

GREENFIELD CENTRAL JUNIOR HIGH SCHOOL

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

Name: _____

Address: _____

City/Town: _____

Phone: _____

Grade: _____

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STUDENT PASSPORT

Name: _____

1st NINE WEEKS

2nd NINE WEEKS

3rd NINE WEEKS

4th NINE WEEKS

Teachers - Hall passes must include: time, date, location, and teacher initials.

GREENFIELD CENTRAL JUNIOR HIGH SCHOOL

STUDENT HANDBOOK

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

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

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

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

GCJHS MISSION STATEMENT

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

SCHOOL INFORMATION

COLORS:	Blue and Gold
MASCOT:	Cougars
GRADE LEVELS:	Seventh and Eighth
ENROLLMENT:	730
SCHOOL SONG:	Cheer, Cheer for old gold and blue Come on Cougars we're proud of you We are loyal to our high Send up a cheer that will reach the sky Although the odds be great or be small Old Gold and Blue will win overall While our loyal teams are fighting Onward to victory!

PROFESSIONAL STAFF

Please check the Greenfield-Central Community School Corporation webpage for staff assignments and contact information.

www.gcsc.k12.in.us

SCHOOL CALENDAR FOR 2012-2013

July 31	Teacher Organization Day
August 1	Students' 1st Day
September 3	Labor Day-No School
October 8-19	Fall Break
November 22 & 23	Thanksgiving Break
December 21	Students' Last Day Before Winter Recess
January 7	Teacher Work Day (No Students)
January 8	Students Return to School
January 21	Martin Luther King Jr. Day-No School
February 18	President's Day-No School
March 18-29	Spring Break-No School
May 29	Last Student Day
May 30	Teacher Work Day

EMERGENCY SCHOOL CLOSING / MAKE-UP DAYS

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

Make up dates for the 2012-13 school year are:

First week of Fall Break (October 8-12)
First week of Spring Break (March 18-22)

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

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

TO AND FROM SCHOOL

1. Bicycle riders are expected to park their bicycles south of the front entrance on the bicycle racks. Recreational riding is not permitted at any time. NO MOPEDS ARE TO BE OPERATED BY STUDENTS AS A MEANS OF GETTING TO AND FROM SCHOOL.
2. Students who WALK to and from school are requested to walk on established walkways and paths and not cut across grass areas. NEVER walk between buses. Enter and exit by the front entrance.
3. School rules and policies will be in effect for all students en route to and from school.
4. Students that come to school by automobile are to be let out as quickly and safely as possible at the main entrance. Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility.
5. The west entrance is the bus loading zone and should be kept clear of all unnecessary traffic during bus drop off and pick up.
6. Pick up at the end of the day for car riders should be done at the main entrance/exit.
7. Never leave the school grounds, once you have arrived (bus, car, commuter).
8. Non bus-riding students should not arrive at school before 8:15 A.M.

LEAVING & ENTERING THE BUILDING

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

If students arrive at school after 8:40 A.M., they must report to the attendance office and obtain an admission slip. Students who need to leave the building during the school day for a doctor or dental appointment, must report to the attendance office. A student who needs to leave the building will not be released until their parent comes into the attendance office and signs their student out. Students who leave the building for an appointment and later return to school are required to sign back in at the attendance office.

GRADES

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

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

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

Grading System

<u>Percentage Scale</u>			<u>Grade</u>		<u>12 Point Scale</u>
100-99	=		A+	=	12
98-93	=		A	=	11
92-90	=		A-	=	10
89-87	=		B+	=	9
86-83	=		B	=	8
82-80	=		B-	=	7
79-77	=		C+	=	6
76-73	=		C	=	5
72-70	=		C-	=	4
69-67	=		D+	=	3
66-63	=		D	=	2
62-60	=		D-	=	1
59 & below	=		F	=	0

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

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

www.gcsc.k12.in.us

Interim Progress Reports (Mid-Term Reports)

Interim progress reports will be available in the middle of each term for all students. The importance of the report is to communicate to parents and students the level of academic achievement that has been attained. Students who are working below their apparent ability may receive additional home reports at the discretion of the teacher. We ask for your support by discussing with your child the successes and difficulties indicated.

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

Grades may be viewed with an on-line connection to the Powerschool parent portal. Directions for parent use are available in the front office.

Earning High School Credit

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

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

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

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

Students will be asked to decide whether or not they wish to receive credit for eligible junior high school courses by the end of their freshmen year. During the spring semester of 9th grade, students and their parents will receive a copy of the student's transcript, which will include the high school courses, grades, and credits the student earned in junior high school. Parents and students must sign and return the form by the posted deadline to decline those credits. Failure to return the form by the deadline will result in a decision to accept all credits earned in junior high school. Once the deadline passes, accepted courses and credits earned in junior high school become part of the student's permanent academic record and there will be no future option to have them removed from the student's transcript.

Honor Roll

At the end of each report card period and semester, a listing of outstanding student achievement will be developed. We call this our Honor Roll and Superior Honor Roll. It is based on the grade evaluations submitted by the faculty. Students' names will be printed on a Superior Honor Roll (GPA of 10-12) and an Honor Roll (GPA of 8-9.9). Students are not eligible for either honor roll with a D or F. On the semester honor roll only those subjects which were taken for the entire semester are considered.

General Information

A Student Who Studies Well:

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

How to Study

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

How to Take a Test

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

Homework

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

TEXTBOOK RENTAL

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

HEALTH SERVICES

The school health clinic is staffed by a School Health Services Assistant. The Health Assistant is a paraprofessional who works under the supervision of the Greenfield-Central Community School Corporation Nurse. The School Corporation Nurse may be contacted by calling 317-477-4601. She is available to discuss any health problems or concerns that may occur.

Indiana State Law mandates every child who is admitted to school show evidence of immunization. Students not in compliance may be excluded from school attendance. Most students will have received the needed vaccines for junior high school prior to enrolling in sixth grade. Immunization requirements for grades 7-8 are listed below:

1. **Three** doses of hepatitis B vaccine (**Hep B**)
2. **Five** doses of diphtheria, tetanus & pertussis vaccine (**DTaP**)
3. **Four** doses of polio vaccine (**IPV**)
4. **Two** doses of measles, mumps & rubella vaccine (**MMR**)
5. **Two** doses of chickenpox vaccine (**Varicella or Varivax**)* OR history of having had the disease
6. **One** dose of tetanus and pertussis (whooping cough) vaccine (**Tdap or Adacel**)*
7. **One** dose of meningitis vaccine (**Menactra or MCV4**)*

*Vaccines required upon entering sixth grade

If a student becomes ill at school, has an accident or other emergency, he/she should report to their teacher. The teacher will refer a student to the clinic, where the student may be allowed to rest and at which time the Health Assistant may contact the student's parent. Every effort will be made to contact parents in the event of a health emergency.

Medication In School

1. Prescription medications must be brought to school in the container in which they were purchased. This container must bear the original pharmacy label showing prescription number, directions for use and the student's name. A parental note must accompany this request to dispense medication. The pharmacy label will serve as the doctor's written order.
2. Over the counter (OTC) medication must be sent to school in the original container in which it was purchased. A note from the parent with directions for administration must accompany the medicine; i.e. cough drops, cough syrup, Tylenol, etc.
3. Because of the link between aspirin and Reyes Syndrome, Greenfield-Central Community School Corporation recommends that non-aspirin medication be sent for student use.
4. ALL medications must be kept in the health clinic for dispensing. Students shall not carry medication on their person or store it in their lockers. If a student must keep medication with him/her, a written note from the doctor is required; i.e. inhalers.
5. Medications will not be furnished by the health clinic.

ACCIDENT REPORTING

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

WITHDRAWING FROM SCHOOL

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

SELLING ITEMS ON SCHOOL GROUNDS

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

PERSONAL PHONE CALLS

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

VOICE MAIL

Greenfield Central Junior High School parents and students have the opportunity to enjoy reliable, effective and easy-to-use Voice Mail communications. Our Voice Mail System works with our telephone system to help manage the flow of information inside and outside of our school. All you need is a Touch-Tone telephone system. The system will be

in operation from 3:40 P.M. until 8:00 A.M. daily. It will also be able to be used on weekends and holidays. Parents also have the option of using voice mail during the school day. Simply call the school during or after school operation hours. The Voice Mail System will answer your call, and then allow you to leave a message for someone on staff or allow you to select the option to hear homework assignments from your child's classroom teachers. It is our hope that this system will improve communication between our parents and teachers for the benefit of our students.

LOST AND FOUND

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

VALUABLES/PERSONAL PROPERTY

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

TECHNOLOGY DEVICES

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Greenfield-Central Community School Corporation is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

Access to the Greenfield-Central Community School Corporation public wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). All devices connected to the public wireless will be filtered with the same LightSpeed student filtering profile students have on Corporation owned equipment. Access to files can be obtained through the Corporation WebAccess page, and moodle system.

Access to the Greenfield-Central Community School Corporation Public wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the signed Acceptable Use Policy. The use of the public wireless network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Guidelines for use

- I. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- II. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.
- III. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
- IV. The use of personal devices falls under the Greenfield-Central Community School Corporations' Acceptable Use Policy, found in the student handbook
- V. Students will refrain from using personal devices outside of their classroom unless otherwise directed by their teacher
- VI. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- VII. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (one or more may apply):

- VIII. Device taken away for the period
- IX. Device taken away and kept in the front office until parent picks it up
- X. Student is not allowed to use personal devices at school
- XI. Disciplinary Referral resulting in ISS or OSS

Students bring their devices to use at Greenfield-Central Community School Corporation at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

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

- XII. Personal devices that are broken while at school or during school-sponsored activities
- XIII. Personal devices that are lost or stolen at school or during school-sponsored activities
- XIV. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

SCHOOL PROPERTY

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

PETS IN THE CLASSROOM

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

ANNOUNCEMENTS

Daily Announcements related to school and student affairs will be given, as needed by the office staff. It is important that students listen carefully. Students who wish to have activities announced must have the information written and approved by the sponsor. Special announcements will be kept to a minimum so as not to disturb regular class procedure.

FIELD TRIPS

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

CUSTODIANS

The custodians strive to keep the building tidy, clean, and comfortable. Their work is difficult and tiring and any thoughtfulness and courtesy you may be able to extend to them will add to the efficiency of the school in general. Let's help them! Please pick up paper and trash and place it in the wastebaskets.

REMAINING IN SCHOOL BUILDING AFTER DISMISSAL

No students are to remain in the building or on school grounds after the afternoon dismissal unless they are scheduled to be in some activity sponsored and supervised by a teacher. Students that stay after school for school activities or wait on an afternoon bus are to be at their assigned areas by 3:45 P.M. This rule applies to all after school activities.

EMERGENCY SCHOOL CLOSING

Occasionally it is necessary to close school due to weather related or mechanical problems. Parents and students are advised to listen to the following radio stations or TV stations for such information: WRGF (Channel 19) WZPL, WIBC, WIRE, WFMS, WSVL, WNDE, WTUX, WTPI, CHANNEL 4 WTTV, CHANNEL 6 TV, CHANNEL 8 TV, CHANNEL 13 TV.

TORNADO DRILLS

A tornado procedure has been established for school. Students should make certain they understand what they are to do in case of a tornado because any delay could mean the difference between injury and safety.

When a tornado alarm is sounded, all students and teachers should report to their assigned areas of safety.

There will be **NO talking** at all during the course of a tornado drill. Students should move quietly and quickly to their assigned area of safety so that they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety.

FIRE DRILLS

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and the lights are to be turned off. No one is to pass another or break the line of march. Running is not permitted! The first to reach an outside door are to hold them open until all have left the building. Students are not permitted to talk during a fire drill. Your laughing and talking in the building after a fire alarm is sounded could cause death if instructions would have to be suddenly changed. Students are to remain at least 100 feet away from the building until the signal is given to re-enter. No one is to return to the building until the signal is given by the principal or his authorized representative.

ATHLETICS

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

Students who do not wish to actively participate on athletic teams can still be an important part of the program. Their support as spectators is invaluable.

Athletics by Season

We believe that athletics build character and enhance the physical, emotional, social, and intellectual development of the students. Coaches teach athletic fundamentals and skills which relate to everyday life situations.

Fall Sports

Cross Country	7 th and 8 th grade boys and girls
Cheerleading	7 th and 8 th grade girls
Football	7 th and 8 th grade boys
Dance	7 th and 8 th grade girls
Guard	7 th and 8 th grade girls
Volleyball	7 th and 8 th grade girls
Soccer	7 th and 8 th grade boys and girls (club sport)
Tennis	7 th and 8 th grade boys and girls (club sport)

Winter Sports

Basketball	7 th and 8 th grade boys and girls
Cheerleading	7 th and 8 th grade girls
Dance	7 th and 8 th grade girls
Guard	7 th and 8 th grade girls
Wrestling	7 th and 8 th grade boys
Swimming	Multiple age groups as part of the GCAT (club sport)

Spring Sports

Baseball	7 th and 8 th grade boys (club sport)
Golf	7 th and 8 th grade boys and girls
Track & Field	7 th and 8 th grade boys and girls
Softball	7 th and 8 th grade girls (club sport)

Extracurricular Eligibility

- I. Athletes may not participate in interscholastic contests with one or more "Fs" on their weekly grade check. The student's athletic suspension will begin on the day of the grade check and will continue until the next weekly grade check when the athlete can provide records confirming that he/she has no "Fs."
- II. The student's grades will be reviewed weekly by the coach to determine eligibility. Athletes are required to submit a record of their current grades weekly.
- III. If the weekly grade check reveals one or more "Fs," the athlete is ineligible until the next weekly grade check.
- IV. During the time in which the student is ineligible, the student is allowed to practice/try-out with the team, but cannot dress for contests.
- V. Weekly grade checks will begin the week practices begin (fall sports grade checks will begin the first week of school).
- VI. Students who are suspended from school, as stated in the student handbook, are ineligible to compete in contests that are held during the days of the assigned suspension.
- VII. To be eligible for athletic participation, a student must:
 - a. Have a physical form and insurance form signed by a physician, parent, and student.
 - b. Be academically eligible.
 - c. Have paid the Transportation Fee and the Athletic Fee.
 - d. Have a drug testing consent form on file.
 - e. Be current on all state required immunizations.

Hazing

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Inappropriate Behavior

Students involved in Extra-Curricular/Co-curricular activities shall demonstrate good citizenship both in the school and community. Students acting in a manner that brings embarrassment or shame to themselves and/or the school, or that negatively impacts the reputation of themselves or the school will not be tolerated. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

Transportation Fee

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

GCJHS Athletics realizes this may be difficult for some families to pay the fee. Therefore, the athletic department has instituted an appeal process which may allow students to participate through fundraising activities and reduce or eliminate his/her requirement to pay the transportation fee. For example, if a student participates in the *discount card fundraiser*, he/she would be asked to sell \$50.00 worth (or more) of Cougar discount cards. Upon the return of the money collected from the cards, the student would be eligible to participate in athletic contests. A *Fee Appeal Form* will be required for the process to begin. Please contact the athletic director at GCJHS if you have questions, comments, or suggestions concerning the *Transportation Fee* or to obtain a *Fee Appeal Form*.

Athletic Fee and Activity Fee

Beginning with the 2010-2011 school year, students who wish to participate in extracurriculars will be required to pay a \$50 Athletic Fee for each sport they are involved in. For example, if a student is on the football team and the swim team, the student will be required to pay \$150 (\$50 for football, \$50 for swimming, plus the \$50 Transportation Fee). This Athletic Fee will be used to offset a variety of corporation costs, such as: maintenance, building utilities, programming, etc.

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

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

Random Student Drug and Alcohol Testing Program

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

The extra-curricular and athletic activity programs of Greenfield-Central CSC are an integral part of the school system and the community. The recognized value of extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all

students to participate in extra-curricular programs of the school, but it believes the opportunity for such participation is not an absolute right. This participation is a privilege

offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program.

The program will be applied to all junior and senior high school students (7-12), male and female, who participate in extra-curricular activities and athletics. It also includes any student, who wishes to obtain a parking permit to drive and park on Greenfield-Central CSC property (portions of this policy may not apply to GCJHS students).

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.

EXCLUSION TIME FROM DATE OF NOTIFICATION

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

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

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

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

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

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

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

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

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

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

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

First and second junior high school offenses do not transfer to the high school. However, exclusion periods for a second offense in the junior high school will be enforced at the high school until the time period expires. Any penalty assessed at the junior high school of exclusion for the balance of attendance at Greenfield-Central SCS 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.

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 IHSA 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 three (3) sessions of a recognized multi-

- session treatment/assistance program;
- 2) participates in the student services program for a minimum of fifteen (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 Junior High School.

STUDENT ACTIVITIES

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

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

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

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

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

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

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

MEDIA CENTER

We welcome your use of the media center during the school day. The media center is open from 8:40 A.M. until 3:25 P.M. daily.

ASSEMBLIES

GCJHS has a variety of educational assemblies and convocations. Programs are oriented to fit in with curriculum guidelines and provide an opportunity for exploration. Most assemblies are held in the gymnasium and feature guest speakers or performers. Students find the programs can be entertaining, as well as educational. Often, GCJHS students are featured in programs and serve as role models for the student body. Applause is the correct show of approval of a program or a speaker; yelling, whistling, and stomping are not in good taste.

HONORS AND AWARDS

GCJHS is proud of its students and takes every opportunity to recognize students for outstanding academic, athletic, and extra curricular achievement. Recognition ranges from:

- A. Attendance Awards
- B. Athletic Certificates & Plaques
- C. Newspaper & Newsletter Recognition
- D. Team Awards

GUEST TEACHERS

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

PARENTAL VISITORS

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

CAFETERIA

GCJHS has an excellent cafeteria. A quality and nutritionally balanced lunch is available for students and staff. Students are permitted to bring their lunch. Students are not permitted to leave the building for lunch. All food that is served in the lunchroom must be eaten there, rather than in some other part of the building. Students who bring their lunch from home will also eat in the lunchroom. Students are responsible for:

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

Students may pay for their lunch weekly or pay cash daily. GCJHS has instituted a no-charge policy. Please make sure money is in the account.

COUNSELING SERVICES

Guidance and Counseling - Counseling service is available to all students. The counselors' purpose is to help students, teachers, and parents in understanding the student's potential ability and achievement levels. Both students and parents should feel free to consult with the counselors about classroom concerns, plans and decisions, or personal problems. The counselors will also assist parents in arranging conferences with teachers.

Students may be referred to a counselor by themselves, parents, teachers, other students, or administrators. The counselors may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with their counselors.

ATTENDANCE

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

When a Student Is Absent

When it is necessary for a student to be absent, parents are required to call the Attendance Secretary at **477-4616** between 8:00 A.M. and 9:15 A.M. Student absences will be considered unexcused/unverified unless verified by parent note or phone call within 24 hours of the absence. Additionally, a note from a physician (stating the specific dates of absences) will be required to clear the missed day from the student's attendance record.

Attendance Policy

Ages for attendance in Indiana are set by the laws of the state: Every child between the ages of seven and sixteen shall attend public school or other school taught in the English language which is open to the inspection of local and state attendance and school officers, and such child shall attend such school during the entire time the public schools are in session in the School Corporation in which such child resides, unless excluded by the provisions of the law, which are:

The right of all children to attend school in the Corporation as enumerated by law and by the policies of the Board of Trustees, is subject to the qualifications contained therein, including, among others: that such child has been successfully immunized or vaccinated against measles and poliomyelitis, and inoculated against diphtheria, pertussis and tetanus, has supplied proof of age by birth certificate or other legal evidence of date of birth, and each child entering the first grade shall provide evidence of a report of physical examination by a doctor licensed to practice medicine in the State of Indiana, said examination having been conducted within the last six (6) months.

Student Absences and Excuses

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

1. Personal illness: The approving authority may require certification by a physician, dentist, or psychologist;
2. Illness in the family: A student may be absent due to the serious illness of a member of the immediate family; however, the absence is limited to three (3) days per year. The immediate family includes parents, step-parents, grandparents; spouse, children, step-children, brother, step-brother, sister, step-sister, great grandparent, or legal guardian;
3. Quarantine of the home: The absence of a student from school for quarantine is limited to the length of quarantine;
4. Death in the family: A student may be absent due to the death of a member of the immediate family; however, the absence is limited to three (3) days per year. The immediate family includes parents, step-parents, grandparents; spouse, children, stepchildren, brother, step-brother, sister, step-sister, great grandparent, or legal guardian;
5. General Assembly Page: Service as a page shall be recorded as being present at school when such service is properly verified;

6. Required Court Appearance or Probation Appointment: Such an absence must be verified by a proper court summons or by the individual's probation officer; a student who is subpoenaed to appear in court as a witness in a judicial proceeding will not be counted absent from school;
7. Observance of Religious Holiday: Any student shall be excused if his or her absence is for the purpose of observing a religious holiday which requires his or her absence from school; advance notice to the principal is required; or
8. An emergency or set of circumstances which in the judgment of the principal or his or her designee constitutes a good and sufficient cause for absence from school shall be excused; excessive absences or tardiness may be grounds for denial of a requested absence under this section.
9. Attendance at 4H related activities at the Indiana State Fair as approved by the principal.

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

If a student of at least 13 years of ages is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law (1C 20-8.1-3-17.2) in addition to the penalties set out in this policy.

Junior high school students who are tardy may be assigned to detention after school. Repeated tardiness may result in more serious disciplinary action, including but not limited to: Friday school, Saturday School, suspension or expulsion from school.

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

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

Late Arrival/Early Departure Procedure

Arriving more than two (2) hours late or departing two (2) or more hours early will constitute one-half (1/2) day absence from school.

All schools have a closed campus during the school day, and students are to remain on school grounds from arrival in the morning until dismissal time in the afternoon. When absent from school without prior permission from school officials, a student shall have his/her parent or guardian phone the school office before 9:15 a.m. on the day of the absence or present a note from the parent upon return to school explaining the reason for the absence. Students who do not have their parents phone the school office may receive a call from the attendance office. Students arriving at school after the tardy bell must first sign in at the front office.

Making Up Work As a Result of Absence

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

- A. When a student has an excused absence, he/she will be given every reasonable help and consideration after his/her return to school so they can complete assignments given during the period of absence. It is the student's responsibility to contact the teacher for missed assignments.
- B. When a student has an unexcused absence, he/she may complete any work missed for grade or credit. Again, it is the student's responsibility to arrange with the teacher for the make-up of missed work.
- C. The length of time for completion of make-up work shall be approximately equivalent to the number of days missed, unless scheduled otherwise with the teacher. When work is not made up within this time, a zero may be recorded for each assignment not completed.

- D. Class participation is an integral part of teaching and learning. It is, consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived. However, the participation component of a student's grade for class time lost during an unexcused/unverified absence may be recorded as a 0. The classroom teacher will be responsible for the implementation of the participation component of the student's grade.

Policy Waiver

Exceptions to the above policies and procedures due to extensive illness, hospitalization, or other extenuating circumstances shall be determined by the principal or his/her designee, or Superintendent or his/her designee, or the Board of Education. This policy is exclusive of provisions for home instruction as found in the guideline of the Department of Education, Rule 51.

HANCOCK COUNTY ATTENDANCE PROTOCOL

Beginning in the fall of the 2012-2013 school year, the Hancock County School Attendance Protocol will be put into effect. This new initiative unites the K-8 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to medical reasons will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Prosecutor's Office
- Formal referral to the Hancock County Prosecutor's Office

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

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE
GREENFIELD, INDIANA 46140

MAIN TELEPHONE: (317) 477-1139
CHILD SUPPORT TELEPHONE: (317) 477-1713
FACSIMILE: (317) 477-1180

MICHAEL GRIFFIN
PROSECUTING ATTORNEY

TAMI NAPIER
CHIEF DEPUTY PROSECUTING ATTORNEY



SHELLI POPPINO
CHILD SUPPORT ADMINISTRATOR

CATHY EVANS
OFFICE MANAGER

Dear Parents and Guardians,

Your child's school has partnered with me to enforce school attendance laws. This letter gives you notice, and a brief description, of our partnership.

Our partnership is focused on absence from school for reasons other than legitimate medical reasons. Our partnership uses a disciplinary ladder, with stronger steps for each additional absence. At the tenth unexcused absence, your school will refer the situation to my office for investigation and prosecution.

There are many reasons why you must do everything you can to make sure that your child attends school every day:

1. Indiana law makes it your legal responsibility to ensure that your child attends school, and failing to keep that responsibility is a crime.
2. Failing to Ensure School Attendance is a class B misdemeanor. A conviction for a class B misdemeanor carries a sentence of up to 180 days in jail and a fine of up to \$1,000.00. Educational Neglect of a Dependent is a class D felony. A conviction for a class D felony carries a sentence of up to three years in jail and a fine of up to \$10,000.00.
3. Regular school attendance is critical to your child's success in life. Children who do not attend school regularly are at an increased risk of falling behind in educational development; failing classes; dropping out of school; becoming involved with various kinds of crime; excessive use of alcohol and/or use of illegal drugs; and failing to obtain or maintain employment.

I urge you to comply with the law and do everything that you can do to make sure that your child attends school. Your child's future, and yours, is worth it.

Sincerely,

Michael Griffin
Prosecuting Attorney

PASSING PERIODS & HALL PASSES

The time between classes is to be used to make necessary changes and not to visit in the halls. It is suggested that students take all the books they will need for their morning classes with them when they are dismissed at the beginning of their day; and take with them all their afternoon books when they go to classes after lunch.

A pass will be issued when students are permitted to leave their regular class assignment. Students are not to be in the hallways during the class periods without a pass with the teacher's signature.

End of Each Class Period

At the end of each class period, students will not leave until they are dismissed by the teacher and then they will leave in an orderly fashion.

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. 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 per nine week period. The following consequences will be applied for tardiness to class:

Tardy 1 – Teacher Documentation

Tardy 2 – Teacher Documentation

Tardy 3 – 1 Day of Closed Lunch

Tardy 4 – 2 Days of Closed Lunch

Tardy 5 – Friday School

Tardy 6 – 1 Day GLC

*Further tardies will be dealt with on an individual basis

STUDENT DRESS

There is a direct relationship between dress, grooming, conduct, and the wholesome living and thinking of boys and girls. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Students must refrain from wearing tight or revealing attire or any style of dress which will disrupt the educational process. Students will not be permitted to wear clothing to

class which has imprints, writing, etc. which is suggestive of, or endorses violations of, policy and immoral or illegal actions. This includes clothing that advertises tobacco and alcohol products. Students are not permitted to wear hats or coats to class unless special permission is granted. Sunglasses are not permitted during the school day. Modesty and decency of dress and the health and safety of all will be stressed at

GCJHS. All dress code stipulations will be in effect throughout the entire school day and at school sponsored functions. It may be necessary to have a conference with a student and the student's parents if the student wears extreme variations of clothing that disturbs the educational atmosphere at school. The building principal has the authority to ban any article of clothing or accessory that creates a disruption to the educational process.

Dress Code Guidelines

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 permitted.

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.
4. No coats, jackets (excluding blazers and sport coats), sunglasses, purses or book bags that can hold an average size textbook during the school day.
5. All dresses/skirts/shorts should be in good taste and extend past finger-tip length. Tights or leggings should not be worn solely as pants.
6. Shirts must have sleeves.
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. No holes or rips in pants (above the knee) will be permitted.
8. All clothing should be loose fitting, comfortable, and in common decency.
9. No tube tops or tank tops are to be worn by anyone.
10. No bare feet. Shoes must be worn at all times.
11. Any type of dress or jewelry that does not follow the above guidelines or causes a class disruption may result in a referral and placement in GLC until the disruption is resolved.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education, and classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. However, the lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents for the following:

- 1) to ensure that the locker is being used in accordance with its intended purpose,
- 2) to eliminate fire or other hazards,
- 3) to maintain sanitary conditions,
- 4) to attempt to locate lost or stolen material,
- 5) to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, tobacco, and alcohol.

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

BOOK BAGS AND PURSES

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

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

Book bags are not necessary in the classrooms, gymnasium or cafeteria of the school. Purses must be small enough to carry only necessary items. If a purse is large enough to hold a textbook, it should be left in a locker.

STUDENT BEHAVIOR

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

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

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

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

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

Notice to Students and Parents Regarding Cell Phone Content and Display

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

Cyberbullying

Greenfield Central Junior High School will not tolerate any type of cyberbullying on school grounds. We do not support social media entries that are cruel, harmful or demonstrate a great likelihood of causing a substantial 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. Parties involved will be contacted, along with parents who author offensive entries. 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. The school will consider all facts before taking any discipline steps. Students should be reminded that individuals can pursue civil remedies for defamation and/or intentional infliction of emotional distress.

It's Academic

We expect students to engage in educational activities to the best of their ability. Students need to actively engage in assigned classroom activities and assignments. All assignments and homework are expected to be completed on time and to the best of the students' ability.

An atmosphere of calm is essential to learning and nothing contributes to this like quiet voices, gentle handling of lockers, books, desks, and silence in traffic areas. Should a teacher be detained on his way to class, students should begin work on their own in an orderly fashion.

STUDENT DISCIPLINE POLICY

Good decisions usually bring about good consequences. Poor decisions frequently result in unpleasant consequences. Teachers and administrators will assign consequences to help students correct inappropriate conduct.

Teachers will discipline students who commit less severe conduct infractions (talking in class, forgetting materials, tardy to class, etc.). While each of the infractions by themselves may not be a big problem, constant occurrences become problematic. Students may occasionally make a mistake and receive correction. Students who allow small infractions to accumulate will be subject to some of the following consequences:

- student conference with homeroom teacher
- letter sent to parents
- student conference with classroom teacher
- student activity restriction
- phone conference with parents
- student conference with guidance counselor
- student conference with assistant principal
- lunch detention
- After school detention
- Friday School
- Participation in the Guided Learning Center program
- in-school detention
- out of school suspension or Off Campus Placement

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

Office Referrals

(MAJOR REFERRAL) Students who commit more severe infractions will be referred to the assistant principal. Depending upon the circumstances and the nature of the infraction, the assistant principal will assign one or more consequences ranging from verbal warning to expulsion from school. Office referral forms are sent to parents to keep them informed of their students actions.

Incomplete Homework Notification

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

Restricted Status

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

BUS CONDUCT**For Students**

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 Procedures 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 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. The parents and principal shall be notified before implementation.

In instances involving serious offenses, as determined by the building administrator, suspension of bus privileges can be extended and may take place immediately.

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, s/he 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 the 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 (baby-sitter 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 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.**

SUSPENSION AND EXPULSION

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

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

The following are some examples of unacceptable behaviors: Possession of weapons, threats or intimidation, possession of alcohol, tobacco or illegal substances, fighting, vandalism, cheating, dishonesty, stealing, vulgarity [obscene language or activity], not obeying reasonable requests by school authority, disrupting class or other school activities, possessing inappropriate devices, talking without permission, throwing or propelling objects, not completing assignments, not listening to or following directions, not being prepared for class, not complying with classroom

procedures, talking back to school authority, name calling or making fun of others, talking loudly, yelling, screaming, unnecessary noises, public display of affection, possession of inappropriate reading material or pornographic material, possession or use of any type of fireworks or firecrackers, selling of any items at school.

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days (10 school days if an expulsion request is filed). The Principal [or designee] shall require the student to serve the restriction at a designated off campus center [example: Hancock County Student Day Reporting Program], unless the nature of the offense requires that the student remain out of school during the suspension period.

The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:

- (1) interference with an educational function or school purposes; or
- (2) a physical injury to the student, other students, school employees, or visitors to the school.

2. **EXPULSION:** in accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of certain Indiana Code.

Due Process Rights

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

GROUND'S FOR SUSPENSION OR EXPULSION

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

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

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any person for any purpose including obtaining money or anything of value from the person.
8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. If the student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking 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.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or a flammable substance.
25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Engaging in inappropriate use on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
28. 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.
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 may be suspended or expelled if the unlawful act is directed toward a school employee, student, or board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

B. Possession Of A Firearm Or A Destructive Device

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer.

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm.
3. For purposes of this rule, destructive device is:
 - An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 4. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
 5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (shall immediately) (may) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Unlawful Activity

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

E. 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.

Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel,
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and make a recommendation to the superintendent for appropriate action to be taken.
6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

SEXUAL HARASSMENT

It is the policy of Greenfield-Central Community School Corporation to maintain a learning and working environment that is free of all inappropriate conduct of a sexual nature. It will be a violation of this policy for any student of the school corporation to harass another student or employee through conduct or communications of a sexual nature.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by a student to another student when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment, or which is unwelcome to the person being harassed. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

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 Dean of Students, Guidance, or the school administration (Principal, Assistant Principals).

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.

POLICY FOR SEARCH AND SEIZURE

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

The search of a student or a student's possessions will be conducted by the principal or administrative designee. The principal or designee will be responsible for the recording of each student search, including the reasons for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of any objects found.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Greenfield-Central Community School Corporation.

Person

Searches of the student's person and personal items in the student's immediate possession will be done with the consent of the student. If the student does not consent, such a search will be permitted based 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 a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender and only in the circumstances previously noted.

Student Lockers

All lockers made available for student use on school premises are the property of Greenfield-Central Community School Corporation. These lockers are made available for storing school supplies and personal items necessary for use at school by the students. However, the lockers are not to be used to store items which are in violation of school rules as previously defined in this policy. A student who uses a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal may with reasonable suspicion search a student's locker and the locker's contents.

Seizure of Property

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

Law Enforcement Agencies

The superintendent or building principal may request the assistance of a law enforcement agency which has jurisdiction 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 by the superintendent or building principal, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to the situation and to the law enforcement officers.

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

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.