



***New Washington Middle-High School***

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It is the policy of Greater Clark County Schools to maintain and operate a learning environment free from discrimination and harassment on the basis of gender, age, race, disability, family status, national origin, or religion. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any education or student activity.

This handbook serves as an abbreviated version of Greater Clark County Schools Students Rights and Responsibilities Handbook and the Student Discipline Policy. In the event there is a discrepancy between language contained in this student handbook and GCCS policies or Indiana law, as amended, relating to students' rights and responsibilities, the state law and/or GCCS Policy language controls.

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### Welcome to New Washington M-HS

The faculty and staff of New Washington Middle-High School welcome all new and returning students and wish each of you a successful school year. The purpose of this handbook is to make it easier for all students to have positive experiences during the school year. We hope you will take the time to read all the material in this handbook to make this year progress smoothly for you, your parents, and the staff.

We are interested in assisting you in any way that we can so that your educational goals are realized. New Washington M-HS has a history of excellent academic and extra-curricular accomplishments. We have very high expectations for you and offer you a rich and challenging curriculum. Working together we can help you reach your optimal level of achievement.

New Washington Middle-High School is proud to be a high performance zone!

Sincerely,  
Carla K. Hobson  
Principal

## **Philosophy**

New Washington Middle-High School endeavors to provide a flexible instructional setting in which students, according to their abilities, can acquire knowledge and skills to become informed, responsible, and productive members of society. Focus is placed upon basic skills and the development of creative talent giving students appropriate habits and techniques which can be adapted to life's present and future experiences.

School personnel promote a caring, understanding and cooperative school atmosphere which recognizes each student as an individual with special needs and interests. Educational experiences encourage students to develop a commitment to self-discipline and self-awareness.

New Washington Middle-High School recognizes that education is a cooperative enterprise of the homes, the school, and the community. Each shares in this responsibility for educating our youth. Efforts are made to promote an open relationship by keeping the public informed about the activities of the school.

## **Motto**

“Small school identification, world-class education.”

## **VISION**

New Washington Middle-High School will be the premier provider of education in a small school setting.

## **MISSION**

New Washington Middle-High School is committed to student learning, creativity, and individual achievement in a safe, responsible, and challenging environment through dedicated school and community cooperation.

## **BELIEF STATEMENTS**

New Washington Middle-High School believes in:

- Acknowledg**inG** that all students can learn and appreciate the role of education in meeting life's challenges.
- Learning as a lifel**ong** process that leads to social, personal, and intellectual growth.
- Providing a safe and orderly environ**ment** that fosters quality teaching and learning.
- Challenging students to maximize their potential, while motivating and celebrating individ**ual** progress.
- Cooperating with home and community to encourage po**sitive** character development.
- Promoting responsible social behavior and respec**t** for others.
- Utilizing and providing all available innov**ative** resources and strategies.
- Recognizing and embraci**ng** an ever-changing diverse society.
- Developin**g** a vibrant community through positive student civic participation.
- Producing **Successful** members of society through community and school cooperation.

### **School Song**

“Fight on New Washington our team will win  
Fight to the finish, never give in  
You do your best boys/girls; we’ll do the rest boys/girls  
Fight on New Washington High  
Oh, when New Washington Mustangs fall in line  
We’re going to win this game right on time  
For the NWHHS I love so well  
And for the school of schools I’ll yell, I’ll yell, I’ll yell.  
We will fight, fight, fight for every man  
And let those (opposition nickname) beat us if they can  
For we will win this game right on time, right on time  
Rah, Rah, Rah”

**The School Colors are Blue, White, and Gold**

### **Pride Pledge**

I pledge to have Mustang Pride  
I pledge to be **P**ersistent  
To demonstrate **R**espectfulness,  
To have **I**nitiative  
To be **D**ependable  
And to work with **E**fficiency

## **Greater Clark County School**

### **VISION**

Greater Clark County Schools will be the premier provider of education and a valued asset of the community.

### **MISSION**

The mission of Greater Clark County Schools is to guide students toward their maximum intellectual, social, cultural, and physical potential by using all available resources to support the educational process. To that end, Greater Clark County Schools is committed to cooperating with students, parents, businesses and the community at large to provide a nurturing, safe and orderly learning environment that promotes success for all students.

### **BELIEF STATEMENTS**

- The Greater Clark County School System believes in:
- Acknowledging the ability of all children to learn and in challenging them to achieve at their highest level.
- Addressing the educational needs of our community as a proactive leader.
- Cooperating with the home and community to encourage positive character development.
- Learning as a lifelong pursuit.
- Making education the foundation that will develop productive members of society.
- Preparing students to function responsibly in a culturally diverse world.
- Promoting partnerships for education that are open and inclusive.
- Providing a safe and orderly environment that fosters quality teaching and learning.
- Providing students with a nurturing environment that encourages educational excellence.
- Using all available resources to support the educational process

### **Severe Weather**

A recorded message regarding school opening/closing on a bad weather day will be available at 288-4802 ext. 501, after 6:30 AM. Further details will be mailed at the beginning of the school year.

### **PowerSchool**

PowerSchool allows parents access to their children's school information, including grades, attendance, and schedule information. To access PowerSchool:

1. Go to the PowerSchool address at: <https://pschool.gcs.k12.in.us>
2. Enter your assigned username and password exactly as they are printed. Both fields are case sensitive.
3. Click the Enter button.
4. Log out when you are finished with your session.

## GCCS 2017-2018 School Calendar

### **July**

24 - 26 Teachers Only  
27 First Student Day

### **August**

### **September**

4 No School – Labor Day  
20 Teachers Only  
29 End of first Quarter

### **October**

2 - 13 Fall Break  
4 Student Grades Available

### **November**

7 Teachers Only/Parent-Teacher Conferences  
22-24 No School – Thanksgiving Break

### **December**

19 End of Semester One  
20 – 29 No School – Winter Break  
22 Student Grades Available

### **January**

1 - 2 No School – Winter Break  
15 No School - Martin Luther King Day

### **February**

19 No School - Presidents' Day (Snow Make-Ups)

### **March**

16 End of Third Quarter  
19-23 Snow Make-Ups  
20 Student Grades Available  
19 - 30 Spring Break

### **April**

### **May**

4 No School (Snow Make-Ups)  
8 No School - Election Day  
28 No School - Memorial Day

### **June**

1 Last Student/Teacher Day

## School Day Schedule

7:25	Teachers Arrive
8:00	Morning Bell - Dismiss to hallway
8:09	Warning Bell
8:10	Period 1 Begins
8:55	Period 1 Ends
9:00	Period 2 Begins
9:45	Period 2 Ends
9:50	Period 3 Begins
10:35	Period 3 Ends
10:40	Impact Begins
11:05	Impact Ends/Middle School Lunch Begins
11:10	Period 4 Begins for High School
11:35	Middle School Lunch ends
11:40	Middle School Period 4 Begins
11:55	High School Lunch Begins
12:25	Middle School Period 4 and High School Lunch End
12:30	Period 5 Begins
1:15	Period 5 Ends
1:20	Period 6 Begins
2:05	Period 6 Ends
2:10	Period 7 Begins
2:55	End of School Day

## PRIDE Rubric

Each quarter a PRIDE score will be given in each class. The below rubric explains how that score is determined:

SCORE	PERSISTENCE	RESPECTFULNESS	INITIATIVE	DEPENDABILITY	EFFICIENCY
2 - Exceeds Expectations A teacher would say: "Student is a positive role model in this school"	Student consistently demonstrates persistence through challenges and problem solving.	Student consistently demonstrates both respectful and helpful behavior to fellow student and all school staff. Student seeks and accepts the opinions and input of others.	Student initiates curiosity and an interest in learning. Student independently engages in learning activities. Student consistently perseveres; problem solves, and actively seeks assistance when needed.	Student consistently demonstrates academic readiness and reliability. Student acts as a leader or exemplary team member. Student consistently values and encourages all members of teams.	Student is consistently punctual and prepared. Student almost always completes homework and classroom assignments in a timely fashion. Student almost always demonstrates strong personal time management, and flexibility skills.
1 – Meets Expectations A teacher would say: "Student demonstrates this in observable ways."	Student demonstrates persistence through challenges and problem solving.	Student demonstrates both respectful and helpful behavior to fellow students and all school staff. Student listens and accepts the opinions and input of others.	Student demonstrates curiosity and an interest in learning. Student engages in learning activities. Student demonstrates perseverance, seeks assistance when needed.	Student often demonstrates academic readiness and reliability. Student is a strong team member. Student usually values and encourages all members of teams.	Student is often punctual and prepared. Student often completes homework and classroom assignments in a timely fashion. Student often demonstrates strong personal time management, and flexibility skills.
0 – Below Expectations A teacher would say: "Student could use support here."	Student needs improvement in demonstrating persistence through challenges and problem solving.	Student seldom demonstrates both respectful and helpful behavior to fellow students and all school staff. Student usually ignores the opinions and input of others.	Student seldom demonstrates curiosity and in interest in learning. Student rarely engages in learning activities. Student lacks initiative in seeking academic assistance.	Student rarely demonstrates academic readiness and reliability. Student rarely participates in team activities. Student rarely values and encourages all members of teams.	Student is rarely punctual and prepared. Student rarely completes homework or assignments in a timely manner. Student does not demonstrate efficiency skills.





Greater Clark County Schools  
BRIDGING EXCELLENCE & OPPORTUNITIES  
**PRIDE Work Ethic Certificate – Middle School**

Student Name: \_\_\_\_\_ School \_\_\_\_\_

First M.I. Last

Students wishing to obtain the GCCS Work Ethic Certificate will be measured in nine areas of academic and work ethic competency. Five subjective measures (PRIDE) will require three teachers each to sign stating that a student has met these requirements. Four additional objective competencies will be obtained from the student management system to indicate competency in measurable areas.

**Instructions:** Please read the following statement, complete this form and return it to your counselor.  
*I have received, read and understand the standards and requirements for the GCCS Work Ethic Certification Program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the Work Ethic Certification.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I verify that I am a senior in high school and I am eligible to apply for participation in the Work Ethic Certification Program.

**P Persistence** - Student is able to persevere through challenges and problem-solve.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**R Respectfulness** - Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ **Teamwork**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_\_\_ **Community Service** \_\_\_\_\_ **Service Hours Completed**

Student has completed a minimum of four hours of service this school year.

**I Initiative** - Student is a self-starter and a critical thinker.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**D Dependability** - Student is reliable and demonstrates responsibility and teamwork. Student also demonstrates academic readiness.

\_\_\_\_\_ **Academic Readiness** \_\_\_\_\_ **GPA** \_\_\_\_\_ **Meeting Requirements** **Yes or No**  
Student has a GPA of 2.0 or higher and will have met criteria for graduation.

\_\_\_\_\_ **Reliability** \_\_\_\_\_ **Attendance Rate** \_\_\_\_\_ **Number of times tardy to school**  
Student attendance rate is 98% or higher AND has fewer than four times tardy to school.

\_\_\_\_\_ **Responsibility** \_\_\_\_\_ **Number of Referrals**  
Student has one or fewer discipline referrals for the school year.

**E Efficiency** - Student is organized, punctual and demonstrates self-management.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

*Work Ethic Certificate Student Score*   9  

A student **must** earn 9/9 Work Ethic Points to obtain the GCCS Work Ethic Certificate.



Student Name: \_\_\_\_\_ School \_\_\_\_\_  
                  First                      M.I.                      Last

Students wishing to obtain the GCCS Work Ethic Certificate will be measured in nine areas of academic and work ethic competency. Five subjective measures (PRIDE) will require three teachers each to sign stating that a student has met these requirements. Four additional objective competencies will be obtained from the student management system to indicate competency in measurable areas.

**Instructions:** Please read the following statement, complete this form and return it to your counselor.  
*I have received, read and understand the standards and requirements for the GCCS Work Ethic Certification Program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the Work Ethic Certification.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I verify that I am a senior in high school and I am eligible to apply for participation in the Work Ethic Certification Program.

**P** \_\_\_ **Persistence** - Student is able to persevere through challenges and problem-solve.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**R** \_\_\_ **Respectfulness** - Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_ **Teamwork**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

\_\_\_ **Community Service**                      \_\_\_ **Service Hours Completed**  
Student has completed a minimum of six hours of service this school year.

**I** \_\_\_ **Initiative** - Student is a self-starter and a critical thinker.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**D** \_\_\_ **Dependability** - Student is reliable and demonstrates responsibility and teamwork. Student also demonstrates academic readiness.

\_\_\_ **Academic Readiness**    GPA \_\_\_\_\_    **Meeting Requirements** Yes or No  
Student has a GPA of 2.0 or higher and will have met criteria for graduation.

\_\_\_ **Reliability**    **Attendance Rate** \_\_\_\_\_    **Number of times tardy to school** \_\_\_\_\_  
Student attendance rate is 98% or higher AND has fewer than four times tardy to school.

\_\_\_ **Responsibility**                      \_\_\_ **Number of Referrals**  
Student has one or fewer discipline referrals for the school year.

**E** \_\_\_ **Efficiency** - Student is organized, punctual and demonstrates self-management.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Work Ethic Certificate Student Score** \_\_\_/9

A student must earn 9/9 Work Ethic Points to obtain the GCCS Work Ethic Certificate.

## **Student Evaluation**

Grades are issued to students at the end of each nine-week grading period. A grading system of “A, B, C, D, or F” is used in this school. Generally these grades represent the following: “A”-superior work, “B”-above average work, “C”-average work, “D”-below average work, “F”-failing (no credit). The School Corporation has adopted the following grading scale.

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 59%-below

Progress Reports concerning student progress in each class will be distributed at the end of the first four weeks of a grading period.

## **ATTENDANCE POLICY**

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Oversleeping will not be considered an excused absence or tardy. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian. When absenteeism noticeably affects a student’s academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians documenting the need/reason for the absence; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

According to 511 IAC 6.2-7-8 one of the Other Indicators for Annual Yearly Progress is school attendance rate which should be 95%. To achieve this rate, students must be present 171 out of 180 days.

### **Absence Definitions**

Absences from school will fall into one of six categories: A) Exempt; B) Excused; C) Unexcused; D) Truancy; E) Out of School Suspension

**A. Exempt Absences** are absences from school, class, or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include the following: 1) service as a page for or as an honoree of the Indiana General Assembly; 2) service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town, special, and primary election at which the student works; 3) appearance in court in response to a subpoena to serve as a witness in a judicial proceeding; 4) active duty service in the Indiana National Guard for not more than ten (10) days in a school year; 5) member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol: (1) international air cadet exchange program for the length of the program; or (2) emergency service operation for not more than five (5) days in a school year; and/or (6) service as a member of the state standards task force upon appointment jointly by the governor and the superintendent of public instruction.

**B. Excused Absences** are defined as absences from school, class, or assigned activity with a parent/guardian verification.

**C. Unexcused Absences** are defined as absences from school, class, or assigned activity:

1. without a parent/guardian verification
2. for a reason which prior approval is necessary and approval was not obtained before the absence. (School officials reserve the right to verify the reasons for absences.)

**D. Truancy** is defined as an absence from class without the parent/guardian's knowledge or leaving school property without parent/guardian or school's knowledge.

**E. Out-Of-School Suspension** is defined as exclusion from all school classes and school-sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County School's Student Rights and Responsibilities Handbook or Indiana law.

**SPECIAL NOTE TO SENIORS: SENIORS WHO ACCUMULATE 10 OR MORE UNEXCUSED/UNDOCUMENTED/UNVERIFIED ABSENCES MAY NOT BE PERMITTED TO ATTEND PROM.**

**Provisions Related to Truancy**

1. First instance of truancy
  - Notification of parent/guardian
  - One day after school detention (in building truancy)
  - One Friday school (out of building truancy)
2. Second instance of truancy
  - Notification of parent/guardian
  - One Friday school (in building truancy)
  - One day ISS (out of building truancy)
3. Third instance of truancy
  - Notification of parent/guardian
  - One day ISS (in building truancy)
  - Three days SAS (out of building truancy)
  - Driver's License/Permit suspension
4. Fourth instance of truancy
  - Referral to Clark County School

**Invalidation of Driver's License/Learner's Permit**

In accordance with state statute, any student under the age of eighteen (18) who:

- Is under at least a second suspension from school during a school year under IC 20-33-8-14 or IC 20-33-8-15;
- Is designated an habitual truant under IC 20-33-2-11;
- Is considered a dropout under IC 20-33-2-28.5; or,
- Is under expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16;

will have his/her name sent to the Indiana Bureau of Motor Vehicles which will either not issue or invalidate the student's license or permit until the earliest of the following events:

1. The person becomes eighteen (18) years of age;
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the student returns to school, whichever is longer;
3. The suspension or expulsion is reversed.

**Habitual Truancy Designation**

Indiana Code provides that any person under the age of (18) who is determined to be a habitual truant, as defined by school board policy, may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle until the person is at least eighteen (18) years of age, except as noted in

Section III, D of Policy 5113.2 (Driver's License/Permit Restriction). Such persons are entitled to the procedure described in Indiana Code.

The term "habitual truant" is hereby defined as a student who has three (3) instances of truancy in a school year and/or has more than ten (10) days of unexcused absence from school in a school year.

### **Excessive Absence**

#### **A. Required Attendance Rate**

In an effort to meet one of the Other Indicators for Annual Yearly Progress, students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet this criteria are subject to the procedures outlined in the provision below.

#### **B. Absenteeism Limitations**

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear: it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- a. At five (5) absences (excused or unexcused) the school must send the first attendance letter. This letter will explain the attendance policy.
- b. At eight (8) absences (excused or unexcused) the school will send the only legal waiver.
- c. At ten (10) absences the school must initiate a meeting with the student and parents/guardian and the student will be referred to Truancy Prevention Education class (TPEC).
- d. At this meeting the following may occur:
  - A. Student/parent may sign an attendance contract.
  - B. The corporation Attendance Personnel may intervene with the family.
  - C. The student may be referred to appropriate agencies.
  - D. The attendance officer may send appropriate legal notices, make court appearances and otherwise represent the school corporation in enforcing attendance laws via the Prosecutor's Office.
  - E. Student may be placed in the Alternative Education setting.
  - F. Probation may be notified.

#### **C. Absence Reporting Procedures**

In order to account for the attendance of students, parents/guardians must notify their child's school personnel if the student is going to be absent, tardy, or leave school for an appointment.

A. If a student must be absent from school, the parent/guardian MUST call the school (293-3368/293-3369) before 10:00 A.M.

B. If homework is requested, contact the school no later than 8:20 a.m. for pickup at 3:15.

If the parent explains that the student will be gone for an extended time, there is no need to call back daily. Parents who are unable to call on the day of the absence MUST call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an unverified absence.

#### **D. Late Sign Ins**

If a student is late to school (5 minutes or more) it is considered a late sign in. On the 5<sup>th</sup> late sign in for a nine week period, the student will attend one Friday After School. On the 8<sup>th</sup> late sign in, the student will attend two days at the School Alternative Site (SAS). On the 10<sup>th</sup> late sign in, the student may have an

alternative placement.

### **E. Student Make-Up Work**

All students are expected to be in attendance in every class. The responsibility of verifying absences as explained in this policy rests with the parent and student. The classroom teacher is responsible for monitoring student attendance. A student who has been absent must initiate the request for make-up work upon his/her return to class and the teacher has the option to offer an alternative assignment if the original assignment is difficult to replicate. If an absence is known in advance, the student is encouraged to make up work before the absence.

In general, one make-up day is allowed for each day of absence. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due. Extended illness and other extenuating circumstances shall be handled on an individual basis by the principal or designee.

In the case of out-of-school suspension, the student will be given the number of school days the suspension is assigned after return to make up work missed. It is the student's responsibility to solicit make up work from his/her teacher(s).

### **F. Perfect Attendance**

If a student has perfect attendance, they will not be required to take the final exam. If taking the final exam is beneficial to the student, the student is allowed to take the final exam. Perfect attendance is defined as no days absent, either excused or unexcused.

## **CODE OF CONDUCT AND STUDENT DISCIPLINE**

Each student is expected to behave in a manner which increases mutual respect and understanding and decreases misunderstanding or conflict with any person in the school. Every student is expected to think responsibly before acting and seek positive ways to solve problems. Failure to behave in a reasonable and responsible manner may result in disciplinary action.

### **Alcohol or Other Drugs**

The Board of School Trustees promotes drug and smoke-free schools for all students. Considering the health dangers involved and other negative consequences of tobacco, alcohol, and other drug use, our school system promotes enforcement of drug-free policies, provides drug education and enhances the development of life skills that keep youth from ever resorting to drugs. While it is understood that most youth do not use drugs, a policy is necessary for the students who do. It is also acknowledged that students who are using or abusing alcohol, tobacco, or other drugs may need professional assistance to become drug free. Consequently, this policy will afford them the opportunity of voluntary enrollment in a program designed to help them become alcohol, drug, and/or tobacco free.

- A. If a student possesses, handles, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be arrested and referred to the Student Alternative Site (SAS) for no fewer than five days and will receive an assessment before returning to New Washington Middle/High School. If the student does not attend SAS, the student will be suspended out of school for five days and must obtain outside counseling. If a student has a second offense, he/she will be arrested and referred to Clark County Middle/High School.
- B. Students must provide verification that he/she has successfully completed the prescribed assessment as well as the prescribed number of educational sessions, if applicable. Parents will be responsible for transporting the student to and from the SAS.
- C. Students who transmit drugs, alcohol, or look-alikes in any manner to someone else will be arrested

and referred to Clark County Middle/High School.

**Tobacco:** The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (non-smokers.) In addition, the Board of School Trustees recognizes that any student under the age of eighteen (18) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana Tobacco Possession Law (IC35-46-1-10.5). Students found possessing or utilizing tobacco products (including ecigarettes) will be afforded the opportunity of voluntary enrollment in a local program, Part I, that is designed to help people deal with their tobacco usage. If it is the student's second offense and suspension is recommended, enrollment in Part II of this program will serve as an alternative to suspension.

The following steps will be adhered to when processing tobacco violations:

**First Instance of Use, Possession, or Transmission of Tobacco:**

- Three days at the Student Alternative Site (SAS) or five days out-of-school suspension is assigned. Student must complete a short tobacco class upon returning to school before returning to classes.

**Second Instance of Use, Possession, or Transmission:**

- Five days at the Student Alternative Site (SAS).

**Third Instance of Use, Possession, or Transmission:**

- Student is referred to Clark County Middle/High School.

Tobacco offenses will not be cumulative over the course of the student's middle school enrollment. Middle School students will be afforded the first, second, and third offense procedures each school year. Tobacco offenses will be cumulative over the course of a student's high school enrollment. During high school, the student will be afforded the first, second, and third offense procedures within the course of a student's high school enrollment without reference to the student's behavior during middle school.

**\*See GCCS Student Rights and Responsibilities Handbook for more information on student discipline policy.**

**Appearance and Clothing**

The Board of School Trustees for Greater Clark County Schools has the responsibility to make decisions pertaining to the general conduct of the students attending Greater Clark's schools. GCCS recognizes that students do not shed their constitutional rights at the schoolhouse door. GCCS also recognizes that a student's choice of appearance is an element of liberty. While acknowledging these freedoms, GCCS recognizes that a compelling interest exists to prevent the disruption of the educational process for all GCCS students.

GCCS is concerned about the potential for disruptions in the educational process if students are allowed to wear clothing and/or have exposed body markings or piercings that contain lewd, vulgar, or indecent speech; promote illegal substances; relate to gang/cult matters; or create safety hazards.

Establishing the formation of standards of appearance for children in its schools is an aspect of the Board's responsibilities. In developing these minimum standards, the Board has considered the various community standards that exist in the corporation's various schools.

Issues considered in the development of these minimum standards include the following:

1. Creating an educational atmosphere free from undue disruptions.
2. Fostering respect for authority and discipline within the school.
3. Improving students' attitudes toward school.
4. Maintaining a good public image.
5. Preventing the promotion of gang or cult-related activities within the school system.
6. Preventing the promotion of illegal substances.
7. Preventing the promotion of lewd, vulgar, harassing, or offensive language or conduct.

8. Creating a safe environment for students attending GCCS schools.

The following is a list of clothing and/or appearances that will be considered unacceptable:

1. Clothing, exposed body markings, or piercings containing lewd, vulgar, or indecent speech.
2. Clothing, exposed body markings, or piercings that pertain to alcohol, drugs, or tobacco that have the effect of promoting illegal substances.
3. Clothing, exposed body markings, or piercings that are or may be perceived to pertain to gangs, cults, or their representative activities.
4. Hair (body and facial), hairstyles, and/or colors that identify or represent gangs, cults, or their representative activities.
5. Hats or other headgear that could be used as a method of moving contraband in and out of schools, which obstruct the view of other students in the classrooms, or which could affect the safety of students if removed from the head in an inappropriate manner.
6. Skirts or shorts that do not touch the knee.

**Always Unacceptable** (school day, on school grounds, or at any school function)

1. Clothing displaying, promoting, or referencing any of the following: drugs, alcohol, tobacco, violence, profanity, sexual connotations, racism, or other generally offensive topics
2. Clothing or accessories associated with gangs or cults
3. Jewelry or accessories with spikes, heavy chains, etc.
4. Clothing that reveals underwear or private body parts. Examples: see-through and mesh shirts or blouses, undone clothing or accessories (belts, zippers, snaps, etc.), sagging pants, low-cut tops, short shorts
5. Clothing not worn in the usual or customary manner.

**Unacceptable Anytime During The School Day (7:30 AM–3:30 PM)**

Tank Tops, Muscle Shirts, Sleeveless Tops, Mini-Length Skirts and Dresses, Bare-Back or Spaghetti Straps, Bare Midriff, Over-Sized or Extremely Tight Clothing

**Permissible Only To Bring To School Or To Take Home From School – Unacceptable During The School Day (7:45 AM-3:15 PM)**

Hats, Coats, Jackets, Sunglasses, Gloves, Book Bags, and Back Packs

GCCS students will be subject to disciplinary action in a manner as specified in the Student Rights and Responsibilities Handbook and Student Discipline Policy if violations of these minimum standards occur.

**Articles Prohibited At School:** It is possible that a student might bring to school an object or materials that could disrupt the educational process or cause a safety hazard. The principal or his/her designee will decide which objects/materials will be allowed in school as well as those that may need to be removed from student possession. If an item restricted by the school corporation Weapons Policy is possessed and/or used at school, it may result in suspension and/or expulsion.

**Bullying, Discrimination, And Sexual Harassment:** It is the policy of the Greater Clark School Corp. to maintain a learning environment that is free of bullying, discrimination, and sexual harassment. It shall be a violation of GCCS policy and the rules set forth by the Student Rights and Responsibilities Handbook for any student to bully, discriminate, or harass another student through conduct or communications, including of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or employee. Bullying is overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed or any other behaviors committed by student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the



other student. Reports of bullying, discrimination, harassment and/or sexual harassment should be made to the school principal. Complaint forms can be obtained from the school principal, the school counselor, or from the central office.

**Bus Regulations:** Riding the bus is a privilege. Improper conduct at the bus stop or on the buses may result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses; **any student desiring to ride a bus that he/she is NOT assigned to will need a written note from a parent/guardian and authorization by the principal in writing. If the student is being transported to another student's home, a note from that parent/guardian is also required. Authorization will be given in cases of emergency only.**

While on the bus, students should keep hands and head inside the bus at all times. Horseplay is not permitted around or on the school bus. Bus riders are not permitted to leave their seats while the bus is in motion. Students who are transported to school are NOT permitted to leave the school property once they get off the bus.

Misconduct reports from bus drivers may result in a student being denied bus-riding privileges from one to five days (or longer, depending upon the number of bus conduct reports a student acquires).

**Bus Regulations – Riding a Different Bus:** Stop locations may change periodically based on the student population, demographics and physical conditions of the area served. Students must ride on their assigned bus, to their assigned stop. All stop locations are determined by the transportation department. Students are prohibited from riding to (or from) another student's home/bus stop. Parents must make alternative arrangements for transportation if an emergency arises.

**Cell Phones and Pagers:** Students should report to the main office and gain permission to use cell phones in the lobby area only. An office and classroom telephone is a business phone and should be used by pupils for school business and emergencies only. Students will be called from class to answer phone calls only in case of emergency. New Washington Middle/High School is not responsible for theft or vandalism to a students' cell phone or personal device. Cell phones and personal devices are not to be on, used, or displayed in view during class time.

1<sup>st</sup> offense – device will be kept until the end of the class period, 2<sup>nd</sup> offense – device will be kept until the end of the day, 3<sup>rd</sup> offense – device will be kept until the parent picks up the device.

**Cheating:** The natural and normal way of life is to be honest, trustworthy, and honorable in our intentions and actions. It is the hope of the school that every student will follow the natural and normal way of living. If a student chooses to be dishonest, untrustworthy, and dishonorable, these students will be penalized. When cheating occurs, the following procedure will be taken:

1. The student will be notified as soon as possible that the teacher is aware of their cheating.
  2. The teacher may notify the assistant principal and parent.
  3. The assistant principal may contact the parent.
  4. The student may be given a failing grade for the particular classwork and for the grading period.
- The student may be warned that if cheating occurs again, they may fail for the entire semester.

#### **Chromebook Care:**

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebooks to school each day charged and ready for use.

- Leave protective case/shell on Chromebook at all times.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

**Closed Campus:** New Washington Middle-High School is a closed campus. Each student must remain on the school grounds in designated areas from the time they arrive at school until the time they are dismissed from school. Any student who needs to leave school grounds during the day must follow the procedure described in “Early Dismissal.”

### **Driving**

Student driving is permitted for the convenience of students. Driving is a privilege and should be treated as such. Violators of the student driving and parking regulations will be disciplined with possible denial of driving privileges. Students in middle school are not allowed to drive to school. Students who drive motor vehicles to school shall have on file in the principal’s office permits to drive signed by the parents. Students are to park their cars immediately upon arriving to school in the student designated area. Cars are to be parked in a proper manner. No car is to be moved without permission until the end of the day. Students are not to visit their vehicles during the school day without permission. During periodic dog assisted drug searches, conducted by local law enforcement officers, cars on school property are also subject to being searched. The school will not be responsible for damage to vehicles while they are parked in the school parking lot. The school will not be responsible for lost or stolen articles left in cars while the vehicles are on the school parking lot. Students should keep vehicles locked or refrain from leaving valuables in the vehicles. Students are reminded that driving to school is a privilege, not a right.

**Early Dismissal:** If a student needs to leave school grounds at any time during the day he /she must either: (1) before leaving, bring a note signed by a parent/guardian to the asst. principal or his/her designee which states the time, date and reason for leaving; or, (2) have a parent/guardian grant permission to leave in a phone conversation with the asst. principal or his/her designee. In addition to needing office permission to leave school grounds, each student who leaves must sign out in the office. The parent/guardian picking up a student for early dismissal may be asked to come in the office.

**Food and Drink:** All food and drinks are to be consumed only in the cafetorium during lunch. Before school and between breaks, students may consume food and drinks in the white terrazzo hallway. Seniors may consume food and drinks in the senior area upstairs during breaks. No other area of the building or grounds is approved from the time of arrival until after the 3:00 P.M. dismissal bell.

**Identification:** All students will be issued ID cards. Replacement fee for a lost card is \$5.00.

### **Internet Guidelines:**

1. An Internet release form must be on file before a student may get online or observe someone else online.
2. If a student does not have a signed release form and an assignment includes online research, the student is responsible to do alternative research agreed upon with the teacher for credit or a grade.
3. Students must have teacher permission and teacher supervision before getting online.
4. Students must have a specific academic topic to research. No free range surfing.
5. Students are never to share personal information while online, such as last name, address, phone number, etc. Some generic information may be shared in an online project with permission from

the teacher.

6. Students may not enter chat rooms, engage instant messages, join mailing lists, or engage in online transactions.
7. Students may only send e-mail with teacher permission and it may NOT be of personal nature.
8. The supervisor or designee will decide which sites are appropriate.
9. Students must acquire permission before printing documents.
10. Students found drifting from assigned sites will be reprimanded.

**Physical Contact:** Students are to avoid excessive physical contact with each other. “Excessive physical contact” is defined as horseplay, malicious or violent acts, and public displays of affection. Instances of excessive physical contact shall be reported to the principal or assistant principal for possible disciplinary action. Fighting, where punches are thrown, will result in students being arrested.

**Security System:** NWM-HS has surveillance cameras and a security system in use twenty-four hours a day, seven days a week.

**Search Procedures:** The school corporation allows periodic police K-9 unit searches of lockers, parking lots, and classrooms. The presence of drugs on school grounds could result in arrest and/or suspension/expulsion according to corporation policy.

## **ROUTINES**

### **BEFORE SCHOOL ROUTINE**

School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:30AM to ensure that students are supervised as they transition from the neighborhood on to the school grounds. Students will transition from the school grounds into the building and to their assigned area in an orderly manner. Students are either in the auxiliary gym or the cafeteria. Students must get a pass from the office to go to their locker or see a teacher, (exception, students can take Band instruments to the band room). Students must leave food in the cafeteria. All students must keep moving in the hallway – no loitering.

### **MORNING ROUTINE**

The bell will sound at 8:05 dismissing students from their morning areas. Students are to transition to their classrooms in an orderly manner from their morning area. Students are to move quickly to their lockers and then proceed directly to their classes. A warning bell tone will be sounded at 8:14. This is one minute before the late bell to alert staff and students that there is one minute left to proceed to class as quickly as possible. The expectations and goal is that **all students should be in their seats and instruction should begin when the late bell sounds**. The late bell rings at 8:15.

### **HALLWAY AND PASSING TIME ROUTINE**

Students will have time between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. A warning bell tone will be sounded one minute before the late bell to alert staff and students that there is one minute left to proceed to class as quickly as possible. The expectations and goal is that **all students should be in their seats and instruction should begin when the late bell sounds**. Any student in the hallway during a class is expected to have a signed handbook pass from their assigned teacher. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action.

### **TARDINESS**

Students who continue to violate the expectation of being in class on time will be subject to immediate and graduated consequences. The level of consequence will increase with the level of tardiness to class that is occurring. Students are to be allowed to enter the class after the bell tone. All students entering the class

late will be required to sign the tardy roster. The following consequences are based on each nine weeks. Tardies begin over at each quarter.

### **INTERVENTIONS FOR TARDINESS**

Number	Consequence
3	One lunch detention
5	One Friday after school detention
10	Loss of campus driving privileges

### **RESTROOM USE ROUTINE**

To avoid last minute emergencies, students are strongly encouraged to use the rest room within the first 3 minutes of passing time. Middle school students use the downstairs restrooms. High school students use the upstairs restrooms. All students quickly use the restroom, wash hands, and exit. All students should report any messes.

### **LUNCH/CAFETERIA ROUTINE**

Students will enter the cafeteria and get in line to pick up their lunches. Students will exit the serving line and immediately go to their table. Students not eating school lunch will go immediately to their table. The process of taking up the trays will occur prior to students exiting the cafeteria. Students will stack trays neatly in the wash window. Students are not to cut in front of others in the food line (exceptions, seniors may cut to the front of the line). Students will clean area around their table before exiting the cafeteria. Students must go to the cafeteria and remain there until dismissed (exceptions, seniors may take food to balcony; teachers must provide a list of students who are reporting to them).

### **DISMISSAL ROUTINE**

At 3:00 all students will exit the classroom as directed by their classroom teacher. Students will be required to exit the classroom in an orderly manner. **Students who are not riding a bus must be with a coach or teacher, or sit in the front lobby and wait for a ride. No students are allowed to roam the building after school hours.**

### **GENERAL INFORMATION**

**EMERGENCY DRILLS:** Indiana law requires that schools conduct emergency drills for the purpose of preventing or minimizing injury during natural or caused disasters. A diagram of the building is located in each room showing the exit route from that room. The teacher in that room will instruct students on proper procedures. During these drills it is important that all students remain absolutely quiet in the event that changing conditions may require changing instructions. Be alert to help others. Do your part so that the drill will be conducted with safety and efficiency.

**BOOKSTORE:** The bookstore is open from 8:00 A.M. to 8:10 A.M. each school day.

**LIBRARY:** The Library is open from 7:45 A.M. to 3:15 P.M. Books may be checked out for a period of three weeks.

**LOST AND FOUND:** Lost and found items are located in the office. If not claimed in a reasonable amount of time, they will be discarded.

**LOCKER SECURITY:** Students are personally responsible for all articles stored in lockers.

**STUDENT INSURANCE:** Student insurance may be purchased through the bookkeeper.

**WORK PERMITS:** Work permits may be obtained from the school secretary before or after school.

## Guidance Services

Dr. Michele Page, Guidance Counselor

The Guidance Department is designed to provide services for students, parents, and teachers. General services include personal and group counseling, parent conferences, standardized testing, educational and occupational information, scheduling of classes and program planning. Students are encouraged to see the guidance counselor concerning questions related to college admission requirements.

To help students choose the proper courses to fit their individual needs, a description of courses offered at New Washington Middle-High School is available from the counselor. Students may request to see the counselor by placing their name on a list in the office.

Students wanting to request schedule changes must make an appointment with the counselor to discuss their request. Only those presenting reasons that are educationally sound will be granted this privilege. An exit interview is required for any student withdrawing from school.

**If there is a change to your home address and/or telephone number during the school year, notify the counselor immediately.**

Indiana Statewide Testing of Educational Progress

The ISTEP program is a state-mandated testing program for grades 6-8.

PSAT- The Preliminary Scholastic Aptitude Test is highly recommended for juniors. This test helps students plan for college, practice for college admission tests, select a college, and compete for scholarships.

ACT- The American College Test is recommended to be taken during the Junior year after the February testing or during the Senior year. The ACT is an entrance examination used by some colleges and universities.

SAT- The Scholastic Aptitude Test is recommended to be taken during the Junior/Senior year. The SAT is an entrance examination used by some colleges and universities.

## Health Services

### Student Illness/Injury

The nurse is in the building only a few hours per week; therefore, students who become ill or injured at school are to follow "HALL PASS" procedures and report to the main office for assistance. If the illness/injury requires leaving school, the "EARLY DISMISSAL" procedures are to be followed.

### Student Medication

**All medication must be administered through the health office/main office with an appropriate form filled out to give the school permission to administer the medication during the school day.** This includes over-the-counter medications and cough drops. This form is available at the main office or the nurse's office. This form must be signed by the parent and the physician.

### IMMUNIZATION REQUIREMENTS

Indiana law requires that before a child enrolls for the first time in school, the school must be provided proof of the following immunizations:

- 5 doses of DTP (diphtheria, tetanus, and pertussis)
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps, and rubella)
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella vaccine (unless the child has already had chickenpox and the parent provides a

signed written statement indicating the date the child had the disease).

## Clubs and Activities

The following clubs and activities are available to students at New Washington Middle-High School:

High School	Middle School
Cheerleading	Cheerleading
Drama Club	FFA
Fellowship of Christian Athletes	National Junior Honor Society
FFA	Student Council
Jazz Band	
Marching Band	
National Honor Society	
Percussion Ensemble	
Students Against Destructive Decisions	
Student Council	
Winter Guard	

## Sports

High School	Middle School
Baseball	Basketball
Basketball	Cross Country
Cross-Country	Wrestling
Golf	Track
Girls Softball	Volleyball
Tennis	
Track	
Girls Volleyball	
Boys Wrestling	

## Eligibility Rules of the IHSAA

<http://www.ihsaa.org/>

### Eligibility

Participants are required by IHSAA regulations to meet the following criteria:

- To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.
- File with the school a completed consent and release form with physician's certification between May 1, and the first practice.
- Present to the school a physician's release, if absent from a practice and games for five or more consecutive days due to injury or illness.
- Have completed ten separate days of organized practice.
- Participants are required by GCCS to meet the following criteria:
- Have medical or accident insurance to cover potential injuries.
- Complete Cardiovascular Pre-participation Screening form. The student/athlete is not required to conduct screenings.

**General Conduct**

- Exemplify good standing with the school. Follow the rules and regulations set forth by the school. Position himself/herself in a good moral environment.
- It is expected that all athletes will meet minimum standards in conduct, appearance, and dress at all times.
- Contact athletic director for more detailed information regarding participation.

**Drug Policy**

- Abstain from the use or possession of tobacco, alcohol, or illegal drugs:

**Tobacco:**

1<sup>st</sup> offense: 15% game suspension

2<sup>nd</sup> offense: removal from team

**Alcohol and Illegal Drugs:**

1<sup>st</sup> offense: 15% game suspension plus alcohol/drug awareness course with parental involvement

2<sup>nd</sup> offense: removal from team

## Student Discipline Policy

Adopted May, 1980

Revised, 2011

### **I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**

#### A. Freedom of Speech and Assembly

1. Students are entitled to express their personal opinions verbally as long as such opinions do not interfere with the freedom of others to express themselves.
2. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal.

#### B. Freedom to Publish

1. Students are entitled to express their personal opinions in writing.
2. Students may edit, publish, and distribute printed, handwritten, or duplicated matter among their fellow students within the schools. Students must assume responsibility for the content of such publications or handwritten opinions. The distribution of such material must not interfere with or disrupt the educational process. Such materials must be signed by the authors. Libelous, obscene and /or personal attacks are prohibited in all publications.

#### C. Search and Seizure

1. A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy to that locker or its contents.
2. A principal or other member of the administrative staff designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time.
3. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
4. A law enforcement agency having jurisdiction over the geographic area in which the school facility is located may, at the request of the school principal and in accordance with the rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.
5. Luggage, bags, etc. which students take on overnight field trips are subject to search.
6. Students and parents should be aware that electronic surveillance may be used in buildings and buses to ensure student safety.

#### D. Wellness Policy

GCCS has adopted a Wellness Policy (GCCS Policy 5140) that supports an increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of students. The policy requires that GCCS provide students with access to nutritious foods and beverages; provide opportunities for physical activity and developmentally appropriate exercise and requires that all meals served by the



school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture. (The entire policy can be viewed at any school or on the GCCS website)

#### E. Dress

It is the responsibility of students to assure that their dress and appearance do not present health or safety problems or interfere with the educational process. Students are not allowed to wear clothing and/or have exposed body markings or piercings that contain lewd, vulgar or indecent speech; promote illegal substances; relate to gang/cult matters; or create safety hazards. Minimum standards for all GCCS students have been developed by the School Board and are provided at each school building. They are also available at the Administration Building. GCCS students will be subject to disciplinary action in a manner as set out in this document if violations of minimum standards occur.

#### F. Tobacco-Free Environment

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours in any building, facility, or vehicle owned, leased, rented or chartered by the GCCS; on any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the GCCS; or at any school-sponsored or school – related event on campus or off campus. The policy of allowing “pass outs” for adults during extracurricular events is hereby eliminated, as it only tends to encourage tobacco use on campus. In addition, no student is permitted to possess a tobacco product. Tobacco promotional items are not permitted on school grounds and no student may leave the school campus during breaks in the school day to use a tobacco product. Visitors using tobacco products will be asked through public address announcements and warnings printed in activity programs to refrain while on school property. Repeated violations of this policy may result in exclusion from Greater Clark activities. (Policy 4171 “Tobacco-Free Environment” can be viewed at any school or on the GCCS website) (See Policy 5131.6 for student discipline for possession or use of tobacco)

#### G. Identification

It is the responsibility of all persons, upon request, to identify themselves to proper school authorities in the school buildings, on school grounds, or at school-sponsored events.

#### H. Married Students

1. It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.
2. Married students are subject to all the rights and responsibilities that apply to the entire student body.

#### I. Pregnant Students

1. Pregnant students shall be permitted to attend regular classes.
2. Pregnant students may choose to be removed from the regular school program. This shall be done in the following manner:
  - a. The Principal shall meet with the student and the student’s parents or legal guardian before granting or denying approval.
  - b. A written recommendation by the student’s physician or psychiatrist shall be provided.

#### J. Rights of Absence for Religious Observances

Absence of students on their days of religious observance will not count against their perfect attendance records, but must be included in the attendance reports.

#### K. Off-School-Grounds Events

It is the responsibility of students to observe school regulations and rules and be subject to the authority of school officials at all school activities, functions or events held off school grounds, or traveling to or from school or a school related activity, function, or event.

#### L. Conduct

Conduct that materially and substantially interferes with the educational process is prohibited, including the use of lewd, vulgar, indecent, or offensive language or behavior.

#### M. Student Records

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

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
  - b. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
  - a. Parents or eligible students may ask Greater Clark County School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; along with, a juvenile justice agency if the disclosure or reporting is to assist the juvenile justice system to serve, before adjudication, the student whose records are being released. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. “No Child Left Behind Act” requires schools to forward the disciplinary record with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis in the school. “USA Patriot Act” permits schools without the consent or knowledge of parent or student to release personally identifiable information from the student’s education records to the Attorney General of the United States or his designee on an ex parte order.
4. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding the school’s conduct of surveys, collection and use of information

for marketing purposes, and certain physical exams. These include the right to:

\*Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

\*Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

\*Inspect, upon request and before administration or use-

1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.
- These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

GCCS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GCCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GCCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GCCS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

\*Collection, disclosure, or use of personal information for marketing, sales or other distribution.

\*Administration of any protected information survey not funded in whole or in part by ED.

\*Any non-emergency, invasive physical examination or screening as described above.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.

- a. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

#### **N. Disclosure of Directory Information**

GCCS hereby informs the parents of all students enrolled in the public schools of the GCCS, students eighteen (18) years of age or older, and other interested parties, that in compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99 of 1974, as amended in January, 1975, the School Corporation has adopted a Student Education Records Policy which preserves the right of privacy of students and parents, provides for the disclosure of information about students and parents under controlled circumstances and permits students and parents to correct inaccurate data in their educational records. Copies of the Student Education Records Policy are available in individual school buildings and in the Superintendent's office. Under this Policy, GCCS has classified the following information about individual students as Directory Information:

Name, address, telephone listing, date and place of birth, motor vehicle description (including license plate number), hair and eye color, race, sex, participation in any officially recognized school activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, recognition of service or achievement, and the most recent previous educational agency or institution attended. (See Policy 5125)

The above listed Directory Information items shall be exclusions from a Student's Education Record as governed by the Family Educational Rights and Privacy Act as amended, and representatives of GCCS shall release such items to individuals or organizations without first securing the consent of parents of students. If a parent or guardian does not wish to have some of the above listed Directory Information items pertaining to his/her child released without prior parental consent, such parent or guardian must submit to the principal a written signed statement indicating that parental consent must be secured. Such a statement must be submitted not later than October 15 of a school year or within thirty (30) days of the child's initial enrollment for the school year.

The Greater Clark County Schools (GCCS) Board of School Trustees allows persons to have access to its high school campuses and their respective student directory information. Access to and release of this information is allowed in order to make students aware of educational or occupational options that are available by these persons. As such, GCCS is required to provide the same access to official recruiting representatives of:

1. the armed forces of the United States including;
  - a. United States Air Force
  - b. United States Army
  - c. United States Coast Guard
  - d. United States Marine Corps
  - e. United States Navy
  - f. any reserve component of these military branches
  - g. any service academies of these branches;
2. the Indiana Air National Guard; and
3. the Indiana Army National Guard.

Release of this information is for the sole purpose of informing students of educational and career opportunities available in the armed forces of the United States, the Indiana Air National Guard, and the Indiana Army National Guard. Guidelines are as follows:

- a. Student Directory information, as used in IC 20-33-10 is defined as:
  - (1) Student's name
  - (2) Student's address
  - (3) Student's telephone number, if it is listed or published
- b. The high schools' representatives shall notify the parent and student that either one may request that the information not be released by the high school to the military recruiting representatives.
- c. The notice must include information as to how this notification is given.

- d. The parent or student must make such a request in writing at the end of the student's sophomore year in high school.
- e. The opportunity to deny the release of this information is a one-time, opt-out opportunity that must be made in the student's sophomore year.
- f. If a student does not opt-out at the end of the sophomore year, then he or she cannot choose to opt-out during his/her junior or senior year.
- g. If a student elects, after opting out of the release of student directory information, to allow the release of such information, he/she may do so at any time by notifying the high school of this change in writing with such change being signed by both the student and student's parent.
- h. Students enrolling in GCCS high schools and entering during their junior or senior year shall be given the opportunity to opt-out at the time of enrollment.

#### **O. Screening for Health Concerns**

Any medical problem that may interfere with the educational process should be reported to the building principal. In the course of each school year, GCCS provides the opportunity for students at some grade levels or in some programs to be screened for possible health concerns which could adversely affect a student's performance in educational programs of GCCS, including, but not limited to, hearing and sight. If a parent or guardian does not wish to have his/her child or ward screened for these possible health concerns, such parent or guardian must submit to the building principal a written, signed statement to that effect.

#### **P. Self-Administration of Medication**

A student with an acute or chronic disease or medical condition shall be allowed to possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the medication. GCCS will not send medication home with a student, except medication possessed by a student for self-administration under I.C. 20-33-8-13. (SEA 376, effective July 1, 2001)

#### **Q. Removal from School for Health Reasons**

1. Indiana Code 20-34-3-9 Communicable Diseases or Parasites:
 

If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted. The procedure for re-admission is set out in I.C. 20-34-3-9 (c) and (d) and is available at the Administration Building.
2. Indiana Code 20-34-4-5 Failure to Receive Required Immunizations:
  - a. Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school. This section is applicable unless the school is provided with a statement of religious objection as set out in I.C. 20-34-3-2 or a physician's certificate stating that a particular immunization is or may be detrimental to the child's health as per the regulations of I.C. 20-34-3-3.
  - b. A child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless the school gives the parents of the child a waiver; or the local health department or a physician determines that the child's immunization schedule has been delayed

due to extreme circumstances and that the required immunizations will not be completed before the first day of school per I.C. 20-34-4-5.

#### **R. Policies Against Sexual Harassment and Discrimination on the Basis of Race, Sex, and Other Protected Characteristics**

1. It is the policy of GCCS not to allow or tolerate discrimination on any legal basis including: race, color, religion, sex, national origin, age, or handicap in its educational programs, employment policies or treatment of the general public as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 10-8.1-2, Titles VI ad VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990. Persons who believe they have been discriminated against are encouraged to file a complaint with the appropriate Greater Clark officials for investigation and action.
2. Questions concerning compliance with the Americans with Disabilities Act should be directed to the complaint designee: Director of Human Resources, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130 (Phone: 283-0701).
3. Questions concerning compliance with Section 504 of the Rehabilitation Act should be directed to the complaint designee: Director of Special Populations, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130 (Phone: 283-0701).
4. Policy 4115.3/1400.2/5144.3 on Non-Discrimination describes the complaint procedure. Questions concerning compliance with Civil Rights Acts and/or Title IX should be directed to the complaint designee: Assistant Superintendent, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville IN 47130 (Phone: 283-0701).
5. It shall be a violation of policy for any Greater Clark student to sexually harass, i.e., make unwelcome sexual advances, request sexual favors, or display other inappropriate verbal or physical conduct of a sexual nature, to another student. Furthermore, sexual harassment, by any employee to a student, employee to another employee or school volunteer over which the School Corporation has some degree of control, to a student is also a violation of policy. To file a report of sexual harassment, contact either the building principal or the directed complaint designee: Assistant Superintendent, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130. Phone: 283-0701 for assistance and information about processing such a report.
6. When a student or student's parent or guardian believes he/she has been discriminated against or harassed by a GCCS employee or another student, he/she may file an informal or formal written complaint under the procedure established by the GCCS to enforce policies against such discrimination. To file such a complaint, contact the principal or Title IX complaint designee: Assistant Superintendent, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130. Phone: 283-0701 for assistance and information about processing such a complaint.
7. Copies of the complete policies are available in the offices of all schools and at the Administration Building, 2112 Utica- Sellersburg Road, Jeffersonville, IN 47130 an on the GCCS Website.

#### **S. Anti-Harassment/Bullying Policy**

1. Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex, race, color, religion, national origin, age, disability, ancestry, marital status, familial status, sexual orientation, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers or patrons by anyone.
2. It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term “employee” also includes volunteers who work subject to the

control of school authorities and school district patrons.

3. This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.
4. No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by a person or student or group of people or students against another person or student with the intent to harass, ridicule, humiliate, intimidate, or harm the other person or student.
5. For information on rules, disruptions, complaint procedures, reporting procedures and sanctions, false reporting and notification, see GCCS Policy 5144.2.

#### **T. Student Insurance**

Unless proven negligent, GCCS and GCCS personnel assume no financial responsibility for medical expenses, treatment, or damages resulting from injuries sustained by students while participating in any GCCS sponsored educational program or practicing for or participating in athletics or other school activities. GCCS makes student accident insurance available through a commercial insurance carrier; the protection and limitations are stated in the policy. Enrollment in this student accident insurance program is voluntary. It is the parents' responsibility to provide appropriate insurance or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance in order for school officials to have this information in case of a medical emergency.

#### **U. Lost, Stolen, or Damaged Student Owned Property**

GCCS and GCCS personnel assume no financial responsibility for lost, stolen, or damaged student-owned property while such property is on the school grounds or is being used at any school related activity off school grounds.

#### **V. Law Enforcement Notification by School Officials**

##### **Indiana Code 20-33-8-16**

GCCS Superintendent or designee shall immediately notify law enforcement authorities if a student brings a firearm or destructive device onto school property or is in possession of a firearm or destructive device on school property. GCCS Superintendent or designee may give similar notice if a deadly weapon other than a firearm or destructive device is involved.

#### **W. Illegal Electronic Data Transfer**

##### **Indiana Code 31-34-1-3(a)(1)(D)**

##### **Indiana Code 35-42-4-4(b)(c)**

##### **Indiana Code 35-42-4-11(a)(2)(c)**

##### **Indiana Code 11-8-8-7**

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

## **X. Inclement Weather Guidelines**

For more information regarding inclement weather please visit the GCCS website at [www.gcs.k12.in.us](http://www.gcs.k12.in.us) or contact the GCCS Administration Building at (812) 283-0701.

## **Y. Suicide Prevention/Education**

For more information regarding the Greater Clark County Schools comprehensive plan on suicide prevention/education contact the GCCS Administration Building at (812) 283-0701. For immediate concerns contact the National Suicide Prevention Lifeline at 1-800-273-8255.

## **II. RULES AND REGULATIONS**

School staff members will make every effort, with appropriate community resources, to help each student gain acceptable self-discipline standards. When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. Authority for the management of school behavior is given to the Board of School Trustees by the School Powers Act and I.C. 20-33-8-1. The Board of School Trustees has established a Policy, No. 5144, on Pupil Discipline in the Policy Manual of GCCS and appointed administrative officers to carry out those policies and state laws as amended. The following rules and regulations adopted by both Indiana statute and GCCS apply when a student is on school grounds, immediately before, during, and immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

### **A. Grounds for Suspension or Expulsion**

#### **Indiana Code 20-33-8-14**

##### **Section 14**

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  1. Student misconduct
  2. Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  2. off school grounds at a school activity, function, or event; or
  3. traveling to or from school or a school activity, function, or event.” (For students with disabilities, a conference to determine the relationship of the disability to the disciplinary offense must precede expulsion.)

### **B. Unlawful Activity by Student**

#### **Indiana Code 20-33-8-15**

##### **Section 15**

In addition to the grounds specified in section 14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds, including an unlawful activity during weekends, holidays, other school breaks, and a summer period when a student may not be attending classes or other school functions, if:

1. the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or,
2. the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.



### **C. Possession of Firearms, Destructive Devices, or Deadly Weapons**

#### **Indiana Code 20-33-8-16**

##### **Section 16**

- a. As used in this section, "firearm has the meaning set forth in IC 35-47-1-5.
- b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- c. As used in this section, "destructive device" has the meaning set forth in IC 35-47-5-2-4.
- d. Notwithstanding section 20 of this chapter a student who is:
  1. identified as bringing a firearm or destructive device to school or on school property; or,
  2. in possession of a firearm or destructive device on school property,  
must be expelled for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period.
- e. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- f. Notwithstanding section 20 of this chapter, a student who is:
  1. identified as bringing a deadly weapon to school or on school property; or,
  2. in possession of a deadly weapon on school property;may be expelled for a period of not more than one calendar year.
- g. A superintendent or the superintendent's designee shall notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in subsection (d). The superintendent may give similar notice if the student engages in behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- h. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415."

### **D. Weapons at School or at School Functions**

#### **GCCS Policy 5114.1**

Effective schools research indicates that teaching and learning occur at high levels in a safe and orderly environment. Any student who knowingly possesses, uses and/or transmits a weapon in any of the following described locations constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building, on any school property, or at any school sponsored or school related activity, regardless of the location of the function or activity. Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the laws of the State of Indiana, where such use causes an interference with school purposes or educational functions will not be tolerated.

Weapons are defined as any of the following or anything represented to be any of the following: explosives, fireworks, laser devices, mace, any type of gun (including pellet guns, air guns, and BB guns), firearms as defined by 18, USCA 921, destructive device/bomb, knives, switchblade knives, straight razors, metal knuckles, chains, stars, ice picks, laser devices, or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm, and/or intimidation. Small pocket items which are designed and normally used for personal grooming or trimming are not prohibited, but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the above provisions will be applied.

#### **Rules**

1. The principal or his/her designee will immediately investigate any case where a student is involved in

possessing, using, and/or transmitting a weapon as defined above. The principal or his/her designee will involve the student's parents as early as possible in the investigation.

2. If the finding is that the student was knowingly possessing, using and/or transmitting a weapon, as defined above (with exception of a firearm as defined in #4 below or destructive device/bomb as defined in #5 below) the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a manifestation determination conference prior to any recommendation for expulsion.
3. The principal or his/her designee will inform police of any proven incident that involves a weapon violation. Also, police investigation will be requested if it appears that a crime was committed and/or any threat of bodily harm was expressed or implied by the possessor of a weapon as defined above.
4. In compliance with the Gun-Free Schools Act of 1994 (20 USCA 8922), the penalty for possession of a firearm (as determined by 18, USCA 921) will be a recommendation for expulsion from school for one calendar year. The superintendent or designee will notify the appropriate law enforcement officials when a student is expelled for this reason. A firearm under this rule is defined as:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
  - b. the frame or receiver or any weapon described above;
  - c. any firearm muffler or firearm silencer;
  - d. 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, Molotov cocktail or similar device;
  - e. any weapon which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has a bore diameter of more than one half inch in diameter;
  - f. 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.
  - g. 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.
5. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. If the weapon incident could constitute a violation of Indiana and/or federal law, the superintendent or superintendent's designee shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.

#### **E. Students' Legal Settlement**

##### **Indiana Code 20-33-8-17**

##### **Section 17**

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

#### **F. GCCS Board Policy (#5144) on Pupil Discipline**

The Board of School Trustees recognizes pupil self-discipline as the best form of discipline. It also recognizes that when self-discipline fails, management of pupil behavior must be applied and enforced by those responsible for the operation of the schools.

1. For purposes of this Policy, "school" is defined herein as any GCCS property, or location of a GCCS sanctioned function, and is not limited to a student's specific attendance location.
2. This policy is applicable to all GCCS students including those involved in cooperative programs with

other educational institutions.

3. This policy sets out examples of student misconduct or substantial disobedience that shall be considered as conduct which rises to a level warranting disciplinary action, up to and including suspension and/or expulsion. The following list is only illustrative and disciplinary action is not limited solely to these examples.

- a. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes or urging students to engage in such conduct;
- b. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
- c. 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;
- d. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices;
- e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity;
- f. Continuously and intentionally making noise or acting in any manner so as to interfere or disrupt the educational process.
- g. Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's property could be damaged.
- h. Intimidating or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse.
- i. Bullying – any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Additionally, this rule applies when a student is using property or equipment provided by the school. (See Policy #5144.2)
- j. Harassment – includes harassment of any type including sexual. (See Policies #5144.2 and #5131.2)
- k. Gang activity or association – engaging in any initiation, promotion of or participation in any group that promotes activities that threaten the safety and/or well-being of persons, school property or which disrupt school activities.
- l. Discrimination – engaging in behavior that is discriminatory in nature in violation of Policy 5144.3.
- m. Vandalism – damaging or defacing, or attempting to damage or deface, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school functions.
- n. Theft – stealing, or attempting to steal, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school activities.
- o. Arson – damaging, or attempting to damage, school property or property of others located on school grounds by starting a fire or causing an explosion.
- p. Fighting – Causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person (including striking school personnel) at or on the way to or from school or at school activities.
- q. Assault – intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person on school grounds, on

the way to or from school or at school activities. Physical sexual abuse of any kind is considered assault.

- r. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. (See Policy 5144.2)
- s. Hazing – as defined in Policy 5144.1.
- t. Extortion – the obtaining of property on school grounds, on the way to or from school or at school activities, from any unwilling person by intimidation or physical force.
- u. Robbery – theft involving the use of physical force, deadly weapons, or dangerous instruments on school grounds, on the way to or from school, or school activities.
- v. False activation of a school fire alarm or making a false fire, bomb or weapons threat.
- w. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in Indiana Code 20-33-8-16 and GCCS Policy 5114.1.
- x. Weapons – possession of weapons, carrying, selling, transmitting, storing, or using weapons, including destructive devices, on school grounds, on the way to or from school, or at school activities and/or violating any provision of the Weapons Policy 5114.1.
- y. Use, possession, sale or transmission of fireworks or other projectiles or explosives on school grounds, on the way to or from school or at school activities.
- z. Possessing, handling, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind or any paraphernalia used in connection with the listed substances. Use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule. (See Policy 5131.6) (Exception: see Policy 5141.2)
- aa. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.
- bb. 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.
- cc. Possessing, using, or transmitting any object or material that can be reasonably associated with the use or transmission of a controlled substance;
- dd. Possessing, using, transmitting, or being under the influence of caffeine-based substances; substances containing phenylpropanolamine (PPA); depressants; or stimulants of any kind, be they available with or without a prescription: however, use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule.
- ee. Possession or use of tobacco products on school grounds or at school activities.
- ff. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. Failure to follow directives – the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures.
- gg. 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:
  - 1. Engaging in sexual behavior on school property;
  - 2. Disobedience of administrative authority;
  - 3. Willful absence or tardiness from school, a class, or homeroom;
  - 4. Unexcused tardiness or absence to school, class, or homeroom.
  - 5. Truancy from school or class. (Truancy is defined in Policy 5113 as absence from one or more classes without permission of school and/or parents. Habitual truancy is defined in Policy 5113.2 as three instances of truancy in a school year and/or having more than ten (10) unexcused absences in one

- (1) school year.)
- 6. Failure to sign in or out of school.
- 7. Leaving school grounds without permission.
- 8. Engaging in speech, either verbal or written, gestures or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
- 9. Inappropriate student dress or appearance that could result in health or safety problems or disruption of the educational process.
- 10. Failing to tell the truth about any matter under investigation by school personnel.
- 11. Lying or giving false information, either verbally or in writing, to a school employee.
- 12. Possessing or using a laser pointer or similar device.
- 13. Failure to follow school, class or bus rules.
- 14. Forgery – falsifying school-related documents or signatures.
- 15. Tampering with, changing, or altering records of documents of the school method including, but not limited to, computer access or other electronic means.
- 16. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism, and collusion.
- 17. Gambling – games of chance or skill, for money or profit on school grounds or at school activities.
- hh. Engaging in conduct on school grounds, on the way to or from school or at school activities which is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.
- ii. Using electronic communication devices on school property during unauthorized times or in a manner that disrupts school activities or events unless there is a bona fide case of a health or safety emergency.
- jj. Using any electronic communications device to in any way send or receive personal message, data, or information that would contribute to or constitute cheating on tests or examinations.
- kk. Using any personal communication device that provides for wireless, unfiltered connection to the Internet or which has the capability to take “photographs” of any kind.
- ll. Creating or distributing information including information distributed via e-mail or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
- mm. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
- nn. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.).

### **III. DISCIPLINARY ACTION**

#### **A. Disciplinary Actions:**

The Greater Clark County Schools Board of Trustees in policy No. 5144 has established that school personnel may use the following listed measures in the disciplining of students for the offenses described in Section II F. above. These measures are neither exhaustive nor sequential:

- 1. Verbal reprimand.
- 2. Notification of parent/guardian by phone or letter.
- 3. Temporary separation from peers.
- 4. Special constructive assignments/tasks.
- 5. Behavioral contracts.
- 6. Require pupil-teacher contracts.
- 7. Conference with parent/guardian.
- 8. Temporary withdrawal of school privileges.

9. Detention (before or after school).
  10. Time-Out rooms.
  11. Schedule change(s).
  12. Counseling and/or evaluation.
  13. Transfer of student to another class or school.
  14. Extended separation from peers.
  15. Extended loss of school privileges.
  16. Temporary loss of bus riding privilege.
  17. Extended loss of bus riding privilege.
  18. Notification to law enforcement officials as incident requires or is required by law.
  19. Restitution.
  20. Community Service.
  21. In-school suspension.
  22. Out of school suspension.
  23. Expulsion—A principal may require a student who is at least 16 years of age who wishes to re-enroll after an expulsion to attend 1 or more of the following:
    - a. An alternative school or alternative educational program.
    - b. Evening classes.
    - c. Classes established for students who are at least 16 years old.
  25. Driver's License/permit restrictions.
- Or as allowed by I.C. 20-33-8-25

#### **B. Driver's License/Permit Restrictions**

1. Indiana Law (I.C. 9-24-2-1) prohibits the issuance of a driver's license or a learner's permit to an individual less than 18 years of age who meets any of the following conditions:
  - a. Is a habitual truant under GCCS Policy 5113.2. (See page 11, Section II, F, gg #5 of this document for a definition.)
  - b. Is under at least a second suspension from school for the school year.
  - c. Is under an expulsion from school.
  - d. Is considered a dropout under I.C. 20-33-2-21.
2. If a student plans to withdraw from school, at least five days before holding an exit interview, the principal shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
  - a. That the student's failure to attend an exit interview under I.C. 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under I.C. 20-33-2-28.5 will result in the revocation of the student's: (1) driver's license or learner's permit; and (2) employment certificate.
  - b. If the principal determines that the reason for the student's withdrawal does not meet the requirements for withdrawal from school under I.C. 20-33-2-28.5, the student and the student's parent or guardian will receive a copy of the determination, and the student's name will be submitted to the Bureau of Motor Vehicles utilizing the "Invalidation Form" provided in the GCCS Principals' Handbook.

#### **C. Notification of Rules and Regulations**

Individual schools shall provide students and parents a list of district and local school rules. (Refer to Policy 5144)

#### **D. Student Exclusion by a Teacher**

A middle or high school teacher may exclude a student from participation in any educational function under that teacher's charge and supervision for a period of one day if the student is assigned regular or

additional work to be completed in another school setting.

#### **E. Suspension**

A principal, or his designee, may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days. Students who are suspended for two or more days must attend the Alternative to Suspension Program. Failure to attend will result in a referral being made to the Clark County Attendance Review Panel.

#### **F. Expulsion**

Expulsion is a disciplinary action that causes a student to be separated from school attendance for more than (10) ten school days. A student can be recommended for expulsion upon the grounds listed in Part II, Rules and Regulations. Procedures for handling expulsions are outlined in Part IV.

#### **G. Students in Cooperative Programs and/or attending two GCCS schools**

GCCS students involved in cooperative programs with other educational institutions fall under the discipline policies of, not only GCCS, but also of those institutions while on the grounds of or involved in program activities of said institutions. GCCS students attending a class or program at a GCCS school in addition to the student's GCCS home school are subject to this policy at both schools. Additionally, students in cooperative programs and dual enrollment are subject to this policy while traveling to and from said institutions and while attending school-related activities of both schools. (Refer to Policy 5144)

#### **H. Transfer of Students Under Expulsion or Separation for Disciplinary Reasons**

Indiana Code 20-33-8-30 states that a school corporation has discretion in deciding whether to accept a transfer student who has separated from another school corporation for disciplinary reasons or who has been expelled. Consent for enrollment may be withheld or continued enrollment may be withdrawn if the student's parent fails to inform the school corporation of the expulsion, separation or withdrawal to avoid expulsion; or, if the student fails to follow the terms and conditions for enrollment established by Greater Clark.

### **IV. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL**

The Board of School Trustees of GCCS has provided a procedure for handling of student suspension and expulsions from school. The basic premise of this policy is fairness. A full text of procedures is available in the office of each school in the corporation and at the School Administration Building upon request.

#### **A. Suspension Procedures:**

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

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/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such cases, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians 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. (Reference: IC 20-33-8-18)

### **B. Expulsion Procedures:**

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

1. The superintendent (or designee) may conduct an expulsion meeting.
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 designee. Failure by a student or a student's parent to request and appear at this meeting will be deemed a forfeiture 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 meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within ten (10) days of receipt of a notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate. (Reference: IC 20-33-8-18)
6. Any student who is expelled will be expelled from participating in and/or attending extracurricular and school-sponsored activities. This student is not to be on school property during the expulsion period.

### **V. ASBESTOS PROGRAM**

This information is being published to comply with the requirements of 40 CFR 763 Subpart E Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the inspection, reinspection and periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the Service Center building, which is located at 301 E. 11th Street, Jeffersonville, Indiana 47130; telephone number (812) 288-4821. Plans for individual schools and other



buildings are located in the administration office of each school. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Steve Hobgood at the above telephone number during regular business hours.

Listed is a brief description of asbestos work that has been completed in our schools this year. Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office.

**Jeffersonville, Charlestown and New Washington High Schools; Parkview, River Valley and Charlestown Middle Schools; Wilson, Thomas Jefferson, Northaven, New Washington, Jonathan Jennings, Bridgepoint, Maple, Spring Hill, and Parkwood Elementary Schools; the former Administration Building, Service Center, and Corden Porter Center Buildings:**

- The required triennial reinspection was performed in June 2010.
- The required six month periodic surveillance was performed in December 2010.
- The next scheduled activities are the required six month periodic surveillance in June 2011.

**Charlestown High School, Pleasant Ridge Elementary School, Riverside Elementary, Utica Elementary School, the Administration Building and the new Corden Porter. – These buildings are asbestos free. No surveillances or re-inspections are required for these buildings.**

## **VI. PESTICIDES APPLICATION POLICY**

GCCS is committed to making sure that students and staff members have minimal exposure to pests and pesticides. Greater Clark has chosen a variety of chemical and non-chemical treatment methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and adults. In order to keep students, parents and staff members up-to-date on the application of pesticides products Greater Clark will:

1. Annually inform parents and staff members of the corporation's pest control policy/regulation at the beginning of the fall semester by reference in this handbook.
2. For information concerning pest control, contact Director of Facilities, 2710 East 10th Street, Jeffersonville, IN 47130, 288-4821 extension 51103.
3. Maintain the MSDS sheets at the Auxiliary Services Building and provide copies to the Principal prior to application.
4. Not apply pesticides in student areas during the student day.
5. Maintain a written record for three years of any pesticide applications including type applied and location.
6. Apply least toxic product by state licensed applicators.
7. Provide notice of application in the affected building at least two school days prior to the date of application, to the greatest degree possible. Such notice will include the date and time of the application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.
8. Give written notice as soon as possible in the event of the need for an emergency application due to an immediate threat to the public health.
9. Provide for training of school employees to become certified pest control applicators, as needed.
10. Provide notice of all pesticide applications to school nurses, as applicable.

11. Provide written notice to any parent or staff member who requests advance written notification of a pesticide application, provided that such request is delivered to the attention of the Superintendent of Schools and is received by October 1 of the fall term and February 1 of the spring term.  
(See Policy 3525)

\* Please note, if you have any questions regarding student rights and responsibilities or if you would like to examine any of the Greater Clark County Schools' policies, laws of the state of Indiana and/or federal laws that relate to student rights and responsibilities, please visit or contact the Administration Building. In the event there is a discrepancy between language contained in student handbooks and GCCS Policies and/or Indiana law, as amended, relating to students' rights and responsibilities, state law and/or GCCS Policy language controls.