



JEFFERSONVILLE HIGH SCHOOL

Where Excellence is Expected!

2016-2017 HANDBOOK

School Phone Numbers

Main Office.....282-6601, press 5
Attendance Line.....282-6601, press 1
Guidance Office.....282-6601, ext. 15145
Athletic Office.....218-1671, ext. 15141
Fax.....288-4812

Web Sites

Jeffersonville High School.....www.gcs.k12.in.us/jhs
Greater Clark Co. Schoolswww.gcs.k12.in.us
PowerSchool Home.....<http://pschool.gcs.k12.in.us>

Jeffersonville High School
2315 Allison Lane
Jeffersonville, Indiana 47130

Do your part to make Jeffersonville High School a better school.

Make each decision to promote learning and improve your future.

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STUDENTS

The faculty and staff would like to welcome you to Jeffersonville 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/academic planner has been developed so that you can be well informed and organized throughout the school year. This planner must remain in your possession and cannot be used by other students. Your commitment to academic achievement, time management, self-discipline and social responsibility will help ensure your success. We hope this handbook/planner 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 Internet. 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.

Jeffersonville High School provides an Internet web link for parents/ guardians to view important school information regarding their child such as attendance, schedule, homework, requests for homework from teachers, and grades. This internet-based application is called PowerSchool and can be accessed via the school website.

To view any policy changes that may occur throughout the school year, teacher email addresses, school calendar, PowerSchool, counseling web site, and other important information visit us online at:

www.gcs.k12.in.us/jhs

JEFFERSONVILLE HIGH SCHOOL

MISSION STATEMENT

The mission of Jeffersonville High School is to provide all students with a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning.

VISION STATEMENT

Jeffersonville High School will be a school of academic excellence where all students are inspired and supported to achieve success.

BELIEF STATEMENTS

- Jeffersonville High School is producing learners for life.
- All Jeffersonville High School students will have the opportunity to learn and achieve at high levels.
- Diversity at Jeffersonville High School strengthens individuals and the community.
- Teacher collaboration at Jeffersonville High School will improve instruction and educational opportunities for all students.
- All students, parents (guardians) and school personnel will partner with, share responsibility, and encourage student academic success at Jeffersonville High School.

FREQUENTLY ASKED QUESTIONS ABOUT JHS

Where do I go if I get sick?

You should go to the nurse's office, which is located in the Main Office complex.

Who do I see if I have a question about my schedule?

You should see your counselor. Counseling offices are located in the Main Office complex.

Where do I go with questions about athletics?

The Athletic Office that is located near the lobby of Johnson Arena.

What do I need to have to get lunch?

I.D. cards must be used to purchase lunch. If you do not have your I.D. card, check with the front office.

Whom do I see if I have a problem with my locker?

The Main Office may address locker problems.

Where do I go if I lose my I.D. card?

New ID's are made in the Media Center. The cost is \$5 to replace lost or damaged ID's.

Students must be in possession of ID cards at all times.

Where do I go to get a parking permit?

The Main Office is located near the main entrance of the building.

Where do I go if I am late to school?

You are to report to the Main Office when arriving to school late (after 7:45 A.M.)

Where do I go to use the phone?

In case of emergency, go to the Main Office.

What if I want to bring a visitor to school?

No Visitors

Where do I get a work permit?

Work permits can be obtained in the Main Office.

What if I lose something?

Check Lost and Found in the Main Office and the bookstore for lost books. The school is **not** responsible for any lost or stolen items.

Whom do I see about scholarships, financial aid, and college entrance tests?

Your counselor will assist you with any questions and guidance that you may need.

Where do I go for questions about books or fees?

Questions and/or concerns can be addressed at bookstore.

Who may use the Bulletin Boards or other areas in the school to post materials?

Anyone may use the bulletin boards with written approval from one of the principals.

How do I request homework for an extended illness?

Work will be issued upon return.

JEFFERSONVILLE HIGH SCHOOL SCHEDULE
2016-2017

Lunch/Impact	Class Periods	Clock time	Total time
	Period 1	7:45 – 8:30	45 minutes
	Passing	8:30 – 8:35	5
	Period 2	8:35 – 9:20	45 minutes
	Passing	9:20 – 9:25	5
	Period 3	9:25 – 10:10	45 minutes
	Passing	10:10 – 10:15	5
	Period 4	10:10 – 12:00	110 minutes
4A	lunch	10:10 – 10:40	30 minutes
	Class	10:45 – 11:30	45 minutes
	Impact	11:30 – 12:00	30 minutes
4B	Impact	10:15 – 10:35	20 minutes
	lunch	10:35 – 11:05	30 minutes
	Class	11:10 – 12:00	50 minutes
4C	Class	10:15 – 11:00	45 minutes
	lunch	11:00 – 11:30	30 minutes
	Impact	11:35 - 12:00	25 minutes
4D	Class	10:15 – 11:00	45 minutes
	Impact	11:00 – 11:30	30 minutes
	lunch	11:30 – 12:00	30 minutes
	Passing	12:00 – 12:05	5
	Period 5	12:05 – 12:50	45 minutes
	Passing	12:50 – 12:55	5
	Period 6	12:55 – 1:40	45 minutes
	Passing	1:40 – 1:45	5
	Period 7	1:45 – 2:30	45 minutes

JEFFERSONVILLE HIGH SCHOOL 2-HOUR DELAY SCHEDULE
2016-2017

Lunch/Impact	Class Periods	Clock time	Total time
	Period 1	9:45-10:09	24 minutes
	Passing	10:09 -10:14	5
	Period 2	10:14-10:38	24 minutes
	Passing	10:38-10:43	5
	Period 3	10:43-11:07	24 minutes
	Passing	11:07-11:12	5
	Period 4	11:12-1:02	110 minutes
4A	lunch	11:12 – 11:42	30 minutes
	Class	11:47 – 12:32	45 minutes
	Impact	12:32-1:02	30 minutes
4B			
	Impact	11:12-11:42	30 minutes
	lunch	11:42 -12:12	30 minutes
	Class	12:17 –1:02	45 minutes
4C	Class	11:12 – 12:07	55 minutes
	lunch	12:07-12:37	30 minutes
	Impact	12:37-1:02	25 minutes
4D	Class	11:12-12:02	50 minutes
	Impact	12:02-12:32	30 minutes
	lunch	12:32– 1:02	30 minutes
	Passing	1:02 – 1:07	5
	Period 5	1:07 – 1:31	24 minutes
	Passing	1:31-1:36	5
	Period 6	1:36-2:00	24 minutes
	Passing	2:00-2:05	5
	Period 7	2:05-2:30	25 minutes

GREATER CLARK COUNTY SCHOOLS STUDENT ATTENDANCE STATEMENT

Daily attendance of all students who are enrolled in Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Designated school personnel shall maintain accurate attendance records for each student. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians documenting the need/reason for the absence; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

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

ABSENCE DEFINITIONS

Absences from school will fall into one of 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: 1) service as a page for/or as an honoree of the Indiana general assembly; 2) service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town special and primary election at which the student works; 3) appearance in court in response to a subpoena to serve as a witness in a judicial proceeding; 4) active duty service with the Indiana National Guard for not more than ten days in a school year; 5) member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol, 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; and/or 6) service as a member of the state standards task force upon appointment jointly by the governor and the superintendent of public instruction.
2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:
 - A. Personal illness.
 - B. Death of a family member.
 - C. Medical, dental, legal appointments. These appointments should be scheduled before or after school whenever possible.
 - D. Extenuating educational reasons, e.g., college visitation for seniors, etc. Advance notification by the parent/guardian is required for approval by the principal or his/her designee.
 - E. Religious observances. Advance notification of the principal or his designee by parent/guardian and a church official are required for approval.

- F. Other highly extenuating circumstances which the principal or his/her designee shall decide upon.
3. **Unexcused Absences** are defined as absences from school, class or assigned activity:
- A. Without an excused reason (see above).
 - B. Without parental verification for an excused reason (see above).
 - C. For a reason for which prior approval is necessary and approval was not obtained before the absence. (School officials reserve the right to verify the reasons for absences.)
4. **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."
5. **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.

PROVISIONS RELATED TO TRUANCY

1. Invalidation of Driver's License or Learner's Permit
- In accordance with state statute, any student under the age of eighteen (18) whom:
- A. is under at least a second suspension from school during a school under IC 20-33-8-14 Or IC 20-33-8-15;
 - B. is designated an habitual truant under IC 20-33-2-11;
 - C. is considered a dropout under IC 20-33-2-28.5 or,
 - D. is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16. Will have his/her name sent to the Indiana Bureau of Motor Vehicles which will either not issue or invalidate the student's license or permit until the earliest of the following events:
 - A. The person becomes eighteen (18) years of age;
 - B. 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;
 - C. The suspension expulsion is reversed.
2. **Habitual Truancy Designation**
- A. Indiana Code 9-24-2 provides that any person under the age of eighteen (18) who is determined to be a habitual truant, as defined by school board policy, may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age, except as noted in Section III, D of Policy 5113.2 (Driver's License/Permit Restriction). Such persons are entitled to the procedure described in IC 20-33-8.
 - B. The term "habitual truant" is hereby defined as a student who has three (3) instances of truancy in a school year and/or is chronically absent by having ten (10) or more unexcused absences from school in one (1) school year.

HIGH SCHOOLS

1. **Required Attendance Rate**

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the procedures outlined in provision 2 below.

2. **Absenteeism Limitations**

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

Action required for excessive absences:

- A. At five (5) absences (excused or unexcused) the school must send the first attendance letter. This letter will explain the attendance policy.
- B. At eight (8) absences (excused or unexcused) the school will send the only legal waiver.
- C. At ten (10) absences the school must initiate a meeting with the student and parents/guardian.
- D. At this meeting the following may occur:
 - i) Student parent may sign an attendance contract.
 - ii) Absences may be waived.
 - iii) The corporation attendance personnel may intervene with the family.
 - iv) The student may be referred to appropriate agencies.
 - v) The attendance officer may send appropriate legal notices, make court appearances and otherwise represent the school corporation in enforcing attendance laws via the Prosecutor's Office.
 - vi) Student may be placed in the Alternative Education setting.
 - vii) Probation may be notified.
- E. School Messenger should be used to assist with attendance issues.

***NOTE: Absences will be counted as half days or full days per state code.**

3. **Absence Reporting Procedures**

- A. In order to account for the attendance of students, parents/guardians must notify their child's school personnel of any absenteeism. Parents or guardians are requested to call the school's attendance personnel by 10:00 a.m. **(282-6601, ext. 15182)** if a student is going to be absent, tardy, or leave school for an appointment. If the parent explains that the student will be gone for an extended time, there is no need to call back daily. Parents who are unable to call on the day of the absence **MUST** call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an unverified absence.
- B. Each school shall publish a procedure for notification and verification of absences and distribute it to the school's students and patrons.

4. **Appeal of Assignment of Make-up**

- A. Each high school's principal and/or designee(s) will administer an appeal (i.e., waiver) procedure for students to request that a recent absence not be counted toward his/her excessive absentee total.
- B. The appeal procedure will be published and distributed to the school's students and patrons.

- C. In extenuating circumstances, the principal or designee may assign an alternative consequence for excessive absenteeism. The principal or designee may use any of the following measures. These measures are neither exhaustive nor sequential:
 - i) The corporation attendance personnel may intervene with the family.
 - ii) The student may be referred to appropriate agencies.
 - iii) The attendance officer may send appropriate legal notices, make court appearance and otherwise represent the school corporation in enforcing attendance laws via the Prosecutor's Office.
 - iv) The student and parent(s) may be required to attend a conference and sign a "probationary contract" which will indicate specific actions toward regular attendance.
5. **Student Make-up Work**
- A. All students are expected to be in attendance in every class. The responsibility of verifying absences as explained in this policy rests with the parent and student. The classroom teacher is responsible for monitoring student attendance. A student who has been absent must initiate the request for make-up work upon his/her return to class and the teacher has the option to offer an alternative assignment if the original assignment is difficult to replicate. If an absence is known in advance, the student is encouraged to make up work before the absence.
 - B. In general, one make-up day is allowed for each day of absence. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due. Extended illness and other extenuating circumstances shall be handled on an individual basis by the principal or designee.
 - C. In the case of out-of-school suspension, the student will be given the number of school days the suspension is assigned after return to make up work missed. It is the student's responsibility to solicit make up work from his/her teacher(s).
6. **Special Note to Seniors: Seniors who accumulate 10 or more unexcused/undocumented/unverified absences may not be permitted to attend prom.**

Reference: IC 20-33-2 and 9-24-2

Adopted: October 9, 1972

Revised: July 11, 2000, April 12, 2005, July 14, 2005, July 13, 2007, May 13, 2008

Latest Revision: December 4, 2012

ECA WAIVER ATTENDANCE REQUIREMENTS

Students must maintain a ninety-five percent (95%) attendance rate per the ECA Waiver requirements. This is interpreted as having no more than nine (9) unexcused absences during a school year and no more than thirty-six (36) absences during the four years of a student's high school career.

ATTENDANCE INTERVENTION PLAN

The goal of intervention is to improve student attendance. By communicating with parents at an early stage in the development of an attendance problem, they can become involved in the resolution of this problem.

If parents have no significant impact on modifying a student's attendance, then the school will undertake the appropriate disciplinary action and interventions.

The following strategies will be used:

Attendance will be taken on a daily basis in each period. Teachers will refer students who are absent from their class but are not listed on the PowerSchool attendance as possible truants to the appropriate administrator. Teachers will also report students who are habitually absent from school to the appropriate administrator. An administrator may contact the student and the parent to implement strategies to improve a student's attendance. Referral to the Clark County S.M.A.R.T. Program and/or the Child Advocacy and Parental Support group will be used to positively impact student attendance.

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.

FINAL EXAM OPT OUT

Students with outstanding attendance may qualify to opt out of some of their final exams each semester. Students who have one excused absence or less from any period and a B average in that class may apply to opt out of the final exam in that class for that semester. There is a limit of two "opt outs" per student per semester. The student's final grade will be determined without the final exam. Teachers have the option of granting this incentive.

PROCEDURES FOR SIGNING IN & OUT OF SCHOOL

A parent or guardian must call attendance personnel (282-6601, ext.15182), or appear in person to sign a student out of school.

Students arriving to school late must sign-in through the Main Office.

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 AND SIGN-OUTS

I. Late arrivals/sign-ins: If a student is more than 5 minutes late to first period, or enters school anytime after 8:15 a.m., it is considered a late arrival and the student is required to sign-in. Habitual late arrivals/sign-ins will be handled as follows:

- The 5th unexcused late arrival/sign-in in a nine week period will result in an assignment to Friday Evening School (FES).
- The 8th unexcused late/arrival or sign-in in a nine week period will result in an assignment of up to 3 days of in-school suspension at the Student Alternative to Suspension Site (SAS).
- The 10th unexcused late arrival/sign-in in a nine week period will result in an assignment of up to 5 days of in-school suspension at the Student Alternative to Suspension Site (SAS) and consideration for alternative placement.

LEAVING THE BUILDING FOR SCHOOL RELATED PURPOSES

Jeffersonville High School maintains a closed campus and students are to remain inside the building except at times and places designated throughout the day. If a student needs to leave the building, he or she must check out through the Attendance Office.

Vocational students attending Prosser or Charlestown must arrive and depart JHS 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 Main Office at JHS, and the student **must** sign in and/or out with an attendance clerk to avoid being marked as absent at JHS.

Students may not leave the school without school and parental consent for school-related activities such as class or club responsibilities, & field trips, etc.

In the event that students have permission to drive off campus during the school day, **under no circumstances shall a student transport other students. Only under special circumstances will students be given permission to drive to either Prosser or Charlestown.**

Only students with approved permission slips will be allowed to drive to off campus sites 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 which may require, or allow, a student to transport himself / herself to an off campus site.

TARDY TO CLASS

A tardy is defined as a student not being in their assigned classrooms when the bell rings. This policy will be enforced in every classroom. Students reporting to class five (5) minutes after the period has started without a signed, excused pass will be counted as absent/truant and not admitted to class.

TARDY POLICY—Per Semester

1st Tardy- Warning

2nd Tardy- Warning

3rd Tardy- Warning

4th Tardy- Lunch Detentions

5th Tardy- Two (2) Lunch Detentions

Additional Tardies- Office referral to appropriate administrator-Disciplinary actions as described in this handbook may be applied

- In addition to above policy, hall sweeps may be conducted on an intermittent basis. Students not in class on time will receive progressive discipline.
- Loitering in hallways between classes will not be tolerated. Students should move promptly from one classroom to another.

TRUANCY

Truancy is defined as absence from school, class, or an assigned activity without the permission of the 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.” ***Students reporting to any class five (5) minutes after the period has started, without a signed, excused pass, will be counted as truant.**

First Instance of Truancy:

School officials will address the problem and/or notify the probation office. **If student is in the building 1 period or less he/she will received After School Detention (ASD); more than 1 period or out of building he/she will receive Friday Evening School (FES)**

Second Instance of Truancy:

School officials will address the problem and/or notify the probation office. **If student is in the building 1 period or less he/she will receive FES; more than 1 period or out of building student will receive In School Suspension (ISS)**

Third Instance of Truancy:

If student is in the building 1 period or less he/she will receive ISS; more than 1 period or out of the building he/she will receive 3 days at the alternative site (SAS).

Student's Drivers License invalidation forms are sent to the Bureau of Motor Vehicles as per PL121-1989. Students will be assigned an attendance/behavior contract that stipulates further instances of truancy/attendance policy violations will result in a recommendation for expulsion.

Fourth Instance of Truancy:

Student may be assigned to Clark County High School for more than three days, suspended out of school for more than three days, receive a change in their instructional plan, and the student may be recommended for expulsion.

PROVISIONS RELATED TO TRUANCY AND TRANSFER.

A. Invalidation of Driver's License or Learner's Permit. In accordance with state statute, any student under the age of eighteen (18) whom:

1. Receives a second out-of-school suspension during a school year;
2. Is designated an habitual truant; withdraws from school before the age of eighteen (18) for a reason other than financial hardship; or, 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:
 - a. The person becomes eighteen (18) years of age;
 - b. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the student returned to school, whichever is longer, the suspension or expulsion is reviewed.

B. Habitual Truancy Designation

1. Indiana Code provides that any person under the age of eighteen (18) who is determined to be an habitual truant, as defined by the school board policy, may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under Indiana Code until the person is at least eighteen (18) years of age, except as noted in Section III of policy 5113.2 (Driver's License /Permit Restriction) Such persons are entitled to the procedure described in Indiana Code.
2. The term "habitual truant" is hereby defined as a student who has three (3) instances of truancy and / or 10 or more unexcused absences in one (1) school year.

Chromebook Care

I will:

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

Pride Rubric

SCORE	Persistence	Respectfulness	Initiative	Dependability	Efficiency
<p>2 - Exceeds Expectations</p> <p>A teacher would say: "Student is a positive role model in this school."</p>	<p>Student consistently demonstrates persistence through challenges and problem solving.</p>	<p>Student consistently demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Student seeks and accepts the opinions and input of others.</p>	<p>Student initiates curiosity and an interest in learning.</p> <p>Student independently engages in learning activities.</p> <p>Student consistently perseveres; problem solves, and actively seeks assistance when needed.</p>	<p>Student consistently demonstrates academic readiness and reliability.</p> <p>Student acts as a leader or exemplary team member.</p> <p>Student consistently values and encourages all member of teams.</p>	<p>Student is consistently punctual and prepared.</p> <p>Student almost always completes homework and classroom assignments in a timely fashion.</p> <p>Student almost always demonstrates strong personal, time management, and flexibility skills.</p>
<p>1 - Meets Expectations</p> <p>A teacher would say: "Student demonstrates this in observable ways."</p>	<p>Student demonstrates persistence through challenges and problem solving.</p>	<p>Student demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Student listens and accepts the opinions and input of others.</p>	<p>Student demonstrates curiosity and an interest in learning.</p> <p>Student engages in learning activities.</p> <p>Student demonstrates perseverance, seeks assistance when needed.</p>	<p>Student often demonstrates academic readiness and reliability.</p> <p>Student is a strong team member.</p> <p>Student usually values and encourages all member of teams.</p>	<p>Student is often punctual and prepared.</p> <p>Student often completes homework and classroom assignments in a timely fashion.</p> <p>Student often demonstrates strong personal, time management, and flexibility skills.</p>

<p>0 - Below Expectations</p> <p>A teacher would say: "Student could use support here."</p>	<p>Student needs improvement in demonstrating persistence through challenges and problem solving.</p>	<p>Student seldom demonstrates both respectful and helpful behavior to fellow students and all school staff.</p> <p>Student usually ignores the opinions and input of others.</p>	<p>Student seldom demonstrates curiosity and an interest in learning.</p> <p>Student rarely engages in learning activities.</p> <p>Student lacks initiative in seeking academic assistance.</p>	<p>Student rarely demonstrates academic readiness and reliability.</p> <p>Student rarely participates in team activities.</p> <p>Student rarely values and encourages all member of teams.</p>	<p>Student is rarely punctual and prepared.</p> <p>Student rarely completes homework or assignments in a timely manner.</p> <p>Student does not demonstrate efficiency skills</p>
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JEFFERSONVILLE HIGH SCHOOL CODE OF CONDUCT AND STUDENT DISCIPLINE

Students are expected to differentiate between appropriate and inappropriate behavior both in and out of the classroom and during any school-sponsored activity. In keeping with the “PRIDE” of Jeffersonville High School, students are expected to conduct themselves respectfully and adhere to the following code of conduct:

1. Students must be in a supervised area at all times. During lunch students may be in the cafeteria, and other designated areas.
2. Students will respect others at all times. Students will not engage in fights, harassment or name calling of other students.
3. Students responsible for assault on another student may be suspended for up to 10 days, transferred to an alternative school and recommended for expulsion, and arrest may result.
4. Students are not allowed to smoke or possess tobacco, or tobacco-like substances, on school property during the school day. This includes smokeless tobacco products (dip, snuff, chewing tobacco, etc.). Additionally, students are also prohibited to possess smoking paraphernalia, including E-cigarettes and all paraphernalia associated with such devices.
5. Student ID cards are their responsibilities and should be carried at all times for identification. There will be designated times throughout the school year when ID’s need to be presented for identification purposes. Students must have their student ID’s to use in the cafeteria for lunch.
6. Students are expected to dress appropriately for school activities and in such a manner that will not disrupt normal school activities. Clothing that is offensive to prevailing standards of the school community is not to be worn. Shoes with rigid soles must always be worn at all times. Shoes that do not give strong sole support such as flip-flops and shower thong slippers are not allowed.
7. Only emergency calls will be made via the school phones. In the event of an emergency, contact the appropriate administrator. Parents may contact students in school through the main office. Lost or stolen cell phones or other electronic devices are not the responsibility of the Jeffersonville High School staff. If these items are brought to school, they must be kept in a safe place.
8. Classes will not be interrupted to deliver phone messages to students. Students may pick up phone messages in the office during lunch, or at the completion of the school day. School personnel will accept only messages from parents or guardians.
9. Lockers are the responsibilities of each student. They are to be kept in the same condition as they are received. Students who damage or vandalize lockers will be subject to restitution and disciplinary action. Students, who consistently demonstrate an inability for expected locker procedures, will lose their locker privileges.
10. Driving to school is a privilege. Guidelines for obtaining a driving permit are given to each student at the beginning of the school year. Students must adhere to the guidelines set forth in order to keep their driving privileges.
11. Students dismissed from school early must be off school grounds within ten minutes of their scheduled dismissal.
12. Students are not permitted to display or use radios, MP3, CD players, IPODS, electronic games, cell phones, or other such electronic devices in classrooms during instructional class times.
13. Students possessing or using fireworks, weapons of any type, laser pens, snowballs, or any other

- disruptive devices (water guns, slingshots, water balloons, cards, dice, other forms of gambling, etc.) will be subject to disciplinary action.
14. Any solicitation or selling of products by students, other than those approved as fund raising projects by the School Board will not be allowed on the school premises.
 15. Students vandalizing school property will be disciplined accordingly and restitution for damaged property will be required.
 16. Inappropriate displays of affection on school grounds or at school events will be treated as discipline problems. Hugging, kissing, or inappropriate closeness is not acceptable.

DRUGS, TOBACCO, ALCOHOL

ALCOHOL OR OTHER DRUGS STATEMENT

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

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

Jeffersonville High School promotes a drug-free environment. Knowingly possessing, handling, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on school grounds or at any school related activity is prohibited. Students violating the drug and alcohol policy will be recommended for suspension, transfer to alternative school, or expulsion. In an effort to establish a drug-free environment, we will work with the Jeffersonville Police Department. **Drug-sniffing dogs will be brought into the building and onto the parking lot at random times throughout the school year to conduct searches.**

RULES

1. If a student possesses, handles, transmits or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be suspended for no fewer than five days and a transfer to an alternative school may be recommended, and the process for expelling that student may begin.
2. In the event of a first time offense, the parent(s) and student may be advised of various assessment/treatment programs and offered the opportunity to participate in an approved program in lieu of expulsion. If a student goes for an assessment (and completes any prescribed educational program offered there), the same will serve as an alternative to expulsion (for first time offenders).
3. Students must provide verification that he/she has successfully completed the prescribed assessment as well as the prescribed number of educational sessions, if applicable. Parents/guardians will be responsible for transporting the student to and from the area for assessment/education.
4. Students who transmit drugs or alcohol in any manner to someone else will be immediately suspended and processed for transfer to alternative school, or expulsion. Also, a student who transmits material that he/she expressly or implicitly represents to be a controlled substance

will be immediately suspended and processed for transfer to alternative school, or expulsion. The assessment/educational program as an alternative to expulsion is not available to students who are identified as transmitting drugs or alcohol.

TOBACCO STATEMENT

The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (non-smokers). In addition, the Board of School Trustees recognizes that any student under the age of eighteen (18) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (Indiana Code). Students found possessing or utilizing tobacco products will be afforded the opportunity of voluntary enrollment in a tobacco education program, which is designed to help people deal with their tobacco usage.

RULES

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

Possessing or Using Tobacco Products

First Offense:

1. Contact parents and inform them of student's referral to Clark County High School-ISS.
2. Assign five day of out-of-school suspension.
3. If student provides written proof of enrollment in an approved tobacco education program the suspension may be reduced to three (3) days of out-of-school suspension.

Second Offense:

1. Confiscate products and keep as evidence in case of legal action.
2. Contact parents and inform them of the offense.
3. Assign suspension.
4. A recommendation of expulsion may be made.

Third Offense:

Suspension with recommendation of expulsion, or transfer to alternative school.

Tobacco offenses will be cumulative over the course of the student's high school enrollment. During high school, the student will be afforded the first, second, and third offense procedures within the course of the student's high school enrollment without reference to the student's behavior during middle school.

References: Indiana Code.

Revised June 8, 2004

STUDENT CELL PHONES AND "SEXUAL CONDUCT"

The legal duty to report "child exploitation" and "child pornography" is required by the Child Abuse/Neglect Statute at I.C. 31-33-5-4, which makes it a Class B misdemeanor for a school employee to fail to make an immediate oral report to the building principal or designee, who then must immediately contact law enforcement or child services, or face the misdemeanor charge. Actually, the duty is to report a "child in need of services," who under I.C. 31-34-1-3(a)(1)(D) is a person under the age of 18 who is a victim of "child exploitation" and/or "child pornography." "Child exploitation," a Class C felony under I.C. 35-42-4-4(b), is committed when (emphasis most relevant to school situations in italics):

A person who knowingly or intentionally:

(1) manages, produces, sponsors, presents, *exhibits, photographs*, films, videotapes, or *creates a digitized image of any performance or incident* that includes *sexual conduct* by a *child under eighteen (18) years of age*;

(2) *disseminates, exhibits to another person*, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition *matter that depicts or describes sexual conduct by a child under eighteen (18) years of age....*

"Child pornography," a Class D felony under I.C. 35-42-4-4(c), is committed when (emphasis most relevant to school situations in italics):

A person who knowingly or intentionally possesses:

- (1) a picture;
- (2) a drawing;
- (3) a photograph;
- (4) a negative image;
- (5) undeveloped film;
- (6) a motion picture;
- (7) a videotape;
- (8) a digitized image;
- (9) any pictorial representation; or
- (10) cellular telephone memory;

that *depicts or describes sexual conduct* by a child who the person knows is less than sixteen (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value....

A practical example of “child exploitation” involving a cell phone would be a student of any age who used the phone to (1) take a picture, (2) show a picture, (3) send a picture, or even offer to show or send the picture of any person under the age of 18 engaged in “sexual conduct,” defined as intercourse, touching or fondling with intent to satisfy sexual desires of any person, and/or the display of uncovered genitals in such manner that evidence an intent to “satisfy or arouse the sexual desires of any person.”

A practical example of “child pornography” in connection with a cell phone would be a student of any age who used the phone to *possess* a picture/image of any person under the age of 16 engaged in “sexual conduct,” defined as intercourse, touching or fondling with the intent to satisfy or arouse sexual desires of any person, and/or the display of uncovered genitals so as to indicate an intent to “satisfy or arouse the sexual desires of any person.”

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, state statute requires the student to register as a sex offender pursuant to I.C. 35-42-4-11(a)(2)(C) and I.C. 11-8-8-7. A sample notice could read:

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

GCCS MINIMUM STANDARDS OF ACCEPTABILITY REGARDING STUDENTS' APPEARANCE AND CLOTHING

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

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

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

Issues considered in the development of these minimum standards include:

- Creating an educational atmosphere free from undue disruptions.
- Fostering respect for authority and discipline within the school.
- Improving students' attitudes toward school.
- Maintaining a good public image.
- Preventing the promotion of gang or cult related activities within the school system.
- Preventing the promotion of illegal substances.
- Preventing the promotion of lewd, vulgar, harassing or offensive language or conduct.
- Creating a safe environment for students attending GCCS schools.

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

time during the school day, on school grounds, or at any school function:

- Clothing, exposed body markings or piercings containing lewd, vulgar or indecent speech.
- Clothing, exposed body markings or piercings that pertain to alcohol, drugs or tobacco that have the effect of promoting illegal substances.
- Clothing, exposed body markings or piercings that are or may be perceived to pertain to gangs, cults or their representative activities.
- Hair (body and facial), hairstyles, and/or colors that identify or represent gangs, cults or their representative activities.
- Hoods, hats or other headgear that could be used as a method of moving contraband in and out of schools, which obstruct the view of other students in the classrooms & halls.
- Bandanas (possible gang symbolism).

By way of example, the following list identifies those specific items that are considered unacceptable:

- Clothing displaying, promoting or referencing any of the following: drugs, alcohol, tobacco, violence,
- Profanity, sexual connotations, racism, or other generally offensive topics.
- Clothing or accessories associated with gangs or cults (including bandanas and handkerchiefs).
- Jewelry or accessories with spikes, heavy chains, etc.
- Clothing that reveals underwear or private body parts. Examples include: see through and mesh shirts or blouses, undone clothing or accessories (belts, zippers, snaps, etc.),

sagging pants, low-cut tops, short- shorts, skin-tight leggings, tank tops, sleeveless tops or spaghetti straps, clothing not worn in the usual or customary manner.

UNACCEPTABLE DURING THE SCHOOL DAY

Look-a-like weapons, toys, lasers, holes in clothing, tank tops or muscle shirts, mini-length skirts, short-shorts, dresses; bare-back/bare-shoulder or spaghetti strap garments, bare midriff, over-sized or extremely tight clothing, pajamas, and/or house shoes, should not be worn during school hours. Students are required to wear a pair of shoes at all times, which has a sole that cannot be normally bent double. Skin-tight leggings are not considered pants substitutes. It is mandatory that student clothing be worn at the student knee cap.

O.K. TO SCHOOL --- UNACCEPTABLE DURING THE SCHOOL DAY AFTER ENTERING THE BUILDING

Hoods, hats, headbands, coats, jackets, sunglasses, gloves, backpacks

Cell phones, I-PODS, MP3 players, and any electronic device should be turned off and secured prior to entering a classroom.

Staff will conduct Dress Code checks intermittently during classes. Violations will be reported to the front office. GCCS students will be subject to disciplinary action in a manner as set out in the Student Rights and Responsibilities and Student Discipline Policy if violations of these minimum standards occur.

RULES AND REGULATIONS / STUDENT DUE PROCESS

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

A. Indiana Code 20-33-8-14 Grounds for Suspension or Expulsion

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. 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. Indiana Code 20-33-8-15. Unlawful Activity by Student

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 week nights, weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

C. Indiana Code 20-33-8-16

Possession of Firearms, Destructive Devices, or Deadly Weapons

1. As used in this section, "firearm has the meaning set forth in IC 35-47-1-5.
2. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
3. As used in this section, "destructive device" has the meaning set forth in IC 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. A superintendent or the superintendent's designee shall notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in subsection (d). The superintendent may give similar notice if the student engages in behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
8. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415."

D. GCCS Policy 5114.1: Weapons at School or at School Functions

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

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

however, to harm or threaten another person, then such item will be considered a weapon and the above provisions will be applied.

Rules

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

E. Indiana Code 20-33-8-17 Students' Legal Settlement

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

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

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

1. For purposes of this Policy, “school” is defined herein as any GCCS property, or location of a GCCS sanctioned function, and is not limited to a student’s specific attendance location.
2. This policy is applicable to all GCCS students including those involved in cooperative programs with other educational institutions.
3. This policy sets out examples of student misconduct or substantial disobedience that shall be considered as conduct which rises to a level warranting disciplinary action, up to and including suspension, and/or expulsion. The following list is only illustrative and disciplinary action is not limited solely to these examples.
 - a. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes or urging students to engage in such conduct; electronic social networking, cyber bullying;
 - 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 or damaging lists posted on social media.
 - h. Intimidating or interfering with school personnel or students; preventing or attempting to prevent school personnel or students from performing their responsibilities through threats, violence, or harassment including verbal abuse.
 - i. Bullying – any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Additionally, this rule applies when a student is using property or equipment provided by the school. (See Policy #5144.2) or by texting, Facebook, or other social media.
 - j. Harassment – includes harassment of any type including sexual. (See Policies #5144.2 and #5131.2)
 - k. Gang activity or association – engaging in any initiation, promotion of or participation in any group that promotes activities that threaten the safety and/or well-being of persons, school property or which disrupt school activities.
 - l. Discrimination – engaging in behavior that is discriminatory in nature in violation of Policy 5144.3.
 - m. Vandalism – damaging or defacing, or attempting to damage or deface, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school functions.
 - n. Theft – stealing, or attempting to steal, property belonging to the school or another person or entity on school grounds, on the way to or from school or at school activities.
 - o. Arson – damaging, or attempting to damage, school property or property of others located on school grounds by starting a fire or causing an explosion.

- p. Fighting – Causing, or attempting to cause, physical injury or behaving in such a way as could reasonably cause physical injury to any person (including striking school personnel) at or on the way to or from school or at school activities.
- q. Assault – intending to or causing physical injury to another person by means of a deadly weapon or dangerous instrument, or intentionally causing physical injury to another person on school grounds, on the way to or from school or at school activities. Physical sexual abuse of any kind is considered assault.
- r. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student. (See Policy 5144.2)
- s. Hazing – as defined in Policy 5144.1.
- t. Extortion – the obtaining of property on school grounds, on the way to or from school or at school activities, from any unwilling person by intimidation or physical force.
- u. Robbery – theft involving the use of physical force, deadly weapons, or dangerous instruments on school grounds, on the way to or from school, or school activities.
- v. False activation of a school fire alarm or making a false fire, bomb or weapons threat.
- w. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. “Any object” includes any item that is considered a weapon but is not a firearm as defined in Indiana Code 20-33-8-16 and GCCS Policy 5114.1.
- x. Weapons – possession of weapons, carrying, selling, transmitting, storing, or using weapons, including destructive devices, on school grounds, on the way to or from school, or at school activities and/or violating any provision of the Weapons Policy 5114.1.
- y. Use, possession, sale or transmission of fireworks or other projectiles or explosives on school grounds, on the way to or from school or at school activities.
- z. Possessing, handling, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or depressant of any kind or any paraphernalia used in connection with the listed substances. Use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule. (See Policy 5131.6) (Exception: see Policy 5141.2)
- aa. Consuming, possessing, offering, providing, or being under the influence of an inhalant, a solvent, stink sticks, sprays or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product’s labeling, or the direction of school personnel.
- bb. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- cc. Possessing, using, or transmitting any object or material that can be reasonably associated with the use or transmission of a controlled substance;
- dd. Possessing, using, transmitting, or being under the influence of caffeine-based substances; substances containing phenylpropanolamine (PPA); depressants; or stimulants of any kind, be they available with or without a prescription: however, use of a drug by an individual authorized by a medical prescription from a licensed physician is not a violation of this rule.
- ee. Possession or use of tobacco products on school grounds or at school activities.
- ff. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. Failure to follow directives – the willful refusal by a student to respond to any reasonable directives of authorized school personnel (including failure to identify oneself) or to accept in-school disciplinary measures.
- gg. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 1. Engaging in sexual behavior on school property;
 2. Disobedience of administrative authority;
 3. Willful absence or tardiness from school, a class, or homeroom;

4. Unexcused tardiness or absence to school, class, or homeroom.
 5. Truancy from school or class. (Truancy is defined in Policy 5113 as absence from one or more classes without permission of school and/or parents. Habitual truancy is defined in Policy 5113.2 as three instances of truancy in a school year and/or having more than ten (10) unexcused absences in one (1) school year.)
 6. Failure to sign in or out of school.
 7. Leaving school grounds without permission.
 8. Engaging in speech, either verbal or written, gestures or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, racial, or offensive to school purposes.
 9. Inappropriate student dress or appearance that could result in health or safety problems or disruption of the educational process.
 10. Failing to tell the truth about any matter under investigation by school personnel.
 11. Lying or giving false information, either verbally or in writing, to a school employee.
 12. Possessing or using a laser pointer or similar device.
 13. Failure to follow school, class or bus rules.
 14. Forgery – falsifying school-related documents or signatures.
 15. Tampering with, changing, or altering records of documents of the school method including, but not limited to, computer access or other electronic means.
 16. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism, and collusion.
 17. Gambling – games of chance or skill, for money or profit on school grounds or at school activities.
- hh. Engaging in conduct on school grounds, on the way to or from school or at school activities which is not in conformity with the accepted principles of right and wrong behavior and which is contrary to the moral standards of the community.
 - ii. Using electronic communication devices on school property during instructional or class time, or in a manner that disrupts school activities or events unless there is a bona fide case of a health or safety emergency. Recording acts of violence, student altercations, or classroom activities for transfer to online viewing of others is not permitted, and may result in suspension.
 - jj. Using any electronic communications device to in any way send or receive personal message, data, or information that would contribute to or constitute cheating on tests or examinations.
 - kk. Using any personal communication device that provides for wireless, unfiltered connection to the Internet or which has the capability to take “photographs” of any kind.
 - ll. Creating or distributing information including information distributed via e-mail or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
 - mm. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property.
 - nn. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.)
 - oo. The taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function. Any recording device (including cell phones) at school may be confiscated and any recorded materials may be deleted.
 - pp. Using the Internet and/or any social network to disrupt the school, students, teachers, counselors, or administrators of the school. Using of the Internet and/or any social network to disrupt, distract, intimidate, harass, spread false statements, spread rumors, humiliate, or defame others may result in suspension, transfer to alternative school, or expulsion.
 - qq. The misuse of school computers in any way.

A. DISCIPLINARY ACTION

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

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

B. Driver's License/Permit Restrictions

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

C. Notification of Rules and Regulations

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

D. Student Exclusion by a Teacher

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

E. Suspension

A principal, or his designee, may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days.

F. Expulsion

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

G. Cooperative Programs

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

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

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

PROCEDURE FOR HANDLING SUSPENSIONS AND EXPULSIONS FROM SCHOOL

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

A. Suspension Procedures:

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such cases, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. (Reference: IC 20-33-8-18)

B. Expulsion Procedures:

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

1. The superintendent (or designee) may conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or designee. Failure by a student or a student's parent to request and appear at this meeting will be deemed a forfeiture of rights administratively to contest the expulsion or to appeal it to the School Board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within ten (10) days of receipt of a notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate. (Reference: IC 20-33-8-18)
6. Any student who is expelled will be expelled from participating in and/or attending extracurricular and school-sponsored activities. This student is not to be on school property during the expulsion period.

TSD (TEMPORARY STUDENT DISMISSAL) -“OUT”

In the event that a student is not following classroom rules set forth by the teacher, the teacher may remove the student from the classroom for the remainder of the period. Students who receive a TSD will be placed in an alternative setting by an administrator and will be expected to complete the work sent with them by the classroom teacher or work assigned upon returning to class the next day.

IN-SCHOOL SUSPENSION (ISS) - MAY BE ASSIGNED TO CCH

In-School Suspension (ISS) is designed to serve as an alternative to out-of-school suspension for discipline, attendance, or tardy problems. Students assigned to ISS will attend school and will be required to remain in a specific room/area for the entire school day. Students may be assigned to ISS for a period of 1-5 days. Students will be required to work on classroom assignments and any other assignments given by the ISS instructor. Failure to follow rules set forth by Jeffersonville High School and ISS instructor will result in Out of School Suspension. Students who have accumulated five or more days of ISS per semester may be given SAS/OSS for additional disciplinary referrals.

OUT OF SCHOOL SUSPENSION (OSS)

Out of School Suspension (OSS) will be used for serious violations of the student discipline policy; students are prohibited to be on school property during the suspension period. The student will be counted absent from school, but the days will not be counted toward his/her total excessive absences mentioned earlier in the handbook. Upon his or her return to school, a student may request make up work from all teachers. **The second suspension from school may also result in the student's driver's license being invalidated through the Indiana Bureau of Motor Vehicles as per PL 121-1989.**

STUDENT ALTERNATIVE TO SUSPENSION (SAS)

The Student Alternative to Suspension is a form of in-school suspension but off the JHS campus. SAS will be used for serious violations of the student discipline policy as either an alternative to OSS or as a progressive form of in-school suspension. The SAS site is located at 2420 East 10th Street, Jeffersonville, IN 447130, adjacent to Child Place.

HOMEWORK POLICY

Jeffersonville High School is committed to the continuous improvement of student achievement. Because homework plays an integral part of the educational process and in student success, this Homework Policy has been developed. Administrators, teachers, students and parents must accept individual responsibility to help assure student success.

RESPONSIBILITIES

Administrators:

Approve and institute the policy.

Make the policy available to students, teachers, parents, and all members of our school community.

Encourage all stakeholders to accept their respective responsibilities.

Teachers:

Establish expectations at the beginning of the school year.

Ensure that assignments have a purpose, are consistent, and are scheduled regularly.

Develop assignments which are focused, clear, varied, and of appropriate length.

Assign work that has well-defined deadlines and a follow-up evaluation.

Guarantee that homework assignments are reflected on tests and in grades.

Communicate homework assignments and expectations to parents and students.

Students:

Make it your responsibility to know all homework assignments.

Acknowledge the homework assignment expectations of each teacher.

Accept that homework is an important component of success in each class.

Commit yourself to undertaking and completing all assignments on time.

Submit your work in a neat, clear manner, which represents your best work.

Understand that accomplishing homework is necessary to making good grades.

Consult your teacher if you need additional help, explanation, or make-up work.

Turn in all work after an absence. (Students are permitted one class meeting after returning from each absence to turn in make-up work.)

Parents:

Communicate the importance of homework to your child.

Establish a study area, which is free of distractions.

Make yourself aware of homework assignments.

Confirm that the assignments have been completed.

CHEATING

- If a student chooses to be dishonest, untrustworthy, and dishonorable, the student/students will be penalized.
- The teacher will notify the administration and contact parents.
- The student may be given a failing grade for that particular test, assignment, for the grading period, or for the semester.

Students involved in cheating may be excluded from any/all school activities.

This policy applies to all course work resulting in high school credit.

PLAGIARISM

To plagiarize is defined as taking ideas and writings of another and passing them off as ones own. Students caught plagiarizing will be given no credit for plagiarized work. Students may also be given out-of-school suspension for the offense.

FIELD TRIPS

It is the intent of Jeffersonville High School to offer as many educational opportunities as possible. As a result, field trips are offered to students throughout the school 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.

HEALTH SERVICES

A school nurse and/or health assistant are on duty during the school day. If a student becomes ill or has an accident while at school, the student should get permission from his/her teacher and then report to the school nurse. If necessary, the parent/guardian will be notified about the student's condition and can then take appropriate action. If a parent/guardian knows that for a period of time no parent or guardian will be available to be contacted in case of a medical emergency, a medical consent form should be signed by the parent/guardian for the student.

The school does not permit a sick student to leave the building without parent or guardian consent. For this reason, it is imperative that each student has an updated Student Health Form on file with the school nurse. All medication must be brought to the Nurse's Office and administered there. All medication, which includes over-the-counter and prescription medications, must have a written physician's order. "*Administration of Medication*" form #5141.2A must be signed by the parent/guardian. Students with a chronic disease or medical condition who must possess and self-administer medications during school hours must submit each school year a completed "*Self-Administration of Medication*" form #5141.2B.

The school nurse can provide to a student with a medical reason a pass to leave class five minutes early or to ride the elevator. These passes can only be issued when the parent/guardian has contacted the school nurse by telephone or in writing. Indiana law mandates that students in grade nine be screened for scoliosis and students in grade ten be screened for hearing loss. Parents will be contacted if either of these screenings indicates a possible problem. Please notify the principal in writing if you have any objections to the screening.

MEDIA CENTER

HOURS

The Media Center is open from 7:15 a.m. until 2:30 p.m. on all school days.

ATTENDANCE

1. During class hours students are admitted by a yellow Media Center pass ONLY. Passes must be filled out and signed by the classroom teacher.
2. Students may use the Media Center before school, after school and during lunch without a pass.

CIRCULATION OF MATERIALS

- Books may be checked out for a period of three weeks. Books may be renewed unless other students have reserved them.
- Students should bring the book with them when requesting renewal.
- A student must present his/her ID card to check out materials.
- Vertical file materials may be checked out for three days. There is a limit of three items.
- Magazines, newspapers, reference materials, and audiovisual materials do not circulate outside the library.

The JHS Media Center is a member of Interlibrary Loan. When a student needs materials that are not available at JHS, the student may ask the media specialist about getting them from Interlibrary Loan. Payment for materials that are damaged or lost while in the student's

possession is required. Students with overdue books are not allowed to check out material until the overdue materials are returned.

PHOTOCOPYING

Photocopy facilities are available in the library. Copies can be made for a fee.

COMPUTER USE

Computers in the library are to be used for curriculum and school-related projects and assignments.

INTERNET USE

The purpose of the Internet in the Media Center is to support the curriculum. Students may use the Internet for research and class projects. Acceptable Use Policy forms are given to each student. These forms must be signed by a parent/guardian and must be on file in the Media Center. Students are issued a login name and password in which to access the school network and the Internet. **Passwords and log-ins must remain confidential. Students caught sharing this information will lose network privileges and be subject to disciplinary actions.**

RULES FOR BEHAVIOR

- Respect for the materials and the physical environment.
- Respect for your fellow students.
- Respect for the Media Center policies.
- Respect for the Media Center staff.
- Respect for yourself.

MEDIA CENTER STUDENT ASSISTANTS

This course is designed for those students who wish to contribute to their school by providing important services through the Media Center. These services, gained through acquired knowledge and experience, include shelving books, assisting students, working the circulation desk, delivering equipment and running errands. Students who provide the services mentioned above are greatly valued for their contribution to J.H.S. Students must gain permission from the Media Specialist to enroll in this course.

DRIVERS LICENSE PRIVILEGES

Pursuant to PL 132-1995, SEA 319, a driver's license or a learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:

1. Is a habitual truant (GCCS Policy 5113 defines an "habitual truant" as any student who is absent from school three or more times and/or has 10 unexcused absences in a school year without the permission of a parent/ legal guardian or principal or designee);
2. Is under a second or subsequent suspension from school for the school year;
3. Is under an expulsion from school;
4. Has withdrawn from school for reason other than financial hardship, and the withdrawal was reported under Indiana Code before graduating.

In instances where a student violates this law as described above, the student's name will be reported to the Indiana Bureau of Motor Vehicles. The complete provisions of this law and the reporting requirements are found in GCCS Policy 5113.2. Copies are available in the principal's office or at the GCCS Administration Building.

ATHLETICS

THE INTER-SCHOLASTIC PROGRAM FOR MEN

FOOTBALL, CROSS COUNTRY, GOLF, SOCCER, TENNIS, BASKETBALL, SWIMMING, WRESTLING, TRACK AND FIELD, AND BASEBALL

THE INTER-SCHOLASTIC PROGRAM FOR WOMEN

GOLF, VOLLEYBALL, BASKETBALL, SWIMMING, TENNIS, GYMNASTICS, CROSS COUNTRY, TRACK AND FIELD, SOCCER, AND SOFTBALL.

ATHLETIC GUIDLINES

In general, the athletic department of JHS expects the young men and women in our program to exemplify the highest ideals whether on or off the playing field. We will not tolerate acts that violate these ideals at any time. A few guidelines are offered so that there will be no misunderstanding in this area.

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 bottom of physical form for a complete listing).

1. Must pass subjects totaling five (5) credits each nine weeks (semester grades have priority over 9 weeks grades) prior to participation and must be currently passing a minimum of five (5) full credit courses.
2. Must have an IHSAA (yellow) physical form on file in the athletic office.
3. Must have a transfer form on file (if the student has transferred from another high school in the last 365 days).
4. Must not have reached your nineteenth birthday before August 15 preceding the current school year. Students who are absent for more than half (3.5 hours) of the school day are prohibited from participating in any athletic activity on the day of the absence.

ATHLETIC DRUG AND ALCOHOL POLICY

A student athlete will not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogen, any other controlled substance or any alcoholic beverage. It will be sufficient grounds to prove transmitting, possession, or use of a substance governed by this policy if the student athlete transmits, possesses, or uses a material, which he/she represents to be such a substance (look-alike drugs). Violation of the above rule will result in the following discipline actions:

- 1st Offense:** Suspension from the sport or sports in which the athlete is a participant for one-fourth (1/4) of the contest season and enroll and successfully complete an approved drug/alcohol educational program.
- 2nd Offense:** Suspension from sport or sports which the athlete is a participant for one half (1/2) of the contest season and mandatory enrollment and completion of a drug rehabilitation program. Failure to enroll and complete approved drug rehabilitation program will result in the student athlete being suspended from athletic participation at Jeffersonville High School for one year from the date of infraction.
- 3rd Offense:** Exclusion from participation in all Jeffersonville High School athletics for the duration of the student's attendance at Jeffersonville High School.

Explanations:

If the student athlete does not commit the infraction during his/her sport's season, the suspension will take effect during the first one half (1/2) of his/her next sport participation. The number of season contests suspended will be calculated by using the number of scheduled season contests plus one sectional contest. Suspensions will be whole games. In calculating the number of

games an athlete is suspended, a fraction of a game will be rounded up to the next, whole number. Example: $\frac{1}{4}$ of 21 games = $(5 \frac{1}{4}$ games) which will result in a 6 game suspension. The above drug/alcohol policy is in effect during the student athlete's school year and extended sport season if the participant's sport extends beyond the school year. The policy is in effect 24 hours per day, 365 days a year, which includes Jeffersonville High School activities or whenever observed by a Jeffersonville High School coach or faculty member, law enforcement agent, or by the athlete's own admission.

CO - CURRICULAR CLUBS AND ORGANIZATIONS

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. The following is a list of clubs and organizations at JHS with a short description of each. More information on clubs and organizations can be obtained in the front office.

ANCHOR CLUB : A community service based organization for young people to give back to the community.

ART CLUB: Is open to any student who is currently enrolled in Art classes or who has had Art classes in the past. The members participate in various art projects throughout the year. The meetings are held approximately twice a month.

CLEF CLUB: Is made up of senior members of the band and orchestra. The organization is involved in planning the performance calendar for the school year as well as social activities.

CONSERVATION CLUB: Is open to any J.H.S. student. This club engages in various environmental projects throughout the school year.

FCCLA: Family and Consumer Science related activities.

FDIM: Fashion Institute of Design and Merchandising

FRENCH CLUB: Is a club for all students interested in the French language and culture.

NATIONAL HONOR SOCIETY: Is an organization that students may gain membership to by demonstrating outstanding academic achievement. The Ruth E. Robertson Chapter continues to strive to give practical meaning to the society's dedication to scholarship, service leadership and character.

PITCHFORK PRIDE PEP CLUB: Is a club designed to promote and support Jeff High athletics, academics, and the total school program.

RED CROSS CLUB : Students interested in Red Cross related service.

SADD CLUB: Students against destructive decisions service organization.

SCIENCE CLUB: Is an organization that unites students interested in a career in the field of science so that they can be better prepared in this competitive field.

STUDENT COUNCIL: Is the elected representative assembly for J.H.S. All students are invited to voice their concerns via these members and have them brought to the attention of the entire student council. The Student Council sponsors several traditional events for the entire student body. In the fall, football homecoming is held which includes crowning of the football homecoming queen; spirit week and pep session; hall decoration; various competitions between classes and clubs. During the spring semester, basketball homecoming is held. The basketball homecoming queen and court are selected, again competitions are held between classes and clubs for hall decorations. All student elections are conducted by the council.

TECHNOLOGY CLUB: A club for students interested in exploring technology

ULTIMATE FRISBEE CLUB

WELDING CLUB: Is open to senior and junior Industrial Arts students. The club's purpose is to enhance a student's skills in a career in welding.

SCHOLARSHIPS, TESTING, AND COMMUNITY SERVICE INFORMATION WEBSITE

Students can get up to date information on scholarships, testing, and community service opportunities by visiting the JHS Counseling website. Students can also register for weekly Jr/Sr news announcements from the JHS Counseling Center via this site:

www.gcs.k12.in.us/jhs/counseling

REQUIREMENTS FOR GRADUATION AND DIPLOMAS OFFERED

Each student must pass specific **required** courses in order to graduate. These 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 offers the Indiana Core 40, Indiana Academic Honors, Indiana Technical Honors, JHS Honors, and General Diplomas. Questions and/or concerns regarding any program of studies should be directed toward the student's guidance 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.

SELECTION FOR JHS HONORS CLASSES

FRESHMAN COURSES: Students are identified for Honors Algebra I, Honors Algebra II, Honors Geometry, Honors Biology I, Honors English 9, & AP Geography on the basis of past performance, 8th grade teacher recommendation and standardized testing during the eighth grade. Students who meet the criteria for any of these courses will be informed that they may elect to enroll in the Honors courses. For 10TH, 11TH and 12TH GRADE COURSES: Selection for all honors and Advanced Placement classes are based on student's past performance, performance in prerequisite classes, teacher recommendations, and various test scores.

INDIANA ACADEMIC HONORS, JHS HONORS, CORE 40 DIPLOMAS

Jeffersonville High School offers the Indiana Academic Honors, Jeffersonville High School Honors, and Core 40 Diplomas. Requirements for these diplomas are listed in the *JHS Course Description Guide*.

GRADE POINT AVERAGE

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

CREDITS TO BE ELIGIBLE FOR GRADE LEVEL PRIVILEGES

Freshman	0-9	Credits
Sophomore	10-19	Credits
Junior	20-29	Credits
Senior	30 +	Credits

Students must achieve satisfactory academic progress in order to participate in many school activities include but are not limited to the following:

- Assemblies
- Pep Rallies
- Dances
- Homecoming activities (Including King/Queen Court)
- Field Trips

In addition, students who do not reach these minimum credit levels will be subject to having their schedule prescribed for them. Calculation: At the end of the semester, the final grade calculation will be made by the computer software program.

GUIDELINES FOR RETAKING A COURSE

Jeffersonville 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.

INCOMPLETE GRADE (I)

Any student who receives an INCOMPLETE (I) grade for a semester must complete all required work within the first **TEN (10) school days** of the next regular semester. If work is not completed during the first 10 days the “I” will become an F.

CORRESPONDENCE/INDEPENDENT STUDY COURSES

Students must see their counselors for information about correspondence /independent study courses. Most correspondence/independent study courses **do not** meet the Core 40 requirement. A maximum of eight (8) correspondence /independent study credits, per State Law 511.IAC.6-7-7, may be acceptable for meeting graduation requirements. Correspondence courses must be completed and grades submitted to the counselor by **May 1st** of the graduation year. The eSchool and at school classes are not considered correspondence or independent study classes.

SCHEDULE CHANGE/COURSE WITHDRAWAL POLICY

Schedule change requests **must** occur within the first ten (10) school days of each semester. After that time, any changes, other than programmatic changes, will result in the grade of **“F”** in the dropped course and placement in study hall for the remainder of the semester. Programmatic changes result when a teacher recommends that a student be moved to another level or class.

EXIT INTERVIEW

An exit interview with the principal is required for a student to withdraw from school. Generally students under the age of 18 will not be allowed to withdraw from school.

GRADING SCALE

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0 – 59

POST-SECONDARY CREDIT

A junior or senior may, upon approval by the principal/designee, enroll in courses at an eligible institution. If a course has been approved for secondary credit in the Greater Clark County Schools, the student is entitled to credit toward graduation requirements for each course the student successfully completes at that institution. Interested students should see their counselor for additional information.

PROM

The Junior- Senior Prom is for Jeffersonville High School juniors and seniors and approved guests. Students classified by credits 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 JHS prom,
5. Jeffersonville High School students and guests must abide by all Jeffersonville High School rules and regulations.

All students attending prom who are not JHS 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.

Any other club organization sponsoring a dance may set additional restrictions or guidelines.

LOCKER INFORMATION

All students may be issued a locker. Lockers are used for storage and safekeeping of school materials. Only the person under whose name the locker number appears will be given access to the locker by school authorities. There will be no exceptions. **Students are not allowed to share lockers or to give their combinations to other students.** This rule applies to P.E. lockers as well. Jeffersonville High School is not responsible for lost or stolen articles. Students need to understand the following:

1. Lockers are the property of the Greater Clark County School Corporation.
2. Lockers remain under the control of GCCS and Jeffersonville High School.
3. Students are expected to assume full responsibility for their lockers.

4. Jeffersonville High School retains the right to inspect student lockers.
5. Students are not to “decorate” their lockers. Placing stickers, chewing gum etc. on lockers is considered vandalism. This will result in restitution and suspension.
6. Students who do not care for their assigned locker responsibly may have their locker privileges removed.

For locker problems - See the Main Office.

SCHOOL BUS REGULATIONS

School bus drivers will have control of all school students between the home of the student and the school. The driver will keep order, maintain discipline among the students while in the bus or along the route, will treat all students in a civil manner, see that no student is mistreated or imposed upon while in his charge, and will use every care for the safety of the students in his charge. Rules governing students riding school vehicles were established by The School Safety Committee as provided by chapter 303, Indiana Acts of 1945 (as amended). Upon recommendation of the school bus driver, school authorities may deny the privilege of riding the school bus to any student who refuses to conduct himself/herself in an appropriate manner.

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).

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

Point of Emphasis:

- Students fighting at bus stops and on the way to and from school bus stops are subject to disciplinary action.
- Students who arrive at school by bus are instructed to enter the building in a timely fashion.
- Students are not to loiter in the parking lot or leave the school campus.

DRIVING AND PARKING REGULATIONS

- Driving to school is a privilege.
- When you drive on the school lot you should park, lock your car, and immediately enter the building.
- Students may obtain a parking permit for a \$5.00 fee in the main office during or after school.
- Students must have their driver’s license with them to purchase a parking permit.
- Students cannot return to their car during school day without permission of a school administrator.

- Students are to park in designated student parking spaces only.
- Failure to abide by parking lot rules will result in a disciplinary consequence or car being towed.
- Parking lot violations will be reported to the proper authorities.
- Students are to enter the building upon arrival at the school. Students are not to loiter or congregate in the parking lot.
- Students must have special permission to drive to and from Prosser School of Technology. See the appropriate administrator for the proper form.
- Students who drive recklessly or cause property damage in the school lots-may lose driving/parking privileges and may be transferred to an alternative school, suspended, or expelled.
- Only students who have a parking permit will be permitted to park on the school property.
- Students who park on the school property without a parking permit may be disciplined.
- Students are responsible for knowing all of the JHS driving & parking rules & regulations.

SECURITY SYSTEMS

Jeffersonville High School is equipped with an in-building security system. This system includes a motion detection entry system and several surveillance cameras positioned throughout the building.

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, or do not contain inappropriate language or racial statements.
2. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the school principal.

B. Freedom to Publish

1. Students are entitled to express their personal opinions in writing as long as such opinions do not interfere with the freedom of others to express themselves, or do not contain inappropriate language or racial statements.
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. School equipment and/or supplies cannot be used for this purpose.

C. Search and Seizure

1. Student using a locker that is the property of the school corporation is presumed to have no expectation of privacy to that locker or its contents.
2. A principal or other member of the administrative staff designated in writing by the principal may, in accordance with the rules of the governing body of that school corporation, search such a locker and its contents at any time.

3. Other than a general search of lockers of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.
4. A law enforcement agency having jurisdiction over the geographic area in which the school facility is located may, at the request of the school principal and in accordance with the rules of the governing body of that school corporation, assist the school administrators in searching such a locker and its contents.
5. Luggage, bags, etc. which students take on overnight field trips are subject to search.
6. Students and parents should be aware that electronic surveillance may be used in buildings and buses to ensure student safety.

D. 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.

E. 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 other medical professionals shall be provided.

F. 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.

G. 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. Shoes must have rigid soles, no shower shoes. 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.

H. 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.

I. Wellness Policy

GCCS has adopted a Wellness Policy (GCCS Policy 5140) that supports an increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of students. The policy requires that GCCS provide students with access to nutritious foods and beverages; provide opportunities for physical activity and developmentally appropriate exercise and requires that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture. (The entire policy can be viewed at any school or on the GCCS website)

J. Tobacco-Free Environment

Effective July 1, 2006 no student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours in any building, facility, or vehicle owned, leased, rented or chartered by the GCCS; on any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the GCCS; or at any school-sponsored or school – related event on campus or off campus. The policy of allowing “pass outs” for adults during extracurricular events is hereby eliminated, as it only tends to encourage tobacco use on campus. In addition, no student is permitted to possess a tobacco product. Tobacco promotional items are not permitted on school grounds and no student may leave the school campus during breaks in the school day to use a tobacco product. Visitors using tobacco products will be asked through public address announcements and warnings printed in activity programs to refrain while on school property. Repeated violations of this policy may result in exclusion from Greater Clark activities. (Policy 4171 “Tobacco-Free Environment” can be viewed at any school or on the GCCS website) (See Policy 5131.6 for student discipline for possession or use of tobacco)

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, which may result in suspension. Students who participate in a public display of affection (PDA) may be sent home for the remainder of the day, or assigned ISAP.

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 school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
 - b. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - a. Parents or eligible students may ask Greater Clark County School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - b. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorized disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; along with, a juvenile justice agency if the disclosure or reporting is to assist the juvenile justice system to serve, before adjudication, the student whose records are being released. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. “No Child Left Behind Act” requires schools to forward the disciplinary record with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full or part-time basis in the school. “USA Patriot Act” permits schools without the consent or knowledge of parent or student to release personally identifiable information from the student’s education records to the Attorney General of the United States or his designee on an ex parte order.

4. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding the school’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
 - 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. Sexual 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;
 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 emancipated minor

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

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

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

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

1. 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.

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

N. Disclosure of Directory Information

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

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

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

submitted not later than October 15 of a school year or within thirty (30) days of the child's initial enrollment for the school year.

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

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

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

- a. Student Directory information, as used in IC 20-33-10 is defined as:
 - (1) Student's name
 - (2) Student's address
 - (3) Student's telephone number, if it is listed or published
- b. The high schools' representatives shall notify the parent and student that either one may request that the information not be released by the high school to the military recruiting representatives.
- c. The notice must include information as to how this notification is given.
- d. The parent or student must make such a request in writing at the end of the student's sophomore year in high school.
- e. The opportunity to deny the release of this information is a one-time, opt-out opportunity that must be made in the student's sophomore year.
- f. If a student does not opt-out at the end of the sophomore year, then he or she cannot choose to opt-out during his/her junior or senior year.
- g. If a student elects, after opting out of the release of student directory information, to allow the release of such information, he/she may do so at any time by notifying the high school of this change in writing with such change being signed by both the student and student's parent.
- h. Students enrolling in GCCS high schools and entering during their junior or senior year shall be given the opportunity to opt-out at the time of enrollment.

O. Screening for Health Concerns

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

P. Self-Administration of Medication

Effective July 1, 2001, 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 even if the student's parent files an annual authorization that includes a written statement from the student's physician for the student to self-administer the

medication. GCCS will not send medication home with a student, except medication possessed by a student for self-administration under I.C. 20-33-8-13. (SEA 376, effective July 1, 2001)

Q. Removal from School for Health Reasons

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

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

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

building principal or the Director of Student Services (Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130 Phone: 283-0701) for assistance and information about processing such a report.

6. When a student or student's parent or guardian believes he/she has been discriminated against or harassed by a GCCS employee or another student, he/she may file an informal or formal written complaint under the procedure established by the GCCS to enforce policies against such discrimination. To file such a complaint, contact the principal or Title IX complaint designee (Director of Student Services, Administration Building, 2112 Utica-Sellersburg Road, Jeffersonville, IN 47130 (phone: 283-0701) for assistance and information about processing such a complaint
7. Copies of the complete policies are available in the offices of all schools and at the Administration Building, 2112 Utica- Sellersburg Road, Jeffersonville, IN 47130 an on the GCCS Website.

S. Anti-Harassment/Bullying Policy

1. Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex, race, color, religion, national origin, age, disability, ancestry, marital status, familial status, sexual orientation, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers or patrons by anyone.
2. It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.
3. This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.
4. No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by a person or student or group of people or students against another person or student with the intent to harass, ridicule, humiliate, intimidate, or harm the other person or student.
5. For information on rules, disruptions, complaint procedures, reporting procedures and sanctions, false reporting and notification, see GCCS Policy 5144.2.

T. Student Insurance

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

U. Lost, Stolen, or Damaged Student-Owned Property

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

V. Law Enforcement Notification of School Officials

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. (IC 20-33-8-16)

W. Inclement Weather Guidelines

For more information regarding inclement weather please visit the Student Services website at www.gcs.k12.in.us or contact the Director of Student Services at (812) 283-0701.

X. Suicide Prevention/Education

For more information regarding the Greater Clark County Schools comprehensive plan on suicide prevention/education contact the Director of Student Services at (812) 283-0701. For immediate concerns contact the Indiana Suicide Prevention Coalition at 1-800-442-4673.

Y. 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 of 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 offenders registries.

ASBESTOS PROGRAM

This information is being published to comply with the requirements of 40 CFR 763 Subpart E asbestos containing materials in schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency. These include but are not limited to:

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

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. A copy of the plans for all buildings under the jurisdiction of this local education agency are available in the Auxiliary Services building, which is located at 2710 East 10th Street, Jeffersonville, Indiana 47130; telephone number 288-4821 extension 234. Plans for individual schools and other buildings are located in the administration office of each school. The plans can be viewed by any person during normal

business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

At this time, the management plans can provide information regarding inspections, response actions, and post-response activities, including periodic re-inspection and surveillance activities that are planned or in progress. Inquiries regarding any facet of the regulation or the management plans should be directed to the Director of Facilities during regular business hours.

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

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

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

Pleasant Ridge Elementary School, Riverside Elementary, Utica Elementary School and the Administration Building are asbestos free. No surveillances or re-inspections are required for these buildings.

PESTICIDES APPLICATION POLICY

GCCS is committed to making sure that students and staff members have minimal exposure to pests and pesticides. Greater Clark has chosen a variety of chemical and non-chemical treatment methods that are designed to control pests effectively while minimizing potential pesticide exposure to children and adults.

In order to keep students, parents and staff members up-to-date on the application of pesticides products Greater Clark will:

1. Annually inform parents and staff members of the corporation's pest control policy/regulation at the beginning of the fall semester by reference in this handbook.
2. For information concerning pest control, contact Director of Facilities, 2710 East 10th Street, Jeffersonville, IN 47130, 288-4821 extension 51103.
3. Maintain the MSDS sheets at the Auxiliary Services Building and provide copies to the Principal prior to application.
4. Not apply pesticides in student areas during the student day.
5. Maintain a written record for three years of any pesticide applications including type applied and location.
6. Apply least toxic product by state licensed applicators.
7. Provide notice of application in the affected building at least two school days prior to the date of application, to the greatest degree possible. Such notice will include the date and time of the application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.
8. Give written notice as soon as possible in the event of the need for an emergency application due to an immediate threat to the public health.
9. Provide for training of school employees to become certified pest control applicators, as needed.
10. Provide notice of all pesticide applications to school nurses, as applicable.
11. Provide written notice to any parent or staff member who requests advance written notification of a pesticide application, provided that such request is delivered to the attention of the Superintendent of Schools and is received by October 1 of the fall term and February 1 of the spring term. (See Policy 3525)
12. Application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

13. 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.
14. Provide for training of school employees to become certified pest control applicators, as needed.
15. Provide notice of all pesticide applications to school nurses, as applicable.
16. Provide written notice to any parent or staff member who requests advance written notification of a pesticide application, provided that such request is delivered to the attention of the Superintendent of Schools and is received by October 1 of the fall term and February 1 of the spring term. (See Policy 3525)

DISRUPTIONS

Any parent, guardian, or patron who disrupts or threatens to disrupt normal school and/or office operations, threatens the health and safety of others, willfully causes property damage, uses offensive language, or who has established a continued pattern of unauthorized entry on school property will be directed to leave school district property promptly by the superintendent or designee. Any parent, guardian, or patron who uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner will be politely asked by the person to whom the remarks are directed or who overhears the remarks being made to communicate in a courteous manner. If corrective action is not taken by the abusing party, the meeting or telephone conference will terminate. If the meeting occurs on school district property, the offending person will be directed to leave the property. Any parent, guardian, or patron who intentionally displays force that would give victims reason to fear or expect immediate bodily harm will be instructed to leave the school district's premises or event and shall be immediately reported to the appropriate legal authorities. If an individual refuses to leave upon request, the appropriate law enforcement officials will be notified. An Incident Report should be completed for the situations set forth in the above paragraphs. If behavior of the type identified in the above paragraphs is exhibited by employees and/or volunteers, discipline will be handled in accordance with the Discipline and Dismissal of Classified Staff Policy (4219.2) or Discipline and Dismissal of Certified Staff Policy (4119.2), as applicable. If the behavior as identified in the above paragraphs is exhibited by students, discipline will be handled in accordance with Policy 5144/Student Discipline.

COMPLAINT PROCEDURES

Any employee, volunteer or student making an allegation that he/she has been the subject of harassment/bullying may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, building principal, or Title IX Complaint Designee for the school corporation. Filing of a complaint or otherwise reporting harassment/bullying will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Any non-employee/patron making an allegation that he/she has been the subject of harassment/bullying may also use the complaint procedure explained below or may complain directly to a building administrator, the Superintendent or designee. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become part of any regular personnel file or student education record. However, any official disciplinary actions by the superintendent, designee, or the Board will become a part of any regular personnel file or student education record.

REPORTING HARASSMENT/BULLYING

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 recognizes the need to address situations of bullying, harassment and/or intimidation in an educational format. This format needs to include educational

information for students, staff and parents in the areas of prevention, and intervention in discipline.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Reporting Harassment/Bullying

1. Any individual that feels they have been the victim of bullying should immediately report the incident to the building principal, assistant principal, or counselor.
2. The parent/guardian of the reporting person and the accused individual will be contacted.
3. A Harassment/Bullying/Intimidation reporting form should be completed.
4. The building principal or assistant principal will thoroughly investigate the alleged bullying.
5. If the bullying allegation is substantiated appropriate action will be taken.

SANCTIONS FOR MISCONDUCT

A substantiated charge against an employee shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge. (See Policies 4119.2 and 4219.2) A substantiated charge against a student shall subject such student to disciplinary action including but not limited to suspension or expulsion in accordance with Policy 5144 and Indiana law. A substantiated charge against a non-employee shall subject such person to disciplinary action including but not limited to being banned from coming on or about school property, activities, or events, the filing of restraining orders or law enforcement notification. Such disciplinary action will fit the circumstances of the incident and will be designed to cause the harassment/bullying to stop.

FALSE REPORTING

Any person who knowingly files false charges against another in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action as is set out above in the applicable paragraphs for Sanctions for Misconduct.

Educational Opportunities and Notification of This Policy

For employees: Notice of this policy will be circulated and posted in all buildings and work sites for the Greater Clark County School Corporation.

For Students and Parents: Notice of this policy will be included as part of the Student's Rights and Responsibility and Due Process Handbook.

For Patrons: This policy will be posted on the Greater Clark Website.
In-service education for employees and students on this policy and the issue of harassment will be conducted in conjunction with the implementation of this policy and throughout the school year.

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. Indiana Code as revised in 2006 controls Indiana Code cited herein.