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.

“Building a Bridge to Tomorrow”
The Charlestown High School community is dedicated to providing quality opportunities for all students to learn and develop while striving to reach their own levels of individual excellence as they prepare for their future in an ever-changing society. A safe and orderly environment, utilizing the continuous support of the entire school community, will best provide these opportunities.

Charlestown High School students can best meet their achievement needs and goals when all members of the school community are committed to establishing a consistent framework of communication, varied teaching strategies, appropriate curriculum, teamwork, collaboration, offerings in the latest technology, and recognizing the importance of ethical behavior and self-motivation in the development of individual life skills. Foundations of our bridge include the following beliefs:
◆ All students can learn, grow, and develop.
◆ Communication is most effective when it includes on-going interaction among all members of the school community.
◆ The school community best supports students when quality teamwork, collegiality, and collaboration are utilized in working relationships.
◆ A safe and orderly school climate is best developed when there is a consistent and fair approach to discipline and expectations of behavior.
◆ Basic competencies in life skills and communication technologies are essential ingredients for student success in all post-secondary life choices.
◆ Teachers can best assist learning, growth, and development when they provide quality instruction that includes a diverse array of motivating, creative, and varied teaching strategies that reach all learning styles.
◆
BELIEF STATEMENTS
◆ Acknowledging the ability of all children to learn and in challenging to achieve at their highest level
◆ Cooperating with the home and the community to encourage positive character development
◆ Learning as a lifelong process
◆ 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

MOTO
Student Achievement and Pirate Pride
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.

CHARLESTOWN HIGH SCHOOL ADMINISTRATION
Mark Laughner………………………………………..Principal
Amy Cook………………………………Assistant Principal
Lori Stinson…………………………… ….Guidance Counselor
Khris Harris……………………….………...Guidance Counselor

Athletic Director: Chad Gilbert School Resource Officer: Kevin Fisher

CHARLESTOWN HIGH SCHOOL STAFF AND EMAIL ADDRESSES
School Website: http://www2.gccschools.com/chs

Principal: Mark Laughner…………………………………………… mlaughner@gccschools.com
Assistant Principal: Amy Cook……………………………amcook@gccschools.com
Athletic Director: Chad Gilbert………………………………………….cgilbert@gccschools.com
Counselor: Lori Stinson………………………………………………lstinson@gccschools.com
Counselor: Khris Harris……………………………………………………kharris@gccschools.com
Server, Jessica: Academy Coach…………………………………….jsarver@gccschools.com
SRO: Kevin Fisher……………………………………………………….kfisher@gccschools.com
Probation Officer: Hannah Epple……………………………………….hepple@gccschools.com

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McLaughlin, John: Math…………………………………………………...jmclaughlin@gccschools.com
Metcalf, Eric: Math………………………………………………………..emetcalf@gccschools.com
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Weber, Lisa: Academic Intervention Coordinator .............. lweber@gccschools.com
Wiederkehr, Natalie ............................................. nwiederkehr@gccschools.com
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Wooten, Burnett, Stefani: Physical Education .................. swooten-burnett@gccschools.com

HEALTH OFFICE:
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Hammond, Jane: Treasurer (Main Office) ........................... jhammond@gccschools.com
Grayson, Nicole: Administrative Assistant Guidance Office .... ngrayson@gccschools.com
Lee, Jami: Attendance Secretary (Student Services Office) ....... jlee@gccschools.com
Bottorff, Anne: Athletic Secretary .................................... abottorff@gccschools.com
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Coats, Sharon: Media Clerk ......................................... scoats@gccschools.com
Crotchett, Patty .......................................................... pcrotchett@gccschools.com
O’Conner, Kelly ........................................................... koconner@gccschools.com
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Chism, Sarah .............................................................. stisheur@gccschools.com
Morgan, Alicia ............................................................. amorgan@gccschools.com

CAFETERIA:
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*This list was accurate at time of printing; however, it is natural that staff will change throughout the year.
<table>
<thead>
<tr>
<th>Content</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlestown High School Student Assistant Programs</td>
<td>6</td>
</tr>
<tr>
<td>Health Services</td>
<td>7</td>
</tr>
<tr>
<td>School Calendar and Schedule Times</td>
<td>9</td>
</tr>
<tr>
<td>Student Records and Personal Information</td>
<td>12</td>
</tr>
<tr>
<td>General School and Student Information</td>
<td>14</td>
</tr>
<tr>
<td>General Academics</td>
<td>20</td>
</tr>
<tr>
<td>Grades and Evaluations</td>
<td>25</td>
</tr>
<tr>
<td>Student Activities</td>
<td>27</td>
</tr>
<tr>
<td>Food Services</td>
<td>31</td>
</tr>
<tr>
<td>Transportation</td>
<td>32</td>
</tr>
<tr>
<td>Attendance</td>
<td>34</td>
</tr>
<tr>
<td>Student Conduct and Safety</td>
<td>39</td>
</tr>
<tr>
<td>Disciplinary Actions</td>
<td>41</td>
</tr>
<tr>
<td>GCCS Students Rights and Responsibilities</td>
<td>44</td>
</tr>
</tbody>
</table>
TO STUDENTS
The faculty and staff would like to welcome you to Charlestown 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 takes precedence. Charlestown 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 access the handbook online and any information pertaining to the school please visit our website at: http://chs.gcs.k12.in.us/.

CHARLESTOWN HIGH SCHOOL 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 counselors 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 36.
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
- 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 11th grade and written parent statement for grade 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.

**STUDENT TELEMEDICINE SERVICES**

Wellness for Life Medical, LLC is excited to continue its collaboration with Greater Clark County Schools to provide limited health care services to GCCS students. A Nurse Practitioner will be available at our student health clinics at Jeffersonville and Charlestown High Schools when school during school hours to provide services via telemedicine, free of charge. The goal of this collaboration is to decrease student absences in an effort to enhance student achievement. In the event that a health matter is beyond the scope of the services provided, a referral will be made to the student's primary care physician, urgent care, emergency department or a call to 911.

**Types of Illnesses Treated:** Services will be limited to those performed by a Nurse Practitioner via telemedicine, which may include diagnosis and treatment of minor illnesses such as abdominal pain, acne, allergic reaction, allergies, asthma, blood pressure monitoring, bug bites and stings, conjunctivitis (pink eye), counseling services (referral), ear infection, ear pain, fever, flu-like symptoms, injuries (minor), migraine, minor burns, nasal congestion, nausea/vomiting, sore throat/strep throat, upper respiratory infection and urinary tract infection.

**Medication:** Medication may be administered and/or prescribed where appropriate.

**Required Forms:** Should you wish to have your student receive this service, you must sign a written consent form, complete a medical questionnaire, and provide them to the school's health office. You may complete these forms during online enrollment or you can find them on our website.

**Appointments:** School Telemedicine Clinics will not accept parent/guardian phone calls. Triage will be managed in School Health Office prior to appointments. The health office will notify clinic of need of appointment and verify time with parent/guardian and clinic staff.

It is important to understand that the Nurse Practitioner services are not intended to replace the student's primary care physician. Students are encouraged to see their primary care physician for routine preventative care, illnesses beyond those noted above, chronic health conditions, and any follow-up care.
DAILY SCHEDULE
7:25 – 7:55  “O” Period for faculty
8:00 – 8:10  Passing from Cafeteria to Class - 8:08 Warning Bell
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

<table>
<thead>
<tr>
<th>1st lunch</th>
<th>2nd lunch</th>
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<tr>
<td>11:05 – 11:35 Lunch</td>
<td>11:05 – 11:10 Passing</td>
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<tr>
<td>11:35 – 11:40 Passing</td>
<td>11:10 – 11:55 Period 4</td>
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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 from Cafeteria to Class – 10:08 Warning Bell
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

<table>
<thead>
<tr>
<th>1st Lunch</th>
<th>2nd Lunch</th>
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<tr>
<td>11:50 – 11:55 Passing</td>
<td>11:25 – 11:57 Class</td>
</tr>
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</table>

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
FINAL TEST SCHEDULE
Charlestown High School will implement a final exam/CQA test schedule at the end of each semester/9 weeks.

SCHOOL CLOSING INFORMATION
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 HOURS
The main entrance door opens at 7:15am. Upon arrival, students are to go to the cafeteria. At 8:00am students are permitted to locker areas and classrooms. Classes begin at 8:10am.
School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:50 AM to ensure that students are supervised as they transition from the school grounds into the building and to their assigned area in an orderly manner. Students must get a pass to go to their locker or to see a teacher. 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 8:08. This is two minutes 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 5 minutes between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. 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.

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. Students will stack trays neatly in the wash window. Students are not to cut in front of others in the food 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 courtyard. Permission is required to leave the cafeteria for any reason.)
**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, 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. The building is closed to students at 3:30pm.

**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 Charlestown 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 Charlestown, 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 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.

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 Charlestown 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 Charlestown High School to monitor student behavior and the property of Greater Clark County schools. See GCCS policy 5130.1. 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 or student services. Lost articles may be claimed from the main office or student services. Articles will be disposed of if not claimed within a reasonable length of time. A student should report any loss to student services 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 safekeeping 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 Charlestown 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. 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 who park on campus must have a valid parking permit that hangs on the rearview mirror of his/her car. There is no charge for the permit. 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 or 7th 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 Student Services office. Students must have a pass from their teacher to use the Student Services 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 M-W-F
8:00 – 4:00 T-Th
Closed:  Tuesday and Thursday First 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 impact period, sent out by e-mail in the afternoon, and listed on the Daily Bulletin in Power School. Announcements to be read should be e-mailed to Mrs. Cook and Mrs. Lee by 10:00am each morning.

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
The city of Charlestown has an ordinance prohibiting the riding of skateboards on school property; therefore no skateboards will be allowed at Charlestown 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 his/her 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.

**STUDENT IDENTIFICATION**
Students will be given a school ID at the beginning of the year. A new student ID will be issued in the Student Services 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

**SAFETY PROCEDURES AND SCHOOL MAP**

**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. An announcement will state: “Attention students and staff at this time please move to your tornado shelter areas.”

♦ 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 the assigned location. 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. Teachers and students are advised to follow the “Avoid, Deny, Defend” protocols in the case of a real emergency.
Show **PRIDE & Be SAFE:**
**GCCS Safety Protocols**

<table>
<thead>
<tr>
<th>PROTOCOL</th>
<th>EXAMPLES</th>
<th>TEACHERS</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shelter</strong></td>
<td>Severe Weather, Heat Index, Earthquake, Medical Emergency, Community Concern, Hazardous Materials, Contaminates Investigation</td>
<td>Follow announcements, STAY calm &amp; stay with your students, Take attendance, LISTEN and follow directions from personnel in charge</td>
<td>Share with trusted adult, Be honest and accurate, Maintain confidentiality</td>
</tr>
<tr>
<td><strong>Lock Down</strong></td>
<td>Person on school grounds with weapon and intent to harm</td>
<td>Follow AVOID, DENY, DEFEND, STAY calm and stay with your students, Take Attendance/Report Information, LISTEN and follow directions from personnel in charge</td>
<td>Avoid the Confrontation, Defend yourself, STAY calm and silent, LISTEN and follow directions from the teacher in charge</td>
</tr>
<tr>
<td><strong>Evacuation</strong></td>
<td>Following an emergency, Following an earthquake, Hazardous Materials or Contaminates inside the school</td>
<td>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, wallet, fake, etc., with you, LISTEN and follow directions</td>
<td>STAY calm &amp; STAY silent, Take your phone and keys, Leave your stuff, LISTEN and follow directions from the teacher in charge</td>
</tr>
<tr>
<td><strong>Fire</strong></td>
<td>Fire</td>
<td>Pause and Assess, Exit Following Fire Evacuation Route, STAY calm &amp; STAY silent, Leave your stuff, LISTEN and follow directions from the teacher in charge</td>
<td>STAY calm &amp; STAY silent, Leave your stuff, LISTEN and follow directions from the teacher in charge</td>
</tr>
</tbody>
</table>

Greater Clark County Schools

[Logo]

19
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. Charlestown High School has a seven period day. All students attending Charlestown 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. Jessica Sarver, 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. Seniors have the opportunity to earn a Work Ethic Certificate (WEC). In order to earn the WEC as a senior, students must have at least 98 percent attendance (including tardies, sign-ins, and sign-outs), at least a 2.0 GPA and have met criteria for graduation, not more than 1 discipline referral, 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 Night, receive a certificate signed by Governor Holcomb, and wear a PRIDE sash at the graduation ceremony.
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 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.*

<table>
<thead>
<tr>
<th>SCORE</th>
<th>Persistence</th>
<th>Respectfulness</th>
<th>Initiative</th>
<th>Dependability</th>
<th>Efficiency</th>
</tr>
</thead>
</table>
| **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 initiates curiosity and an interest in learning.** | **Student consistently demonstrates academic readiness and reliability.** | **Student is consistently punctual and prepared.** |
|                | **Student always demonstrates both respectful and helpful behavior to fellow students and all school staff.** | **Student seeks and accepts the opinions and input of others.** | **Student independently engages in learning activities.** | **Student acts as a leader or exemplary team member.** | **Student almost always completes homework and classroom assignments in a timely fashion.** |
|                | **Student listens and accepts the opinions and input of others.** | | **Student consistently perseveres; problem solves, and actively seeks assistance when needed.** | **Student consistently values and encourages all member of teams.** | **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 often demonstrates academic readiness and reliability.** | **Student is often punctual and prepared.** |
|                | **Student listens and accepts the opinions and input of others.** | **Student engages in learning activities.** | **Student usually values and encourages all member of teams.** | **Student consistently values and encourages all member of teams.** | **Student usually values and encourages all member of teams.** |
|                | | **Student demonstrates perseverance, seeks assistance when needed.** | | | **Student consistently values and encourages all member of teams.** | **Student usually values and encourages all member of teams.** |
### POWERSCHOOL INFORMATION

PowerSchool Unified Classroom is the district’s web-based student management system where student information is collected and stored.

The Unified Classroom Parent Portal increases parent engagement and connects the home to the classroom with easy visibility to grades, assignments, and progress. From the parent dashboard, parents have access to class schedules, assignments, grades, attendance and communication tools to enhance the education experience. Parents can also choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by using the username and password supplied by the school.

Please note that at the beginning of each term, you may see zeros or wild shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. The gradebook instantly recalculates the overall grade as every assignment is entered.

If you need assistance in setting up your parent account or in accessing your current account, please contact the school office.

**For Student Login:**

1. Connect to the internet and type the following address into your browser’s address window: [https://classroom.powerschool.com](https://classroom.powerschool.com)
2. Click on “Sign In With Google” at the bottom of the page.

**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 provided through the guidance office.

You and your son/daughter may track academic progress from any device that has internet access. Parents and students should utilize PowerSchool: Unified Classroom 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 812-256-3328.

**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 23 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  
F  0-59

**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**

Charlestown 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.

Jeffersonville High School currently offers the Indiana Core 40, Indiana Academic Honors, Indiana Technical Honors, and General Diplomas which are endorsed by the IDEOE. Questions and/or concerns regarding any program of studies should be directed toward the student’s academy counselor. The JHS 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. Charlestown High School encourages each student to participate in clubs and student activities.

**PROM**

The Junior-Senior Prom is for Charlestown 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 CHS prom.
5. Charlestown High School students and guests must abide by all Charlestown High School rules and regulations.

All students attending prom who are not CHS 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
Charlestown is proud to offer students many opportunities to participate in sports, groups, clubs, and various other activities. These include:

SPORTS/ATHLETICS/COACHES

**FALL:**
Boys’ Tennis (Male) ......................................................... Scott Matthews
Football (Male) ............................................................... Jason Hawkins
Cross Country (Male/Female) ........................................... Jerry Doyle
Volleyball (Female) .......................................................... Tammy Nuxoll
Boys’ Soccer (Male) ......................................................... Christian Martinez
Girls’ Soccer (Female) ..................................................... Kelsey Rogers
Girls’ Golf (Female) ......................................................... Kim Carroll

**WINTER:**
Boys’ Basketball (Male) .................................................. Jason Connell
Girls’ Basketball (Female) ................................................ Scott Matthews
Wrestling (Male) ............................................................... Adam Doherty
Swimming (Male/Female) ................................................ Richard Sawyer

**SPRING:**
Baseball (Male) .............................................................. Ricky Romans
Softball (Female) ............................................................ John Smith
Boys’ Golf (Male) ............................................................. Adam Tolliver
Girls’ Tennis (Female) ..................................................... Scott Matthews
Boys’ Track (Male) ........................................................... Jerry Doyle
Girls’ Track (Female) ....................................................... Kim Carroll

**Cheerleading:** Cheerleading is one squad fall/winter seasons. Cheerleading tryouts will be held in the spring of each year for the following fall’s football season. Coach: Kate Maymon

CLUBS/PROGRAMS-SPONSORS

Band ................................................................. JoAnn Tally
Pirate Pals ................................................................. Paula Krueger
Choir ................................................................. Nate Hayden
Earth First (Recycling) ................................................ Adam Tolliver
Freshman Class Sponsor ........................................ Bri Crawford
FCCLA ................................................................. Erin Cassady
Junior Class Sponsor ................................................. Alma McCutcheon
National Honor Society (NHS) .................................. Adam Tolliver
Scaliwags ............................................................. Nate Hayden
Senior Class Sponsor .............................................. Dawn Jenkins
Sophomore Class Sponsor ........................................ Corbin Feldhaus
Spanish Club ........................................................... Alma McCutcheon
Student Council .................................................... Melissa Stewart
Tech Club ........................................................... Mike Webb
Theater ............................................................ Kyle Reagan
Yearbook ........................................................... Dawn Jenkins
ATHLETICS
Charlestown High School is part of the Mid-Southern Athletic Conference. Our colors are Royal Blue/White/Black.

ATHLETIC ELIGIBILITY
All students involved in athletics must have a completed physical form and cardiovascular pre-participation screening on file before participating.

Charlestown High School is a member of the Indiana High School Athletic Association (I.H.S.A.A.) and abides by the rules and regulations of the organization. Academic eligibility is of particular importance. Each participant must have earned a passing grade in the equivalent of five (5) solid subjects during the preceding semester of enrollment in high school and must currently be passing in five (5) or more solid subjects. Any student who is ineligible at the end of a semester is ineligible for the first grading period the following semester. The same applies on a 9-week grading period basis. For additional information about interscholastic athletics please refer to the “GCCS High School Athletic Handbook”. A copy of the handbook is available in the student services office and posted on the school website.

ELIGIBILITY
In accordance with the IHSAA a student must have met the following basic requirements in order to participate or practice in athletics at Jeffersonville 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 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 Charlestown 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.

ALMA MATER
On our city's northern border, Reared against the sky,
Proudly stands our Alma Mater, As the years roll by.

Onward ever be our watchword, Conquer and prevail,
Hail to thee our Alma Mater, C.H.S., All Hail.

'Round your halls old Alma Mater, Memories sweet shall throng,
And we'll all be back there with you, As we hear this song.

When with moments swiftly flying, Ages roll between,
Sons of yet unborn will hail thee, Alma Mater, queen.

FIGHT SONG
We will fight, fight, fight for C.H.S., And be a victor over all.
For it's the blue and white that we adore, And we love it best of all.

We will boost our school up to the top,
And we will work and work and never stop.
For it's the school of schools that marches on,
Marches on to V-I-C-T-O-R-Y
FOOD SERVICE

Charlestown 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 downstairs by the cafeteria. All other areas of the school should remain food and drink free.

BREAKFAST

Breakfast begins at 7:30 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. Lunch is considered a part of period 4 for attendance and tardy purposes. An absence from lunch is considered an absence from period 4. Also, a tardy to lunch is considered an incidence of tardiness and applies to the allowable limit.

CHS 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 outside in the area adjacent to the cafeteria and in front of the windows of the cafeteria.

Price:
- Paid: Daily $3.05, Weekly $15.25
- Reduced: Daily $.40, Weekly $2.00
- Adult: Daily $3.85, Weekly $19.25

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

Pricing is subject to change based on USDA requirements.
VENDING MACHINES
Dry food and soft drink machines are located in D wing 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 Student Services office.

The vending machines will be turned off during lunch.

Eating snacks is a privilege. All snacks (food and drinks) will be consumed in between the Cafeteria and Media Center area. 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 suspension the student is in violation of a school rule or public law.

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

All students who drive to school must obtain a parking permit. All spaces are numbered and students will be assigned a space. 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.

Students are not to park in the faculty/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 reassignment
4. Seniors will have the spaces in rows one through four. Spaces 1-100 will be for seniors or assigned parking only. The rest of the spaces will be first come, first serve.
5. Students are responsible for knowing the Charlestown 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 may subject you to all of the following: (1) Two demerits, (2) license plate number reported to Charlestown Police Department.
8. Autos with no parking permit or repeat rule violations may be towed at the owner’s expense.
INVALIDATION OF DRIVER’S LICENSE OR LEARNER’S PERMIT

In accordance with state statute, any student under the age of eighteen (18) whom:
Receives a second out-of-school suspension during a school year;
1. Is designated an habitual truant;
2. Is considered a dropout under IC 20-33-2-28.5 or,
3. Is under an expulsion
Will have his/her name sent to the Indiana Bureau of Motor Vehicles which will either not
issue or invalidate the student’s license or permit until the earliest of the following events:
1. The person becomes eighteen (18) years;
2. One hundred twenty (120) days after the person is suspended, or the end of a
   semester during which the student returns to school, whichever is longer;
3. The suspension expulsion is reversed.

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 principal in
writing. If the student is being transported to another student’s home, a note from
that parent/guardian is also required. Authorization will be given in cases of
emergency only.

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

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

Transportation Guidelines and Procedures:

1. Transportation eligibility is determined by a student’s home address.

2. GCCS does not allow alternating addresses during the week. Students are allowed one pick up location
and one drop off location every day. In other words, the morning address and the afternoon address can
be different, but both addresses must be within the assigned school boundary and must be consistent
each day.

3. Pre-school and special education students must have a designated, responsible greeter at the stop when
the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child will be taken
back to the school or to the nearest police department as a safe haven. Repeated failure to greet
students at the stop may result in the loss of transportation. Note: all other students, Kindergarten to
12th grade, will be dropped at their stop; it is the responsibility of the parent/guardian to decide if
they need to greet their child(ren).
4. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee. Bus drivers are not authorized to assign or change bus stops. **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.**

5. For safety reasons, students must be at their assigned stop location five (5) minutes before the scheduled pickup time.


7. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: [http://transportation.gcs.k12.in.us](http://transportation.gcs.k12.in.us). For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.

8. For those eligible, all bus stops shall be within .3 mile of a student's home for elementary and middle school students and .4 mile for high school students.

9. If you reside in a No Transportation Zone (NTZ), GCCS will not provide transportation. If you reside in a Limited Transportation Zone (LTZ), GCCS will provided limited pick up points.

**FIELD TRIPS**

It is the intent of Charlestown High School to offer as many educational opportunities as possible. As a result, field trips are offered to students through their Academy or specific program throughout the year. During field trips, student’s personal belongings including backpacks, book bags, athletic bags, and purses are subject to search. Students violating school policy or found to be in possession of illegal substances are subject to disciplinary action and will be turned over to proper authorities. Students participating in field trips will be counted present at school. The school will provide transportation with a signed permission slip and a possible fee.

**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. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the disciplinary procedures.
When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following:

- Counsel with students and parents
- Require written statements from parents or guardians documenting the need/reason for the absence
- Meet with probation officer
- Assign in-school suspension, out-of-school suspension and/or detention after school hours
- Recommend expulsion
- Initiate legal proceedings against students and parents

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 expected 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 256-3328 by pressing #7 after the recorded message comes on or by pressing ext. 11215. 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.

ABSENCE DEFINITIONS
Absences from school will be counted as half days or full days per state code and will fall into one of five categories:
1. Exempt
2. Excused
3. Unexcused
4. Truancy
5. Out of School Suspension

1. **Exempt Absences** are absences from school, class or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include:
   A. Service as a page for/or as an honoree of the Indiana general assembly
   B. Service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town special and primary election at which the student works
   C. Appearance in court in response to a subpoena to serve as a witness in a judicial proceeding
   D. Active duty service with the Indiana National Guard for not more than ten days in a school year
E. Member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol, which includes international air cadet exchange program for the length of the program and emergency service operation for not more than five days in a school year.

F. Service as a member of the state standards task force upon appointment jointly by the governor and the superintendent of public instruction.

2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:

   A. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
   B. Medical or dental Appointments with documentation that cannot be scheduled outside of the school day.
   C. Death of immediate family member or other relative.
   D. Religious observances. Advance notification of the principal or his designee by parent/guardian and church official is required for approval.
   E. Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
   F. Service as a page in the Indiana General Assembly.

3. **Truancy** is defined as absence from school, class, or assigned activity without the permission of parent/legal 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 the proper permission of school authorities. 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."

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

**CONSEQUENCES RELATED TO TRUANCY**

1. Invalidation of Driver’s License or Learner’s Permit
   A. See GCCS Student’s Rights and Responsibilities
2. Revocation of Work Permit
3. In addition to the above provisions from the state, the school will issue the following consequences:
   A. First offense- 1 day of ISS
   B. Second offense- 3 days of ISS
   C. Third offense- 5 days of ISS.
   D. After the third offense the administration will discuss alternative corrective actions.
ABSENTEEISM CONSEQUENCES
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. When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern, shall contact the parent.
   B. When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the first legal notice.
   C. When a student has been absent (unexcused) a total of twenty-five (25) days in a school year, the principal or his/her designee will send the second legal notice, the Administrator completes a “Truancy Affidavit,” and will refer student to truancy advocate.

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

ATTENDANCE INCENTIVES
Although all students are expected to be at school each day, we feel it is important to reward and acknowledge those students whose attendance is exemplary. We have several programs that recognize these efforts. Some combine a student’s attendance with their academic achievement while others just reward their attendance efforts.

PROCEDURES FOR SIGNING IN & OUT OF SCHOOL
A parent or guardian must call attendance personnel (812-256-3328 ext. 7) or appear in person to sign a student out of school. Please leave a message of voice mail, if we are unable to answer immediately.
Students arriving to school late or leaving early must sign-in or sign-out through Student Services.
Acceptable reasons for signing in or out of school include illness, family emergencies, doctor or dental appointments that cannot be scheduled after school hours, funerals, legal appointments, or other reasons covered in the exempt and excused absence explanation. Written verification must be provided within 48 hours when signing in or out for appointments. The documentation must be signed by the provider and/or representative. All other reasons for leaving the building must also be approved.

CONSEQUENCES FOR EXCESSIVE SIGN-INS
If a student is more than 5 minutes late to first period it is considered a late arrival and the student is required to sign-in. Habitual late arrivals/sign-ins will result in school consequences.

CONSEQUENCES FOR EXCESSIVE TARDINESS TO CLASS
A tardy is defined as a student not being in his/her assigned classroom when the bell rings. This policy will be enforced in every classroom and through Student Services for those late to first period. Students reporting to class five minutes after the period has started without a signed pass will be counted as absent/truant and not admitted to class.
It is expected that students arrive to class on time. Multiple tardies will result in school consequences.

**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.

**CLOSED CAMPUS**
CHS is a closed campus and a student may not leave school at any time w/o permission from Administration and parent. Students are not allowed to leave for lunch.

**LEAVING THE BUILDING FOR SCHOOL RELATED PURPOSES**
Charlestown High School maintains a closed campus. Students are to remain inside the building except when directed by a school official. If a student needs to leave the building, he or she must sign out through Student Services.

Vocational students attending Prosser must arrive and depart CHS at the designated areas and times. In the event that a student is unable to attend AM or PM Prosser, the parent/guardian must call the attendance at CHS, and the student must sign in and/or out with an attendance clerk to avoid being marked absent at CHS.

Students may not leave the school without school and parental consent for school-related activities. Only students with approved permission slips will be allowed to drive to Prosser, Internships or other learning experiences as part of their school curriculum. All other students must use school provided transportation. This includes all vocational programs, exploratory teaching, School to Work, as well as any other program that may require, or allow, a student to transport himself / herself to an off-campus site.

**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. Any trip that causes a student to miss 2 weeks will require the student to withdraw from school and enroll again once they return.
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 CHS student handbook.

FIGHTING
If student conduct results in physical contact the school resource officer and probation officer will be involved. If warranted, they have the authority to place the student/students under arrest.

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. Listed below are the styles or manners of dress expected during school 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. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not expose the side, midriff, cleavage, or back.
4. Clothing with obscene markings or 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 authorized by school officials.
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 (when standing) 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.
9. “Sagging” is not permitted.
10. 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.
11. Final determination regarding student dress and grooming will be determined by the administration.
PLAGIARISM/CHEATING
The following will be considered plagiarism at Charlestown 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 Charlestown High School has a duty to investigate. If the evidence indicates that a student has cheated on any item the following consequences are possible:
- Give a warning
- Contact guardian
- Redo the assignment/exam
- Receive a 0 or F on the assignment
- Report to the appropriate agency when cheating occurs on a standardized test

*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.

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.
STUDENT USE OF CELL PHONE/ELECTRONIC DEVICES/WIRELESS
COMMUNICATION DEVICE (WCD)
Charlestown High School cannot and will not be responsible for security or protection from theft of any electronic devices that are brought to school. Students may use electronic devices before school, between classes, and at lunch. Classroom use and consequences will be established by the teacher and/or Academy and will be communicated clearly with all other expectations.

PDA-PUBLIC DISPLAYS OF AFFECTION
At Charlestown High School, we expect that personal touching is limited to holding hands. Anything beyond holding hands is not allowed at Charlestown 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 Charlestown 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
2. Teacher removal from class
3. Detention
4. Lunch Detention
5. Friday Evening School
6. In School Suspension
7. Out of School Suspension/ SAS
8. Expulsion to Clark County Middle High School
9. Expulsion

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 will sit at an assigned table outside of the lunch room.

FRIDAY AFTER SCHOOL DETENTION
Between hours 3:00-6:00 in cafeteria
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.
7. Student ID is needed for admittance.

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. 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 may be assigned to attend school at an alternate site (SAS), Clark County Middle High School.

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. A student may be transferred to CCMHS as an alternative to expulsion from GCCS.

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.
GREATER CLARK COUNTY SCHOOLS STUDENT RIGHTS AND RESPONSIBILITIES

Now that you have read the CHS Student Handbook, we encourage you to continue reading and become familiar with the rights and responsibilities of your student. The Greater Clark County Schools Students Rights and Responsibilities Handbook provides additional expectations not specifically covered in the CHS student handbook. 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.

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.
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.

**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 ad VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and Title I and Title II of the Americans with Disabilities Act of 1990. Persons who believe they have been discriminated against are encouraged to file a complaint with the appropriate Greater Clark officials for investigation and action.
2. Questions concerning compliance with the Americans with Disabilities Act should be directed to the complaint designee: 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.

5. **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.

7. **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 property
must be expelled for a period of at least one calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one year period.
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 property
may 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.

c. 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.
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. In loco parentis - School corporation staff have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. IC 20-33-8-8.
(In addition please see GCCS Board Policy #9250 – Relations with Parents)

IC 20-33-8-8 Duty and powers of school corporation to supervise and discipline students
Sec. 8.
(a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
(1) a school corporation; and
(2) the students of a school corporation.
(b) In all matters relating to the discipline and conduct of students, school corporation personnel:
(1) stand in the relation of parents to the students of the school corporation;
(2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter; and
(3) have qualified immunity with respect to a disciplinary action taken to promote student conduct under subdivision (2) if the action is taken in good faith and is reasonable.
(c) Students must:
(1) follow responsible directions of school personnel in all educational settings; and
(2) refrain from disruptive behavior that interferes with the educational environment.

B. 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.
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

C. 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.

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

E. 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.

F. 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.

G. 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.

H. 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.

I. 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 2019-20 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.