

New Washington Middle/High School

226 Highway 62 North
New Washington, IN 47141
Telephone Number: 812-293-3368
Fax Number: 812-293-5803
School Number: 0809
SAT/ACT CEEB code 152600



Student Handbook 2018-2019

POLICY OF NONDISCRIMINATION

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

VISION

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

MISSION STATEMENT

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

BELIEF STATEMENTS

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

Using all available resources to support the educational process

MOTTO

“Small school identification, world-class education.”

STUDENTS

The faculty and staff would like to welcome you to New Washington Middle/High School. We are confident that your overall experience here will be of great value to you as you prepare for life after high school. This student handbook has been developed so that you can be well informed and organized throughout the school year. Your commitment to academic achievement, time management, self-discipline and social responsibility will help ensure your success. We hope this handbook serves you well and that you have a productive and enjoyable year.

TO PARENTS

This handbook contains the Greater Clark County Schools Student Rights and Responsibilities Handbook and Student Discipline Policy. This is also available for viewing on the website. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language controls.

New Washington Middle/High School uses PowerSchool. This is a website link for parents/ guardians to view important school information regarding their child such as attendance, schedule, homework, and grades.

To view any policy changes that may occur throughout the school year, teacher email addresses, school calendar, PowerSchool, counseling web site, and other important information visit us online at: <http://nwmhs.gcs.k12.in.us/>

AUTHORITY OF STAFF

The administrative staff, teachers, and paraprofessionals of this school are vested with legal public authority. Refusal on the part of a student to respect this authority shall be considered insubordinate conduct and dealt with accordingly. According to the law, all educators may act in the place of a parent, *in loco parentis*, in the best interest of the student.

NEW WASHINGTON MIDDLE/HIGH SCHOOL ADMINISTRATION

Carla Hobson.....	Principal
.....	Assistant Principal/Athletic Director
Jill Sceifers.....	Academy Coach
Holli Fields.....	Administrative Assistant
Kathy Holloway.....	Admin. Assistant(Guidance & Assist. Principal)
Cathy Braun.....	Treasurer
Dustin Martin.....	Guidance Counselor
Kevin Simms.....	School Resource Officer
Dana Miles.....	Health Assistant
Alison Bell.....	Attendance
Lori Cross.....	College and Career Center
.....	Media Clerk
Della Cox.....	Cafeteria

Table of Contents

Policy of Non Discrimination	1
Vision/Mission/Belief Statement/Moto	2
Message From the Principal	2
New Washington Middle/High Office Staff	3
Student Assistance Programs	5
Health Services	5
School Calendar	7
Daily Schedule	8
School Closing Information	9
Daily Routines	9
Student Records and Personal Information	10
General School/Student Information	12
General Academics	17
Work Ethic Certificate	18
PRIDE Rubric	21
PowerSchool Information	22
Grades and Evaluations	22
Student Activities	24
Attendance	27
Student Conduct and Safety	30
Disciplinary Actions	36
Food Services	37
Transportation	38
Floor Plans	40
Student Rights and Responsibilities Handbook	42

STUDENT ASSISTANCE PROGRAMS

PRIDE

1. **PERSISTENCE:** Student is able to persevere through challenges and problem solve
2. **RESPECTFULNESS:** Student is accepting and demonstrates service to others, has a positive attitude and communicates clearly.
3. **INITIATIVE:** Student is a self starter and a critical thinker.
4. **DEPENDABILITY:** Student is reliable and demonstrates responsibility and teamwork. Student demonstrates academic readiness.
5. **EFFICIENCY:** Student is organized, punctual, and demonstrates self management.

TEACHER/STUDENT/PARENT CONFERENCES

If a parent/student wishes to confer with his/her instructors, conferences may be arranged before or after school. Students and parents are encouraged to talk with their teachers about the improvement of their classroom progress or any other problem which may be confronting them. Parents can call or e-mail the student's guidance counselor and/or teacher to arrange a conference. An attempt will be made to answer all questions in regarding to the educational progress of the student.

SMART PROGRAM

Students who exhibit excessive absences or tardiness may be referred to the S.M.A.R.T. Program facilitated by the Juvenile Probation department. Refer to page 29.

HEALTH SERVICES

IMMUNIZATIONS

Indiana law requires parents/guardians to furnish a written statement of immunizations. This must be provided by the student's physician, the health department, or any other form of official documentation. The statement must show that the student has received these immunizations:

- 5 doses of DTP (diphtheria, tetanus and pertussis)
- 1 dose Tdap
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps and rubella)
- 2 doses of Hepatitis A vaccine (required for K, 1, 2, 3, 4, 6 and 12 for 2018-2019 school year)
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine (unless the student has already had chickenpox, then physician documentation of disease history including month and year is proof of immunity for children entering preschool through 8th grade and written parent statement for grades 9-12)
- 1 dose Meningococcal (required for grades 6-12 with one additional dose for grade 12)

MEDICATION AND HEALTH

It is school board policy that prescription medications and/or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication:

- The following form must be completed in detail by the parent/guardian and signed by the prescribing healthcare provider **each school year**: *Permission Form for Medication During School Day #5330.1 or #5330.2*. These forms can be obtained in the health office or on the website.
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in the original container and labeled with the student's name.

Health Office Visits: Students should obtain a pass from his/her teacher prior to reporting to the health office. If necessary, the parent/guardian will be notified and can take appropriate action. The school does not permit a sick student to leave the building without a parent or guardian consent. Please keep the student's Health Office Information Form up to date with all medical and emergency contact information (found in on-line enrollment).

The school nurse can provide to a student with a documented medical need a pass for accommodations such as: elevator use, extended passing time, bathroom privileges, etc. These passes can only be issued when the parent/guardian has contacted the school nurse and appropriate documentation has been obtained.

GCCS SCHOOL CALENDAR 2018-2019

JULY 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JANUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Teacher Only Day
	No School

Greater Clark County Schools 2018-2019 School Calendar

Teachers must attend two days of professional development during the summer.

August 2018
6-7 Teachers Only
8 Student First Day

September 2018
3 Labor Day
19 Teachers Only

October 2018
5 End of Quarter 1 (41 Days)
8-12 Fall Break
10 Student Grades Available in Power School
15 Quarter 2 Begins

November 2018
6 Election Day
21-23 Thanksgiving Break

December 2018
21 End Quarter 2 (46 Days)
24-31 Winter Break
26 Student Grades Available in Power School

January 2019
1-2 Winter Break
3 Quarter 3 Begins
21 Martin Luther King Day

February 2019
18 Presidents' Day

March 2019
22 End Quarter 3 (55 Days)
25-29 Spring Break
27 Student Grades Available in Power School

April 2019
1 Quarter 4 Begins

May 2019
3 Oaks Day
7 Election Day
24 Last Student Day
27 Memorial Day
28-31 Snow Make-Up Days

June 2019
3-6 Snow Make-Up Days (if needed)
8 Student Grades Available in Power School
7 and 8 High School Graduations

AUGUST 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

APRIL 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	Student First/Last Day
	Graduations
	Snow Make-Up Days

DAILY SCHEDULE

7:25 – 7:55 “O” Period for faculty
8:00 – 8:10 Passing
8:10 – 8:55 Period 1
8:55 – 9:00 Passing
9:00 – 9:45 Period 2
9:45 – 9:50 Passing
9:50 – 10:35 Period 3
10:35-11:05 IMPACT PERIOD
11:10-11:15 Passing to 1st Lunch or 4th Period

1st lunch

11:05 – 11:35 Lunch
11:35 – 11:40 Passing
11:40 – 12:25 Period 4

2nd lunch

11:05 – 11:10 Passing
11:10 – 11:55 Period 4
11:55 – 12:25 Lunch

12:25 – 12:30 Passing
12:30 – 1:15 Period 5
1:15 – 1:20 Passing
1:20 – 2:05 Period 6
2:05 – 2:10 Passing
2:10 – 2:55 Period 7
2:55 End of Teacher Day

2 HOUR DELAY SCHEDULE

10:00 Passing
10:10 – 10:43 Period 1
10:43 – 10:48 Passing
10:48 – 11:20 Period 2
11:20 - 12:27 Period 3/Lunch/Passing

1st Lunch

11:20 - 11:50 Lunch
11:50 – 11:55 Passing
11:55 – 12:27 Class

2nd Lunch

11:20 – 11:25 Passing
11:25 – 11:57 Class
11:57 – 12:27 Lunch

12:27 – 12:32 Passing
12:32 – 1:04 Period 4
1:04 – 1:09 Passing
1:09 – 1:41 Period 5
1:41 – 1:46 Passing
1:46 – 2:18 Period 6
2:18 – 2:23 Passing
2:23 – 2:55 Period 7

SCHOOL CLOSING INFORMATION

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

Announcements concerning school closing because of weather or other emergencies will be carried on all local television stations along with the Greater Clark County Schools website www.gccschools.com.

BEFORE SCHOOL ROUTINE

School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:30AM to ensure that students are supervised as they transition from the neighborhood on to the school grounds. The main entrance door opens at 7:15am. Students will transition from the school grounds into the building and to their assigned area in an orderly manner. Students are either in the auxiliary gym or the cafeteria. Students must get a pass from the office to go to their locker or see a teacher, (exception, students can take Band instruments to the band room). Students must leave food in the cafeteria. All students must keep moving in the hallway – no loitering.

MORNING ROUTINE

The bell will sound at 8:00 dismissing students from their morning areas. Students are to transition to their classrooms in an orderly manner from their morning area. Students are to move quickly to their lockers and then proceed directly to their classes. A warning bell tone will be sounded at 8:09. This is one minute before the late bell to alert staff and students that there is one minute left to proceed to class as quickly as possible. The expectations and goal is that **all students should be in their seats and instruction should begin when the late bell sounds**. The late bell rings at 8:10.

HALLWAY AND PASSING TIME ROUTINE

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

RESTROOM USE ROUTINE

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

LUNCH/CAFETERIA ROUTINE

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

DISMISSAL ROUTINE

At 2:55 all students will exit the classroom as directed by their classroom teacher. Students will be required to exit the classroom in an orderly manner. **Students who are not riding a bus must be with a coach or teacher, or sit in the front lobby and wait for a ride. No students are allowed to roam the building after school hours.**

AFTER SCHOOL HOURS

All students are encouraged to become involved in extracurricular school activities. Unless students are involved in a supervised activity after school, they are expected to leave the building immediately after the last bell. Students waiting for a ride must wait in main lobby.

STUDENT RECORDS AND PERSONAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. Enrollments are by appointment only. Parents must call to schedule an appointment. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights (if needed)
- C. Custody (if needed)
- D. Proof of residency
- E. Proof of immunizations
- F. Current IEP (if Special Needs)
- G. Transcript from former school

PERMANENT RECORDS AND TRANSCRIPTS

A permanent record is maintained on each student documenting a student's academic progress each year of their education at New Washington Middle/High School. Contained in this record are courses taken, grades earned, standardized test scores, days present and days absent, immunization records, and any other pertinent information.

Transcripts provide post secondary educational institutions, the military, apprenticeship programs, and prospective employers with relevant information regarding a student's educational achievement. Official transcripts must be sent directly to the institution or organization as requested and cannot be hand carried. Direct all transcript requests to the guidance secretary.

3RD PARTY LEGAL SETTLEMENT

When a student does not reside with a parent or legal guardian, a student is required to have a 3rd Party Legal Settlement document. This document confirms that the person who is responsible for the student is responsible for educational requirements of the student. This includes the welfare of the student, including school attendance and the financial obligations of the student as they relate to the school.

LEGAL RIGHTS OF BIOLOGICAL PARENTS

Biological parents have equal access to all educational records of their student. Unless a parent supplies a court document that prevents access, each biological parent will have equal access to all educational records.

WITHDRAWING INFORMATION-TRANSFERRING OUT OF THE CORPORATION

Students transferring to another school must have parents notify the guidance department and make arrangements to fill out and sign a transfer/withdraw form. This form starts the process for parents and student to return books, pay fees, transfer school records, and other important procedures. This must be done before official transcripts can be sent. Students who have been withdrawn for disciplinary or attendance reasons will be notified in writing and upon return to New Washington, a conference with an administrator will be required.

Under Indiana law (20-33-2-9), any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age and can show hardship for financial reasons, has an extended illness or through court order, may withdraw from school prior to graduation. This requires an Exit interview with the student, the parent or guardian and the principal. Parent or guardian consent and principal approval of the withdrawal must be given.

The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

SPECIAL EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment". The school provides a variety of special education programs for students identified as having a disability as defined by the individuals with Disabilities Education Act (IDEA).

DIRECTORY INFORMATION

Federal law stated that directory information which is information that is generally not considered harmful or an invasion of privacy if released can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, schools are required to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the school that they do not want their student's information disclosed without their written consent. If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing by the first student day of the semester.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate education in the same manner as other students served by the corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Greater Clark County Schools Administration Building.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information.

GENERAL SCHOOL/STUDENT INFORMATION

SCHOOL RESOURCE OFFICER

The School Resource Officer is not merely a “Cop on Campus,” he is a visible law enforcement presence on campus. The SRO advises school officials on law-related matters and helps assess school safety needs. There are times the SRO will instruct classrooms with law-related and safety related topics. He will serve as a conflict mediator to students. The SRO serves as a role model to students and students are encouraged to seek advice from the SRO to prevent situations from developing into more serious problems.

SCHOOL PROBATION OFFICER

The School Probation Officer is on school grounds to provide contact and ease of access for those students on formal probation. The PO also works as a mentor to all students and helps the school to address attendance issues. The PO works with Greater Clark Co. Schools through the TPEC program and is part of the informative meeting with parents. He works closely with the SRO and helps to communicate to the administration the progress of students.

VISITORS AND SCHOOL SECURITY

All visitors should report to the main office. All visitors to our school will be asked to show drivers license. For protection of our students a new security system is in place that identifies individuals who are on a list of offenders not allowed to have contact with our student body. It is called the Raptor System. All visitors must wear a visitor’s badge. Students who are from other schools will not be allowed to visit. Children and babies should not be brought to school at any time unless they are included in a class assignment.

All doors into the school will be locked and secured as soon as first period begins. Any person who enters the building after that time will be REQUIRED to enter at the main entrance outside of the office. Students who intentionally “block open” a door to allow other students to enter the building are risking the security of New Washington Middle/High School and will be subject to school discipline including suspension or expulsion.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Video monitoring equipment is in use at New Washington Middle/High School to monitor student behavior and the property of Greater Clark County schools. See GCCS policy 7440.01. Any tampering with electronic security or safety devices is subject to disciplinary action.

LOST AND FOUND-PROPERTY PROTECTION

All items found on school property that do not belong to you must be turned into the main office. Lost articles may be claimed from the main office. Articles will be disposed of if not claimed within a reasonable length of time. A student should report any loss to the office as soon as it is discovered.

Keep your locker combination secret and print your name (in ink) in or on tablets, gym suits, shoes, and books which you own. Lock your car and do not bring items of great value or large sums of money to school. **It is the sole responsibility of the student to secure their valuables from theft. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

STUDENT LOCKERS

Lockers are the responsibility of each student. They are to be kept in the same condition as they are received. Each student is assigned a locker. It is the student's responsibility to keep his/her locker neat, locked, and free of graffiti. Use only your own locker at all times. All personal items and books, when not in use, are to be kept in lockers. **LOCKERS ARE NOT TO BE SHARED WITH OTHERS!**

1. Students are not to give their locker combinations to another student or friend.
2. Students are not to tamper with, deface, or use another person's locker.
3. Lockers belong to New Washington Middle/High School and students are responsible for taking good care of their lockers.
4. A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or its contents.
5. The Principal or other member of the administrative staff of a school may search a locker and its contents at any time.
6. Other than a general search of lockers of all students, any search conducted shall be, where possible, in the presence of the student whose locker is the subject of the search.
7. Law enforcement agencies may, at the request of the school principal, assist the school administrators in searching a locker and its contents.

STUDENT FEES AND CHARGES

Students rent textbooks from the school and are responsible for taking care of rented property. Students will pay for damaged or lost books.

COMPUTER/NETWORK POLICY

Every student is required to abide by the Greater Clark County Schools Acceptable Use policy in regards to computers and other devices that are property of GCCS.

CHROMEBOOK PRIDE:

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebook to school each day charged and ready for use.
- Leave protective case/shell on Chromebook at all times.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

STUDENT RESPONSIBILITY FOR COMPUTER DEVICES

1. Each student is personally responsible for his/her computer at all times.
2. The computer is the property of Greater Clark County Schools.
3. Each student will have signed an Acceptable Use Policy and any other necessary document.
4. Students must keep laptops charged.
5. Students must follow teacher direction regarding laptops at all times.
6. Any deliberate misuse of the laptop, including, but not limited to, network removal, installation of unapproved software, intentional physical damage or defacing the computer will result in loss of the computer for a period of time.

7. Any of the issues below may result in a loss of internet, computer, or both for a period of time;(the list is not all inclusive)
- a. Using proxy sites
 - b. Inappropriate use of websites
 - c. Using profanity
 - d. Providing false information
 - e. Taking pictures or videotaping when not related to an assignment
 - f. Using computer when not allowed by teacher
 - g. Refusing to give computer to teacher when requested
 - h. Cheating in any form is unacceptable
 - i. Profanity is never appropriate in any form
 - j. Threatening, or bullying, is never acceptable
 - k. Hacking the laptop or network

The first referral will result in the loss of the computer and/or internet for a number of days to be determined by an administrator.

The second referral will result in parent notification and loss of computer and/or internet for a number of days determined by an administrator and ISS or OSS.

Computers that need repair will be taken to the Media Center during IMPACT period only.

It is the responsibility of the student to have his/her Chromebook charged at all times.

USE OF SCHOOL TELEPHONES

A school phone is available for students to use in the office. Students must have a pass from their teacher to use the phone. School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

LIBRARY (MEDIA CENTER)

Hours of the Library: 8:00 – 3:30 Monday-Friday

Closed: During Second Lunch

The library is a place where students will be encouraged to utilize the facility and its resources for studying, researching projects and recreational reading. Students may use the media center during class time with permission and a written pass from their teacher and during lunch time with a pass. The library offers the following for student use: books, magazines, pamphlets, occupational materials, and computers.

1. There are a few rules that will be beneficial to all:
 - a. No food or drink in library.
 - b. Talk in quiet voices.
 - c. Cell phone use is prohibited unless approved by a teacher
2. Classes that have scheduled library time take precedence.

DAILY ANNOUNCEMENTS

Daily announcements will be given over the public address system during the first period. Announcements to be read should be sent to the office or to Mr. Jones.

HALLWAYS

Any student that is out of class should have a hall pass with written permission to be out of class. Running in the hallways is prohibited.

SOLICITATION OR SELLING OF PRODUCTS

Solicitation of food/drinks or selling of products, other than those approved as fundraising projects by the GCCS School Board, will not be allowed on the school premises.

SKATEBOARDS

No skateboards will be allowed at New Washington Middle/High School.

WORK PERMITS

Any student desiring a work permit must pick up an "Intent to Employ Form" from the student services office and have their employer fill it out. Return this form to the student services office or main office and a work permit will be issued.

Pursuant to Indiana Code 20-33-3-13, an employment certificate may be denied due to poor grades or attendance. A student may appeal the denial of a certificate to the principal. Indiana Code 20-33-3-20 also allows the revocation of an employment certificate due to a decrease in grades or attendance. A student whose employment certificate is revoked is entitled to a periodic review of the student's grade record or attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year. If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student. A student may appeal the revocation of an employment certificate or the refusal to reissue an employment certificate to the school principal.

SEVERE WEATHER PROCEDURE/EMERGENCY DRILLS

Indiana schools are required to have Emergency Drills throughout the year. Fire Drills and Tornado Drills will be held on a regular basis and at least one evacuation drill will be held during the school year.

- ◆ Tornado drills require students to move to an assigned safe place in the building as quickly and quietly as possible. The signal for a tornado drill is a whistle being blown through the public address system.
- ◆ Fire Drills require an orderly, exit from the building to an assigned area for each class outside the building. An announcement will be made over the intercom alerting the students of a drill followed by the fire alarm heard throughout the building.
- ◆ In the case of a fire alarm signal without the alert of an announcement, students will be required to follow the directions of a teacher to pause and assess.
- ◆ Emergency evacuation: All staff and students will be advised to exit the building and move quickly to New Washington Elementary School. The notice to evacuate will be by announcement.
- ◆ Emergency lock-down drill: All students are to be in a classroom and the doors are to be locked from the inside. Students are to move away from the door and windows and go to the "hard corner" in the classroom.

Show **PRIDE** & Be **SAFE**: GCCS Safety Protocols

PROTOCOL	EXAMPLES	TEACHERS	STUDENTS
	Bullying Child Abuse Threats Possible Weapon Possible Bomb Drugs/Alcohol Gang Activity Power Outage Water Advisory	Follow Protocol Share with building administrator Record a statement Maintain confidentiality	Share with trusted adult Be honest and accurate Maintain confidentiality
<p>Shelter</p>	Severe Weather Heat Index Earthquake Medical Emergency Community Concern Hazardous Materials Contaminates Investigation	Follow announcements STAY calm & stay with your students Close doors and windows Take attendance, LISTEN and follow directions from personnel in charge	Tornado - Move to safe area Earthquake - Drop, cover and wait Hazmat - Help seal the room Other emergencies: Stay calm, LISTEN and follow directions from the teacher in charge
<p>Lock Down</p>	Person on school grounds with weapon and intent to harm	Follow AVOID, DENY, DEFEND STAY calm and stay with your students Take Attendance/Report Information LISTEN and follow directions from personnel in charge	Avoid the Confrontation Deny access to your location Defend yourself STAY calm and silent LISTEN and follow directions from the teacher in charge
<p>Evacuation</p>	Following an emergency Following an earthquake Hazardous Materials or Contaminates inside the school	STAY calm and stay with your students Take a copy of class enrollment and emergency plans for your students Take your purse, house keys, car keys, phone, walkie talkie, etc. with you LISTEN and follow directions	STAY calm & STAY silent Take your phone and keys Leave your stuff LISTEN and follow directions from the teacher in charge
<p>Fire</p>	Fire	Pause and Assess Exit Following Fire Evacuation Route	STAY calm & STAY silent Leave your stuff LISTEN and follow directions from the teacher in charge



STUDENT IDENTIFICATION

Students will be given a school ID at the beginning of the year. A new student ID will be issued in the office. Students who have lost or had their ID card stolen are responsible for the replacement of their ID card. ID's are needed for the following:

1. To check out materials and books in the library
2. To attend dances
3. To take various standardized exams

GENERAL ACADEMICS

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. New Washington Middle/High School has a seven period day. All students attending New Washington Middle/High School are required to have a full schedule of classes which is a seven class schedule. Any changes in a student's schedule should be handled through their Guidance Counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation must be approved, and the student's schedule must be officially changed.

IMPACT PERIOD

Impact is a nontraditional 30 minute class that meets daily. The purpose is to develop, support, and enrich skills a student needs for success. Topics will focus on remediation for Tier 2, 3 students, and the development of reading and college testing for Tier 1 students.

SCHEDULE CHANGES

Once a student has turned in his/her Course Request for a school year, as approved by parents and guidance counselors, the student is expected to honor their chosen courses. Course schedule changes will be made in the first ten days of the semester. On the 10th day of classes each semester, all students' course schedules will be made FINAL. Any course dropped after the drop/add period will be posted on the student transcript as a "WF". Course schedule changes will be made only under the following conditions:

1. Student will obtain a Course Schedule Change Form from the office which must be signed by the parent, teacher, and guidance counselor.
2. Schedules may only be changed because of an error in the schedule, failure of a previous course, or administrative approval.

CREDIT RECOVERY

The credit recovery program is computer based and individualized. A student is recommended by the high school administration and must be approved prior to admission.

COLLEGE AND CAREER READINESS INITIATIVE

Our mission is to assure that every student graduates accepted to a post-secondary opportunity. In order to meet that goal, students must not only have academic skills, but also the soft skills necessary to succeed in their chosen post-secondary setting. Through our College and Career Readiness Initiative, students and their families have access to Naviance, a web-based program that helps students manage their college and career search. As early as 6th grade, students choose one of four pathways based on career interest: Business & Entrepreneurship, Engineering & Manufacturing, Health Service, or Public Service. In

grades 9-12, students are provided with multiple opportunities to explore post-secondary opportunities, including Classroom Guest Speakers, College Visits, Career Focused Field Trips, Job Shadows, and Career/College Fairs. During the student's senior year, they also have the opportunity to gain work experience through our Work Based Learning Internship Program. For additional information, contact Mrs. Jill Sceifers, Academy Coach.

WORK ETHIC CERTIFICATE

Our PRIDE team works to build the soft skills that students need to be successful in their chosen post-secondary setting. Students are taught Persistence, Respectfulness, Initiative, Dependability, and Efficiency; and are expected to demonstrate these skills on a daily basis. Our 8th and 12th grade students have the opportunity to earn a Work Ethic Certificate (WEC). In order to earn the WEC a student must have at least 98 percent attendance (including tardies, sign-ins, and sign-outs), at least a 2.0 GPA, and not more than 1 discipline referral. A senior must have met criteria for graduation, have 6 hours of community service, and 3 faculty members to verify that they demonstrate: Persistence, Respectfulness, Initiative, Dependability, and Efficiency. Seniors that earn the WEC are recognized at Honors Day, receive a certificate signed by Governor Holcomb, and wear a PRIDE sash at the graduation ceremony. An eighth grader must have 4 hours of community service, and 3 faculty members to verify that they demonstrate: Persistence, Respectfulness, Initiative, Dependability, and Efficiency.



PRIDE Work Ethic Certificate - High School

Student Name: _____ School _____
 First M.I. Last

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

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

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

P ___ Persistence - Student is able to persevere through challenges and problem-solve.
 1. _____ 2. _____ 3. _____

R ___ Respectfulness - Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.
 1. _____ 2. _____ 3. _____

_____ Teamwork
 1. _____ 2. _____ 3. _____

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

I ___ Initiative - Student is a self-starter and a critical thinker.
 1. _____ 2. _____ 3. _____

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

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

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

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

E ___ Efficiency - Student is organized, punctual and demonstrates self-management.
 1. _____ 2. _____ 3. _____

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



PRIDE Work Ethic Certificate – Middle School

Student Name: _____ School _____
 First M.I. Last

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

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

Student Signature: _____ Date: _____
 By signing, I verify that I am an eighth grader and I am eligible to apply for participation in the Work Ethic Certification Program.

P ___ **Persistence** - Student is able to persevere through challenges and problem-solve.
 1. _____ 2. _____ 3. _____

R ___ **Respectfulness** - Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.
 1. _____ 2. _____ 3. _____

___ **Teamwork**
 1. _____ 2. _____ 3. _____

___ **Community Service** ___ **Service Hours Completed**
 Student has completed a minimum of four hours of service this school year.

I ___ **Initiative** - Student is a self-starter and a critical thinker.
 1. _____ 2. _____ 3. _____

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

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

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

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

E ___ **Efficiency** - Student is organized, punctual and demonstrates self-management.
 1. _____ 2. _____ 3. _____

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

PRIDE RUBRIC

The PRIDE rubric is used to communicate students' progress as it relates to growth and development in the areas of persistence, respectfulness, initiative, dependability, and efficiency. Students earn a score of 2 (exceeds expectations), 1 (meets expectations), or 0 (below expectations) in each class each quarter.

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

POWERSCHOOL INFORMATION

Access to PowerSchool from Home: With the PowerSchool student information system, you are able to access your child's grades and attendance on the internet. This year the parent portal will also include a link to pay into your child's lunch account as well as pay for their textbook rental and fees. Below you will find directions for accessing PowerSchool and your login information can be obtained from the school guidance office.

Login Usernames and Passwords are the same as 2017-18.

For student login:

1. Connect to the internet and type the following address into your browser's address window:
<https://pschool.gccschools.com>
2. Enter your assigned username and password exactly.
3. Click on the "Enter" button.
4. Logout when you are finished with your session. You will see the "Log Out" button in the upper right corner of all windows.

For parent/guardian login: Parents may use the *Single Sign On* feature that allows parent(s)/guardian(s) to have one login for multiple students for whom they have legal and parental rights. Each parent can have a unique login, provided each parent has their own email address. Parents can create their own accounts by choosing "Create an Account" and using the Access ID and Password that can be obtained through the guidance office.

You and your son/daughter may track academic progress from any computer that has internet access. If you do not have internet access at home, the public library has computers you may use to access your child's records. Please keep your passwords confidential.

The *Grades and Attendance* tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. The *Grades History* tab will show you the grades your child received in previous grading periods. The *Teacher Comments* tab is used to access current teacher comments for your child. You may email the teacher a question or concern by clicking on the blue teacher's name link.

Parents and Students should utilize PowerSchool to monitor grades-in-progress throughout each grading period. If you have any questions regarding the use of PowerSchool, please contact the school guidance office at 812-293-3368.

GRADES AND EVALUATIONS

GRADING

Grades are given for each class a student is enrolled in as a representation of a student's knowledge and achievement in that class. The final determination of a student's grade lies with the teacher who will justify each grade by means of scores and results from varied learning experiences based on the GCCS policy of 70% of the final grade derives from assessments and 30% of the final grade derives from assignments. Grades will not be changed after they have been given unless an error has been made. Students also receive a PRIDE score on their report card. Please refer to page 21 for the rubric used by teachers to determine the PRIDE score.

Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69

WEIGHTED FACTOR FOR ACADEMIC PROGRAMS

A “weighted” factor will be added to each identified Honors and Advanced Placement course. The weight is not scaled to a grade for the course, but is simply added to the final grade provided the student has earned credit for the course. If a student is in a combined Honors and Advanced Placement course, the weight will be applied to the course title under which the student enrolled. Advanced Placement credit will be awarded only if the student sits for the AP test in the applicable course.

Weighted Factor:

All Honors courses--- 1.0

All AP courses--- 2.0

GUIDELINES FOR RETAKING A COURSE

New Washington Middle/High School recognizes that there may be times when it is in the best interest of a student to re-take a specific course. The guidelines for re-taking a course are as follows:

Only a course when a student receives a grade below a “C” can be repeated.

Additional credit for re-taking the class will not be given.

Both grades will be counted when calculating the student’s grade point average. This aligns with the Indiana Department of Education Guidelines for determining eligibility for the Indiana Academic Honors Diploma.

REQUIREMENTS FOR GRADUATION AND DIPLOMAS OFFERED

Each student must pass specific **required** courses in order to graduate. All students should select other courses (**electives**), which are needed for career and/or post-secondary education. Students should always consult with their counselor and parents when selecting these courses.

New Washington Middle/High School currently offers the Indiana Core 40, Indiana Academic Honors, Indiana Technical Honors, and General Diplomas which are endorsed by the IDOE. Questions and/or concerns regarding any program of studies should be directed toward the student’s academy counselor. The NWMHS course description guide outlines the diploma requirements, courses offered and program information.

HIGH SCHOOL GRADUATION EXERCISES

Each spring, near the conclusion of the school year, commencement services are held for the graduating class. To be eligible to participate, students must have completed all necessary GCCS graduation requirements and meet the Indiana Graduation standards.

Please remember that it is a privilege, not a right, to participate in the graduation ceremony or other celebratory events. Any violation of the rules set out in this handbook, contained in the Students Rights and Responsibilities Handbook, or state law could result in losing the privilege to participate in one or more of these ceremonies.

Students who will have completed seven semesters and met all other requirements for graduation may graduate at mid-term of their senior year if they apply to graduate early. The intent of a senior to graduate at mid-term should be declared when the student registers for his/her senior year. Mid-term graduates must be enrolled in a college/university or armed forces during the spring semester.

ALTERNATIVE SUPERVISED PHYSICAL EDUCATION (ASPE)

Greater Clark County Schools' students may earn physical education credit through an alternative supervised program (ASPE) during the fall, winter or spring sessions. ASPE does not count toward minimum course load requirements and IHSAA eligibility.

1. ASPE has been approved only for the following activities:
 - a. All IHSAA School Sponsored sports
 - b. Cheerleading
 - c. Marching Band*, Winter Guard, Dance Team, STEP Team
 - d. JROTC*
2. The application for ASPE is available from counselors or on the GCCS website. The application must be completed and signed by the student, parent, counselor, and coach/instructor.
3. Students may earn a maximum of TWO (2) credits for ASPE (Physical Education II).
4. Students must apply for each credit. Students will be limited to one (1) credit per sport season. Credit will be issued at the end of the semester.
5. To receive one (1) credit, the student must participate in sixty (60) hours of direct instruction and **complete the entire sports season and finish the season in good standing.**
6. The total sixty (60) hours and application must be completed and submitted to the guidance counselor by the due dates established at the school.
7. All students who complete the sixty (60) hours of direct instruction and complete the application process will receive an A for the physical education course and the grade will be issued by a licensed Physical Education teacher.
8. Failure to provide the proper documentation, failure to meet the indicated deadlines, or participation in an activity/sport different from what was approved will result in no credit being issued.

*Students must choose whether to apply credit in the band/ROTC activity OR PE. Students may not be awarded credit in both simultaneously.

STUDENT ACTIVITIES

EXTRA CURRICULAR AND CO-CURRICULAR CODE OF CONDUCT

All students involved in extra-curricular and co-curricular activities must be enrolled in the Greater Clark County School system and follow all school rules and regulations according to the Student Handbook. All activities of clubs and organizations are to be approved by the assistant principal and the sponsor of the club or organization. Fund raising projects are to be submitted for school board approval. New Washington Middle/High School encourages each student to participate in clubs and student activities.

PROM

The Junior- Senior Prom is for New Washington High School juniors and seniors and approved guests. Students classified as Freshmen are not allowed to attend prom. The guidelines for attending prom are as follows:

1. All guests must be less than 21 years old at the time of prom.
2. A student cannot attend prom if he/she has been expelled or is recommended for expulsion at the time of prom.
3. A student cannot attend prom if he/she is suspended from school at the time of prom.
4. Students who have withdrawn/dropped out of high school are ineligible to attend the NWHS prom.

5. New Washington High School students and guests must abide by all New Washington High School rules and regulations.

All students attending prom who are not NWHS students must complete a guest permission form that must be signed by an administrator at the attending school and/or a supervisor at the place of employment.

EXTRA CURRICULAR ACTIVITIES

New Washington is proud to offer students many opportunities to participate in sports, groups, clubs, and various other activities. These include:

SPORTS/COACHES HIGH SCHOOL

FALL:

Cross Country (Female)Jaime Campbell
Cross Country (Male).....Dustin Cooper
Golf (Female)TBA
Tennis (Male)Wayne Davis
Volleyball (Female) Michelle McCutcheon

WINTER:

Basketball (Female) Kirsti Holloway
Basketball (Male) Jonathan May
Cheerleading (Male/Female).....
Wrestling..... Jeremy Campbell

SPRING:

Baseball (Male)Mike Snelling
Golf (Male).....Bret James
Softball (Female) Amy Curtis
Tennis (Female)..... Wayne Davis
Track (Female)Steve Wright.
Track (Male) Mike Schneider

SPORTS/COACHES MIDDLE SCHOOL

FALL:

Cross Country (Female/Male).....Kristie Swoboda
Tennis (Male).....
Volleyball 7th Grade (Female).....
Volleyball 8th Grade (Female).....Cindy Stone

WINTER:

Basketball 7th Grade (Female).....
Basketball 8th Grade (Female).....Mike Lawrence
Basketball 7th Grade (Male).....Jay Thompson
Basketball 8th Grade (Male).....Dustin Cooper
Wrestling.....Mike Webster

SPRING:

Tennis (Female).....
Track (Female).....Kristie Swoboda
Track (Male).....Mike Webster

Cheerleading: Cheerleading is winter season. Cheerleading tryouts will be held in the spring of each year for the following winter season. Coach: Stephanie Lobo Guerrero

CLUBS/PROGRAMS-SPONSORS

Band	Roberta Johnson
Choir	Roberta Johnson
Freshman Class Sponsor	Melody Smith
FCA.....	Kathy Holloway
Junior Class Sponsor	Sherry Logsdon and Heather Daily
National Honor Society (NHS)	Tonja Brading
Senior Class Sponsor	Holli Fields and Cathy Braun
Sophomore Class Sponsor	Sandra Schurr and Lori Cross
Student Council	Holli Fields
Theater	Roberta Johnson
Yearbook	Bill Jones

ATHLETICS

New Washington Middle/ High School is part of the Southern Athletic Conference. Our colors are Royal Blue/White/Gold.

ATHLETIC ELIGIBILITY

In accordance with the IHSAA a student must have met the following basic requirements in order to participate or practice in athletics at New Washington High School (see IHSAA Athletic Eligibility form for a complete listing).

1. Must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take (e.g. at least 5 of 7 periods) and must be currently
2. **Enrolled in at least (70%)** of the maximum number of full credit subjects that a student can take (e.g. at least 5 of 7 periods). Semester grades take precedence.
3. Consent and Release Certificate (IHSAA Physical Form): Between April 1 and the student’s first practice in preparation for interschool athletic participation, the student shall have a physical examination by, or shall provide certification from, a physician holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant, who shall clear the student for athletic participation using the current IHSAA pre-participation evaluation form.
4. Must have a transfer form on file (if the student has transferred from another high school in the last 365 days).
5. Must not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals in a sport.
6. **Students who are absent for more than half (4 class periods) of the school day are prohibited from participating in any athletic activity on the day of the absence.**
7. Must have a signed “athletic policy handbook form” on file with the athletic director acknowledging receipt of the GCCS Athletic Handbook.

SPECTATOR GUIDELINES

The purpose of the event is to enjoy extra-curricular activities. Your presence at the event is to give support and provide spirit for our students. This should always be done by positive comments. Avoid comments or gestures which are degrading to you and New Washington Middle/High School.

1. Although seats may not be reserved, please respect other people and avoid pushing, or moving people out of a seat.
2. Interfering with the visiting team or their fans in any way distracts from our position as a good host school. You are expected to stay in your seat and be a good spectator.
3. Everyone is expected to stand and be respectful during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your respect and attention for their sacrifices.
4. Please support our school in a positive and productive way with encouraging comments.

If you cannot follow these few simple guidelines, please stay home. Our student support must be positive and this is what we expect from you.

SCHOOL SONG

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

ATTENDANCE

ATTENDANCE REGULATIONS

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program.

A parent/guardian must notify the school if the student is going to be absent, tardy, or will be leaving school early for an appointment. Parents are requested to call the school on the day of absence by 10:00 a.m. (one call for an extended absence is sufficient). A message may be left by calling 293-3368 ext. 19229. Parents unable to call on the day of the absence **MUST** call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an unexcused absence.

Special Note about Prom: Students who accumulate 10 or more unexcused/undocumented/unverified absences may not be permitted to attend prom.

ATTENDANCE DEFINITIONS

Absence- A student missing beyond 5 minutes of class without written excuse from a staff member.

Unexcused Absence- An absence that is considered truant until the absence is verified as excused by the parent or Administrator.

1. without an excused reason (see below)
2. without parental verification
3. for a reason which prior approval is necessary and approval was not obtained before the absence. (School officials reserve the right to verify the reasons for absences.)

Excused Absence- An absence from school which has been verified with a legitimate reason.

1. Personal illness.
2. Death of a family member.
3. Medical, dental, or legal appointments. – **These appointments should be scheduled before or after school whenever possible.**
4. Extenuating educational reasons, e.g., college visitation, etc. **Advance notification** by the parent/guardian is **required** for approval by the principal/designee.
5. Religious observances - **Advanced notification is required** by the parent/guardian and a church official to the principal/ designee for approval.
6. Other highly extenuating circumstances which the principal/ designee shall decide upon.

Tardy- The first 5 minutes of any period. Each referral for 5 tardies results in *Friday After School*. A phone call will be made by the teacher after 3 tardies.

Truancy- An absence from school, class, or part of a class which is not excused.

Absent from school, class (or part of a class or classes), or assigned activity without permission from parent/guardian or principal/designee. A student will also be considered truant if he/she leaves a class, a school sponsored activity, and/or the school without proper permission from school authorities. No written notes will be accepted. In dealing with truancy, the term “instance of truancy” shall be used. This term defines a period of truancy that may vary in length. For example, two consecutive days could be an “instance of truancy.” Any work on or due on a truant day receives no credit. Any student who is not in their assigned area is considered truant. Any pass given to a student by a teacher that allows the student to travel from one class to another will be honored for no more than 5 minutes.

Sign-In/Late to School- The 5th late sign-in for the 9wks=FAS. Whenever a student arrives late to school (whether arrival time is during the first class of the day, throughout the day, or the last class of the day), the student must report to the Main Office to sign in to school and to receive an **admittance pass** to class. A student who arrives late to school is not allowed to enter class without the proper admittance pass from the office. See the total allowable number of tardy incidences per grading period (below). Also, if the late-to-school student misses **5 minutes or more** of class, the student is **additionally considered absent** from that class. Students who arrive late to school with proper documentation will not be counted late to school or tardy.

Early dismissal/Sign-Out Procedure-Students may leave prior to dismissal time **ONLY WITH** permission from parent or guardian. The parent or guardian must do one of the following two choices to have their student released.

- ◆ If the student does not drive the parent or guardian must come to the school attendance office to personally request the release. **To ensure the safety of our students, anyone who is coming to the school to pick up their student must show identification.**
- ◆ Parent or guardian must call the main office.

EXEMPTIONS FROM EXCESSIVE ABSENCE POLICY

Absences that are exceptions to the compulsory attendance law and that are not reported or recorded as absences. These include:

1. Service on the precinct election board or as a helper to a political candidate or party or as a helper at an election
2. Appearance in court in response to a subpoena
3. Active duty in the Indiana National Guard
4. Service as a member of the state standards task force upon appointment
5. Service as a page or honoree for the Indiana General Assembly

TRUANCY/UNEXCUSED ABSENCES

When a student is expected to be in class and is found off campus or anywhere in the building without permission, that student will be considered truant. For the first offense students will serve 1 day of ISS, second offense- 3 days of ISS, and third offense- 5 days of ISS. After the third offense the administration will discuss alternative settings for school.

ABSENTEEISM LIMITATIONS

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

Action required for excessive absences:

- a. At five (5) absences (documented or undocumented) the school must send the first attendance letter. This letter will explain the attendance policy.
- b. At eight (8) absences (documented or undocumented) the school will send the only legal waiver.
- c. At ten (10) absences (undocumented absences) the student will be reported to T.P.E.C. (Truancy Prevention Education Class) in the S. M. A. R. T. Program facilitated by the Juvenile Probation department.

An undocumented absence is defined as an absence without a written verification from a medical or legal provider.

CLOSED CAMPUS

NWMHS is a closed campus and a student may not leave school at any time without permission from Administration and parent. Students are **not** allowed to leave for lunch.

TARDY POLICY

Any student, who arrives to class late, as determined by the teacher, is considered tardy to class. Upon the 5th, 10th, and 15th tardies for the 9 weeks, teachers will refer the student to the assistant principal with a disciplinary referral.

1. 1st referral for 5 tardies= Friday After School (FAS)
2. 2nd referral for 5 tardies= FAS
3. 3rd referral for 5 tardies=FAS, loss of driving privilege for the 9 weeks
4. 4th referral for 5 tardies= FAS
5. Continued tardiness to class may result in referral to the S.M.A.R.T. Program in Juvenile Probation.

HALLFREEZE

It is important that our students are in class and on time. A hall freeze means anyone in an area outside of the classroom without authorization or a pass will receive a lunch detention on the following day. This is done at random to encourage students to be in class on time.

HOMEWORK (MAKE-UP WORK) FOR ABSENCES

The responsibility of verifying absences rests with the parent and the student.

1. A student who has been absent must initiate the request for make-up work upon his/her return to class and the teacher has the option to offer an alternative assignment if the original assignment is difficult to replicate.
2. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due.
3. In the case of *OSS/SAS*, the student will be given the number of school days the suspension is assigned after return to make up work missed.

Homework for Extended Absences

Students may e-mail his/her teacher for make-up work.

COLLEGE VISITS

A college visit will be considered an excused absence if verification is brought from the institution on their letterhead along with the students name and date listed.

FAMILY TRIP POLICY (VACATIONS)

Vacations during school time are discouraged. Days missed for vacation are absences and fall under the Greater Clark Attendance Policy guidelines.

STUDENT CONDUCT AND SAFETY

STUDENT BEHAVIOR STANDARDS

We ask that students and parents read and become familiar with the rights and responsibilities listed in the student handbook. Although the student handbook covers some specific items related to behavior and reasonable expectations thereof, it does not and is not intended to cover every possible situation. We urge you to also become familiar with the Greater Clark County Schools Students Rights and Responsibilities handbook and student discipline policy as it provides additional expectations not specifically covered in the NMHS student handbook, such as important issues related to:

- ◆ Expectation of privacy
- ◆ Search and seizure
- ◆ Sexual Harassment
- ◆ Physical and/or verbal threats
- ◆ Weapons/Firearms/Explosives
- ◆ Fire Alarms/911 Calls/Bomb Threats
- ◆ Drug and Alcohol Possession and use
- ◆ Gang-related clothing/actions/symbols
- ◆ Possession of electronic devices on school grounds

FIGHTING

If student conduct results in physical contact the school resource officer will be involved.

DRESS AND GROOMING

While fashion changes, the reason for going to school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The following styles or manners of dress apply to academic hours. Minor modifications

will be made for non-academic activities such as the Prom, Athletic Events, etc.

1. All State health and safety standards must be observed. Personal hygiene and sanitation are strongly stressed.
2. Shoes or sandals must be worn at all times.
3. Clothes with obscene marking, stained, dirty, or show a bare midriff, cleavage, or are back baring are not acceptable attire.
4. Clothing with advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
5. No caps, hats, bandanas, hoods, or durags will be worn unless special days permit them.
6. No heavy jackets, long coats, or blankets are to be worn during the school day.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
8. Shorts must be to the top of the knee in length. The knee rule also applies to girl's skirts and pants with holes in them. All shorts, skirts, and "pants with holes" must be to the top of the knee when standing. (Touching top of knee cap)
9. "Sagging" is not permitted.
10. Tight fitting clothing such as lycra, spandex and/or other tight fitting materials may not be worn unless covered by other layers of clothing (long shirt.) The MID REGION should be covered which includes the belly, bodice, hips and upper legs.
11. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not be open on the side.
12. A student will be required to change clothes that are unacceptable, or may be required to wear school provided clothing items to conceal non-compliant or inappropriate attire. Class time missed will be unexcused.
13. Final determination regarding student dress and grooming will be determined **by the administration.**

PLAGIARISM/CHEATING

The following will be considered plagiarism at New Washington Middle High School.

1. Copying another student's (or author's) work or class assignment.
2. Putting your name on someone else's paper, project, or essay.
3. Copying another student's answers on an individual quiz, test, or assignment.
4. Using a "cheat sheet" on any quiz, test, or assignment.
5. Stealing and/or selling quizzes, tests, or assignments or answers.
6. Taking of any student or professional writings (published or unpublished) and using it as your own. This would include items downloaded from the World Wide Web.

If plagiarism is suspected, a teacher at New Washington Middle High School has a duty to investigate. If the evidence indicates that a student has cheated on any item, the following consequences will be used;

- a. First offense: automatic "F" on the paper, quiz, test, or assignment in question and a warning
- b. Second offense: automatic "F" for the grading period.
- c. Third offense: a withdrawal from the class with a grade of "F" and no credit issued.

*Administration and/or teacher have discretion regarding to the severity of the plagiarism or cheating. The consequences do not have to be in sequence and will be adjusted based on the severity of the offense.

DRUGS, TOBACCO, ALCOHOL

The Board of School Trustees promotes drug and smoke-free schools for all students. Considering the health dangers involved and other negative consequences of tobacco, alcohol and other drug use, our school system promotes enforcement of drug-free policies, provides drug education and enhances the development of life skills that keep youth from ever resorting to drugs.

While it is clear that most youth do not use drugs, a policy is necessary for the students who do. It is also acknowledged that students who are using or abusing alcohol, tobacco, or other drugs may need professional assistance to become drug free. Consequently, this policy will afford them the opportunity for voluntary enrollment in a program designed to help them become alcohol, drug, and/or tobacco free.

SMOKING/TOBACCO USE

Federal Legislation entitled "Goals 2000: Educate America," bans smoking in all facilities where education services are being provided to children. The law speaks to all individuals, students and adults. Based on the above law, students are not to possess or use any tobacco substances during the school day. The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (nonsmokers). In addition, the Board of School Trustees recognizes that any student under the age of eighteen (18) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5). Students found *possessing or utilizing* tobacco products will be afforded the opportunity of voluntary enrollment in a local program that is designed to help people deal with their tobacco usage. E-Cigarettes will be considered in the same manner as tobacco.

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

***POSSESSING OR USING TOBACCO PRODUCTS**

1. The first offense results in a 3 day suspension to the alternative site. School Resource Officer may be involved.
2. The second offense results in a 5 day suspension to the alternative site. School Resource Officer may be involved.
3. The third offense results in suspension with a recommendation for expulsion to CCMHS.

* Tobacco offenses will be cumulative over the course of the student's high school career.

ALCOHOL OR OTHER DRUGS

- A. If a student possesses, handles, transmits or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be suspended for no fewer than five days (SAS), the student will be arrested and the process for expelling that student will begin.
- B. In the event of a first time* offense, the parent(s) and student will be advised of various assessment/treatment programs and offered the opportunity to participate in an approved program in lieu of expulsion. If a student goes for an assessment and completes any prescribed educational program offered there, the same will serve as an alternative to expulsion for first time offenders. (*Note: Refer to paragraph Section 1. Rule F. for students who transmit drugs or alcohol.)
- C. The assessment/educational program as an alternative to expulsion will be offered only one time while a student is enrolled in the school corporation.
- D. Students must provide verification that he/she has successfully completed the prescribed assessment as well as the prescribed number of educational sessions, if applicable. Parents will be responsible for any costs of the assessment, education program and for transporting the student to and from the area for assessment/education.
- E. Students who opt for the assessment/education program as an alternative to expulsion are eligible

- to receive an expulsion waiver to return to classes after the five days of out-of-school suspension.
- F. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student will be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, will be immediately suspended and processed for expulsion. The assessment/educational program as an alternative to expulsion is not available to students who are identified as transmitting drugs or alcohol.
 - G. Any adult employee of the school corporation who observes or who has reasonable suspicion that a student may be transmitting, possessing, using or under the influence of drugs or alcohol should convey that information to his/her immediate supervisor or the person in charge of the school function, whichever is appropriate.
 - H. If a student chooses assessment and education as an alternative to expulsion, an administrator should follow the steps on the Drug and Alcohol Possession/Use "Checklist for Administrators". This will include giving the parent the Drug and Alcohol Possession/Use "Parent Information Sheet," completing the "School Referral Form" and making the "Agency Report Form" available to personnel at the assessment agency so that it can be returned to the school.

WEAPONS AT SCHOOL

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

Weapons are defined as any of the following or anything represented to be any of the following: explosives, fireworks, laser devices, mace, any type of gun (including pellet guns, air guns and BB guns), firearms as defined by IC 35-47-1-5, destructive devices as defined by IC 35-47.5-2-4, deadly weapons as defined by IC 35-31.5-2-86, knives, switchblade knives, straight razors, metal knuckles, chains, stars, ice picks or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm and/or intimidation. Small pocket items that are designed and normally used for personal grooming or trimming are not prohibited, but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the provisions of this policy will be applied.

Rules

1. The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as identified above or defined by state law. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
2. If the finding is that the student was possessing, using, and/or transmitting a weapon (with the exception of a firearm, deadly weapon, or destructive device), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a causal conference prior to any recommendation for expulsion. A student with disabilities (as defined in Indiana Code) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

3. In compliance with Indiana Code, a student who is:
 - a. Identified as bringing a firearm (IC 35-47-1-5) or destructive device (IC 35-47.5-2-4) to school or on school property; or
 - b. In possession of a firearm or destructive device 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.
 - c. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection 4.b. for a student who is expelled under this section.
4. In compliance with Indiana Code, a student who is:
 - a. Identified as bringing a deadly weapon to school or on school property; or
 - b. In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
5. In compliance with Indiana Code, a superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in item #3. The superintendent may give similar notice if the student engages in behavior described in item #4.
6. In addition to the statutory requirements of the Indiana Code, building principals or their designee will notify the superintendent and appropriate local law enforcement agencies if the incident involving a weapon includes any expressed or implied threat by the possessor of the weapon.
7. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.
8. A firearm for purposes of this policy is defined as: any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.
9. A destructive device for purposes of this policy is defined as:
 - a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described herein.
 - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore of more than one half inch in diameter or a device that is substantially similar to an item described herein.
 - c. A combination of parts designed or intended to use in the conversion of a device into a destructive device.
 - d. The term "destructive device" does not include a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
10. A deadly weapon for purposes of this policy is defined as:
 - a. A weapon, taser (as defined in IC 35-47-8-3), or electronic stun weapon (as defined in IC 53-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could

- ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- b. An animal (as defined in IC 35-46-3-3) that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.

References: The GCCS Policy Manual and the Greater Clark County School Student Rights and Responsibilities Handbook and Student Discipline Policy are revised annually and are on the Greater Clark County School Corporation website. [GCCS Student Rights and Responsibilities](#)

STUDENT USE OF CELL PHONE/ELECTRONIC DEVICES/WIRELESS COMMUNICATION DEVICE (WCD)

New Washington Middle/High School cannot and will not be responsible **for security or protection from theft** of any electronic devices that are brought to school.

High school students may use electronic devices before school, between classes, and at lunch.

Middle school students are allowed to bring cell phones to school, but must keep them turned off and put away. Cell phones are only to be used for after school activities and are not to be used between the hours of 8:10 a.m. and 2:55 p.m. Students needing to call home during the school day must do so in the main office during lunch or in the classroom with his/her teacher's permission.

1. I-Pods, Smart Phones, and other personal listening devices that are not required by a specific class are not to be worn or used during class time except with teacher permission.
 - a. 1st offense = device being kept in Student Services until end of the school day.
 - b. 2nd offense = device being held at school until it is picked up by a parent.
 - c. 3rd offense = 2nd offense consequences plus - *Friday After School* assigned for insubordination and failure to follow Greater Clark County Schools Board Policy.
2. Cell Phones and/or other electronic communication devices may be used before school, between classes, and a lunch. If cell phones are observed by a staff member (whether they are being used or not) during class time the following will result:
 - a. 1st offense = phone is turned into the office and kept until the end of the school day.
 - b. 2nd offense = phone is turned into the office and kept until Friday. A parent must pick up the phone between 2:30 and 3:30.
 - c. 3rd offense = Loss of phone privileges and *Friday After School* is assigned.
 - d. Continued insubordination will result in OSS.

Each of the Academies may also handle the issue with electronic devices within the Academy. The consequence may be handled among the teachers in the Academy.

PDA-PUBLIC DISPLAYS OF AFFECTION

PDA stands for Public Displays of Affection. If you have a boyfriend or girlfriend at New Washington, then you need to know what our expectations are for you and what the consequences are if you do not meet those expectations. We expect that boyfriends and girlfriends will treat each other with RESPECT and concern for the reputation of the other person.

What does that respect look like? Respect takes the form of never putting each other in a place, position, or activity where others might think less of you or your boyfriend or girlfriend. Respect is limiting personal touching and affections. At New Washington Middle/High School, we expect that boyfriends and girlfriends limit personal touching to holding hands. **Anything beyond holding hands is not allowed at New Washington Middle/High School.**

DISCIPLINARY ACTIONS

SCHOOL RESOURCE OFFICER

The SRO advises school officials on law-related matters. The School Resource officer will be forwarded Major Disciplinary Information and by Criminal Law, criminal charges may be filed. Any issue of physical violence against another person may result in the involvement of the SRO.

DISCIPLINE POLICY (CONSEQUENCES)

The intent of New Washington Middle/High School's discipline policy is for **the safety, protection and best interest of all students who attend our school, not punishment**. However, there are times when disciplinary measures are needed and required by law. This section gives a general summary of the actions and consequences when disciplinary measures are needed and required by law. Below actions are a guideline and do not have to be sequential. **Changes will be made per Administration discretion and severity of action by student.**

- 1. Teacher/Principal Verbal Warning of violation:**
- 2. Teacher Detention:**
- 3. Teacher removal from class:**
- 4. Principal Detention:**
- 5. Friday After School:**
- 6. In School Suspension:**
- 7. Out of School Suspension**

BEFORE AND AFTER SCHOOL DETENTION

Teachers/Administrators may assign detention before and after school hours. Students will be given a 24-hour notice of this assignment.

LUNCH DETENTION

Teachers/Administrators may assign a lunch detention to be served during the next possible lunch. Students be assigned to be with the teacher for 5 minutes of lunch or be assigned to sit at a table outside of the lunch room.

FRIDAY AFTER SCHOOL DETENTION

Between hours 3:00-6:00

FRIDAY AFTER SCHOOL RULES

1. No eating or drinking.
2. No talking.
3. No radios/ electronic devices, cell phones.
4. No note passing.
5. No sleeping.
6. The student must remain on task.

There will be one warning for talking or misbehavior in FRIDAY AFTER SCHOOL. The second offense will result in dismissal and no credit will be received.

IN-SCHOOL SUSPENSION GUIDELINES (ISS)

ISS: A student is not allowed to attend classes for the length of the suspension and will report to the ISS Room. If misbehavior occurs while in ISS immediate suspension will result.

ISS GUIDELINES

1. Student must bring all textbooks to ISS Room.
2. No sleeping or talking allowed.
3. Excessive disruption, misbehavior or not following directive of monitor will result in OSS.
4. 3 assignments to ISS by a teacher in 1 week will result in ISS all day.

OUT OF SCHOOL SUSPENSION (OSS)

OSS: is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' *Student Rights and Responsibilities Handbook*. Upon the 2nd suspension during the school year, the Indiana Bureau of Motor Vehicles will be notified and permits or drivers licenses will be withdrawn. Students suspended for multiple days will be assigned to attend school at an alternate site. If the student does not attend, he/she will face a penalty for truancy. Parents or guardians will be notified in writing of the action taken. Students are not to be on school property or attend or participate in extra-curricular activities during the suspension period. The student will be counted absent from school, but the days will not be counted into the total of excessive absences. If a student has a second instance of suspension in one school year, the administration is required by Indiana Law (IC 9-24-2-1) to notify the Indiana Bureau of Motor Vehicles. Upon his/her return to school, the student must initiate a request for makeup work or tests. A student may be required to bring his/her parents in for a conference in order to be readmitted to school.

EXPULSION PROCEDURES

An expulsion is a disciplinary action that causes a student to be separated from school attendance for more than ten days, or suspended from attending school for at least one school year. This would prevent a student from completing in the normal time his/her overall courses of study in any school in the school corporation. In addition, a student would face the temporary loss of their driver's license/permit per Indiana law.

USE OF DOGS

Trained, certified search dogs will be utilized at various times by law enforcement agencies to search for illegal drugs in the school building and on school grounds.

FOOD SERVICE

New Washington Middle/High School provides a full service cafeteria for students and staff at a reasonable price. Free and reduced price meals are available for students who apply and meet specific guidelines.

FOOD

Food or drinks, including water, are permitted by the cafeteria and in the main hallway by the vending machines. All other areas of the school should remain food and drink free.

BREAKFAST

Breakfast begins at 7:45 and ends at 8:10am. Students are responsible to be in class on time.

Price:

- Paid: Daily \$1.50, Weekly \$7.50
- Reduced: Daily \$.30, Weekly \$1.50
- Adult: Daily \$2.00, Weekly \$10.00

LUNCH PERIOD

Students will walk to the lunch lines. All lunches must be eaten in the cafeteria. Please keep the lunchroom clean by depositing litter in the wastebaskets, returning all trays and utensils to the dishwashing area, and by leaving your table clear for others. NWMHS is a closed campus-No students may leave campus for lunch and no commercial deliveries at lunch will be accepted. Students may bring lunch from home if they do not purchase food in the cafeteria. Delivery of lunch to a student during the day is not encouraged. Seniors may eat lunch in the area designated as the senior area.

Price:

- Paid: Daily \$2.95, Weekly \$14.75
- Reduced: Daily \$.40, Weekly \$2.00
- Adult: Daily \$3.75, Weekly \$18.75

Ala Carte pricing on milk for all levels: \$.55

VENDING MACHINES

Dry food and soft drink machines are located in the main hallway for the use of all students. There will be no refunds. Tampering with any machine is prohibited and subject to consequences. A student should report any problem with a machine to the main office.

The vending machines will be turned off during lunch.

Eating snacks is a privilege. All snacks (food and drinks) will be consumed in the main hallway by the vending machines. No drinks will be allowed in the classroom other than water. Food is not allowed in classrooms.

TRANSPORTATION

DRIVING AND PARKING

Driving to school is a privilege not a right. Students should remember that any vehicle driven to school becomes part of the school zone and, by law and school policy, can be searched by school personnel if there is reasonable suspicion the student is in violation of a school rule or public law.

Students may obtain a parking permit for a \$2.00 fee in the administrator's office during or after school. Students must have their driver's license with them to purchase a parking permit.

When you drive on the school lot you should park, lock your car, and immediately enter the building.

Students are not to park in the staff/visitor parking lots. One warning will be given and the car will be towed at the owner's expense for a second violation.

1. Students must present a valid driver's license to obtain a parking permit.
2. Students must not return to their cars during the school day without permission of one of the school administrators.

3. Parking violations:
 - a. will be reported to the proper authorities;
 - b. may result in parking space assignment.
4. Seniors may park in the lot by the baseball field all other students must park in the other lots.
5. Students are responsible for knowing the New Washington High School parking regulations.
6. Parking lot rule violations may result in the student's driving privileges being suspended.
7. Parking in a handicap space will result in your license plate number being reported to the Clark County Police Department.
8. Repeat rule violations may be towed at the owner's expense.

DRIVER'S LICENSE/PERMIT RESTRICTIONS

1. Indiana Law (I.C. 9-24-2-1) states the BMV shall suspend a driver's license or a learner's permit to an individual less than 18 years of age who meets any of the following conditions:
 - a. Is a habitual truant under GCCS Policy 5200.
 - b. Is under at least a second suspension from school for the school year.
 - c. Is under an expulsion from school.
 - d. Is considered a dropout under I.C. 20-33-2-28.5.
2. Indiana Law (IC 20-33-2-11) provides that when a student is at least thirteen (13) years of age but less than fifteen (15) years of age and is a habitual truant as defined under GCCS Policy 5200, a driver's license or a learner's permit to drive may not be issued until the student is at least eighteen (18) years of age. A student who has not been issued a driver's license or learner's permit to drive is entitled to a periodic review of the student's attendance record to determine whether the prohibition on the issuance of the license or permit shall continue. The periodic reviews may not be conducted less than one (1) time each school year.

BUS REGULATIONS

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

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

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

RIDING A DIFFERENT BUS

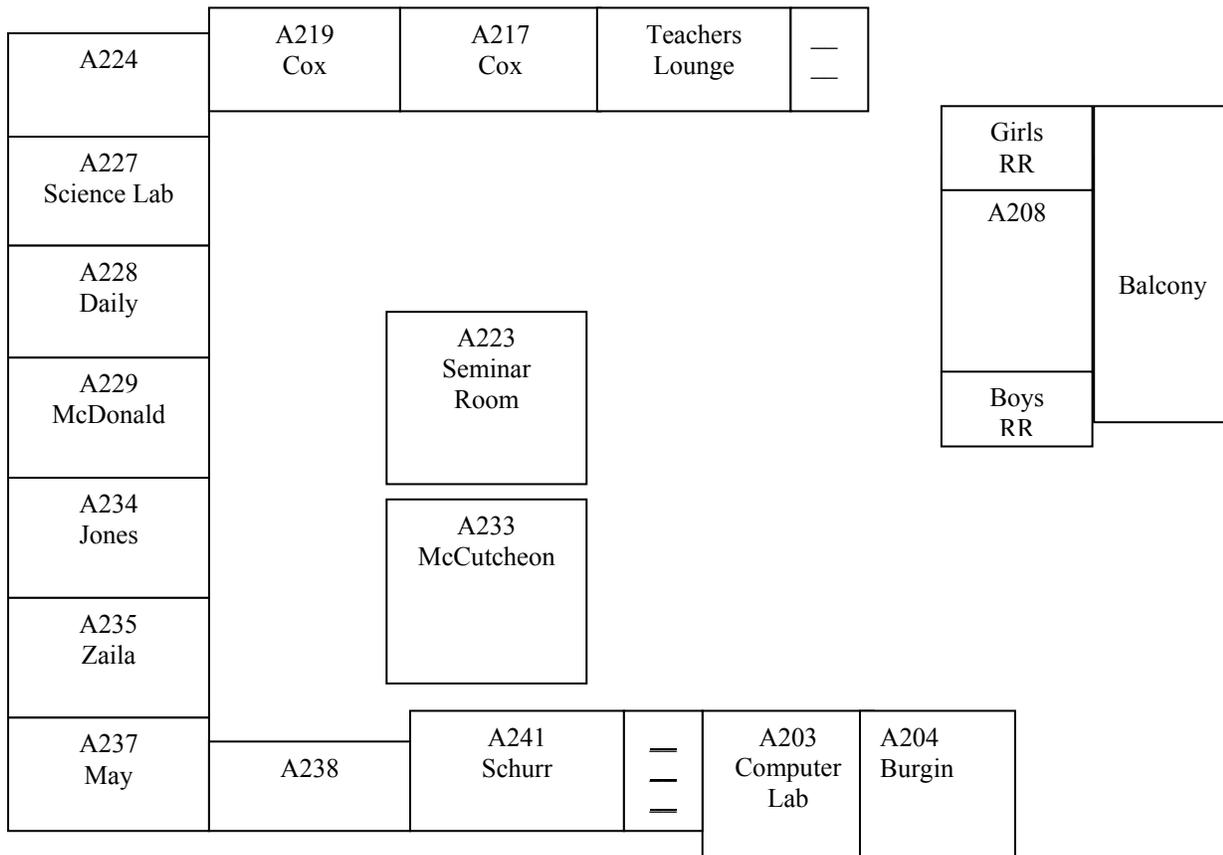
Stop locations may change periodically based on the student population, demographics and physical conditions of the area served. Students must ride on their assigned bus, to their assigned stop. All stop locations are determined by the transportation department. Students are prohibited from riding to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

AHERA Notification

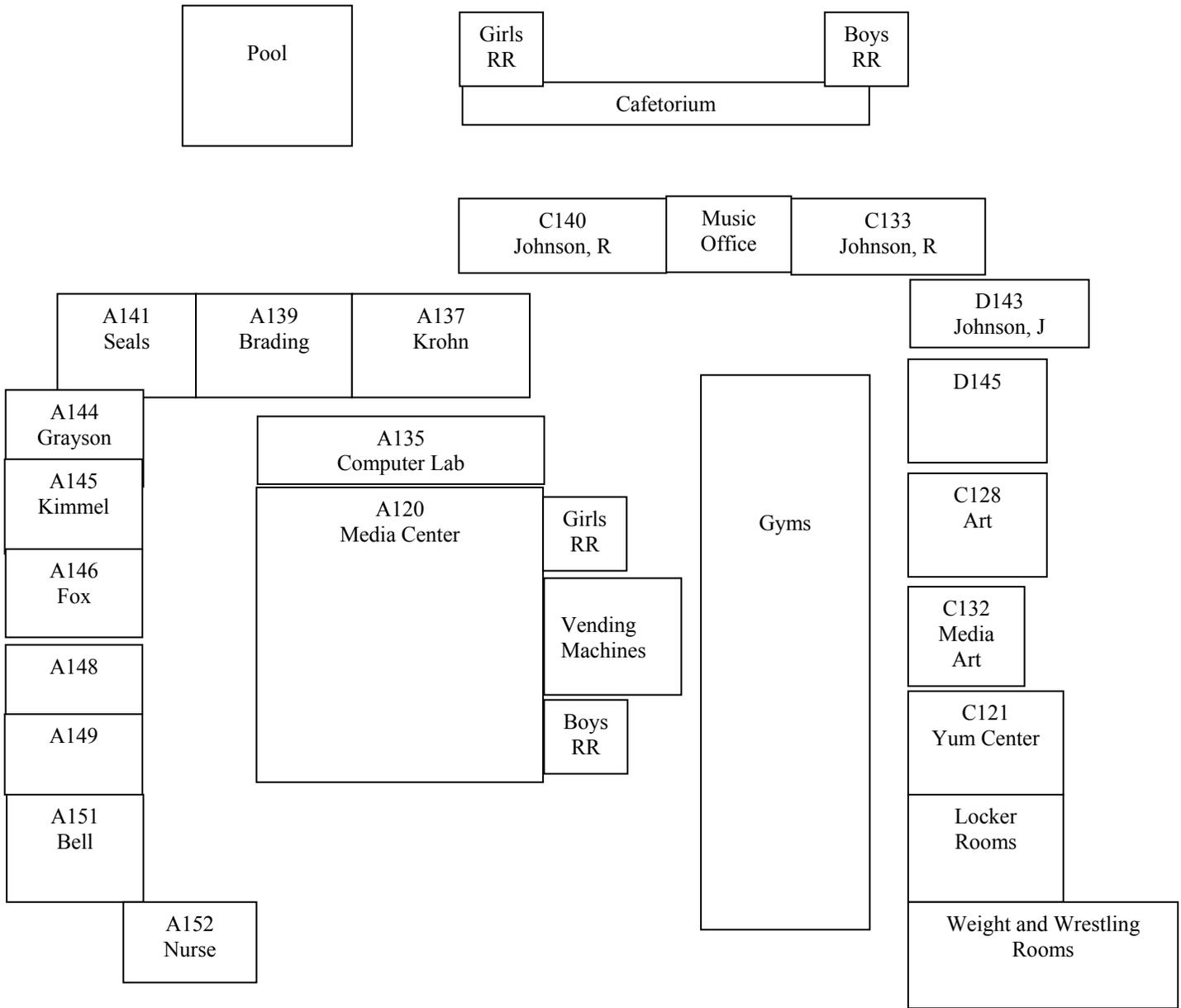
In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Greater Clark County Schools is available for review and copying by students, staff and guardians during normal business hours.

NEW WASHINGTON MIDDLE/HIGH SCHOOL FLOOR PLAN

SECOND FLOOR



FIRST FLOOR





STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK
STUDENT DISCIPLINE POLICY
2018-19
Adopted May 1980

I. BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. *Freedom of Speech and Assembly*

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

B. *Freedom to Publish*

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

C. *Search and Seizure*

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

D. *Wellness Policy*

GCCS has adopted a Wellness Policy (GCCS Policy 8510) that supports an increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of students. The policy requires that GCCS provide students with access to nutritious foods and beverages, provide opportunities for physical

activity and developmentally appropriate exercise, and requires that all meals served by the School Corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture. The entire policy can be viewed at any school or on the GCCS website.

E. Dress

It is the responsibility of students to assure that their dress and appearance do not present health or safety problems or interfere with the educational process. Students are not allowed to wear clothing and/or have exposed body markings or piercings that contain lewd, vulgar, or indecent speech; promote illegal substances; relate to gang/cult matters; or create safety hazards. Minimum standards for all GCCS students have been developed by the School Board and are provided at each school building. They are also available at the Administration Building. GCCS students will be subject to disciplinary action in a manner as set out in this document if violations of minimum standards occur. The entire policy (5511) can be viewed at any school or on the GCCS website.

F. Tobacco-Free Environment

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours, in any building, facility, or vehicle owned, leased, rented, or chartered by the GCCS; on any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by GCCS; or at any school-sponsored or school-related event on campus or off campus. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), electronic nicotine delivery system (ENDS), cigar, pipe, bidi, clove cigarette, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. The policy of allowing “pass outs” for adults during extracurricular events is hereby eliminated as it only tends to encourage tobacco use on campus. In addition, no student is permitted to possess a tobacco product. Tobacco promotional items are not permitted on school grounds and no student may leave the school campus during breaks in the school day to use a tobacco product. Visitors using tobacco products will be asked through public address announcements and warnings printed in activity programs to refrain while on school property. Repeated violations of this policy may result in exclusion from Greater Clark activities. Policy 7434 Use of Tobacco by Visitors can be viewed at any school or on the GCCS website. Policy 5512 Use of Tobacco can also be viewed at any school or on the GCCS website.

G. Identification

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

H. Married Students

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

I. Pregnant Students

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

J. Rights of Absence for Religious Observances

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

K. Off-School-Grounds Events

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

L. Conduct

Conduct that materially and substantially interferes with the educational process, including the use of social networking “threats” or “lists” which cause school disruptions is prohibited, including the use of lewd, vulgar, indecent, racial, or offensive language or behavior.

M. Student Records

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

1. The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access.
 - a. Parents or eligible students should submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
 - b. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
 - a. Parents or eligible students may ask Greater Clark County School Corporation to amend a record that they believe is inaccurate or misleading. They should write the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; a juvenile justice agency if the disclosure or reporting is to assist the juvenile justice system to serve, before adjudication, the student whose records are being released. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The Every Student Succeeds Act requires schools to forward the disciplinary record with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school. The USA Patriot Act permits schools without the consent or knowledge of parent or student to release personally identifiable information from the student’s education records to the Attorney General of the United States or his designee on an ex parte order.
4. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding the school’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
 - a. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent,
 2. Mental or psychological problems of the student or student's family,
 3. Sex behavior or attitudes,
 4. Illegal, anti-social, self-incriminating, or demeaning behavior,
 5. Critical appraisals of others with whom respondents have close family relationships,
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers,
 7. Religious practices, affiliations, or beliefs of the student or parents, or
 8. Income other than as required by law to determine program eligibility.
- b. Receive notice and an opportunity to opt a student out of:
1. Any other protected information survey regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- c. Inspect, upon request and before administration or use:
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

- d. GCCS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. GCCS will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. GCCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GCCS will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 2. Administration of any protected information survey not funded in whole or in part by ED.
 3. Any non-emergency, invasive physical examination or screening as described above.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA.
- a. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington, D.C. 20202-4605.

N. Disclosure of Directory Information

GCCS hereby informs the parents of all students enrolled in the public schools of the GCCS, students eighteen (18) years of age or older, and other interested parties, that in compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34CFR Part 99 of 1974, as amended in January, 1975, the School Corporation has adopted a Student Records Policy 8330 which preserves the right of privacy of students and parents, provides for the disclosure of information about students and parents under controlled circumstances, and permits students and parents to correct inaccurate data in their educational

records. The Student Records Policy 8330 is available on the GCCS website and in individual school buildings. Under this policy, GCCS has classified the following information about individual students as Directory Information: name, address, telephone listing, date and place of birth, motor vehicle description (including license plate number), hair and eye color, race, sex, academic majors and minors, participation in any officially recognized school activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, recognition of service or achievement, and the most recent previous educational agency or institution attended.

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

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

1. The armed forces of the United States including;
 - a. United States Air Force.
 - b. United States Army.
 - c. United States Coast Guard.
 - d. United States Marine Corps.
 - e. United States Navy.
 - f. any reserve component of these military branches.
 - g. any service academies of these branches.
2. The Indiana Air National Guard.
3. The Indiana Army National Guard.
4. Release of this information is for the sole purpose of informing students of educational and career opportunities available in the armed forces of the United States, the Indiana Air National Guard, and the Indiana Army National Guard. Guidelines are as follows:
 - a. Student Directory information, as used in I.C. 20-33-10, is defined as:
 1. Student's name.
 2. Student's address.
 3. Student's telephone number if it is listed or published.
 - b. The high schools' representatives shall notify the parent and student that either one may request that the information not be released by the high school to the military recruiting representatives.
 - c. The notice must include information as to how this notification is given.
 - d. The parent or student must make such a request in writing at the end of the student's sophomore year in high school.
 - e. The opportunity to deny the release of this information is a one-time, opt-out opportunity that must be made in the student's sophomore year.
 - f. If a student does not opt-out at the end of the sophomore year, then he/she cannot choose to opt-out during his/her junior or senior year.
 - g. If a student elects, after opting out of the release of Student Directory Information, to allow the release of such information, he/she may do so at any time by notifying the high school of this change in writing with such change being signed by both the student and student's parent. Students enrolling in GCCS high schools and entering during their junior or senior year shall be given the opportunity to opt-out at the time of enrollment.

O. *Screening for Health Concerns*

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

P. *Self-Administration of Medication*

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

Q. *Removal from School for Health Reasons*

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

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

1. It is the policy of GCCS not to allow or tolerate discrimination on any legal basis including: race, color, religion, sex, national origin, age, or handicap in its educational programs, employment policies, or treatment of the general public as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 10-8.1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990. Persons who believe they have been discriminated against are encouraged to file a complaint with the appropriate Greater Clark officials for investigation and action.
2. Questions concerning compliance with the Americans with Disabilities Act should be directed to the complaint designee: Human Resources, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130, 812-283-0701.
3. Questions concerning compliance with Section 504 of the Rehabilitation Act should be directed to the complaint designee: Director of Special Populations, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130, 812-283-0701.

4. Policy 9130 on non-discrimination describes the complaint procedure. Questions concerning compliance with Civil Rights Acts and/or Title IX should be directed to the complaint designee: Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130, 812-288-4802 x 50104.
5. It shall be a violation of policy for any Greater Clark student to sexually harass, i.e., make unwelcome sexual advances, request sexual favors, or display other inappropriate verbal or physical conduct of a sexual nature, to another student. Furthermore, sexual harassment, by any employee to a student, employee to another employee or school volunteer over which the School Corporation has some degree of control, to a student is also a violation of policy. To file a report of sexual harassment, contact either the principal or the directed complaint designee: Assistant Superintendent, Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130. For assistance and information about processing such a report, call 812-288-4802.
6. When a student or student's parent or guardian believes he/she has been discriminated against or harassed by a GCCS employee or another student, he/she may file an informal or formal written complaint under the procedure established by the GCCS to enforce policies against such discrimination. To file such a complaint, contact the principal or Title IX complaint designee: , Greater Clark County Schools Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, Indiana 47130. You may call 812-288-4802 for assistance and information about processing such a complaint.
7. Copies of the complete policies are available in the offices of all schools and on the GCCS Website.

S. *Anti-Harassment/Bullying Policy*

1. Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex, race, color, religion, national origin, age, disability, ancestry, marital status, familial status, sexual orientation, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.
2. It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer, or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.
3. This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students, and patrons.
4. No employee, student, or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally, or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, including digitally or electronically and through the use of a cellular telephone or other wireless, cellular communication device; physical acts committed, aggression, or any other behaviors committed by a person, student, or group of people or students against another person or student with the intent to harass, ridicule, humiliate, intimidate, or harm the other person or student. **Additionally, this rule applies when a student is using property or equipment provided by the school. See Policy 5517.01.**
5. For information on rules, disruptions, complaint procedures, reporting procedures and sanctions, false reporting, and notification, see GCCS Policy 5517 Anti-Harassment and Policy 5517.01 Bullying at any school or on the GCCS website.

T. Student Insurance

Unless proven negligent, GCCS and GCCS personnel assume no financial responsibility for medical expenses, treatment, or damages resulting from injuries sustained by students while participating in any GCCS sponsored educational program or practicing for/participating in athletics or other school activities. GCCS makes student accident insurance available through a commercial insurance carrier. Policy 8760 Student Accident Insurance is available at schools and on the GCCS website. Enrollment in this student accident insurance program is voluntary. It is the parents' responsibility to provide appropriate insurance or to assume the risk of possible financial responsibility inherent in having their child participate in any school activities. Individual schools may request that parents provide the name of the company carrying the family's health and accident insurance in order for school officials to have this information in case of a medical emergency.

U. Lost, Stolen, or Damaged Student Owned Property

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

V. Law Enforcement Notification by School Officials

Indiana Code 20-33-8-16

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

W. Illegal Electronic Data Transfer

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

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

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

Indiana Code 11-8-8-7

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

X. Inclement Weather Guidelines

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

Y. Suicide Prevention/Education

For more information regarding the Greater Clark County Schools comprehensive plan on suicide prevention/education, see Policy 5350 Student Suicide or contact the GCCS Administration Building at (812) 283-0701. For immediate concerns contact the National Suicide Prevention Lifeline at 1-800-273-8255.

Z. Restraint and Seclusion

Policy 8400, School Safety, states that GCCS is committed to maintaining a safe environment in all of the Corporation's schools. Provisions are in place to protect the safety of staff, students, and the public places in case of manmade occurrences one of which being student disturbance. Any significant violation of the Emergency Safety Procedures Plan (including assaults on students and staff) will be reported to the police.

The Emergency Safety Procedures that are in place at your child's school include the following statement: "A student will be restrained and/or secluded by school staff ONLY when his/her behavior poses an imminent risk of injury to him/herself or others".

Immediately after any such use of restraint and/or seclusion, every effort will be made to verbally inform the parent(s) or guardian(s) of the student of the restraint and/or seclusion. As soon as possible after any such use of restraint and/or seclusion, the parent(s) or guardian(s) will be provided with a written, detailed account of the incident that includes a description of the circumstances that led to the use of the restraint and/or seclusion.

A copy of Policy 5630.01, Restraint and Seclusion, regarding restraint and seclusion may be viewed at any school or on the GCCS website.

II. RULES AND REGULATIONS

School staff members will make every effort, with appropriate community resources, to help each student gain acceptable self-discipline standards. When self-discipline fails, regulations for management of school behavior must be enforced by those directly responsible for the operation of the schools. Authority for the management of school behavior is given to the Board of School Trustees by the School Powers Act and I.C. 20-33-8-1. The Board of School Trustees has established Policy 5600 on Student Discipline and appointed administrative officers to carry out those policies and state laws as amended. The following rules and regulations adopted by both Indiana statute and GCCS apply when a student is on school grounds, immediately before, during, and immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event.

A. Grounds for Suspension or Expulsion

Indiana Code 20-33-8-14

Section 14

1. 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:
 - a. Student misconduct.
 - b. Substantial disobedience.
2. The grounds for suspension or expulsion listed in Subsection (a) apply when a student is:
 - a. 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;
 - b. off school grounds at a school activity, function, or event; or
 - c. traveling to or from school or a school activity, function, or event. For students with disabilities, a conference to determine the relationship of the disability to the disciplinary offense must precede expulsion.

B. Unlawful Activity by Student

Indiana Code 20-33-8-15

Section 15

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

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

C. Possession of Firearms, Destructive Devices, or Deadly Weapons
Indiana Code 20-33-8-16

Section 16

1. As used in this section, "firearm" has the meaning set forth in I.C. 35-47-1-5.
2. As used in this section, "deadly weapon" has the meaning set forth in I.C. 35-31.5-2-86. The term does not include a firearm or destructive device.
3. As used in this section, "destructive device" has the meaning set forth in I.C. 35-47.5-2-4.
4. Notwithstanding Section 20 of this chapter, a student who is:
 - a. identified as bringing a firearm or destructive device to school or on school property; or,
 - b. in possession of a firearm or destructive device on school propertymust be expelled for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period.
5. The superintendent may, on a case-by-case basis, modify the period of expulsion under Subsection (d) for a student who is expelled under this section.
6. Notwithstanding Section 20 of this chapter, a student who is:
 - a. identified as bringing a deadly weapon to school or on school property; or,
 - b. in possession of a deadly weapon on school propertymay be expelled for a period of not more than one calendar year.
7. The superintendent or the superintendent's designee shall notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in Subsection (d). The superintendent may give similar notice if the student engages in behavior described in Subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
8. A student with disabilities (as defined in I.C. 20-35-1-8) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

D. Weapons at School or at School Functions
GCCS Policy 5772

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

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a). This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Small pocket items which are designed and normally used for personal grooming or trimming are not prohibited but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the above provisions will be applied.

Rules

1. The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as defined above. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
2. If the finding is that the student was knowingly possessing, using, and/or transmitting a weapon as defined above (with exception of a firearm as defined in #4 below or destructive device/bomb as defined in #5 below), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a manifestation determination conference prior to any recommendation for expulsion.
3. The principal or his/her designee will inform police of any proven incident that involves a weapon violation. Also, a police investigation will be requested if it appears that a crime was committed and/or any threat of bodily harm was expressed or implied by the possessor of a weapon as defined above.
4. In compliance with the Gun-Free Schools Act of 1994 (20 USCA 8922), the penalty for possession of a firearm (as determined by 18, USCA 921) will be a recommendation for expulsion from school for one calendar year. The superintendent or designee will notify the appropriate law enforcement officials when a student is expelled for this reason. A firearm under this rule is defined as:
 - a. any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of any explosive;
 - b. the frame or receiver of any weapon described above;
 - c. any firearm muffler or firearm silencer;
 - d. any destructive device which is an explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, Molotov cocktail, or similar device;
 - e. any weapon which will, or which may readily be converted to, expel a projectile by the action of an explosive or other propellant, and which has a bore diameter of more than one half inch in diameter;
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; and
 - g. a destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device.
5. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. If the weapon incident could constitute a violation of Indiana and/or federal law, the superintendent or superintendent's designee shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.

E. Students' Legal Settlement

Indiana Code 20-33-8-17

Section 17

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

F. GCCS Board Policy 5600 on Student Discipline

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

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

3. This policy sets out examples of student misconduct or substantial disobedience that shall be considered as conduct which rises to a level warranting disciplinary action, up to and including suspension and/or expulsion. The following list is only illustrative and disciplinary action is not limited solely to these examples.
 - a. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes or urging students to engage in such conduct.
 - b. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - c. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
 - d. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere or disrupt the educational process.
 - g. Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's property could be damaged.
 - h. Intimidating or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse.
 - i. Bullying – any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Additionally, this rule applies when a student is using property or equipment provided by the school. See Policy 5517.01.
 - j. Harassment – includes harassment of any type including sexual. See Policies 5517 and 5517.01.
 - k. Gang activity or association – engaging in any initiation, promotion of or participation in any group that promotes activities that threaten the safety and/or well-being of persons, school property or which disrupt school activities.
 - l. Discrimination – engaging in behavior that is discriminatory in nature in violation of Policies 1422 and 2260.
 - m. Vandalism – damaging or defacing, or attempting to damage or deface, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school functions.
 - n. Theft – stealing, or attempting to steal, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school activities.
 - o. Arson – damaging, or attempting to damage, school property or property of others located on school grounds by starting a fire or causing an explosion.
 - p. Battery (I.C. 35-42-2-1) is defined as a person who knowingly or intentionally:
 - aa. touches another person in a rude, indolent, or angry manner; or
 - bb. in a rude, insolent, or angry manner places any bodily fluid or waste on another person.

- q. Criminal recklessness (I.C. 35-42-2-2) is defined as a person who recklessly, knowingly, or intentionally performs an act that creates a substantial risk of bodily injury to another person.
- r. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. (See Policy 5517)
- s. Hazing – as defined in Policy 5516.
- t. Extortion – the obtaining of property on school grounds, on the way to or from school or at school activities, from any unwilling person by intimidation or physical force.
- u. Robbery – theft involving the use of physical force, deadly weapons, or dangerous instruments on school grounds, on the way to or from school, or school activities.
- v. False activation of a school fire alarm or making a false fire, bomb or weapons threat.
- w. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in Indiana Code 20-33-8-16 and GCCS Policy 5772.
- x. Weapons – possession of weapons, carrying, selling, transmitting, storing, or using weapons, including destructive devices, on school grounds, on the way to or from school, or at school activities and/or violating any provision of the Weapons Policy 5772.
- y. Use, possession, sale or transmission of fireworks or other projectiles or explosives on school grounds, on the way to or from school or at school activities.
- z. Possessing, handling, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind or any paraphernalia used in connection with the listed substances. Use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule. (See Policy 5530) (Exception: see Policy 5330.01)
 - aa. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel.
 - bb. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - cc. Possessing, using, or transmitting any object or material that can be reasonably associated with the use or transmission of a controlled substance.
 - dd. Possessing, using, transmitting, or being under the influence of caffeine-based substances; substances containing phenylpropanolamine (PPA); depressants; or stimulants of any kind, be they available with or without a prescription: however, use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule.
 - ee. Possession or use of tobacco products, including electronic cigarettes (or e-cigarettes), on school grounds or at school activities.
 - ff. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. Failure to follow directives – the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures.
 - gg. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - 1. Engaging in sexual behavior on school property.
 - 2. Disobedience of administrative authority.
 - 3. Willful absence or tardiness from school, a class, or homeroom.
 - 4. Unexcused tardiness or absence to school, class, or homeroom.
 - 5. Truancy from school or class. Truancy is defined as absence from one or more classes without permission of school and/or parents. Habitual truancy is defined in Policy 5200

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

III. DISCIPLINARY ACTION

A. Disciplinary Actions:

In Policy 5600, the Greater Clark County Schools Board of Trustees has established that school personnel may use the following listed measures in the disciplining of students for the offenses described in Section II, F. above. These measures are neither exhaustive nor sequential:

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

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

Or as allowed by I.C. 20-33-8-25

B. *Driver's License/Permit Restrictions*

1. Indiana Law (I.C. 9-24-2-1) states the BMV shall suspend a driver's license or a learner's permit to an individual less than 18 years of age who meets any of the following conditions:
 - a. Is a habitual truant under GCCS Policy 5200. See Page 13, Section II, F, gg, #5 of this document for a definition.
 - b. Is under at least a second suspension from school for the school year.
 - c. Is under an expulsion from school.
 - d. Is considered a dropout under I.C. 20-33-2-28.5.
2. Indiana Law (IC 20-33-2-11) provides that when a student is at least thirteen (13) years of age but less than fifteen (15) years of age and is a habitual truant as defined under GCCS Policy 5200, a driver's license or a learner's permit to drive may not be issued until the student is at least eighteen (18) years of age. A student who has not been issued a driver's license or learner's permit to drive is entitled to a periodic review of the student's attendance record to determine whether the prohibition on the issuance of the license or permit shall continue. The periodic reviews may not be conducted less than one (1) time each school year.
3. If a student plans to withdraw from school, an exit interview should be scheduled. At least five days before holding an exit interview, the principal shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian of the following:
 - a. That the student's failure to attend an exit interview under I.C. 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under I.C. 20-33-2-28.5 will result in the revocation of the student's: (1) driver's license or learner's permit; and (2) employment certificate.
 - b. If the principal determines that the reason for the student's withdrawal does not meet the requirements for withdrawal from school under I.C. 20-33-2-28.5, the student and the student's parent or guardian will receive a copy of the determination, and the student's name will be submitted to the Bureau of Motor Vehicles utilizing the "Invalidation Form" provided in the GCCS Principals' Handbook.

C. Notification of Rules and Regulations

Individual schools shall provide students and parents a list of district and local school rules. Refer to Policy 5600.

D. Student Exclusion by a Teacher

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

E. Suspension

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

F. Expulsion

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

G. Students in Cooperative Programs and/or Attending Two GCCS Schools

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

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

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

IV. PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

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

A. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges.
 - b. if the student denies the charges, a summary of the evidence against the student will be presented.
 - c. the student will be provided an opportunity to explain his/her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such cases, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. (Reference: I.C. 20-33-8-18)

B. Expulsion Procedures:

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

1. A written charge and request for expulsion of a student will be filed by the principal to the superintendent.
2. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting. (I.C. 20-33-8-19)
3. At the expulsion meeting conducted by the expulsion examiner, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
4. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the County Court within ten (10) days of receipt of a notice of the action taken. Reference: I.C. 20-33-8-19.
5. Any student who is expelled will be expelled from participating in and/or attending extracurricular and school-sponsored activities. This student is not to be on school property during the expulsion period.

V. ASBESTOS PROGRAM

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

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial re-inspections, and six (6) month periodic surveillance of asbestos containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, their legal guardians, collective bargaining organizations, and parent-teachers organizations that the asbestos management plans required under this act are available for review upon request. The plans can be viewed or inquiries made by any person during regular business hours at the Auxiliary Services Office, which is located at 2220 Veterans Parkway, Jeffersonville, Indiana 47130; telephone number 812-288-4821.

Master copies of the plans for all buildings under the jurisdiction of this local education agency are available at the Auxiliary Services Office, which is located at 2220 Veterans Parkway, Jeffersonville, Indiana 47130; telephone number 812-288-4821. Plans for individual schools and other buildings are located in the administration office of each school. Inquiries regarding any fact of the regulation or the management plans should be directed to Mr. Todd Givens at the above telephone number during regular business hours.

Greater Clark County Schools, school facilities, and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763, Subpart E (AHERA) regulations include:

Charlestown, Jeffersonville, and New Washington High Schools; Charlestown, Parkview, and River Valley Middle Schools; Bridgepoint, Jonathan Jennings, Maple, New Washington, Northaven, Parkwood, Spring Hill, Thomas Jefferson, and Wilson Elementary Schools; Clark County Middle/High School, Corden Porter School with Gym, Service Center, and Auto Tech Program – Witten Property.

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2018-19 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed in the school office.

- The required triennial re-inspection will be performed in April 2019.
- The required six month periodic surveillance was performed in April 2018.
- The required six month periodic surveillance activities are scheduled for April and October each year.

School facilities and buildings that are asbestos free and require no surveillance or re-inspection are:

Administration Building, Corden Porter (former Options Building), Pleasant Ridge Elementary School, Riverside Elementary School, and Utica Elementary School.

VI. PEST CONTROL AND USE OF PESTICIDES – POLICY 8432

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

1. Annually inform parents and staff members of the corporation's pest control policy/regulation at the beginning of the fall semester by reference in this handbook.
2. For information concerning pest control, contact Auxiliary Services, 2220 Veterans Parkway, Jeffersonville, Indiana 47130, 812-288-4821 extension 51100.
3. Maintain the MSDS sheets at the Auxiliary Services Building and provide copies to the principal prior to application.
4. Not apply pesticides in student areas during the student day.
5. Maintain a written record for two (2) years of any pesticide applications including type applied and location.
6. Apply least toxic product by state licensed applicators.
7. Provide notice of application in the affected building at least two school days prior to the date of application, to the greatest degree possible. Such notice will include the date and time of the application, the general area where the pesticide is to be applied, and the telephone number to contact the school for more information.
8. Give written notice as soon as possible in the event of the need for an emergency application due to an immediate threat to the public health.
9. Provide for training of school employees to become certified pest control applicators, as needed.
10. Provide notice of all pesticide applications to school nurses, as applicable.
11. Provide written notice to any parent or staff member who requests advance written notification of a pesticide application, provided that such request is delivered to the attention of the Superintendent of Schools and is received by October 1 of the fall term and February 1 of the spring term.

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