but not limited to roach clips, pipes, papers or any object falling under this category. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
 - a. Exception to rule 11
 1. A student with a chronic disease or medical condition may possess and self administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by the physician and must include the following information:
 - a.) That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b.) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - c.) The student has been instructed in how to self administer the prescribed medication.
 - d.) The student is authorized to possess and self-administer the prescribed medication.
 12. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

13. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of teacher or administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, transmitting, or being under the influence of any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of highly caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - g. possessing, using or transmitting cigarettes or other forms of tobacco products.
Students are not to use or possess any type of tobacco product traveling to or from school or a school activity, function or event; on school grounds immediately before, during and immediately after school hours; on school buses or other Corporation owned, leased or contracted vehicles, and/ or at any school-related event; and any other time when the school is being used by a school group. The student will face expulsion from school for the second offense. If said student would be caught for a third time during the calendar school year, the student will be expelled for the rest of the year. If a student is underage, the student will be fined by the local police department for underage possession of tobacco by a minor. I.C. 35-46-1-10.5
 - h. possessing, using or transmitting a lighter, matches or other fire producing devices.
 - i. failing to tell the truth about any matter under investigation by school personnel.
 - j. engaging in sexual harassment of a student or staff member.
 - k. violation of the school corporation's acceptable use of technology policy or rules.
 - l. violation of the school corporation's administration of medication policy or rules.
16. Possessing or using on school grounds during school hours an electronic paging device, handheld portable telephone, or headphones unless approved by an administrator.
17. The use of profanity will not be tolerated. Consequences will be at the discretion of the administration. Consequences may range from Thursday School to expulsion. What is said and to whom it is directed will be taken into consideration.
18. Possessing, using, distributing, purchasing or selling tobacco products of any kind or in any form.
19. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
20. Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of the student conduct rules or state or federal law.
21. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
22. Aiding, assisting, or conspiring with, another person to violate the school conduct rules or state or federal law.
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
24. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
25. Engaging in pranks that could result in harm to another person.
26. Use or possession of gunpowder, ammunition, or an inflammable substance.
27. Any student conduct rule the school building principal establishes and gives notice of it to all students and parents.
- 28. POSSESSION OF A FIREARM**
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-14) apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event.
29. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

In addition, a student committing an act that violates Indiana or Federal law at any time or place maybe suspended or expelled if the unlawful act is directed toward a school employee, student or board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

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

30. BULLYING

- a. This rule applies when a student is:
 - 1.) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - 2.) Off school grounds at a school activity, function or event;
 - 3.) Traveling to or from school or a school activity, function or event; or
 - 4.) Using property or equipment provided by the school.
- b. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
- c. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- d. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- e. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- f. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Due Process Rights. The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedures.

The Superintendent shall establish administrative guidelines to ensure that all members of the staff follow due process procedures when dealing with students. In addition, a statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

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

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

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

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

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

DETENTION PROGRAMS

MORNING DETENTION

Students are assigned to morning detention primarily for minor/Level 1 infractions on the discipline grid. Morning detentions will be assigned by a teacher or staff member and will be offered Monday through Friday. Students must report to morning detention by 7:30 a.m. and will be released at 8:00 a.m. No student will be admitted without appropriate study materials. Failure to serve morning detention will result in a Tuesday School detention.

TUESDAY SCHOOL

Students are assigned to Tuesday School detention primarily for minor/Level 2 infractions on the discipline grid. Students must report to Tuesday School by 3:25 p.m. and will be released at **4:25 p.m.** No student will be admitted without appropriate study materials. Failure to serve Tuesday School detention will result in a Thursday School detention.

Tuesday and Thursday schools will not be rescheduled for reasons such as work, athletics, and extra curricular activities.

THURSDAY SCHOOL

Philosophy. Thursday School Detention is an alternative to Out-of-School suspension. Thursday Detention allows a student to continue his/her education without interruption and affords extra time to improve school related classroom activities and/or studies. Hopefully, this will be a positive change in behavior, attendance, or tardiness.

PROGRAM PROCEDURES.

A. Thursday School Detention is from 3:30 p.m. to 5:30 p.m. Students not inside the assigned room at 3:30 p.m. will not be admitted; therefore, students should plan to arrive by 3:20 p.m. Thursday School Detentions will be arranged through the Assistant Principal's Office and the student's parents. All students and parents will be notified with adequate time to arrange for the Detention.

B. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy during the entire period of detention. Such materials might include textbooks, library books, or workbooks. Paperback books, magazines, and newspapers must be part of an assignment. Radios, CD's and coloring books are not allowed. **School dress code applies.**

As a part of the Thursday School detention program, students may also be assigned a packet of information from the Character First program. This packet may focus on certain qualities and include video or audiotapes. The packet is to be completed by the student by the end of the session.

The atmosphere for the detention will be a quiet one with little or no interruptions. Students will be given a break at some point during the detention at the discretion of the supervisor.

C. Students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping, may be reassigned to an additional Thursday detention or be recommended for out-of-school suspension.

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

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

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

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

IN-SCHOOL DETENTION

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

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

1. On the fourth (4th) In-School Detention student will receive 2-days Off Campus Placement.

2. On the fifth (5th) In-School Detention student will receive 4-days Off Campus Placement.

3. On the sixth (6th) In-School Detention student will receive will be recommended for expulsion.

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

OFF CAMPUS PLACEMENT

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

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

HOME SUSPENSION

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

SEARCH AND SEIZURE & INSPECTION OF ALL LOCKERS

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

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

School Property

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

Student Person and Possession Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. 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 alcoholic beverage.

Use of Dogs

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

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

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

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

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-8.1-5.1-25

U.S. Constitution, 4th Amendment

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

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

RANDOM STUDENT DRUG AND ALCOHOL TESTING PROGRAM

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

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

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

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

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

PURPOSE

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

SCOPE

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

CONSENT FORM

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

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

PROCEDURES

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.

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

TEST RESULTS REPORTING PROCEDURE

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

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

POSITIVE TEST RESULTS AND APPEAL

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

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

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

FINANCIAL RESPONSIBILITY

1. Greenfield-Central CSC will pay for all random drug tests. (Once a student has a verified "positive" test result, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)
2. A request on appeal for a second specimen test is the financial responsibility of the student or the student's parent/guardian.
3. 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.

EXTRA-CURRICULAR ACTIVITIES

ATHLETIC TEAMS

Baseball	Tennis (G)
Basketball (B)	Track (B)
Basketball (G)	Track (G)

Cheerleading	Soccer (B)
Cross Country (B)	Soccer (G)
Cross Country (G)	Softball
Football	Swimming (B)
Golf (B)	Swimming (G)
Golf (G)	Volleyball
Tennis (B)	Wrestling
Team Managers, Trainers, Video and Statisticians	

EXTRA-CURRICULAR ORGANIZATIONS

Academic Decathlon	ITS
Academic Superbowl	Japanese Club
Ambassadors/Office Cadets	Journalism
Arrow	Key Club
Art Club	Math Club
Aspire	Mentor Protégé
Band & Choir (when not co-curricular)	National Art Honor Society
Battle of the Books	National Honor Society
Brain Game and other academic teams	Newspaper/Cougar Review
Business Professionals of America	Pathfinders
Cadet Teachers	Quill and Scroll Society
Cheerblock	S.A.D.D.
Chess Club	Science Club
Color Guard	Spanish Club
Comedy Sportz	Spanish Honor Society
Cougar Pride Guard	Speech and Forensic
Culinary Club	Spell Bowl
Dance Team	Student Council
DARE	Student Drivers
Drama	Student Leadership Academy
Eco Club	Sunshine Society
FCA	Tech Club
FCCLA	TV/Radio (when not co-curricular)
FFA	VEX Robotics
French Club	VOICE
French Honor Society	Women in Engineering
Freshmen Mentors	World Language Council
German Club	Yearbook/Catamount
Interact	

All additional athletic teams, clubs, organizations, and organized activities in existence or that may be initiated will also be included.

EXCLUSION TIME FROM DATE OF NOTIFICATION

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

Tampering	Cheating or tampering with a specimen will result in the student being ineligible for all activities listed in this program for the remainder of the school year.
1st offense	Tobacco-42 Calendar Days Alcohol-42 Calendar Days Drugs-84 Calendar Days

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

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

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

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

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

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

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

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

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

First and second middle school offenses do not transfer to the high school. However, exclusion periods for a second offense in the middle school will be enforced at the high school until the time period expires. Any penalty assessed at the middle 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.

AWARENESS AND ASSISTANCE PROGRAM

The Greenfield-Central Community School Corporation Board of School Trustees believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the district and the community. Local and regional data includes that young people in Hancock County are using/abusing drugs and alcohol. Drug and alcohol abuse in the school presents a threat to the safety and health of students, faculty and staff. It jeopardizes the efficiency and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, and conditions that substantially inhibit students from performing to their fullest natural ability. Because of these factors, the Board of School Trustees recognizes its responsibility to address drug and alcohol problems in the schools. The Board believes that the parent(s)/guardians(s) and the school must work together to educate and to support students in an attempt to prevent the illegal use of drugs and alcohol. The Board believes that parents/guardians want to know when their children are using drugs or alcohol.

As used in this program, the terms “substance use/abuse,” “drug or alcohol use or abuse:” “drug or alcohol problem”: or similar phrases include, without limitation, the following:

- Use of any drug, intoxicant, controlled substance or other substances made unlawful by law or regulation;
- Use of any alcoholic beverage or similar intoxicant;
- Use of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician;
- Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters the mood, behaviors, motor skills or mental functions (except the use of a substance strictly in accordance with the direction of a licensed physician).

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling, or smoking drugs or alcohol.

The term alcohol means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind or function altering effects upon the human body or that impairs one’s ability to safely perform one’s work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under Federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

The Random Student Drug and Alcohol Testing program in the Greenfield-Central Community School Corporation for students in grades 7-12 is established for the following purposes:

- To ensure the safety and security of our schools;
- To discourage and eliminate use of drugs and alcohol at school, at school-related events and activities, and to and from school and during non-school times;
- To provide students and parents with information on ways to prevent drug and/or alcohol use/abuse and to provide related health and safety information;
- To identify students who might have drug and/or alcohol problems;
- To assist students and parents in seeking assessment, and treatment (if necessary) when a student has a drug and/or alcohol problem.
- To allow for effective transition of students back into school activities after treatment.

VOLUNTARY DRUG TESTING CIRCUMSTANCES

A Greenfield-Central student in grades 7-12, or the parent/guardian of the student, may volunteer the student to submit to a drug and alcohol test in the following circumstances:

1. The student violates any district program and/or school rule that results in the student being suspended from school for three (3) or more days.

The results of this drug test would be reported directly to the parent/guardian, and would not be reported to the school. This information would be for awareness purposes only.

REQUIRED DRUG TESTING CIRCUMSTANCES

A Greenfield-Central student in grades 7-12 will be required to submit to a drug and alcohol test in accordance with rules and regulations to be developed by the Superintendent in the following circumstances:

2. The student violates the district program and/or the school rules pertaining to use and to possession of tobacco.
3. The student violates the district program and/or the school rules pertaining to use and possession of drugs and/or alcohol.
4. If an administrator, observing or receiving information from a teacher or other staff member, has reasonable suspicion that a student might be under the influence of or using drugs and/or alcohol.

As used in this program, “reasonable suspicion” includes observation of the negative behaviors and actions set out below as indicators of a problem; specific observations concerning the appearance, behavior, body odors or speech of a student; information received by the principal or the principal’s designee from teachers, parents, students, employees, or detection devices; an accident involving a motor vehicle (cars, motorcycles, motor bikes, etc.) before, during, or after school hours on school property.

Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and other indicators of their problem. These indicators can include, but are not limited to, the following:

- Mood swings
- Aggressive (including fighting) or lethargic behavior
- Smoking
- Risk-taking behavior
- Paranoia
- Falling grades
- Bragging or talking to other students about drug and/or alcohol use
- Psychosis
- Loss of interest in school and in favorite activities
- Drastic change in dress, grades or attendance
- Poor grooming
- Truancy, excessive tardiness and/or excessive absence
- Isolation from friends and family members
- Depression and/or entire withdrawal

The purpose of testing students, under the above required circumstances, is to provide parents with information that will enable them to seek professional help for their children. The results of the drug and alcohol test will be provided to the principal or principal’s designee who will share the results with the parent/guardian. If the results are positive* (see explanation below), the principal or principal’s designee will proceed as follows:

1. **First Positive Test-** -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal, or principal's designee, will work with the parent/guardian to provide guidance in seeking assessment and treatment.
2. **Second Positive Test-** -The results of the test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a retest administered on the same sample, the full cost of the re-test shall be borne by the parent/guardian. The principal or principal's designee will work with the parent/guardian to provide guidance in seeking assessment and treatment as an alternative to a recommendation for expulsion. Students testing positive will be placed on probation and placed in a student service program. Failure to participate in any recognized program for assistance and treatment will result in a recommendation of expulsion.
3. **Third and Subsequent Positive Test(s)-** -When any student tests positive more than two times (not including a prior retest that was paid by the parent/guardian), the student will be suspended, and the school will initiate a request for the student's expulsion. The cost for this positive test shall be the responsibility of the parent/guardian. The results of this positive test will be provided to both the parent/guardian and the principal or principal's designee. If the parent/guardian wants a re-test administered on the sample, the full cost of the re-test shall be borne by the parent/guardian.

*In this Awareness and Assistance Program, a positive test for nicotine will be reported to the parent/guardian, but it will not be subject to due process action.

A student's refusal to submit to a required drug and alcohol test will be considered an admission of a violation of district program or school rules pertaining to the use and possession of drugs or alcohol. This violation of school rules will be dealt with according to the district's policy on student suspension and expulsion.

CONFIDENTIALITY

Under this drug testing program, any administrator of 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 Greenfield-Central Board of Trustees directs the Superintendent to develop administrative guidelines, including the staff development of personnel and the use of educational materials for students and parent(s)/guardian(s) to fully implement all aspects of this program.

GREENFIELD-CENTRAL HIGH SCHOOL ATHLETIC CODE HANDBOOK KEVIN HORRIGAN, ATHLETIC DIRECTOR

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

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

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

You are **INELIGIBLE** if:

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

Amateurism

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

Awards, Gifts, Trips

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

Change of School

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

Enrollment

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

Grades

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

Learning Lab

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

Multiple Sport Participation During The Same Season

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

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

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

Illness/Injury

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

Parent/Physicians' Certificate

you do not have an authorized and fully completed certificate on file with your principal or designee for each school year.

Appearance

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

III. Code Violations

Rule 1 - Athletes (This term additionally includes, for the purpose of this Athletic Code only, student managers, student athletic trainers, and all other student support staff.) shall not violate the conditions of the random student drug testing program and/or knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, marijuana, counterfeit substances, caffeine pills, or possess, use, or transmit paraphernalia for use of such substances. Athletes shall not partake or be in possession of alcoholic beverages, intoxicant of any kind, or tobacco products. (Appropriate use of an authorized drug prescribed by a licensed physician shall not constitute a violation of this rule.)

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

- 1.) At any time that an athlete becomes aware that he/she is in the presence of drugs or alcohol, the athlete shall leave said party or gathering.
- 2.) Athletes are expected to be aware of the circumstances which surround them and expose them.
- 3.) Once an athlete learns or reasonably should have learned that drugs or alcohol are present at a party or gathering, the athlete shall remove him or herself from the party or gathering in a reasonable time.
- 4.) Fifteen (15) minutes from learning that drugs or alcohol are present shall be presumed to be a reasonable time for an athlete to remove him or herself from said party or gathering.
- 5.) As long as the athlete has removed him or herself from the offending party or gathering within the presumed reasonable period, no athletic penalty will ensue as long as the athlete has not consumed or partaken in any drugs or alcohol.

1st Offense - Suspension of 50% of the athlete's contests. This percent is based on the number of regular season contests. Suspension may include IHSAA post season tournaments. 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 one-half (1/2) of the penalty, if the student:

- 1) presents documentation of participation in a minimum of four (4) sessions of a recognized multi-session treatment/assistance program;
- 2) participates in the student services program for a minimum of five (15) hours; and
- 3) has a follow-up "negative" test.

2nd Offense - Suspension for 365 calendar days for the athletic program.

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

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

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

If an athlete is suspended because of a violation of Rule 1, that athlete must, at his/her own expense, present documentation of a negative drug screen, from Hancock Regional Hospital or the Greenfield-Central SC testing provider, to the athletic director before he/she will be allowed to participate in practice or conditioning.

Greenfield-Central Community School Corporation continues to support and encourage all students to make choices that lead to safe and healthy lifestyles.

*We continue to encourage all students to “**say no**” to illegal drug, alcohol, and nicotine use. It is important to remember that the use of illegal drugs, alcohol, and nicotine are not allowed on school property or at school-related events.*

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

Consequence:

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

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

Consequences:

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

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

3rd Offense – Ineligibility for the balance of the athlete's high school career.

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

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

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

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

1st Offense - Suspension of 10 - 25% of the athlete's contests. This percent is based on the number of regular season contests. Suspensions may include IHSAA post-season tournaments.

2nd Offense - Suspension of 50% of the athlete's contests. This percent is based on the number of regular season contests. Suspensions may include IHSAA post-season tournaments.

3rd Offense - Suspension for 365 calendar days for the athletic program.

NOTE: *Any athlete who seeks help due to substance dependency or abuse, including alcohol, will be afforded compassion, up to one-half (1/2) of the penalty for the first offense. This can occur only once during the athlete's four (4) year career. The athlete seeking help under this compassion clause must obtain professional help at his/her own expense and is placed on probation for one (1) year. The request for compassion must occur before the athlete has been confronted with the violation. An athlete is no longer eligible for compassion if he/she has been penalized under this Athletic Code for a previous violation of the same nature.

*If the violation of the Athletic Code occurs in the last fifty (50%) percent of the season, the athlete will not be considered in good standing, and therefore, will forfeit all letters and awards for that sport season.

*If suspension from athletics occurs during the last 50% of the season, an athlete may or may not practice depending on the coach's discretion.

(See NOTE under Rule 1.)

*When serving a suspension, the athlete is expected to be present at all practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the practices or otherwise finish the season in good standing, credit will not be given toward fulfilling the requirements of the suspension. The coach's discretion can excuse the athlete from practices. During the period of suspension, the student is excluded from attending all extra-curricular activities in which he/she participates.

*If the violation of the Athletic Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her suspension in that sport, the suspension **does carry over** until the suspension is fulfilled.

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

*An ineligible athlete shall not be in uniform.

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

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

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

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

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

IV. Code Implementation - When it comes to the attention of the principal or athletic director that a code violation may have occurred, the athletic director shall conduct an investigation to determine if, in fact, a violation has taken place. The athletic director shall notify the party/parties being investigated upon confirmation of a code violation. At this time, the penalty for such a violation will be determined and put into effect at the discretion of the athletic director. Athletes can be suspended during the review process. The review process begins with an invitation extended to the athlete's parents by the athletic director for a conference with the athletic director, assistant athletic director, director of guidance, a department head, the head coach(es) of the sport(s) the student athlete is involved with, and a head coach not involved with a sport the student athlete plays for an opportunity to be heard regarding the code violation. If this invitation is not accepted within five (5) days, the opportunity to appeal will be lost. Upon completion of the review conference, the committee will determine if the action taken was the appropriate action. The party/parties involved shall be notified of the committee's decision. The principal shall notify the athlete's parents in writing within five (5) days of the review committee's decision.

V. 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.

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

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

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

IX. Emergency - Athletes and their parent/guardian should be aware that athletic participation, on occasion, may cause accidental injury. When such an injury occurs, the athletic trainer of Greenfield-Central High School will complete an accident insurance form. Greenfield-Central High School has a limited athletic accident insurance policy which is partially funded by the athletes. Please contact the athletic director concerning insurance coverage.

X. Transportation - Only transportation authorized by the athletic director shall be used for athletic contests. Athletes must remain under coaches supervision until their return to Greenfield-Central High School. Exceptions may be made by mutual consent of the coach and the parent **IF THE PARENT WILL BE IN ATTENDANCE AT THE CONTEST AND THE ATHLETE WILL BE RETURNING WITH THE PARENT.** Exceptions will be rare occurrences and a written note describing such circumstances must be submitted to the coach or athletic director by the parent. This mutual consent shall be given only in cases with unusual circumstances. It is the intent that all squad members depart as a team and return to Greenfield-Central High School as a team. There is a one time per year transportation fee of \$60.00 per athlete to help offset corporation transportation costs. Fees are due at the time the athlete makes a team. This fee must be paid

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

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

REHABILITATION ACT OF 1973, SECTION 504 - POLICY STATEMENT

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

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

POLICY ON RACIAL HARASSMENT

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

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

TYPES OF RACIAL HARASSMENT

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

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

EXAMPLES OF RACIAL HARASSMENT

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

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

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

COMPLAINT PROCEDURE

- A. Any person who alleges racial harassment by any employee or student in the school corporation may use the complaint procedure explained below or may complain directly to his/her immediate supervisor, building principal, or Title VI complaint designee of the school corporation. Filing of a complaint or otherwise reporting racial harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of racial misconduct and to take corrective action when this conduct has occurred.
- C. All reports of racial harassment shall be handled in the following manner:
 1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report).
 2. Reports must name the person(s) charged with racial harassment and state the facts.

3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports.
4. The building principal who receives a report shall thoroughly investigate the alleged racial harassment.
5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to Board of School Trustees of any action he/she deems appropriate.
6. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

SEXUAL HARASSMENT

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

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

This includes but is not limited to the following:

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

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

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

SEXUAL HARASSMENT MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING:

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

SEXUAL HARASSMENT COMPLAINT PROCEDURES.

Any person who alleges sexual harassment by any student in the school corporation may use the complaint procedure explained below. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual. Students should bring their complaint to the Assistant Principal, Counseling Center or the school administration. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's

legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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

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

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

RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student’s educational record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Greenfield-Central School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

YOUR RIGHTS TO PRIVACY

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