

# **GREENSBURG COMMUNITY HIGH SCHOOL**



## **2018-2019 STUDENT HANDBOOK**

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## GENERAL INFORMATION

### GREENSBURG COMMUNITY SCHOOLS MISSION STATEMENT

The mission of the Greensburg Community School Corporation is to provide and promote lifelong learning through its commitment to quality educational programs that prepare the students to be effective, successful, and responsible citizens. This is to be accomplished in a financially prudent manner.

### GREENSBURG COMMUNITY HIGH SCHOOL MISSION STATEMENT

The mission of Greensburg Community High School is to prepare students for success within an academically challenging environment using evidence-based curriculum and instruction.

## WELCOME

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

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

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

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school corporation. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation. **The GCHS administration will determine the appropriate action on a case-by-case basis depending on the severity any violation. These are guidelines, are not all inclusive, and consequences will be deemed by the GCHS administration.**

## EXPECTATIONS

The STUDENT has the right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. He/She is responsible for knowing and complying with the school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

The TEACHER is expected to conduct a well-planned and effective classroom program, to establish and enforce classroom regulation that will facilitate learning and to maintain written records.

The ADMINISTRATOR is responsible for maintaining discipline, for being alert to correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary. He/She has the right to impose detention on a student,

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to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion.

### SCHOOL CALENDAR 2018-2019

JULY	30	Monday	Professional Day, Staff Only (No Students)
JULY	31	Tuesday	Professional Day, Staff Only (No Students)
<b>AUGUST</b>	<b>1</b>	<b>Wednesday</b>	<b>First Day of School for Students</b>
SEPTEMBER	3	Monday	(No School) Labor Day
OCTOBER	8-12		(No School) Fall Break October 8 thru October 12
OCTOBER	15	Monday	Classes Resume
OCTOBER	25	Thursday	(No School for Students) Parent/Teacher Conferences 10 AM - 6 PM
NOVEMBER	4	Sunday	Daylight Savings Time ends, set clocks back one hour
NOVEMBER	21-22-23	Wed/Thurs/Friday	(No School) Thanksgiving Break November 21 thru November 23
DECEMBER	19	Wednesday	Last Day of 1st Semester
DECEMBER	20,21 *	Thurs/Friday	Make up days if needed
DECEMBER	20-JAN 2		(No School) Christmas Break December 20 thru January 3
JANUARY	2	Wednesday	Professional Day, Staff Only (No Students)
JANUARY	3	Thursday	Classes Resume for Students
JANUARY	21 *	Monday	(No School) Martin Luther King Jr. Day *Make up day if needed
MARCH	10	Sunday	Daylight Saving Time begins, set clocks forward one hour
MARCH	11-15		(No School) Spring Break March 11-15 protected vacation days
MARCH	18-22*		(No School) Make up days if needed
MARCH	25	Monday	Classes Resume
APRIL	19	Friday	(No School) Good Friday
<b>MAY</b>	<b>23</b>	<b>Thursday</b>	<b>Last Day for Students</b>
MAY	24	Friday	Professional Day (Last Day for Staff)
MAY	27	Monday	(No School) Memorial Day
MAY	28, 29,30,31*	Tues/Wed/Thurs/Fri	Make up days if needed
<b>JUNE</b>	<b>1</b>	<b>Saturday</b>	<b>Graduation 9:00 AM</b>

\*Indicates possible make-up days December 20, December 21, January 21, March 18, March 19, March 20, March 21, March 22, May 28, May 29, May 30, May 31

SUMMER SCHOOL (High School Students Only) June 3-July 9 8:00-11:00 AM (No school July 4-5)



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#### 9 WEEKS GRADING PERIOD

BEGINNING DATE	ENDING DATE	MID TERM REPORTS DISTRIBUTED	REPORT CARDS DISTRIBUTED	STUDENT DAYS
AUGUST 1	OCTOBER 4	SEPTEMBER 6	OCTOBER 25	47
OCTOBER 15	DECEMBER 19	NOVEMBER 15	JANUARY 11	44
JANUARY 3	MARCH 8	FEBRUARY 7	MARCH 29	46
MARCH 25	MAY 23	APRIL 25	MAY 31	43
*Report cards will be mailed 5/31/2019				180 DAYS

#### DAILY SCHEDULE

<b>Blue/White Days</b>	
Period	Time
1 & 2	7:55-9:25
3 & 4	9:31-11:13
5 & 6	11:19-1:24
Lunches	
A	11:19-11:49
B	11:49-12:19
C	12:19-12:49
7 & 8	1:30-3:00

<b>2-Hour Delay</b>	
Period	Time
1 & 2	9:55-10:55
3 & 4	11:01-12:01
5 & 6	12:07-1:54
Lunches	
A	12:07-12:37
B	12:37-1:07
C	1:07-1:37
7 & 8	2:00-3:00

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### **FIGHT SONG**

(Sung to the tune of On Wisconsin)  
On, oh Greensburg! On, oh Greensburg!  
Fight on for your fame!  
With your colors flying high,  
We'll surely win this game!  
Rah! Rah! Rah!  
On, oh Greensburg! On, oh Greensburg!  
Fight on for your fame!  
Fight, fight with all your might,  
And win this game!  
Fight!

### **MASCOT**

Pirates

### **COLORS**

Blue & White

### **ALMA MATER**

(Sung to the tune of Cayuga Waters)  
Through the years she stands in glory,  
Hallowed Greensburg High,  
Held aloft by student spirit  
Swelling to the sky.  
Let us not betray this honor  
Fostered in her name.  
Let us rather lend our efforts  
To increase her fame.  
We will always cherish mem'ries  
Of our happy youth  
And our days at Greensburg High School,  
Days of peace and truth.  
All ye sons and daughters praise her,  
Now eternally.  
Hail to thee, our Alma Mater.  
Hail, all hail to thee.



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## **GCHS POLICIES**

### **ACADEMIC DISHONESTY**

The faculty and staff of Greensburg Community High School consider Academic Dishonesty a very serious offense. Academic Dishonesty is displayed, but not limited to the following list:

1. Cheating-giving, receiving, or copying information from another student without prior permission of the classroom instructor.
2. Using a prohibited or unapproved aid
3. Sharing electronically, taking video or pictures, emailing of coursework and/or tests
4. Plagiarism-using of another individual's ideas and words without clearly acknowledging proper source

After determination of academic dishonesty of any kind, administration may remove credit for that assignment. A second offense in the same class may result in the loss of credit for that class. Proper evidence of academic dishonesty may require invalidation of the affected class session or the cancellation of a test.

### **ACADEMIC ELIGIBILITY FOR ATHLETES**

For an athlete to remain eligible for participation during a sport season, he/she must have passed five subjects at the end of the last grading period. If the end of a grading period occurs during the sport season and the student fails to pass five subjects; the student is ineligible for participation until the end of the next grading period. When applicable, semester grades override 9 week grades.

### **ACADEMIC TEAM**

Greensburg Community High School sponsors an Academic Team each year. In the fall, team members compete in five meets with our EIAC conference schools. During second semester subject teams (English, Fine Arts, Math, Science, and Social Studies) practice with subject coaches to prepare for Super Bowl competition in March and April. Team members may join first or second semester.

### **ACCREDITATION**

Greensburg Community High School is accredited by the Indiana Department of Education and is commissioned a first class school. In addition, the school is a member of the North Central Association/Commission on Accreditation and School Improvement, a division of AdvancED. Membership is maintained by conducting periodic evaluations and meeting high standards that the association has set for education.

### **ARRIVAL & DEPARTURE FOR SCHOOL DAY**

#### **Arrival**

The school day starts at 7:45 a.m. with the first bell, and classes begin at 7:55 a.m. with the second bell. Students have assigned duties during eight periods including seminar (the exception being Co-op students, vocational school students or students with prearranged schedules) and they are scheduled for a lunch period. The school day officially ends for students at 3:00 p.m.

Students who drive should park in the north parking lot and enter the north lobby doors. Students, who get dropped off, must enter the north lobby doors. Students should enter the

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building directly without loitering in their vehicles, in the parking lot, or anywhere else outside the building. Upon entering students will remain in the northwest lobby or the cafeteria and wait for the first bell. Students should not leave the building after entering for the day without permission from the office. (See SEVERE PENALTY POLICY, item number 9 and TRUANCY.)

### **Departure**

Students are to exit the building immediately after school, unless the student is involved in extracurricular activities. Students who get picked up after school shall meet their ride in the west parking lot.

No drop off and/or pickups should occur at the south parking lot near main office entrance before and after school.

### **ASBESTOS**

In compliance with public law 99-159, an annual statement of asbestos content is to be disclosed for each school building. If you have questions regarding asbestos at schools in the Greensburg Community School Corporation, please contact the Administrative Office for information.

### **ATHLETICS**

Greensburg Community High School is a member of the Indiana High School Athletic Association and the Eastern Indiana Athletic Conference. The school abides by the regulations of each group. Greensburg has boys' teams participating in baseball, basketball, cross-country, football, golf, soccer, swimming, tennis, track & field, and wrestling. Greensburg has girls' teams participating in basketball, cross-country, golf, soccer, softball, swimming, tennis, track & field, and volleyball.

### **ATHLETIC AWARDS**

All sports at GCHS are considered major for award purposes. Athletic awards, equal in rank, are given on the basis of performance, dedication and cooperation. In order that students may achieve goals in their athletic endeavors, a simple procedure has been designed for awarding honors from the GCHS Athletic Department.

Letter jackets will be awarded to all sophomores and juniors who receive one varsity letter. The jackets will be presented at the beginning of school the following year at an awards program.

To receive a letter or to receive credit for having lettered, a student athlete must:

1. Maintain eligibility according to the standards of the I.H.S.A.A. and GCHS.
2. Comply with the specific requirements for lettering in the given sport. (Requirements will be given to the athletes at the beginning of the season for each sport or upon the request from the coach or the Athletic Director.) Upon recommendation of the coach of the sport involved, the Athletic Council may give special consideration to a boy or girl for an award.

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### GREENSBURG COMMUNITY HIGH SCHOOL ATHLETIC CODE OF CONDUCT

MR. GRANT K. PETERS, PRINCIPAL  
MR. STACY MEYER, ATHLETIC DIRECTOR

Building character and moral fiber is an integral part of the Greensburg Community High School athletic program. We, the coaching staff and administration, do hereby adopt the following code. The code is adopted for all Greensburg Community High School interscholastic sports, will be in effect for the entire calendar year, and should create uniformity of disciplinary action throughout the athletic program. The code is not designed to punish but intended to give our athletes a constant set of rules to follow and rally around.

Who are Greensburg High School athletes? They are students who have responsibility for their actions to themselves, their parents, their team, their school and their community. This responsibility extends to their conduct and their appearance on and off the playing field throughout the entire calendar year. Greensburg High School athletes are considered participants in at least one interscholastic sport in a school year, and are considered responsible to the athletic code at all times thereafter. The individual is an athlete who agrees to abide by all of the rules and regulations pertaining to an individual sport and/or program. He/She must understand that violation of the rules of the athletic code or the rules representing a particular team or program will result in appropriate disciplinary measures.

Greensburg High School athletes, as active participants of the Greensburg High School athletic program, must understand his/her personal responsibilities to younger athletes. Each individual athlete must agree to abstain from knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind throughout the calendar year. Also, he/she must agree to abstain from knowingly possessing, using or transmitting tobacco products including an electronic cigarette, vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items. If an athlete is found to be in violation of this noted responsibility as determined by a member of the high school coaching staff and/or administrative personnel, the rules for the individual shall be as listed:

1. For the first violation, an athlete will be suspended from participation for a period of 20% of the regular schedule for violating the aforementioned codes. If less than 20% of the regular schedule remains when the violations occur, the suspension will be for the remainder of the regular schedule and that part of any tournament series which equals to 20% of the original, regular schedule. In the event the athlete does not qualify for any tournament series, the fulfillment of the 20% suspension will be applied to the next sport season in which the athlete participates. If violations occur out of season, the 20% of the regular schedule applies to the athlete's next sport season in which he/she participates.
2. For the second violation of the athletic code (as defined above), the athlete will be suspended from all participation for a period of one calendar year if the violation occurs within 18 months of the first violation. If the violation occurs after 18 months from the first violation, the suspension will be the same as for No. 1.
3. For any third violation of the athletic code (as defined above), the individual will be

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suspended from participation as a Greensburg Community High School athlete for the remainder of his/her high school athletic career.

4. This athletic code of conduct is in effect for the total of the athlete's high school career.

Greensburg Community Schools will accept no responsibility for loss or theft of personal items at athletic practices, at athletic events both at home and away and while traveling to and from events. Students must accept full responsibility for securing their personal items. Greensburg Community Schools will not reimburse for lost, stolen, or damaged personal items that could occur at home or away events or that could occur as a result of travel to or from.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE GCHS ATHLETIC CODE.**

Participant Name: \_\_\_\_\_ Participant Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATHLETIC PRACTICE AND PARTICIPATION**

Any athlete who quits a team or is expelled from the team for disciplinary reasons after the first interscholastic contest in a sport may not begin practice in another sport during the same season. In addition, the athlete may not start practice or participate in another sport in the next sport season until the original team of which the athlete was a member has completed IHSAA Tournament play. Athletes should be expected to be in attendance at school the day of an event or practice to be eligible to participate. Athletes are subject to the GCHS attendance policy on excused and unexcused absences. Any concerns or violations will be investigated by administration and the athletic director.

## **ATTENDANCE**

A fine attendance record is one of the best recommendations a school can give its graduates. Poor attendance is interpreted by personnel directors and employers as an indication of poor health or lack of interest, and the applicants for employment are considered poor risks.

## **ATTENDANCE POLICY FOR GREENSBURG COMMUNITY HIGH SCHOOL**

Students are expected to report to all scheduled classes, group meetings and assemblies. Sufficient passing time will be allotted between classes. All personal needs must be taken care of during passing time. Plan so that you DO NOT NEED TO GO TO YOUR LOCKER AT EVERY CLASS BREAK OR AFTER CLASS BEGINS.

A student will be allowed a total of five countable days of absence from each class per semester. The school daily contacts by phone the parents/guardians on every absence not reported. Upon the student's sixth countable day of absence from a class, the student could lose credit in that class for the semester in which the infraction occurred. The school notifies the parents/guardians by mail of the student's third, fifth, and sixth day of countable absences. WHEN A STUDENT IS ABSENT, THE PARENTS/GUARDIANS SHOULD CONTACT THE SCHOOL OFFICE BY PHONE (812-663-7176) ON THE DAY OF THE ABSENCE OR WITHIN TWENTY-FOUR HOURS OF THE ABSENCE. If no phone call is received, the parents/guardians must send written verification of the student's absence. Failure to notify the school will result in the student being considered unexcused and truant. Student falsification of absence verification will result in an unexcused

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absence; parent/guardian notification and possible severe penalty for truancy (see section on SEVERE PENALTIES). Each attendance case is reviewed on an individual basis. Please note that tardies and attendance are two different topics. See TARDIES.

1. **Excused absence** – Student absence and reason for absence verified by parent/guardian with a phone call on the day of the absence or within 24 hours of the absence. (Countable toward five days—MAKE UP WORK ALLOWED.)
2. **Unexcused absences** – Student absence and reason for absence not verified by parent/guardian with a phone call on the day of the absence or within 24 hours of the absence; such absence is considered a TRUANCY. (Countable towards five days—MAKE UP WORK ALLOWED.)
3. **Days NOT countable toward five days of allowable absences.**
  - a. Death in family.
  - b. Religious holiday.
  - c. Work rendered on Election Day (requires documentation 24 hours before Election Day).
  - d. Court subpoena.
  - e. College visitation (pre arranged) or other reasons as approved by the school administration prior to the absence.
  - f. Serving as a page or honoree in the General Assembly.
  - g. Serving with the National Guard for no more than 10 days or with the Civil Air Patrol for up to 5 days.
  - h. Absences covered by a doctor's written statement verifying each date of absence (Doctor's note should be turned in to the office no more than forty-eight hours after the student has returned to school from the appointment or the doctor's note will not be accepted as an excuse for the absence).

Students under 18 years of age who have been habitually absent and/or truant from school, having failed to attend school as required on ten (10) or more occasions, will be subject to referral to the Office of the Prosecutor and/or have Learner's Permit or Driver's License revoked.

In addition, state law requires that a student under 18 years of age be reported to the Bureau of Motor Vehicles if he/she is suspended from school for the second time during the school year, is expelled, is excluded or withdraws to avoid such penalties. Please see the handbook section titled REVOKED LEARNER'S PERMIT OR DRIVER'S LICENSE for further information.

### **GCS ATTENDANCE POLICIES UNDER INDIANA LAW**

IC 20-33-2-27 – Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter. IC 20-33-2-11 – Sec. 11. (b) (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. IDOE Guidelines – In response to P.L. 90-2011, the Indiana Department of Education (IDOE) has developed the following Attendance Guidelines that will be followed by Greensburg Schools.

Pursuant to 1.C. 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered.

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**Excused Absence** – Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include: illness verified by note or phone call from parent/guardian; illness verified by note from physician; family funeral; maternity; military connected families (absences related to deployment and return); college visits.

**Exempt Absence** – Under certain circumstances, the law require the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly; serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days. In each of these circumstances, the student is excused from school and is not to be penalized in any way by the school. The governing body of school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitated the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum ; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school administration. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers.

**Unexcused Absence** – An unexcused absence is any absence not covered under the definition of excused or exempt.

#### **BLOCK SCHEDULING**

GCHS operates on a daily class schedule known as the 8-Block Schedule. The 8-Block Schedule format places full-time students into seven classes and a seminar. The daily schedules are arranged so that periods 1, 3, 5 and 7 will meet on alternating days with periods 2, 4, 6 and 8. The 8-Block Schedule requires a period of two weeks to complete an entire block of class time. During the first week, periods 1, 3, 5 and 7 meet Monday, Wednesday and Friday, and periods 2, 4, 6 and 8 meet Tuesday and Thursday. During the second week, periods 2, 4, 6 and 8 meet on Monday, Wednesday and Friday, and periods 1, 3, 5 and 7 meet on Tuesday and Thursday.

The length of the class periods will be approximately 90 minutes. Expectations for the 90 minute period are for the teachers to incorporate a variety of teaching techniques, giving each student the opportunity to be an active learner, using his/her own learning styles. Also, the extended periods allow additional one-on-one instructional time.

The 8-Block Schedule offers students the opportunity to be better prepared for each class because the number of classes attended each day will be fewer. Because of the 8-Block Schedule, students will have to be more accountable for their own educations by being organized, prepared and in attendance. Teachers will have similar responsibilities for being accountable for their teaching.

The 8-Block Schedule is designed to enhance the educational opportunities, extracurricular activities, student attendance and student/teacher rapport. Seminar will serve as an avenue to accommodate and enhance the total school program.



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### **BOOK BAGS**

Students are not to carry book bags, cinch sacks, large purses, or like items from class-to-class. These items are to remain in student lockers for security reasons.

### **BOOKSTORE**

The bookstore is open for student convenience before school, between class periods and during lunch periods. The bookstore may be open for a designated time (upon faculty request) so that students may purchase needed classroom materials. The bookstore does not cash personal checks for the purpose of providing students with money.

### **BOOK RENTAL FEES & SUPPLIES**

Students at Greensburg Community High School rent their textbooks from the bookstore at the beginning of each school year. Also, students are asked to pay class fees at this time. Lab fees and supplemental materials do not come under the State Assistance Program for Free or Reduced Lunches. Students may buy incidental school supplies at the bookstore. Lost or damaged books are the responsibility of the renter (the student). Replacement or damage fees will be assessed the student responsible for the book.

If a student withdraws from a class or from school, he/she may be entitled to a refund of rental fees. Money is refunded on textbooks only, and the amount of the refund is based on the number of nine-week grading periods remaining after the withdrawal.

### **BULLYING, HARASSMENT, OR HAZING**

GCS Definition: aggressive behavior that involves an imbalance of power or strength and occurs repeatedly over a period of time. IC 20-33-8-0.2 Definition: **"Bullying"** means overt, unwanted repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed; aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted students and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

The term may not be interpreted to impose any burden or sanction on, or include, in the definition of the term, the following:

1. Participation in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the US Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.

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5. Participating in an activity undertaken at the prior written direction of the student's parent.
6. Engaging in interstate or international travel from a location outside Indiana to another location outside of Indiana.

"Hazing" is defined as forcing or requiring another person, with or without consent of the other person, as a condition of association with a group or organization, to perform an act that creates a substantial risk or bodily injury. "Harassment" is defined as knowingly or intentionally communicating by any means available a message to another person who does not wish to receive that information. Any person who believes that he or she is being harassed must report this harassment to a building administrator immediately. **Sequence of penalties depends on number and/or severity of offense.**

### **ANTI-BULLYING/HARASSMENT**

1. We will not tolerate harassment in our school.
2. We will help others who are harassed.
3. We will encourage and invite others to participate in school or community activities.
4. We will report harassment to a trusted adult at school.

### **WHAT DO WE DO AFTER BULLYING IS REPORTED?**

1. An administrator, counselor, or SRO investigates the accusation.
2. The parent/guardian of the victim is contacted by a school official. When appropriate, the parent/guardian of the alleged bully is also contacted by a school official during the investigation process, being the number one advocate.
3. If accusation is found to be valid/accurate: Then the parent/guardian of the bully is contacted by a school official about the determination of: sequence of events, number of/and severity of offense(s).
4. At the conclusion of the investigation the administration will determine punishment assessed and communicate the resolution to the victim's parent/guardian as soon as possible.

### **DISCIPLINE MAY INCLUDE:**

Determined by severity and number of offenses.

1. Warning with teaching about tolerance, diversity, and sensitivity
2. School detention
3. Mandatory school counseling
4. Out of school suspension
5. Expulsion from school
6. Student is arrested

### **SCHOOL CORPORATION CONSEQUENCES**

*These may be applied as needed and facilitated by a counselor.*

1. Monthly meeting (group or individual) for students who have been suspended for bullying. (This is mandatory for student and optional for parent/guardian.)
2. Monthly meeting (group or individual) for students who are victims of bullying.
3. Monthly parent support meeting on:
  - a. Cyberbullying
  - b. Exclusion from a group or sense of loss of belonging

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(Grades, attendance, apathy, attitude adversely affected)

- c. Warning signs of suicide
- d. Warning signs of drug use
- e. Other concerns

### **CANCELLATION POLICY / EMERGENCY SCHOOL CLOSINGS**

In the event of severe weather or other emergency conditions the superintendent or his designee, is authorized to cancel school, delay the starting time, or release students early.

**The normal practice is for notification of school cancellation by approximately 6:00 a.m. on WTRE (1330 AM) radio as well as One-Call Information System. Other radio and television stations will be contacted as appropriate and feasible.** Students should not call the principal, teachers, or the school to request this information. Special conditions may require or allow other notification times and methods. Immediately after notifying the news media, calls will be made to building administrators and designated bus drivers. Calls to other agencies and individuals may be made as appropriate. Sometimes the conditions may indicate that a two-hour delay would be advisable to provide for both safety and school attendance. In case of a delay, elementary pupils who are bussed will be picked up two hours later than the regular pick-up and begin school at 10:20 a.m. Bussed secondary students will be picked up two hours later than their regular time. The high school and junior high will begin at 9:55 a.m. Regular school ending times will be used for all pupils.

When an early release is necessary, an announcement will be made on WTRE, the One-Call Information System, and in the Greensburg Daily News, if feasible.

Both the delay in starting school and early release (if extreme conditions develop) will be done reluctantly. Unfortunately, weather and other conditions sometime dictate these decisions to increase safety. When any modification of pupil attendance is made, each building is to make the appropriate adjustments in program, transportation, student activities, etc.

### **CELL PHONES / ELECTRONIC DEVICES**

The use of electronic devices while on school grounds is a privilege. As a general rule students are not permitted to use electronic devices on school grounds during school hours without the permission of a staff member. GCHS does recognize the educational value and nature of electronic devices. However, **students may not use an electronic device in the classroom unless given approval of the classroom teacher.** Teachers reserve the right to not permit electronic devices including cell phones in their classroom. An electronic device including a cell phone that is seen in a classroom may result in a disciplinary action. Students are not permitted to use such devices to engage in an activity that violates school rules or state or federal law. Failure at any time to comply with a staff member's request to store or turn over an electronic device will be considered insubordination and could result in disciplinary action. Greensburg High School assumes no liability for lost or stolen items. Students must comply. Students who have cell phones or electronic devices seen or heard during tests may have their test invalidated. (This is for regular classroom tests as well as standardized tests issued by the state or testing agency.) It could be viewed as cheating. Should you need to make an emergency call or receive an emergency call during the school day, you should report to the office for permission. In addition, any unauthorized videotaping or taking pictures on a camera, cell phone or any type of electronic device is prohibited and can be considered a major offense. Any non-compliance could result in detention time, suspension or expulsion as determined by school administration.

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Greensburg School Corporation is not responsible for any damages to or loss of electronic devices.

### **Disciplinary Action Taken for Cell Phone/Electronic Device Minor Offense:**

Step 1: Parent/Guardian will pick up phone for the first minor offense.

Step 2: Any offense thereafter, parent conference and student will be given Wednesday detention and/or possible suspension.

Any student found possessing, viewing, sharing, or sending pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, will be subject to suspension and/or expulsion from school. By law, all such incidents involving child pornography or child exploitation must be reported to a school administrator and, in turn, to law enforcement.

### **CHANGE OF DEMOGRAPHIC INFORMATION**

If at any time during the school year a student has a change of name, address, telephone number or other demographic information, the main office of the student's school should be notified. It is necessary that the student's records be kept up-to-date.

### **CHEATING/ PLAGIARISM**

See ACADEMIC DISHONESTY.

### **CHEERLEADING**

Greensburg has a cheerleading squad that cheers for football season and for the boys & girls basketball games. Cheerleaders must possess skills, knowledge of football and basketball, and good character in and out of the classroom. The selection process occurs in the spring for the following school year.

### **CHILD CUSTODY**

Greensburg Community Schools utilize the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody paper restraining order, or some other legal document should be in the child's permanent record at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says they have such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the child's school records.

### **CLUBS, ORGANIZATIONS & ELECTIONS**

There are many clubs and organizations at Greensburg Community High School. It is hoped that students will become involved in the activities that are sponsored by these groups. Each club must have a constitution with a stated purpose and goals. Constitutions are to be submitted to the Student Council where they will be read and recorded in the Council's minutes.

Each club is responsible to the Student Council, students and faculty of the school for reaching

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its goals. If the club does not function properly, this may be brought to the attention of the principal and Student Council for recommendation and action.

The Student Council and the administration regulate all school-wide elections and establish all election procedure. Students should be alert to the requirements of filing for office. Class officers are elected at each grade level, while each club and organization has its own method of conducting elections. Meetings will be scheduled on a semester calendar in advance.

With the consent of the school administration, each club and organization may establish a code of student conduct for its members.

No student can be both Homecoming King/Queen and Prom King/Queen. The students elected to be Homecoming King and Queen will be ineligible to be on the Prom Court; therefore, they cannot be elected Prom King and Queen. This rule applies to the Junior Homecoming Prince and Princess, as well. Neither will be eligible to be on the Junior Prom Court; therefore, they cannot be elected Junior Prom Prince and Princess. See table below for a complete listing of clubs, organizations, and athletic teams at GCHS.



***Get involved!*      2018-2019 EXTRA-CURRICULAR OPPORTUNITIES**

CLUB/TEAM	SPONSOR/COACH	CLUB/TEAM	SPONSOR/COACH
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Academic Team	Mr. Smith	Junior Optimist Club	Mr. Novak
Anime Club		National Honor Society	Mr. Mangels & Mr. DeVold
Booster Club	Mrs. Linda Simpson	Prom	Mrs. Covington & Mrs. Comer
Basketball (Winter) Boys	Mr. Meyer	Recycling Club	Mrs. Alvarez
Basketball (Winter) Girls	Mr. Simpson	Robotics Club	Mr. Wilds
Baseball (Spring)	Mr. Holdsworth	Students Against Destructive Decisions	Mr. Messer
Business Professionals of America	Mrs. Burbrink	Science Fair	Mr. Mangels
Cheerleading	Mrs. Kidd & Ms. Stevens	Sci-Fi Club	Mrs. Alvarez
Class Officer	Mrs. Mentz (9), Mr. Holland (10), Mrs. Covington & Mrs. Comer (11), Miss Batta & Mr. Kinsey (12)	Soccer (Fall) Boys	Mr. DeVold & Mr. Sinzinger
Cross Country (Fall)	Mr. Davis	Soccer (Fall) Girls	Miss La Rocca
Drama Club	Mrs. Downey	Softball (Spring)	Mr. Hersley
Fellowship of Christian Athletes	Mr. Mize	Sound & Light Crew	Mr. Smith
Fishing Club	Mr. Hipkind & Mr. Billieu	Spanish Club	Mrs. Taylor & Miss Case
Future Farmers of America	Mr. Schneider	Speech Team	Miss Shroyer & Mrs. Alvarez
Football (Fall)	Mr. Moore	Spirit Club	Mrs. Morath
French Club	Mrs. Covington	Student Council	Mr. Pratt & Mrs. Comer
Friends for Equality	Mrs. Leach	Swimming (Winter)	Mr. Hawkins
Gaming Club	Miss Batta	Tennis (Fall) Boys	Mr. Bailey
Golf (Spring) Boys	Mr. Mize	Tennis (Spring) Girls	Mr. Bailey
Golf (Fall) Girls	Mr. Mize	Track & Field (Spring)	Mrs. Tekulve & Mr. Ruble
Pirates	Mrs. Acra & Mrs. Richards	Volleyball (Fall)	Mrs. Rigney
High School Band	Mr. Maupin	Wrestling (Winter)	Mr. Pittman

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High School Choral

Mrs. Simpson

Yearbook

Mrs. Haunert

#### **CONFERENCE SCHOOLS (EIAC)**

Batesville High School, One Bulldog Blvd., Batesville, Indiana; (812)934-4384. I-74 east to Batesville exit. Turn south (right) on SR 229 to SR 46. Turn west (right) on SR 46 to Batesville High School (Approx. 1 mile).

Connersville High School, 1100 Spartan Dr., Connersville, IN 47331, (765) 825-2900, Go North on SR 3, to SR 44, go east on SR 44 to Connersville.

East Central High School, 1 Trojan Pl., St. Leon, Indiana; (812)576-4811. I-74 east to St. Leon/Lawrenceburg exit. Turn south (right) on SR 1. Turn right on Schuman Road.

Franklin County High School, 1 Wildcat Lane, Brookville, Indiana; (765) 754-7879. I-74 east to St. Leon exit. Turn north (left) on SR 1 to US 52. Turn west on US 52 to Brookville.

Lawrenceburg High School, 100 Tiger Blvd., Lawrenceburg, Indiana; (812)537-7220. I-74 east to St. Leon exit. Turn south (right) on SR 1 (Approx. 17 miles to Lawrenceburg). Cross railroad bridge. Go to 4-way stop; turn south (left). Proceed to 4-way light; turn west (right) on US 50 to Lawrenceburg High School (Approx. 1 ½ miles).

Rushville High School, 1201 Lions Path, Rushville, IN, 46173, (765) 932-2984 From SR 3 (Main St.) go to 11<sup>th</sup> St. and turn left. Go 3 blocks to the RCHS campus.

South Dearborn High School, 5770 Highlander Pl., Aurora, Indiana; (812)926-3772. I-74 east to Batesville exit. Turn south (right) on SR 229 to SR 46. Turn east (left) on SR 46 to SR 129. Turn right on SR 129 to SR 350 (Approx. 7 miles). Turn left on SR 350 to South Dearborn High School (Approx. 1 mile west of Aurora).

#### **CRIMINAL ORGANIZATIONS AND ACTIVITY IN SCHOOL**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal organizations and criminal organization activity on its students, demonstrate its commitment to preventing and reducing criminal organization membership and eliminating criminal organization activity, educate Corporation students, employees, and parents about criminal organizations and criminal organization activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal organization activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

- A. "Criminal organization", as used in this policy, means a formal or informal group with at least three (3) members that specifically:
  - (1) either:

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

- B. "Criminal organization activity," as used in this policy, means to:
- 1. actively participate in a criminal organization;
  - 2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal organization; or
    - b. for the purpose of increasing the person's own standing or position within a criminal organization
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal organization or remain in a criminal organization;
  - 4. knowingly or intentionally threaten another person because the other person:
    - a. refuses to join a criminal organization;
    - b. has withdrawn from a criminal organization; or
    - c. wishes to withdraw from a criminal organization;
  - a. when engaged in by a student who attends a Corporation school.

All Corporation employees shall report any incidence of suspected criminal organization activity, to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal organization activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation employee, parent or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal organization activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible, but no later than five (5) instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a quarterly basis during its scheduled Board meetings.



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The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal organization activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal organization activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal organization activity, criminal organization intimidation, or criminal organization recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal organization activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal organization activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

Each school principal or designee shall record the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before May 30<sup>th</sup> of each year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with IC 20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

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In its efforts to address criminal organization activity, the Board establishes the following educational programs:

- A. An evidence-based educational criminal organization awareness program for students, Corporation employees and parents; and
- B. A Corporation employee development program to provide training to Corporation employees in the implementation of this policy.

The Superintendent shall provide information about the supports and services available for students who are “at risk” for and/or suspected of participating in criminal organization activity and their families, including:

- criminal organization awareness education for students, parents, faculty/personnel, law enforcement, and community stakeholders that, at a minimum, shows potential for effectiveness based on research, revised and updated regularly to reflect current trends in criminal organization and criminal organization-like activity;
- referral to community organizations and civic groups that offer related programs or counseling;
- viable, sustainable after-school programs developed in collaboration with other stakeholders;
- related extracurricular activities.

The Superintendent shall seek Federal funding to implement criminal organization prevention and intervention services and programs, including the following:

- Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in organization activity.
- Training for staff and teachers on criminal organization prevention and intervention resources.
- Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.
- Integration of available School Resource Officer Programs.

The Superintendent shall ensure that this policy is posted on the Corporation's internet website and annually disseminate this policy to all parents who have children enrolled in a school within the Corporation. This may be done through distribution of student handbooks. The Superintendent shall ensure that notice of the Corporation's policy appears in the student handbooks and all other Corporation publications that set forth the comprehensive rules, procedures, and standards for schools within the Corporation.

IC 20-18-2-2-.8  
IC 20-19-3-12  
IC 20-26-18-1 et seq.  
IC 20-33-9-10.5  
IC 20-33-9-14  
IC 35-31.5-2-27.4

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IC 35-31.5-2-74  
IC 35-31.5-2-264.5  
IC 35-45-9-1  
IC 35-45-9-3  
IC 35-45-9-4  
IC 35-45-9-5

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### **DISASTER PROCEDURE AND LOCKDOWN**

Information regarding disaster and lockdown procedures is available in the main office and in each classroom, as per state guidelines.

### **DRESS CODE**

The way one dresses has an effect on behavior and the quality of school work, and that is a reflection upon GCHS. Students should dress and groom themselves in keeping with a sense of appropriateness, cleanliness, decency, pride and safety. Following is the GCHS dress code:

1. Dress should reflect personal pride - Clothing worn by students should be in good taste, in good repair and clean. It should not be revealing, distracting, suggestive, or disruptive to the educational process. Dress should reflect respect for others - Clothing that advertises tobacco, alcohol and/or drugs, clothing that is lurid, vulgar, profane or sexually suggestive or clothing that is demeaning to race, religion or sex is not permitted. Clothing that displays the confederate flag will not be allowed to be worn in the building. If there is a question as to whether or not you should wear it---DON'T!
2. Dress should reflect pride in the school facility - Generally, any article of clothing that may cause damage to school property may not be worn (Example: cleats on boots or shoes; long, heavy chains; and spiked apparel).
3. Dress should reflect concern for safety - Appropriate footwear (Example: shoes, sandals, etc.) must be worn at all times.
4. Dress should reflect a sense of what is socially proper - Sunglasses, hats, caps, hoods, etc. are not to be worn during the school day and, if brought to school, are to be placed in the student's locker.
5. A student who wears inappropriate clothing to school will be sent to the office and the clothing problem will be corrected before the student returns to class. A student will be issued a warning for the first dress code violation and parents/guardians may be contacted. If the problem persists further, the penalty will escalate.

### **DRUG-FREE SCHOOL PLAN**

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) results in negative effects on behavior in the learning environment. Greensburg Community Schools have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug free, and that provides a resource for students who may have a substance abuse problem. **A student shall not use or consume, have in his or her possession, buy, sell, or give away any controlled substance.**

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### **DRUG SEARCH**

Greensburg Community High School conducts drug searches when it is deemed necessary. These searches may include areas inside the building, in the parking lot, on any school property or at school sponsored events. Should these searches reveal the presence of any controlled substance, paraphernalia or other illegal items, parents/guardians and authorities will be notified and the student(s) involved will be subject to penalties as outlined in the handbook and to prosecution as determined by law. In addition, the school, in conjunction with local law enforcement agencies, conducts random drug searches and any student(s) found in violation of handbook rules or public law will be penalized accordingly.

### **DUAL CREDIT COURSES**

Greensburg Community High School offers a number of high school courses in its curriculum that are dual credit courses. Provided a student earns the required grade in the high school course, and meets the testing requirement or prerequisites, college credit can be earned. There is no cost to the student for the college credit. Students also have the opportunity to take college courses during the school day at the Greensburg Learning Center. The cost for each college course is the responsibility of the individual student and the high school counselor will assist with the registration process.

### **EARLY DISMISSAL PASSES**

All students who leave the building during the school day must have office and parent/guardian permission. All students who leave school must sign out in the main office after obtaining permission to leave. Failure to obtain permission will result in an unexcused absence and/or truancy.

Students who need to leave the building during the school day because of co-op programs, vocational school, modified schedules or permission to walk home for lunch will be given color-coded passes which will entitle them to exit the building.

### **ENROLLMENT POLICY**

Greensburg Community Schools enrollment policy stipulates that any student living in the Greensburg Community School District who is under the age of 18 should be enrolled for classes prior to the first day of school. Any student who transfers from another school district should make arrangements to enroll for classes immediately upon moving into the Greensburg school district. A student who enrolls after the start of school positions himself/herself to be enrolled in school but possibly not be able to receive credit. The time factor involved in how soon a student enrolls after the start of school will be reflected in the student's grade and in his/her ability to receive credit for classes. It is the belief of the school that missed class time and work will have a direct relationship on the education and learning of a student, thus being reflected in the student's grade.

Any student who is expelled from a public or nonpublic school in Indiana or from a school in a state other than Indiana (or who withdraws to avoid expulsion) may not enroll in Greensburg Community Schools during the actual or proposed expulsion period.

### **ENROLLMENT OF NEW STUDENTS**

To enroll a new student in the Greensburg Community School Corporation a parent/guardian must provide the following documentation: Immunization Records, Birth Certificate, Custody Papers, Social Security Number and two (2) Emergency Telephone Numbers.

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#### **EQUAL EDUCATION OPPORTUNITY**

It is the policy Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mr. Tom Hunter  
Superintendent  
812-663-4774

#### **EXCELLENT ATTENDANCE AWARDS**

A student will be recognized for excellent attendance if, during the school year, he/she misses three (or fewer) periods of class. The missed periods must be excused absences or absences that are school related and authorized in advance.

#### **FIREARMS POLICY**

In compliance with federal law which requires that students be prohibited from bringing firearms to school, Greensburg Community High School's policy is as follows: "It is the policy of the Greensburg Community Schools that students are prohibited from bringing firearms to school buildings or property. The penalty is expulsion for at least a year. Modification of the expulsion penalty with respect to the violation of bringing a firearm to school is subject to modification only by the hearing examiner, the superintendent or the board to comply with the Indiana Code Requirements for a student expulsion."

#### **FREE/REDUCED LUNCH AND TEXTBOOK ASSISTANCE**

Breakfast and Lunch are served daily in the cafeteria. Free/Reduced lunch/breakfast and textbook assistance forms are available for students when they register at the beginning of school. The building principal will review forms and determine if families qualify for this assistance. Families are encouraged to apply if they feel that they may qualify for these services.

#### **GPA & CLASS RANK**

All other courses in which a student receives a grade and a credit are calculated into the GPA and class rank. A student's GPA is calculated using the following point scale:

A = 4.0	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.0	C = 2.0	D = 1.00	
	B- = 2.67	C- = 1.67	D- = 0.67	

GPA's are then ranked highest to lowest for all students in their respective classes in order to determine class rank.

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#### GRADE SCALE FOR CLASSES

100 A+	89-87 B+	79-77 C+	69-97 D+	59 or below F
99-93 A	86-83 B	76-73 C	66-63 D	
92-90 A-	82-80 B-	72-70 C-	62-60 D-	

#### GRADUATION

There will be graduation exercises in the spring of each year. Seniors who have completed all of the requirements for graduation and who are in good standing will be permitted to participate in the commencement exercises. Seniors must attend the practice for graduation and must meet all other obligations as set by the school officials.

#### GRADUATION EXAM

A student must pass the ISTEP Grade 10 Assessment in Mathematics and English Language Arts in order to earn a high school diploma. Students will have multiple opportunities to retest. For those students who do not pass either one or both portions of the ISTEP Grade 10 Assessment by the completion of the senior year, a diploma may still be obtained by meeting one of the two waiver options.

Students who meet the 43 credit requirement as established by the local school board but do not prove Math and English proficiencies will receive Certificates of Course Completion. (Special education note: Students who have attended GCHS for 8 semesters but who do not achieve the 43 credit requirement as established by the local school board will receive Certificates of Completion.) All students receiving High School Diplomas, Certificates of Course Completion, Certificates of Completion, or Certificates of Attendance may participate in the high school graduation ceremony.

#### GRADUATION REQUIREMENTS

The Indiana Department of Public Instruction and the Board of Education of the Greensburg Community Schools have established specific minimum requirements that all students must meet to graduate from Greensburg Community High School.

1. Each student is required to carry a minimum course load of 7 classes each semester. ICE students, special students, work based students, and vocational school students may carry fewer classes.
2. To meet graduation requirements, a student must earn the required 43 credits and pass the Grade 10 ISTEP.
3. The valedictorian is the student with the highest grade point average at the end of the senior year. The salutatorian is the student with the second highest grade point average. A senior class may have more than one valedictorian and salutatorian.

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### GRADUATION DIPLOMA REQUIREMENTS

Subject Area	General Diploma	CORE 40 Diploma	CORE 40 with Academic Honors (minimum 47 credits)
<b>English /LA</b>	<b>8 credits:</b> Credits must include literature, composition, and speech	<b>8 credits:</b> Credits must include literature, composition, and speech	<b>CORE 40 plus:</b> -2 more Core 40 Math credits (which includes Pre-Cal/Trig or Pre-Cal/Finite Math, and -6 or 8 Core 40 World Language credits, and -2 Core 40 Fine Arts credits, and -"C-" or above in diploma courses, and -GPA of "B" or above, and <b>Complete one of the following:</b> a. 2 AP courses (4 H.S. credits) with exams b. Dual high school and college credit courses from the Priority Course List resulting in 6 verifiable transcribed college credits c. 2 of 3 options: = 3 verifiable transcribed college credits from the priority course list = 1 AP course (2 H.S. credits) with exam = 2 credits in an IB course with exam d. SAT composite score of 1250 or higher and a minimum score of 560 on math and 590 on evidence based reading and writing section e. ACT composite of 26 or higher and completion of the written section f. 4 credits in IB courses w/ exams
<b>Mathematics</b>	<b>4 credits:</b> 2 credits: Algebra I 2 credits: any math course  A student is required to earn 2 Mathematics or Quantitative Reasoning credits during 11 <sup>th</sup> or 12 <sup>th</sup> grade.  If Algebra I is taken in the 8 <sup>th</sup> grade, then a student must earn four (4) credits of Mathematics at the high school level.	<b>6 credits:</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II  Plus, a student must be enrolled in Mathematics or Quantitative Reasoning course each year the student is enrolled in high school.  If Algebra I is taken in the 8 <sup>th</sup> grade, then a student must earn two (2) credits in Pre-Calculus/Trig or Pre-Calculus/Finite Math	
Subject Area	General Diploma	CORE 40 Diploma	CORE 40 with Technical Honors (minimum 47 credits)
<b>Science</b>	<b>4 credits:</b> 2 credits: Biology I 2 credits: any science course	<b>6 credits:</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry – Physics 2 credits: any Core 40 science course	<b>CORE 40 plus:</b> -"C-" or above in diploma courses, and -GPA of "B" or above, and -Earn a minimum of 6 credits in the college and career preparation courses in the state-approved College & Career Pathway and earn one of the following: a. Pathway designated industry-based certification b. Pathway designated dual high school and college credit courses from the Priority Course List resulting in 6 verifiable transcribed college credits <b>-Complete one of the following:</b> a. Complete any of the options (a. – f.) listed under the Core 40 with AHD b. Complete WorkKeys and score at or above: Applied Mathematics – Level 6, Reading for Information – Level 6, & Locating Information – Level 5 c. Complete Accuplacer and score at or above: Writing – 80; Reading – 90; & Math – 75
<b>Social Studies</b>	<b>4 credits:</b> 2 credits: U. S. History 1 credit: U. S. Government 1 credit: World History &  Civilization or Geography & History of the World or Economics	<b>6 credits:</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History & Civilization or Geography & History of the World	

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			d. Complete the Compass and score at or above Algebra – 66; Writing – 70; & Reading - 80
<b>Physical Education</b>	<b>2 credits (2 semesters)</b>	<b>2 credits (2 semesters)</b>	
<b>Health &amp; Wellness</b>	<b>1 credit</b>	<b>1 credit</b>	
<b>Preparing for College &amp; Careers</b>	<b>1 credit</b>	<b>1 credit</b>	
<b>College &amp; Career Pathway</b>	<b>6 credits</b>		
<b>Flex or Directed Elective Credits</b>	<b>Flex Credits</b> <b>5 credits by any combination of these:</b> - Additional courses to extend the College and Career Pathway - Courses involving workplace learning: - ICE; Work Based Learning - Advanced Career - Technical Education - College Credit - Additional courses in: - Language Arts - Science - Social Studies - Wd. Lang. - Mathematics - Fine Arts	<b>Directed Elective Credits</b> <b>5 credits from any of these subject areas:</b> -World Languages -Fine Arts -Career-Technical a. Agriculture b. Business c. FACS d. Tech Ed	
<b>Electives</b>	<b>8 credits</b>	<b>8 credits (College and Career Pathway recommended)</b>	



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### **GUIDELINES FOR STUDENT BEHAVIOR**

A general goal for Greensburg Community High School's educational program is to encourage independence and responsibility, which are positive characteristics of a mature person. Since an orderly atmosphere is essential if learning is to take place, the following guidelines and penalties are for the personal welfare of the student, staff and visitors as well as for the common good of the entire school.

1. RESPECT FOR TEACHERS, STUDENTS, STAFF, VISITORS OR OTHERS, IS A BASIC REQUIREMENT FOR ALL INDIVIDUALS.
2. RESPECT FOR PERSONAL AND COMMUNITY PROPERTY IS REQUIRED.
3. Problems arise when students bring articles which are hazardous to the safety of others. Items such as knives, cigarette lighters, water guns or water apparatuses are undesirable and will be impounded. (Any item which violates Indiana Statutes will be handled by statutes applicable.)
4. Students cannot possess and/or use alcoholic beverages, drugs, tobacco, electronic cigarette, vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items during school, on school grounds at any time or at school sponsored activities. Students will be referred to their parents and/or law enforcement officials. Students face the maximum penalty under Burns Statutes and/or the PL 219.
5. Cleanliness is everyone's concern. Waste receptacles are to be used. Take pride in your school! Permission must be given from the main office to hang anything on the walls or ceiling.
6. Public displays of affection are not appropriate or acceptable behavior at school. Students should refrain from necking, kissing, hugging, holding hands and other behavior of this nature.
7. A student is scheduled for each period of the day and is expected to be at the assigned location. To be excused from an assigned place, a student must have a proper, acceptable pass.
8. Students will comply with all reasonable requests by teachers. A request will be held reasonable unless it is immoral, illegal or personally degrading. Disagreement with teachers may be brought to the attention of the administration only after students have complied with reasonable requests.
9. Students will recognize the authority of all faculty members and their right and duty to enforce school policy.
10. Substitute teachers are important to our school. They are empowered with the same authority as regular classroom teachers.
11. A student will not be allowed to come to an extracurricular event or go to a school sanctioned work site if he/ she was absent from school due to an illness or injury unless it is cleared with a doctor's note. If the student attends, he/she will be asked to leave the event immediately and parents/guardians will be contacted.
12. Students are expected to use appropriate language and be respectful at all times. This would include the display of the confederate flag. It cannot be displayed on school property whether by attire, vehicles, signs, pictures, or license plates.
13. Students are not allowed to sell candy for fundraisers during the school day without permission from the office. At no time is candy to be sold in the classroom or in the cafeteria.
14. Students are expected to exhibit good conduct at all athletic and extracurricular activities

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in which the school is involved. Obscenities or suggestive cheers will not be tolerated from individuals or groups. Students are to show respect to the teams participating, to the schools and to the fans.

15. School rules apply to all corporation activities whether curricular or extracurricular and regardless of the building or site where those activities occur. Violation may result in No Choice, detention (Wednesday School), suspension or suspension/expulsion.

#### **HALL PASSES**

No student will be allowed to leave class without a hall pass. If a student is to be sent out of one class for responsibilities in another class, the absence will be pre-arranged between teachers and/or will have the permission of the office.

When a student is not in class during class time, that student will have a pass on his/her person. Teachers are expected to stop and check a student's pass to assure that the student is in the proper area. A pass forged by a student will result in a severe penalty (See section on SEVERE PENALTY POLICY).

#### **HEAD LICE GUIDELINES**

Any child identified with active head lice infestation will be sent home. Parent/guardians will be contacted by phone and/or letter to notify them, and treatment for the child will be required before returning to school. Treatment guides and health information about lice will be sent home with the child. Medicated shampoo will be available through school or through the Department of Health for those not able to afford it. Parents must contact the school for this to be arranged. If the school is providing the medication, parents must come to the school to pick it up. Medication will not be sent home with the child. All others will be allowed to stay in the classroom, but will be discouraged from head to head contact with other children. The student's siblings will be checked for head lice. The school will continue to encourage daily home head checks/treatments until the child is clear of all signs of head lice. The child will continue to be checked by the school nurse until he/she is clear of any signs of head lice. Periodic education about lice diagnosis, treatment, and prevention may be given to the school families during the school year.

Rationale for change in Lice Guidelines: When a case of lice is identified, the person has likely had the lice for a month or more by the time it is found. Lice do not cause disease or illness. Lice are mainly a nuisance. Lice do not fly or jump; they crawl. Most times lice are spread from one person to another by head to head contact. Lice can rarely be spread by shared hats, combs, or brushes. Healthy lice do not leave their food source (a scalp) unless another warm scalp is present. Adult lice survive for less than one day away from their food source. An egg (nit) cannot hatch at temperatures less than the body temperature of the scalp. "No nit" policies have been found to cause children to miss valuable school time. Classroom head lice screening programs have not been shown to be effective in reducing lice incidence in schools and they are not cost-effective. (Based on guidelines from the American Academy of Pediatrics and the National Association of School Nurses)

#### **HEALTH SERVICES POLICY**

Greensburg Community High School maintains a clinic facility in case of student illness or injury. The school nurse has office hours in the clinic every afternoon and can be called to the school as needed or in case of emergencies. In her absence, the office secretary will cover the clinic duties.

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### CLINIC

The clinic is to be used for legitimate illness or injury and the procedures are as follows:

1. A student must obtain a pass from his/her classroom teacher unless extenuating circumstances exist.
2. A student who becomes ill or injured must check in through the main office secretaries.
3. Clinic facilities are to be utilized at the discretion of the school nurse/office secretary. A student may rest in the clinic, if thought needed, up to a maximum of (but not limited to) 20 minutes. Variances of the above may be necessary if a statement from an attending physician is on file or extenuating circumstances exist.
4. Repeated use of the clinic facilities will be monitored. If use of the clinic is deemed excessive, clinic privileges will be restricted.
5. The school nurse/office secretary is the point of check out for injured or ill students who are leaving school. Parents/Guardians will be notified in situations where the student must leave the school grounds.

### MEDICATION

A student must register all prescription and non-prescription medications with the school nurse/office secretaries. All medication must follow the following guidelines or will not be given to the student at school:

- a. All medication must be brought in the original container. It will not be accepted or given if it is in a Ziploc bag or a container that does not correctly identify the medication. If bringing a prescription medication, the pharmacy will provide an extra container for the school if asked by parent/guardian.
- b. All non-prescription medication will need to come with a note signed by a parent or guardian. The note should include the date, name of medication, when the medication should be given during the school day, how much of the medication should be dosed, and the length of time the medication will be given (ie...one day only, 2 weeks, or as needed through the school year). If your directions for the medication are more than what is normally dosed for the age/weight of the child, it will need a doctor's order.
- c. All prescription medication will need to come with the parent/guardian note as indicated above as well as a written doctor's order. A pharmacy label will serve as the doctor's order.
- d. All controlled medication is not allowed to be carried to and from school by the student. It must be brought to and from school by the parent/guardian or adult over the age of 18 designated by the parent/guardian. All controlled medication will be counted when it arrives to the clinic. The date and amount will be noted and signed by parent/guardian and the school nurse/office secretary.

### HOMEWORK

Policy statement: The Greensburg Community School Corporation has adopted a homework policy. Homework is an out-of-class assignment that contributes to the educational process of the student. Homework gives teachers, students and parents responsibilities which must be met before assignments can be considered as an extension of classroom instruction.

Homework assignments due to illness: In most instances, homework assignments may be

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requested by the student or parents/guardians. Homework should be requested prior to 10:00 a.m. and it may be picked up in the main office at the end of the school day.

### **HONOR ROLL**

In order to be considered for the Honor Roll, a student must have a 3.4 GPA or better on his/her report card for the grading period and must be enrolled in a diploma track program.

### **HONORS & AWARDS**

In order to encourage the students of Greensburg Community High School to take full advantage of the educational opportunities offered by the school, various honors and awards are made possible by interested and generous individuals and organizations. Information concerning these scholarships, grants and awards will be provided by the School Counseling Department.

### **INSURANCE FOR SCHOOL ISSUED DEVICE**

Greensburg Community School has chosen Worth Ave. Group as the vendor of choice to insure school issued mobile devices distributed to students and faculty. Insurance with Worth Ave. Group will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE, and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit. **In the event of Theft or Vandalism, a police report from the jurisdictional Law Enforcement agency is required.** Insurance must be purchased before September of the current school year.

### **INTERNET POLICY**

Internet access is provided to all students of Greensburg Community Schools. Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege.

The parent/guardian and student are required to read and sign the Student Network and Internet Acceptable Use and Safety Agreement. Any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, the student agrees to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

### **LIBRARY SERVICES**

The Library Media Center is an important learning center in the school, providing books, reference materials, periodicals, pamphlets, and computer access for students' use in recreational reading, individual study, and classroom work. A quiet, studious atmosphere in the LMC gives students the opportunity to study. Each student must take the responsibility of being a good library citizen so he/she may keep the privilege of using the library. Orientation is held for freshmen to acquaint them with specific rules and procedures for LMC facilities and materials. Fines are charged for overdue materials. If a student loses a book, he/she may be assigned to detention until the book is paid for or returned.

### **LOCKERS**

All lockers made available for student use on the school premises, including lockers located in

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the hallways, physical education and athletic dressing rooms, industrial and vocational education classrooms, are the property of the school corporation. These lockers are made available to students for use in storing school supplies and personal items necessary for use at school. However, the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, weapons, illegal drugs or alcohol.

The school corporation will retain access to student lockers by keeping a master list of combinations, a master key or both. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

Lockers should be locked when the student occupant is not present. **DO NOT GIVE YOUR COMBINATION TO ANYONE AND DO NOT SHARE LOCKERS. DO NOT LEAVE MONEY OR OTHER VALUABLES IN LOCKERS; LOCKERS ARE NOT SAFES.** Locks or locker contents of other students are not to be tampered with. Any malfunction of a locker should be reported to the principal, the assistant principal or the main office.

#### **LOST & FOUND**

Clothing and other articles that are found should be turned in at the main office; books that are found should be turned in at the bookstore. Items not claimed from the main office will be donated to charity or disposed of.

#### **LUNCH TIME**

Greensburg Community High School has a closed lunch policy. Students will eat lunch in the cafeteria during their designated lunch period. The cafeteria provides a government-approved, grade A lunch and an a la carte menu. In addition, students may bring their lunches to school; however, they will not be allowed to receive food being delivered to school.

Meal charging is not encouraged but may be necessary on occasion. A letter will be sent home after the student's account becomes negative \$10.00. Prompt payment is expected to return the account to a positive balance. When a student account becomes negative \$50.00, a second letter is sent home along with an application for a free and reduced lunch. When the application is returned, notifications will be made if your student qualifies for the free or reduced price. If no attempt is made to satisfy the debt, the debt will be settled in small claims court.

\*Small claims court expenses are the responsibility of the parent/guardian.

Students with negative balances may not purchase a la carte items, including milk.

Students will not be allowed to go outside during their lunch period. They may remain in the cafeteria, near the pool, or go to the north lobby area. Any students who are outside the building during lunch periods will be considered truant and will be disciplined in accordance with the truancy policy. Students are expected to act in an appropriate, respectful manner in the cafeteria.

Students wanting to go home for lunch must be within walking distance (able to walk home, eat lunch and walk back to school within their designated lunch period). Permission for walking home for lunch will be granted only after the parent/guardian has requested (in writing) that the

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student be allowed to come home for lunch and that request has been approved by the principal/principal's designee.

**NO CHOICE**

NO CHOICE is a restriction that may be imposed on seminar or on any class(es) when a student has abused privileges. NO CHOICE means that the student will not be permitted to leave the classroom for any reason during the period(s) when the restriction is in effect. A student and the appropriate faculty will be advised when a NO CHOICE penalty is issued.

**OUT OF DISTRICT TRANSFER STUDENTS**

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with IC 20-26-11-32 and the following procedure:

A. By June 10, the Board will establish the number of transfer students that can be accepted in each building and grade level.

B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website. The date is **June 1**.

C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:

1. Has been enrolled in the Corporation in the prior school year;
2. Is a member of a household in which any other member of the household is a student in the transferee school; or
3. Has a parent who is an employee of the Corporation

D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

An application to transfer to the Corporation may be denied if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request to transfer for:

- A. ten (10) or more school days;
- B. possession of a firearm, deadly weapon, or a destructive device as described in IC 20-33-8-16;
- C. causing physical injury to a student, a school employee, or a visitor to the school; or
- D. a violation of a school corporation's drug or alcohol rules.

For purposes of computing the number of days of discipline of the student requesting enrollment, student discipline received from a teacher pursuant to IC 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

No transfer student shall be accepted for enrollment for athletic reasons.

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IC 20-18-2-11 (legal settlement defined)  
IC 20-33-2-12 (transfer to another accredited or non accredited school)  
IC 20-33-8-17 (expulsion for lack of legal settlement)  
IC 20-26-11-1 (residence defined)  
IC 20-26-11-6(e) (option to not charge transfer tuition)  
IC 20-26-11-32 (lottery selection of student transfer requests- HEA 1381-2013)

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the greatest honors a school can bestow upon its students. The purpose of the organization is to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership and develop character in the students of secondary schools.

### **PESTICIDE NOTIFICATION**

Greensburg Community Schools will have all pesticides applied during school breaks throughout the year. If emergency applications are necessary and are made during normal school hours, you may request to be added to our Pesticide Notification Registry, by contacting Mr. Tim Kane, Director of Maintenance, at Greensburg Community Schools Administrative Office (812) 663-4774 ext. 1917.

### **REPORT CARDS & INTERIM REPORTS**

Report cards are issued four times each year. Also, students receive interim report cards at the midpoint of each grading period. These report cards are to be taken home to parents/guardians. Interim reports will be sent home on a midterm report sheet.

### **REVOKE LEARNER'S PERMIT OR DRIVER'S LICENSE**

In keeping with state law, a learner's permit or a driver's license will not be issued to a student under 18 years of age who is habitually absent (10 or more unexcused), a habitual truant, who has been suspended from school twice during the school year, who has been expelled from school or who withdraws for reasons other than financial hardship. A student under 18 years of age who has been issued a learner's permit or a driver's license will have the permit or license revoked if any of those same conditions exist.

### **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS**

The parent or guardian of any child enrolled in the Greensburg Community School system is entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, videotapes, school issued electronic devices and accounts.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. LEGAL REFERENCE: 20 U. S. C. 1243h(a)

### **RULES OF STUDENT TRAVEL TO AND FROM SCHOOL**

It is not the purpose of the school to dictate the path or mode of travel a student chooses in getting to or from school. However, the following rules are designed to aid in the safe and educational functioning of our school for all students. In an effort to reduce student involvement in fighting, school truancy, school tardiness, illegal use, possession, or sale of alcohol, non-

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prescription drugs, tobacco products and fireworks by students under 18 years of age, the school system will enforce a policy which requires students to come directly to school or go directly home without stopping to loiter along their chosen path. Penalties for violating this policy will be addressed by school discipline plan and/or administrator's discretion.

### **SCHOOL DANCES AND SCHOOL SPONSORED EVENTS**

1. All school rules apply.
2. Any student of Greensburg Community High School, who is in good standing, may attend.
3. Any student of Greensburg Community High School may bring one guest to each dance provided the Guest Pass has been submitted and approved by Administration before the established deadline.
4. All guest passes then must be submitted at the door of the dance with the proper admission price and in the company the GCHS student host.
5. Students who have dropped out and/or been expelled may not attend dances and/or school sponsored events.
6. The student bringing the guest is responsible for his/her guest's actions and may face a penalty if the guest's actions are inappropriate. Parents/Guardians of both the student and the guest will be contacted.
7. Once admitted to the dance, students and their guests may not leave the dance and then return.
8. No junior high students are permitted to attend any high school dance or other school sponsored events as a guest of a high school student.
9. All dances will be chaperoned by administrators, faculty, parents and law enforcement officers.

### **SCHOOL-WIDE ELECTIONS**

The Student Council and the administration regulate all school-wide elections and establish all election procedure. Students should be alert to the requirements of filing for office. Class officers are elected at each grade level while each club and organization has its own method of conducting elections. Meetings will be scheduled on a semester calendar in advance.

No student can be both Homecoming King/Queen and Prom King/and Queen. The students elected to be Homecoming King and Queen will be ineligible to be on the Prom Court; therefore, they cannot be elected Prom King and Queen. This rule applied to the Junior Homecoming Prince and Princess, as well. Neither will be eligible to be on the Junior Prom Court; therefore, they cannot be elected Junior Prom Prince and Princess.

### **SCHOOL BUS TRANSPORTATION**

School bus transportation is a privilege. Students who ignore safety rules or engage in disrespectful activities may receive a verbal warning, receive a written warning, be suspended from riding the bus, or be denied their bus riding privileges. In the event a student is suspended from riding the bus, the parent and/or guardian shall be responsible for arranging transportation for his or her child to and from school.

**Stay in your seat, with hands to yourself**

**Always respect others, the bus, and yourself.**

**Follow the directions of your bus driver all the time.**



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**Eating and drinking are not allowed on the bus.**

**Talk quietly; Please do not shout; No hurtful words.**

**Your safety is our #1 concern; you are responsible for your actions.**

**Please note: No adult, including parents or guardians are allowed to board a school bus for any reason at any time.** If you have a concern, please contact your child's school bus driver, building administrator or the Greensburg Community School Administration Office.

For additional information regarding the Greensburg Community School Corporation Policies, Rules, and Guidelines for safe school bus transportation please refer to our school website at [www.greensburg.k12.in.us](http://www.greensburg.k12.in.us) or contact your child's building administrators.

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### **SCHOOL COUNSELING DEPARTMENT**

The School Counseling Department is established to enhance a student's education and opportunities. Students are encouraged to visit the School Counseling Department. School Counselors advocate and support students in various areas. These areas include but are not limited to: academics, emotional; mental; social and physical.

Upon presentation of the proper authorization, the School Counseling Department will furnish currently enrolled students with transcripts of their records, at no charge. That service is available to students through the summer following their graduation. After that period of time, a \$5.00 fee is charged for records.

### **SCHOOL SPONSORED TRIPS**

Permission must be granted by the principal for any school sponsored trips whether taken on school or non-school days. Travel permits must be secured from the faculty member in charge of the trip, signed by the parent/guardian, and presented to that faculty member before students will be permitted to participate in the trip. All overnight and out of state trips must be approved by the Board of Education. Application forms for these trips are available through the main office. Students must be in compliance with attendance and discipline procedures in order to participate. Administration will determine if a student is ineligible for a school sponsored trip. All school rules apply.

### **SEMINAR**

Seminar will be a time (equal in length to a class period) scheduled intermittently during the student's schedule. During seminar, students are expected to study, make up work or seek additional teacher assistance. Also, there will be opportunities to use the library and computer labs. Testing, guidance, and other educational activities may be offered at this time to better utilize instructional time.

All school rules apply to seminar. A student who violates school or seminar rules may find his/her seminar privileges terminated. Such termination will be referred to as No Choice Seminar. No Choice Seminar may last for a brief, designated period of time or for the entire semester.

Passes to leave the assigned seminar room must be obtained from a teacher prior to the tardy bell for the beginning of seminar. If a teacher requires a student to complete work during seminar, that requirement must be met before any other seminar passes will be honored.

The library has its own, distinct pass for seminar, and that pass is issued by library staff members. Since the capacity of the library is limited, a student wishing to use the facility during seminar must request a pass in advance. A student sent to the library during seminar with a regular hall pass will be admitted for quick reference purposes, only.

### **SENIOR TRIP**

The senior trip is a privilege, not a right. Seniors will only be allowed to participate if their attendance and behavior demonstrate that they have earned this privilege. No senior trip if during your senior year:

1. You have been suspended out of school.
2. You have multiple Wednesday schools.
3. You have outstanding fees or fines.
4. Your attendance is in poor standing.

Other repeated attendance and discipline issues could also prevent participation in the senior trip. Participation in the senior trip is at the discretion of administration after careful consideration

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of how the senior earned the privilege. All school rules apply.

#### **SEVERE PENALTY POLICY**

A severe penalty is recognized as a discipline measure that is used to correct or alter the disruptive behavior of a student. Wednesday School, suspension and/or suspension pending expulsion are the forms of severe penalties to be used. For severe penalties there will be parent/guardian contact. Students that are expelled or suspended from school shall not be on Greensburg Community School Corporation property or attend any school function during the time of this penalty without administrative authorization. Failure to comply will result in student being charged with trespass. The following is a list of actions that may or may not invoke severe penalties. These actions include but are not limited to:

1. Controlled substances - No student shall knowingly possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. No student shall knowingly possess anything that is used for consumption, delivery, processing or storage of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, electronic cigarette, vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items. In the event this occurs, authorities and parents will be notified, and student could be arrested.
  - a. Use or possession of substance:
    1. 1st offense: 10-day suspension pending expulsion
    2. 2nd offense: 10-day suspension pending expulsion.
    3. 3rd offense 10 day suspension pending exclusion.
  - b. Use or possession of paraphernalia:
    1. 1st offense: 5 day suspension and NO CHOICE for all classes.
    2. 2nd offense: 5 day suspension/recommendation for expulsion.
    3. 3rd offense: 5 day suspension/recommendation for exclusion.
  - c. Selling or distribution:
    1. 1st offense: 10 day suspension pending expulsion.
    2. 2nd offense: 10 day suspension pending exclusion.
2. Use or possession of tobacco including e-cigarette vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items (during school, on school grounds or at any school sponsored activities):
  - a. 1st offense: Wednesday School for 18 year olds and a City Fine for those not 18.
  - b. 2nd offense: 3-day suspension from school for 18 year olds and another Fine and Wednesday School for those not 18.
  - c. 3rd offense: 5-day suspension/recommendation for expulsion and notification of authorities for all students.
3. Use or possession of an electronic cigarette vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items (during school, on school grounds, or at any school sponsored activities):
  - a. 1<sup>st</sup> offense: 1 day suspension
  - b. 2<sup>nd</sup> offense: multiple offenses would warrant more severe discipline
4. Fighting or physical aggression:
  - a. Pushing or shoving: Wednesday School or out-of-school suspension.
  - b. Striking or other physical contact with the potential for doing harm: 1 to 5-day

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- suspension (out-of-school) up to semester expulsion
- c. Assault: 5-day suspension (out of school) up to semester expulsion and notification of authorities.
  5. Disruptive behavior in class or at school:
    - a. Temporary removal from class (unexcused absence) and parent/guardian contact or placed in PAC (Positive Alternative Classroom)
    - b. Wednesday Detention School
    - c. Suspension from school to semester expulsion
    - d. Second suspension from school, the State of Indiana requires driver's license to be suspended
  6. Disrespect to any staff members and/or substitute teachers (this includes profanity, insults, intimidation and/or threats):
    - a. Immediate removal from the class setting, placed in PAC room.
    - b. Written apology to person(s) involved before student may return to class.
    - c. Wednesday Detention School and parental contact.
    - d. Suspension to semester expulsion.
  7. Profane language:
    - a. Placed in PAC room
    - b. Wednesday Detention School.
    - c. Suspension
  8. Forged hall pass or admit slip:
    - a. Placed in PAC room
    - b. Wednesday Detention School or suspension from class (unexcused absence).
    - c. Suspension.
  9. Disrespect for personal or school property (damage, alters clothing of another individual exposing that person's body):
    - a. Placed in PAC room
    - b. Wednesday Detention School/restitution
    - c. Suspension/restitution
    - d. Suspension/expulsion/restitution
  10. Being in an unauthorized area (restricted area, unsupervised area, locked area, above the ceiling, outside the building in violation of school policy)
    - a. Placed in PAC room
    - b. Wednesday Detention School
    - c. Suspension or suspension/recommendation for expulsion
  11. Theft of personal or school property:
    - a. Return of property or financial restitution
    - b. Suspension/recommendation for expulsion
    - c. Authorities and parents notified and student will be arrested

### **SEXUAL HARASSMENT POLICY/ HARASSMENT**

Harassment is, by definition, comments or conduct that is disturbing to a person/persons. Reasonably, said comment or conduct should be known to be unwelcome. Whether physical, verbal or visual, it is behavior that disrupts the educational setting, interferes with learning and is demeaning to the individuals involved. Sexual harassment involves any form of harassment with

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sexual overtones.

The policy of Greensburg Community High School is preventive in nature and is intended to provide an environment that is free of sexual or any type of harassment. All individuals associated with the school shall conduct themselves in such a manner that guarantees an atmosphere free from sexual harassment and conducive to learning, growth, productivity and self-esteem.

Sexual harassment includes, but is not limited to, the following types of behavior:

1. Sexual advances that are known, reasonably, to be unwelcome.
2. Requests for sexual favors that are known, reasonably, to be unwelcome.
3. Sexually-oriented remarks that are known, reasonably, to be unwelcome.
4. Sexual advances or requests made by a person in a position to grant or deny favors, when that person knows that the advances or requests are unwelcome.
5. Retaliation or threat of retaliation for the rejection of sexual advances or requests.
6. Display of pictures, cartoons and graffiti that is sexually harassing or suggestive of sexual harassment. (Also, see the following handbook section on DRESS CODE)

Penalties for sexual harassment will be determined by the nature of the offense. They may include detention (Wednesday School), in-school suspension, and suspension out of school or suspension/expulsion. In addition, the offense may necessitate notification and involvement of the law enforcement officials.

#### **STUDENT DUE PROCESS**

**20-8.1-5.1-3. Rights and responsibilities of school corporation.** (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.

(b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.

(c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

#### **20-8.1-5.1-4. Action to prevent interference with education function.**

##### **– Removal of student.**

(a) This section applies to a person who:

- (1) Is a teacher or other school staff member; and
- (2) Has students under the person's charge.

(b) A person may take any action that is reasonably necessary to carry out or prevent an interference with an educational function that the person supervises.

**20-8.1-5.1-5. Action by principal – Regulations.** (a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

(b) Subsection (a) allows a principal to write regulations to govern student conduct.

**20-8.1-5.1-6. Action by superintendent.** A superintendent or a member of the superintendent's administrative staff may, with the superintendent's approval, take any action with respect to all schools within the superintendent's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

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**20-8.1-5.1-7. Duties of governing body of school corporation – Rules and regulations.**

- (a) The governing body of a school corporation must do the following:
  - (1) Establish written discipline rules, which may include appropriate dress codes, for the school corporation.
  - (2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:
    - (A) Taking a copy of the discipline rules available to students and students' parents; or
    - (B) Delivering a copy of the discipline rules to students or the parents of students.This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.
- (b) The superintendent of a school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.
- (c) The governing body of a school corporation may delegate rulemaking, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation.
- (d) Subsection (a) does not apply to rules or directions concerning the following:
  - (1) Movement of students.
  - (2) Movement or parking of vehicles.
  - (3) Day-to-day instructions concerning the operation of a classroom or teaching station.
  - (4) Time for commencement of school.
  - (5) Other standards or regulations relating to the manner in which an educational function must be administered.

However, this subsection does not prohibit the governing body from regulating the areas listed in this subsection.

**20-8.1-5.1-7.**

**Grounds for suspension or expulsion.**

- (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.

**20-8.1-5.1-9. Engaging in unlawful activity off school grounds.** In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds 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.

**20-8.1-5.1-10. Weapons expulsion.**

- (a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

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- (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.
- (c) Notwithstanding section 14 of this chapter, a student who is:
  - (1) identified as bringing a firearm to school or on school property; or
  - (2) in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- (d) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection © for a student who is expelled under this section.
- (e) Notwithstanding section 14 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 (1) calendar year.
- (f) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.
- (g) A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**20-8.1-5.1-11. Legal settlement - Expulsion.** 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.

**20-8.1-5.1-12. Suspension – Time limitations – Statement to parent.** (a) A principal may suspend a student for not more than ten (10) school days under section 8, 9, or 10 of this chapter. However, the student may be suspended for more than ten (10) school days under section 16 of this chapter.

This citation of the Indiana Code, relative to student due process, is not all-inclusive. For further details, refer to IC 20-8.1 Chapter 5.1.

#### **STUDENT RECORDS**

Student records are governed and controlled by adopted policy to comply with provisions of the “Family Education Rights and Privacy Act of 1974” (20 U.S.C. 1232g) and the regulations of Department of Education and Health and Human Services. Student records are accessible to parents upon request.

#### **STUDENT RECORD RELEASE INFORMATION**

During a student's senior year, at the discretion of the Counseling Department, any individual student information, such as name, birthdate, and social security number, will be released for federal/state financial aid, college applications, scholarship applications, and any other possible applications. This is necessary so the student(s) can be considered for all educational opportunities throughout the senior year. If a parent/guardian does not want his/her child's name, birth date, or social security number released by GCHS. Please contact Director of School Counseling Director Ms. Auffenberg in writing. As required by law, names of seniors must be released to the military, unless parents/guardians request, in writing, that their student be opted out of the program.

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### **SURVEYS, ANALYSIS OR EVALUATIONS**

No student shall be required, without prior written consent of the student's parent/guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those with lawyers, physicians and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). LEGAL REFERENCE: 20 U. S. C. 1232h(b)

### **TARDIES**

#### **TARDIES – ARRIVAL TO SCHOOL**

##### **Qualifying statements**

1. These guidelines refer to tardy arrivals to school. This does not apply to tardies during passing periods for travel from class to class. Tardies will be tallied overall; there are not different totals for blue days and white days.
2. The school day begins at 7:55am. Arrivals from 7:55 - 8:30 will be considered a tardy and be subject to the guidelines below. Arrivals from 8:31 and later will be considered an absence. Excessive absences could result in loss of credit.
3. Parent communication is key to this process, especially when a student moves from one layer of discipline to the next, more severe level.
4. The goal is to keep students in school and be in a seat in class. Out of school suspension is a last resort for those that are habitual offenders. Our PAC room is an alternative to suspension that keeps students in the building.

#### **TARDIES- ARRIVAL TO SCHOOL OFFENSES**

- 1 - 4** Communication with student on each offense
- 5 - 6** Documented Warning/School Letter Home/Phone Call Home
- 7 -10** Wednesday School for 3 hours can be assigned for each offense/Call Home
- 11-14** Student placed in PAC (Positive Alternative Classroom) all day/Call Home
- 15** Student suspended out of school

On the 15th and subsequent tardies, communication with the prosecutor could begin, and this violation could be considered a truancy issue. Additional penalties will be considered since 15 tardies or more is a significant loss of instructional minutes.

#### **TARDIES TO CLASS**

Students are to report to each class on time. Students are to be inside the classroom and



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in the area designated by the teacher (seat, classroom area, etc.) before the start bell rings. Any student more than 15 minutes late to class will be considered absent and/or truant. Students who are tardy (less than 15 minutes late) should report to class. Students who are more than 15 minutes late to a class will need to report to the office prior to entering class. Teachers will keep tardy records in each class, and discipline notices will be issued upon the third tardy occurrence in any class. The progression of discipline for tardiness is as follows:

**Note: Failure to serve detention will be considered truancy. The GCHS Administration reserves the right to include habitual tardiness in a student's overall discipline record as part of a juvenile referral, special education case conference, causal hearing, or expulsion recommendation.**

1st Tardy	Warning
2nd Tardy	30-minute detention with teacher
3rd Tardy	1-hour Wednesday School
4th Tardy	2-hour Wednesday School
5th Tardy	3-hour Wednesday School
6th Tardy	Refer to truancy policy

### **TELEPHONE**

The telephone in the office is for school business only. Students will not be permitted to receive or make personal calls on the office phone. A parent/guardian or an employer may call the office and leave a message for a student or request a return call.

### **TOBACCO FREE POLICY**

In compliance with federal law which requires the adoption of a smoke free policy, the Greensburg Community Schools' policy is as follows: "It shall be the policy of the Greensburg Community Schools that after August 15, 2005, the properties of Greensburg Community Schools will be tobacco free."

### **TOBACCO MINOR POSSESSION**

Tobacco, electronic cigarettes, vaporizer, vapor pens, or any item that closely resembles or is represented to be any of the foregoing items are not permitted on school grounds. All persons who purchase, accept, and/or possess tobacco, electronic cigarettes, vaporizers, vapor pens, mod box, or like items are subject to a written citation and fine according to the Indiana State Law IC 35-46-1-10.5.

"Electronic Cigarette" means a device that is capable of providing an inhalable dose of nicotine by delivering a vaporized solution. The term includes the components and cartridges. 35-46-1-1.5.

### **TRANSPORTATION TO & FROM SCHOOL**

Buses - Bus transportation is provided for most students. Proper bus conduct is expected. Surveillance cameras are installed on all school buses. There should be no reason for a student to be either late or absent from school due to lack of transportation.

Students Driving to School - Driving motorized vehicles to school is a privilege for our students. Violation of the following driving regulations will result in loss of driving privileges, possible detention, possible suspension and/or notification of legal authorities. Driving regulations are as follows:

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1. Students must comply with all of the State requirements for operating a motorized vehicle.
2. Students must observe the speed limit of 20 MPH while in the school zone and in the school parking lot.
3. Continuous driving on school grounds before and after school and loitering in cars in the parking lot is prohibited. When students arrive at school in cars, they are to arrive safely, park their cars, lock the doors and enter the school building. Students are to bring all necessary materials into the building when they arrive; they are not to return to their cars until the end of the school day.
4. Avoid driving around the junior high school or elementary schools. Continuous driving around those schools and/or contact with and harassment of junior high students, elementary students, or faculty is prohibited.
5. At all times, drivers must yield the right of way to school buses.
6. Motorcycles and motorbikes must be parked on the north side of the building, east of the wall at the north entrance.
7. All vehicles must be properly parked between the painted parking lines in the area(s) of the lot designated for student parking.
8. Student drivers must register properly insured vehicles and display parking tags. The registration form (including the drug test consent form) must bear the signature of a parent/guardian.
9. Failure to register a vehicle and/or display the parking tag will result in the student being ticketed and losing driving privileges until the registration is completed.
10. A student who refuses to register a vehicle and/or display the parking tag may have the vehicle towed at the student's expense.
11. Requests for emergency driving privileges must be addressed to the school administration.
12. Skateboards are not permitted on school grounds.
13. Students are permitted to ride bicycles to school. All bikes should be parked at the bike rack. We strongly suggest that students lock their bikes to the bike rack.

#### **TREATMENT AND TRANSPORTATION**

The school system employs one full-time nurse to provide required student testing and emergency treatment of students. The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

Students will be transported only with permission or in a life-threatening situation to the nearest hospital.

#### **TRUANCY**

Truancy is an unexcused absence. A student is truant if he/she (1) does not attend school and neither the parents/guardians nor the school has knowledge of or excuses the student's absence; (2) leaves school without the permission of the administration; (3) comes to school but does not attend; (4) obtains permission to go to a designated place and fails to report there. A student who is truant the equivalent of four or more times is considered a habitual truant in the eyes of the law.

1. 1<sup>st</sup>-3<sup>rd</sup> offenses: Wednesday School
2. 4<sup>th</sup> – 6<sup>th</sup> offenses: One-day suspension
3. 7<sup>th</sup> – 9<sup>th</sup> offenses: Three-day suspension
4. 10<sup>th</sup> offense: Five-day suspension. Considered a habitual truant and referred to the Office of the Prosecutor. Revoke learner's permit or driver's license and/or work permit.

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#### **VISITORS**

ALL VISITORS MUST REPORT TO THE MAIN OFFICE AFTER ENTERING DOOR #1S and register through our Raptor Visitor Management system. Raptor will print a badge which must be displayed while in the building. Any student wishing to have a visitor accompany him/her to class, lunch, etc. must arrange the visit 48 hours in advance through an administrator and the teacher(s) involved. The reason for the visitation must be based on an educational purpose.

Parents/Guardians are always welcome, but we ask that they report directly to the main office when they enter the building. Appointments can be scheduled in advance by phone. If parents/guardians wish to spend time in classrooms, we request the opportunity to give teachers a 24 hour notice. Parents who wish to speak to their child must report to the office.

#### **WEDNESDAY SCHOOL**

Wednesday School will be held at Greensburg Community High School each Wednesday from 3:05 pm until 6:00 pm. It will be divided into three levels of 1-hour, 2-hour, and 3-hour detentions. All Wednesday School detentions are 3-hour detentions unless otherwise noted. Students will be verbally notified by the Dean of Students or building Principal prior to Wednesday School assignment. In addition, parents will be notified by a mailed discipline notice. Students will be required to bring class material or suitable reading material with them to Wednesday School. Students who have been assigned a Wednesday School have had their school day lengthened until 6:00 pm. Failure to attend Wednesday School will be treated as a truancy, and students who are truant are subject to Indiana Criminal Codes that apply to juvenile status offenses. Punishment for juvenile truancy may include, but is not limited to, the high school initiating juvenile truancy charges, revoking a student's driver's license, revoking a student's work permit, placement at an Indiana Department of Corrections facility for juvenile delinquency status, student suspension, or student expulsion.

Truant from Wednesday school:

1<sup>st</sup> Offense: If a student misses a 1-hour or 2-hour detention, he/she will receive a 3-hour detention.

If a student misses a 3-hour detention, he/she will receive two (2) 3-hour detentions.

\*Additional Offenses: See TRUANCY.

#### **WITHDRAWAL FROM SCHOOL**

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books, laptops, and pay all fines or fees by the last day in attendance at school.

#### **WITHDRAWAL TO AN ALTERNATIVE EDUCATIONAL OPPORTUNITY**

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books the last day in attendance at school.

A student under the age of eighteen (18) may not withdraw from school before graduation unless:

1. The student, the student's parents/guardians and the principal agree to withdrawal; and,
2. At the interview, the student provides written acknowledgment of withdrawal and

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the student's parents/guardians provide written consent for the student to withdraw from school. In keeping with school policy, every attempt will be made to contact the parents/guardians/spouse, when any student (regardless of age) withdraws from school.

### **WORK PERMIT**

Any student in good standing who plans to work must first obtain a work permit from the intended employer. The process is as follows:

1. Secure a position with an intended employer.
2. Pick up an *Intent to Employ* card from your employer or the main office.
3. The *Intent to Employ* card must be filled out by the employer, parent/guardian, and student.
4. Return the *Intent to Employ* card to the school's main office.
5. A birth certificate is required to obtain your first work permit.
6. You must allow 2-4 school days to process work permits. Please inform your employer of this and plan accordingly. Also please note that work permits are not issued during holidays or other school breaks.
7. Work permits may be revoked for violations of school policy. It is up to the discretion of the building principal.

### **GREENSBURG COMMUNITY SCHOOLS**

#### **EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM**

**Adopted by Board of Education 6-99**

#### **The Mission of Greensburg Community Schools**

The mission of the Greensburg Community Schools is to serve individuals and the community by developing in all students the knowledge, understanding, skills and attitudes which will enable them to lead productive and fulfilling lives in our complex and changing society.

It is further the belief of the Greensburg Community Schools that the public school, in providing for the best educational opportunities for all students, must foster an atmosphere conducive to an overall learning environment. In so doing, the schools must join together with the community to create a wholesome and healthful environment for all people.

To that end Greensburg Community Schools enacts this Extracurricular Activities Drug Testing Program and Policy effective August 15, 1999. This program does not affect the current policies, practices, or rights of Greensburg Community Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Greensburg Community Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **Reasonable Concern**

Greensburg Community Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States, and an increased substance abuse problem in Greensburg, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular

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activities in Greensburg Community Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

### **Purpose**

The drug-testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

### **Scope**

Participation in extracurricular activities is a privilege. This policy applies to all Greensburg Community Schools students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school or during school.

### **Legal Obligation**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### **Consent Form**

It is mandatory that each student who participates in extracurricular activities sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation. The sponsor or coach of each extracurricular activity will provide each participant with a consent form that is to be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Greensburg Community Schools.

### **Continued Extracurricular Activities**

#### **Drug Testing Program**

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### **Testing Procedure**

The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.

If the student shows signs of reasonable suspicion, the principal / administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.

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

Upon being selected for a urinalysis or oral swab test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test", a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis or oral swab test.

All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.

The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human

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Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

**Chain of Custody**

The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used.

The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time).

**Continued Extracurricular Activities**

**Drug Testing Program**

**Adopted by Board of Education 6-99**

Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. The seal may be broken only by the lab testing the specimen.

If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/administrative designee.

In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be

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mailed back to the principal/administrative designee with no name attached; only the students random identification number will appear on the results sheet.

#### **Test Results**

This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.

If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A "follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, Greensburg Community Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.

#### **Continued Extracurricular Activities**

##### **Drug Testing Program**

##### **Adopted by Board of Education 6-99**

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.



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Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by said student or his/her parent/legal guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **Confidentiality**

Under this drug testing program, any staff, coach or sponsor of Greensburg Community Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Greensburg Community Schools commitment to confidentiality with regards to the program.

### **Other Rules**

Apart from this drug-testing program Greensburg High School Athletic Association and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## **GREENSBURG COMMUNITY SCHOOLS EXTRA CURRICULAR CONSENT FORM**

### **Please read and complete form. Turn this sheet into the main office.**

I have received, have read and understand the contents of the "Greensburg Community Schools Extracurricular Activities Drug Testing Program". I also understand that the privilege of participating in any extra-curricular program automatically includes me in the potential drug testing pool.

I desire that \_\_\_\_\_ (Print Name Clearly) participate in this program, and in the extracurricular program of Greensburg Community Schools and hereby, voluntarily agree to be subject to its terms for the entire high school career (grades 9-12). I accept the method of obtaining urine specimens, testing, and analysis of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this

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program. This consent is given pursuant to all State and Federal Privacy Statutes and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

Date: \_\_\_\_\_

\_\_\_\_\_ **Student Signature**

\_\_\_\_\_ **Parent/Guardian Signature**

\_\_\_\_\_ **Club(s)/Athletic Team(s)/Extra-Curricular Activity(ies)**