

# **GREENCASTLE HIGH SCHOOL**

## **2017-2018 SCHOOL BOARD**

Michael White, Denise Sigworth, Lisa Lazar, Bill Tobin, Dale Pierce

### **ADMINISTRATIVE STAFF**

Jeff Hubble, Superintendent  
Donovan Garletts, Assistant Superintendent  
Russell S. Hesler, Principal  
Jennifer Finnerty, Assistant Principal  
Rose Stephens, Guidance Director  
Kevin Kendall, Guidance Counselor  
Pam Bacon, Librarian  
Doug Greenlee, Athletic Director

### **GREENCASTLE COMMUNITY SCHOOLS IMPORTANT TELEPHONE & FAX NUMBERS**

	<b>Phone Number</b>	<b>Fax Number</b>	<b>Extension #</b>
Superintendent's Office:	653-9771	653-1282	100
High School:	653-9711	653-4773	200
Middle School:	653-9774	653-5381	300
Tzouanakis Intermediate:	653-4700	653-6449	400
Ridpath Primary:	653-3315	653-9236	500
Deer Meadow Primary:	653-3518	653-1150	600
Transportation (Bus Barn):	653-6840	653-0515	700
Area 30 Career Center:	653-3515	653-3618	

## **WELCOME**

### **Welcome to Greencastle High School, Home of the Tiger Cubs!!!**

Welcome to a new school year! It is our desire to make this school year the best ever for students and their families. This year is one of new beginnings for many of us! Through the support of administrative leadership, committed teachers, involved parents, dedicated patrons, support staff, and enthusiastic students, we will work to meet the needs of ALL students.

Good schools require ongoing and quality communication. This handbook is designed to provide you with information with regard to student expectations, policies, and procedures. It is the responsibility of all students to be familiar with and abide by the handbook. Should you have questions, concerns, or compliments we ask that you contact the school.

Student centered decision making will drive our initiatives, programs, academics, and overall learning environment. This means that the "Challenge is ours.... Commitment from Everyone... Excellence for Everyone." We invite you to join us this year as we make GHS a great place to learn, grow, and serve others.

Russ Hesler and Jennifer Finnerty

<b>GHS Monday Bell Schedule</b>
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Period 1	8:30 to 9:20
Period 2	9:25 to 10:13
Period 3	10:18 to 11:06
Lunch Periods A, B, C	A 11:06 to 11:36 B 11:36 to 12:06 C 12:06 to 12:36
Period 4	11:11 to 12:36
Period 5	12:41 to 1:29
Period 6	1:34 to 2:22
Period 7	2:27 to 3:15

<b>GHS 2-Hour Delay Bell Schedule</b>	
Period 1	9:50 to 10:25
Period 2	10:30 to 11:05
Period 3	11:10 to 11:45
Lunch Periods A, B, C	A 11:45 to 12:15 B 12:15 to 12:45 C-12:45 to 1:15
Period 4	11:50 to 1:15
Period 5	1:20 to 1:55
Period 6	2:00 to 2:35
Period 7	2:40 3:15
Area 30 Am will eat Lunch at 11:40 to board the bus at 12:00	

<b>GHS Tuesday – Friday Bell Schedule</b>	
Period 1	7:50 to 8:43

S.R.T.	8:43 to 8:58
Period 2	9:03 to 9:55
Period 3	10:00 to 10:52
Lunch Periods A, B, C	A 10:52 to 11:22 B 11:22 to 11:52 C 11:52 to 12:22
Period 4	10:57 to 12:22
Period 5	12:26 to 1:19
Period 6	1:24 to 2:16
Period 7	2:21 to 3:15

# **GREENCASTLE HIGH SCHOOL HONOR CODE**

The Faculty, Staff and Students at Greencastle High School are committed to moral development as the foundation for well-being, strong character, and good citizenship.

I therefore agree to comply with the following Honor Code with the goal of cultivating a school community based on trust, integrity and honor in academic, athletic and social endeavors.

Name (please print): \_\_\_\_\_

I will be honest and forthcoming in all my actions.

I will treat others the way I would want to be treated.

I will extend courtesy, kindness, and respect to others.

I will respect our school building and each individual's personal property  
and will treat them with care.

I will strive for a sense of cooperation and pride in all our school programs.

I will have the courage to report incidents of bullying in any form,  
and report the possession of drugs or weapons on the school campus.

I will uphold this Honor Code and will exhibit these same behaviors  
when I represent GHS off campus.

I believe that the task of upholding personal, academic,

and athletic integrity is entrusted to each of us.

Any dishonesty violates this trust,

gives unfair advantage to undeserving students, and harms the entire community.

Violating this Honor Code will result in appropriate disciplinary action.

More importantly, violations will jeopardize one's personal honor and self-respect.

Character Choices Ultimately Become Successes

I accept responsibility for my actions and understand the importance of signing this Honor Code.

\_\_\_\_\_/\_\_\_\_\_/2017  
Student's Signature Date

\_\_\_\_\_/\_\_\_\_\_/2017  
Parent's/ Guardian Signature Date

# **ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF SCHOOL HANDBOOK / DISCIPLINARY POLICIES**

## **HANDBOOK NOTICE**

Indiana Code (IC 20-38-8-12) requires that we make reasonable efforts to provide Greencastle High School students and their parents/legal guardians copies of the school rules. Greencastle High School policy requires both the parent/legal guardian and the student to acknowledge in writing that they have received a copy of the handbook containing the discipline policy.

**Please complete the form below and return it to the student's first period teacher or the GHS Office:**

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

We have received the Greencastle High School Academic Planner and Student Discipline Handbook. We have reviewed the discipline policies for Greencastle High School.

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

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

Greencastle High School  
910 East Washington St.  
Greencastle, IN 46135

*Greencastle Student Handbook can be found on-line at:*  
[www.greencastle.k12.in.us/schools/greencastle-high-school](http://www.greencastle.k12.in.us/schools/greencastle-high-school)

*On the left hand side, in purple, click on Handbook to access the entire document.*

## **GCSC VISION STATEMENT**

*The Challenge is Ours...  
Commitment from Everyone  
Excellence for Everyone*

## **DISTRICT MISSION STATEMENT**

The mission of Greencastle Community School Corporation and Greencastle High School is to provide an engaging learning environment of high expectations in partnership with parents and community where students safely grow academically, emotionally, and socially.

## **GREENCASTLE HIGH SCHOOL BELIEF STATEMENTS**

1. We believe that cognitive and social skills are important for adapting to a changing world.
2. We believe that the process of education is an active process that demands the involvement of students, faculty, parents, and community.
3. We believe that the ability to communicate with others is an essential lifetime skill.
4. We believe that problem-solving skills are an essential component to lifelong learning.
5. We believe that it is important for students to learn to interact successfully with others in our society.
6. We believe that all students merit self-value and self-worth.

## **2017-2018 GREENCASTLE HIGH SCHOOL IMPROVEMENT GOALS**

1. All students will improve their literacy skills across all curricular areas.
2. The graduation rate at Greencastle High School will increase.

3. The attendance rate at Greencastle High School will increase.

## **GREENCASTLE HIGH SCHOOL SONG**

*On Greencastle, On Greencastle  
Fight fight for your name.  
Tiger pride we carry high  
For the purple and the gray.  
On Greencastle, On Greencastle  
Fight fight for your fame.  
Fight Tigers Fight tonight  
And we will win the game.*

## **WATCH YOUR THOUGHTS**

Watch your thoughts  
They become your words.  
Watch your words  
They become your actions.  
Watch your actions  
They become your habits.  
Watch your habits  
They become your character.  
Watch your character  
It becomes your destiny !

## **PARENTAL ACCESS TO STUDENTS' RECORDS AND NON-CUSTODIAL PARENTS' RIGHTS:**

Indiana Code 20-33-7-1 provides: "Section 1. "Education records" means information that (1) is recorded by a nonpublic or public school; and (2) concerns a student who is or was enrolled in the school." Indiana Code 20-33-7-2 provides: "Section 2. (a) Except as provided in subsection (b), a nonpublic or public school must allow a custodial parent and a non-custodial parent of a child the same access to their child's education records. (b) A nonpublic or public school may not allow a non-custodial parent access to the child's education records if: (1) a court has issued an order that limits the non-custodial parent's access to the child's education records; and (2) the school has received a court order or has actual knowledge of the court order."

## **RIGHTS AND PRIVACY**

In 1974, Congress passed the Family Educational Rights and Privacy Act (FERPA). This law gives eligible students, or their parent or guardian, certain rights regarding their educational records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving federal funds must:

1. Allow the parent of eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a teacher, psychologist, or social worker, which is not shared with anyone but a substitute for that person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make

sure that they are not misleading or inaccurate.

3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.
5. There are some exceptions to rule (3) above. School personnel may show or turn over records without permission to other officials of the same school, officials of other schools in which the student seeks or intends to enroll, certain federal, state and local authorities performing functions authorized by law, individuals or organizations in connection with a student's application for receiving financial aid, and court or law enforcement officials, if the school is given a subpoena or court order or the student has committed a crime against the school corporation, staff member, or against another student while on school property, including a school bus, or at a school sponsored activity, or while traveling to or from school or a school sponsored activity. Also, in an emergency, the school may turn over records if failure to do so would probably result in a threat to your health or safety or that of others.

Finally, "directory" type information such as "a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships may be released without permission. However, the school must give public notice that the parts of a student's records classified as directory information may be released without consent. The school also will provide notice of intent to release directory information concerning all students, and provide a reasonable amount of time to allow the parent or eligible student to notify the school not to reveal directory information concerning the same student at the beginning of the school year.

## **TITLE IX COMPLIANCE**

Greencastle Community School Corporation does not discriminate on the basis of sex in the educational programs which it operates either in employment therein or admission thereto in accordance with Title IX. Mrs. Jayme Barber has been designated by the Corporation as the Compliance Officer for Title IX. Her address is PO Box 480, 711 S. Central Street, Greencastle, IN 46135-0480.

## **ANTI-HARASSMENT**

Greencastle Schools will vigorously enforce its prohibition against harassment based on, but not limited to, sex, race, ethnicity, color, national origin, religion, disability, or physical attributes. All students, administrators, teachers, staff, and other school personnel share the responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

### **SEXUAL HARASSMENT**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment is defined as follows:

**Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:**

- A. **Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;**
- B. **Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;**
- C. **Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.**

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether considered welcome or not by the individuals involved, shall be considered sexual misconduct, if the conduct is between a student and an adult staff member, volunteer, vendor, or visitor.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual intimidation, invitations, solicitations, and flirtations.
- B. Physical battery or assault, and/or other acts of physical aggression that inflict physical harm or mental harm.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work, or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Posting of pictures, images, graffiti with sexually explicit words or images at school, on the school bus or at or during school sponsored activities or field trips, sending or posting sexually explicit messages or images over the internet or telephone that interfere with the function of the school, or create a hostile or offensive environment at school for students or staff. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive employment or educational environment.

Formal complaints of harassment at Greencastle High School should be addressed to the Principal or Assistant Principal, who will forward complaints to the corporation's Anti-Harassment Complaint Coordinator, Ray June Turner, at 653-9771. Students may also submit complaints of harassment directly to Ray June Turner, 711 S. Central Street, Greencastle, Indiana 46135-0480.

## **AREA 30 TIMES**

**All AM students** are placed in a class or study hall for 1<sup>st</sup> hour. They leave after period 1 when the bell rings.

**Monday** –Students attend class or study hall and go directly to bus which leaves at 9:25am.

**Tuesday-Friday** – Bus leaves after period 1 at 8:45am. No early release.

AM students return to GHS at 10:55 in time for 4th period. They eat lunch at GHS.

**PM students** will board bus after eating lunch at GHS. Bus leaves at 11:45 Monday-Friday.



PM Students return to GHS at 2:15 Monday-Friday and remain in the lobby until the bell rings for 7th period.

**2 HOUR Delay Days:** AM students check in with first period teacher then go to bus which leaves at 10:00 am. Return to GHS after lunch at Area 30 bus leaves at 11:55.

PM Students Bus Leaves at 12:10 after lunch at GHS. Return to GHS at 2:30 and report to 7th Hour Class.

# I. GUIDANCE INFORMATION

Counseling and guidance services assist students throughout their four years of high school in making academic and career choices and helping with personal and social problems. Counselors contact students at different times during the school year for a variety of reasons. **Students may arrange a meeting by submitting a request through email or in the guidance office.** Counselors regularly see students in distress on a walk-in basis.

In addition to one-on-one career or personal counseling, the guidance department offers other services to students: selecting appropriate courses during scheduling, help with college applications and recommendations, information about testing (PSAT, SAT, ACT, AP), planning coursework and providing suggestions on how to receive additional help in school. The department offers many "Parent/Student Night" opportunities throughout the year in which they give a presentation on specific topics as they relate to students (academics, testing, scheduling, Scholarships, FAFSA, 21st Century Scholars, etc.) Please pay close attention to announcements and check the school website for dates of these events.

The GHS guidance webpage is another helpful link in gaining the most up-to-date guidance department information. There are many helpful resources available here. All pertinent information is posted as it becomes available. This includes important dates, scholarships, summer programs, college visits and more!!!

<http://www.greencastle.k12.in.us/schools/greencastle-high-school/guidance-department>

## PERMANENT RECORDS

Each student has a permanent record which contains a record of health information, semester grades, and test scores for the entire twelve years of school. The permanent record is checked carefully for graduation requirements and is considered highly confidential. The FERPA rules govern these records and will be followed by school officials. The permanent record is a valuable tool in guiding and counseling the student.

## TRANSCRIPTS

Transcripts may be requested from the guidance office two ways: 1) calling the Guidance Department, 765-653-9711 ext. 203, **Please allow two full school days for your request to be processed,** 2) Electronically by going to [www.greencastle.k12.in.us](http://www.greencastle.k12.in.us).

- A) Click on High School
- B) Click on ETranscripts (takes you to Parchment)
- C) Students must create an electronic account through Parchment and then can view their transcript and select where they request it to be sent. NOTE: Parchment is only available for students from the graduating class of 2011 and beyond.

The Family Educational Rights and Privacy Act (FERPA) will be followed. A senior who is accepted at one or more colleges should request his/her supplementary transcript of final grades be sent to the college where he/she plans to enroll. Other colleges that have accepted him/her should be notified by student of the final decision. Students in a non-diploma track program will not be included in the class rank calculations. **Post graduates will be a charged a nominal fee of \$5.00**

per transcript request (with the exception of ETranscripts).

## CLASSIFICATION OF STUDENTS

Freshmen = First year (approximately 10 credits or fewer)

Sophomores = Second year (approximately 11 to 19 credits)

Juniors = Third year (approximately 20 to 29 credits)

Seniors = Fourth year (approximately 30 to 43+ credits)

## GRADING PROCEDURES

Grades A, B, C, and D are passing. The grade given at the end of the semester is a cumulative grade for that semester and is recorded on the transcript. The following point values are assigned to each grade:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	.00

\*\*Weighted Grades are used in AP courses only. Starting with the graduating class of 2015 weighted grades will be used for class ranking and college and scholarship applications. Both the weighted and unweighted GPA will still appear on the transcript. Students must take the AP course AND exam in order for the grade to be considered weighted. Students may select to take the AP Course, but if they do not take the corresponding AP exam their grade will not be weighted.

## INCOMPLETE GRADES

At times it is necessary for teachers to assign an incomplete grade at the end of a grading period. It is the student's responsibility to make up the work needed to complete the assignments. If work is not completed and the grade is not changed within five (5) school days after the last day of the grading period, credit for the incomplete work is automatically lost. This does not mean that every student has a full five (5) days to complete missed work. Parents and students are directed to consult the attendance policy regarding time to make-up work missed.

The policy regarding incomplete work does not apply to the end of the school year (the last 9 weeks grading period). At this time all incompletes must be made up by the last teacher day.

## GRADING SCALE

100	=	A+
99-92	=	A
91-90	=	A-
89-88	=	B+
87-82	=	B
81-80	=	B-
79-78	=	C+
77-72	=	C
71-70	=	C-
69-68	=	D+

67-62 = D

61-60 = D-

59-0 = F

## SCHEDULE PROCEDURES

Counselors will provide guidance and go through the scheduling process with students in the classroom setting.

Scheduling process:

1. Students will be guided through the Skyward website in order to view their academic history and graduation requirements. Students will then be able to ensure that they are on-track for graduation and meeting the necessary requirements for their diploma (General, Core 40, Academic Honors, Technical Honors). Academic history and graduation requirements through the Skyward website update each semester as grades are entered. NOTE: It is the student's responsibility to make sure they take and complete all requirements for graduation.
2. Students are given the registration sheet and are guided through making course selections for the next school year. The registration sheet must be taken home, discussed with parent/guardian and returned to school signed. Alternates should also be selected in case students are unable to be scheduled into their first choice. If alternates are not selected guidance reserves the right to select on the students' behalf.
3. Students login to their student account and enter their course requests online.  
Note: Strict deadlines are set for scheduling and submitting course requests (typically late January-early February). Students are to return their course request sheets to the teacher of the classroom in which counselors visited or directly to the guidance office. If not received by the deadline set, guidance assumes that both student and parent are allowing the student's counselor to make course selections on their behalf.
4. All sports opt-out requirements must be completed by the end of the freshman year. Opt-out forms MUST be turned in during the spring semester of the student's 8<sup>th</sup> grade year. Students that do not complete opt-out requirements or PE their freshman year will be scheduled into a live PE class their sophomore year.

## SCHEDULE CHANGES

Each year at GHS a new master schedule is built based off the course requests students make during scheduling. Faculty members are employed, textbooks are purchased, and rooms are assigned on the basis of these requests. That's why it is extremely important students be deliberate about the courses they select. When students change their minds about what courses they want it creates a ripple effect because everything was built based off the original selections.

Students will get their schedules in April and after looking at them will have until the end of the current school year to request a schedule change for the next year. There will be **NO** schedule changes made over the summer or in the fall (unless a student failed a course or passed a summer school course).

Students may request a schedule change only if one of the following criteria is met:

1. Student failed a class and is not scheduled to retake, but needs the class to graduate
2. Student passed a class and is scheduled to take it again
3. Student has not met prerequisites for the class they are signed up to take
4. To expunge a grade of C- or lower (must be within 1 year)
5. Student was not scheduled in an intervention course and needs to be
6. Student wants to upgrade to more challenging course level
7. Student would like to take a class for credit rather than a study hall

8. Error was made and student is missing core requirement: English, Math, Science, or Social Studies.

NOTE: One of the above MUST be met in order for a schedule change request to be valid. All schedule changes are subject to approval by guidance. Just because a student submits a schedule change request form does not mean the schedule will be changed. Students cannot request a particular teacher, and cannot drop a credit-bearing course for a non-credit bearing course (study hall or TA/office position).

Students who drop courses during the new school year, after the schedule was finalized the spring prior, will receive a WF (withdrawal/fail) as the semester grade on their transcript and will be placed in a study hall. The WF form must be signed by both parent and student and submitted to guidance before this action can be taken.

## **SPECIAL SCHEDULING PROVISIONS:**

### **1. Course retake policy:**

- All failing grades (F's) are recorded on the student's transcript and even after students retake the course and earn a passing grade, the original failing grade (F) remains on the transcript.
- If a student earns a failing grade in a required class, he/she must retake the course. PLATO is an online program offered for retaking failed grades only. GHS offers credit recovery in which students can make-up their failed courses through PLATO.
- If a student passes a class with a D+ (C- for class of 2021+) or lower and wishes to retake for grade improvement, he/she may do so within one year of first taking the course. Both grades will appear on the transcript, but credit will only be issued for the higher of the two grades. GPA will be figured on the higher of the two grades as well. Students working towards AHD or THD must earn no grade lower than "C-". In order to maintain the AHD or THD no more than one semester grade lower than "C-" can be retaken for grade improvement.

### **2. Online classes:**

- If the course is offered at GHS and there is space in the student's schedule, he/she will not be permitted to take the course online.
- Students may take online courses from institutions that offer courses aligned with the Indiana State Guidelines and instructed by teachers licensed in the state of Indiana. Students MUST obtain prior approval before enrolling!\* Without approval, Greencastle High School will not give credit for such courses. A student should have the same amount of time to complete the course that would be given to take the course at GHS (1 semester per 1 semester credit). The cost of the course is paid for by the student. Permission to take courses is given under the following circumstances:
  1. The course is not offered through the high school.
  2. The course is offered, but the student is unable to take it due to a scheduling conflict.
  3. The course serves as a supplement to summer school and extended homebound instruction.
  4. The student is expelled and is allowed under the expulsion guidelines to earn credits via online courses.
  5. The principal and parents agree the student requires a differentiated or accelerated learning environment.

\*To receive prior approval the student must meet with his/her Counselor.

- Greencastle High School recognizes online courses provided from the following academies: Indiana Online Academy (IOA) and Indiana University High School. More information is available at the following websites:
  - o Indiana Online Academy [www.indianaonlineacademy.org](http://www.indianaonlineacademy.org)
  - o Indiana University High School <http://iuhighschool.iu.edu/>

## **TRANSFERRING CREDITS FROM COLLEGE**

- All accredited college classes will transfer to GHS as 1 credit, regardless of the credit issued by the postsecondary institution. Courses of 0.25 credit value will not be accepted at GHS.
- Students must declare before the course begins whether they intend to transfer a college credit and the corresponding grade to their high school transcript. Declaration forms are available in the guidance office and require a parent’s signature.
- Students who drop a college course that they signed up to earn dual credits in (both college and high school credits) will receive a WF (withdrawal fail) on their transcript if they drop more than 5 days after the start of the college course. Guidance should immediately be notified if a college course is dropped within the first five days. Otherwise the WF may still appear on the transcript.

## **PRE-REQUISITES**

Students must meet the pre-requisites for a class before they will be enrolled in that class. Students will not be allowed to “double up” on classes due to failures. For example, students will not be enrolled in English 10 until English 9 is passed.

## **TESTING PROGRAMS**

Timeline of when students typically take the following exams:

Freshman Year		Sophomore Year		Junior Year		Senior Year	
Exam	When	Exam	When	Exam	When	Exam	When
NWEA	Fall, Winter, Spring	PSAT	October	PSAT for NMSQT	October	SAT	Summer /Fall
		ISTEP 10	Spring	AC-CUPLACER	Spring	ACT	Summer /Fall
				SAT	Spring/ Summer	AP Exams	May
				ACT	Spring/ Summer		
				AP Exams	May		

### **ISTEP GRADE 10**

Students are required to take ISTEP at the end of grade 10. Students must earn passing scores in Math and LA ISTEP in order to graduate. If students do not earn passing scores on ISTEP then they will be placed in a remediation course and must retake ISTEP each semester until a passing

score is earned.

## **ACCUPLACER (COLLEGE AND CAREER READINESS ASSESSMENT)**

This is a state required assessment that measures math, reading and writing skills. Students must earn a passing score as determined by the State of Indiana Department of Education (IDOE) that suggests students are "college and career ready". The ACCUPLACER is given during junior year. If students earn at or above a certain cut score (again set by IDOE) on the PSAT, SAT, or ACT they will not need to take the ACCUPLACER during junior year. Remediation will be given to students that do not pass the ACCUPLACER.

## **PSAT (PRELIMINARY SCHOLASTIC APTITUDE TEST)**

This test is not required for admission to college but is a good practice for later testing. It gives students insight on how they will score on the SAT. GHS requires all sophomores take the PSAT. Depending on state funding, which may change from year to year, students may be charged a small fee to take the test (approx. \$14). Juniors can pay to take the test for a second time if they wish to participate in the National Merit Scholarship Competition. The test will be given Wednesday, October 11, 2017 by the PSAT Coordinator at GHS.

## **SAT (SCHOLASTIC APTITUDE TEST)**

This is one of two college aptitude tests required for admission by most colleges. Students should begin taking the SAT during their junior year. Students may take the test multiple times. Greencastle High School is a test center for the SAT on August 26, 2017 and June 2, 2018. Access [www.collegeboard.com](http://www.collegeboard.com) for registration, additional testing dates and additional sites.

## **ACT (AMERICAN COLLEGE TESTING)**

This is one of two college aptitude tests required for admission by most colleges. Students should begin taking the ACT during their junior year. Students may take the test multiple times. Greencastle High School is a school-based testing site during the school day on September 27, 2016. Access [www.act.org](http://www.act.org) for registration, additional testing dates, and additional testing sites.

## **AP (ADVANCE PLACEMENT)**

AP courses are classes based on a national curriculum created by College Board. At the end of the year, all students across the nation take a standardized exam. Scores are reported on a 1-5 scale (5=A, 4=B, 3=C, etc.). All public universities within Indiana must grant transfer credit for a score of 3 or above. (Indiana public institutions of higher education may require a score higher than 3 to award credit for a course that is part of student's major but the student will still receive elective credit that counts toward their overall degree requirements to graduate from college.) To review the AP policies for public universities, visit [www.transferin.net](http://www.transferin.net).

Private Indiana universities or out-of-state schools may develop their own AP transfer policies. See <http://collegesearch.collegeboard.com/apcreditpolicy/index.jsp> or [www.transferin.net](http://www.transferin.net) for published AP transfer agreements.

The cost of an AP exam is \$92\*. Students will have approximately a 2-week time frame in which they can order AP exams. Payment will not be accepted prior to the start of that 2-week time frame. Only students who pay test fees by the deadline set by the AP Coordinator (counselor) will be ordered an AP exam. The deadline is generally set right before spring break in March. Pay close attention to announcements regarding registration and payment for AP exams. Students who qualify for free and reduced lunches typically have their exam fees covered by federal and state funding. Fees are subject to change from year to year but will be explained prior to the 2-week registration period. Students must submit registration form and payment to the GHS bookstore during 2-week registration period.

Find below the AP testing list. Exam dates and times can be found in the Guidance Department or the College Board website in the fall. No make-up exams are given unless there are extenuating circumstances. Examples of extenuating circumstances include the following: serious injury or

illness, family tragedy or religious observance. No additional cost is incurred when a test must be rescheduled due to unforeseeable extenuating circumstances listed above. Scheduling conflicts due to any other reason that is not an extenuating circumstance will result in a \$45\* additional charge paid for by the student.

- Calculus AP
- English Literature & Composition AP
- English Language & Composition AP
- US History AP
- Studio Art (Portfolios must be submitted)
- Biology AP
- US Government AP

If an exam is ordered for a student and the student does not take the exam in May, the fees paid will be refunded minus a \$15\* fine assessed by College Board for returning unused books.

\*All AP costs are subject to change at the discretion of CollegeBoard.

## **GRADUATION REQUIREMENTS**

A credit is earned by the satisfactory completion of one semester of class work. Courses that meet one class period daily award one credit per semester. *The Area 30 Career Center* (Vocational School) courses award three credits per semester. The Interdisciplinary Cooperative Education (ICE) awards one credit for class instruction and two credits for on the job training per semester. The full year of ICE must be completed to earn any of the six credits.

**See the course offerings booklet for graduation requirements of each graduating class / Diploma Types.**

## **TRANSFER OF HOME SCHOOL CREDITS**

Students shall receive credit for their academic work on the following basis:

- To receive credit in language arts, social studies, mathematics, and/or science, the student must receive a passing grade in the final examination in the subject, plus satisfactory completion of any academic projects student must complete to demonstrate competence in the subject area.

The student will have only one (1) opportunity to take the appropriate test(s). The student must complete the test(s) within ninety (90) school days from the date of enrollment and any projects by no later than 170 school days from enrollment.

High school departments must provide the appropriate course final exams and department chairs will assist in the grading of the exams or the assessment of final projects.

- To receive credit in courses other than language arts, social studies, mathematics, and/or science, the student must demonstrate proficiency as determined by State proficiency standards, the building administrator, and/or the department chairperson.
- Any credits earned will appear on the student's transcript with Pass/Fail grades.

## **EARLY GRADUATION**

Students planning to graduate early must first notify and discuss this option with their counselor during fall of freshman year prior to scheduling for sophomore year. The student's counselor will help the student plan out how to fit all requirements into a shortened time frame in order to be eligible for early graduation. Early graduation takes time and planning and must start freshman and sophomore year.

Early Graduation must be approved by the principal, superintendent and school board. Students

must submit the early graduation application along with a written plan to the principal that outlines how all credits/requirements will be met. This must be done prior to the end of sophomore year. Late applications will not be accepted.

## **WITHDRAWAL/TRANSFER**

Any student who wishes to withdraw from Greencastle High School must schedule an appointment with **the Principal**. Parent(s) of students under the age of 18 must meet with the principal to request withdrawal. Please note that both the Principal and parent must agree to the student's withdrawal. Indiana State Law requires a student who seeks to withdraw from school before reaching the age of 18 years or graduating to sign a written acknowledgment that the student and the student's parent or guardian understands that withdrawing from school is likely to reduce the student's future earnings and increase the student's likelihood of being unemployed. **Before the withdrawal form is signed, the student's locker must be cleaned out, books returned, and all fees settled with the bookstore, library, and/or athletic department.**

## **REPORT CARDS**

GHS is on a nine-week grading period. Progress reports are issued at midterm, and report cards are issued at the end of each nine-week grading period through Skyward. Report cards will be mailed home at the request of the parent/guardian. Contact the guidance office for further details. Parents can monitor their student's progress or set up email alerts to monitor progress by logging into their personal account. Frequent monitoring is encouraged and appreciated.

## **HONOR ROLL**

**Honor Roll:** *An honor roll is published after the deadline for incomplete grades to be submitted.* A student must be enrolled in at least four GHS approved courses and be on track to earn a diploma to be considered for honor roll. To qualify for honor roll, the student must maintain a 3.4 average in all subjects taken. To qualify for the *high honor roll*, a student must maintain a 3.8 average in all subjects taken. The list will be posted and verified for accuracy.

**Cumulative Honor Roll:** Public recognition is given to those students who have attained academic rank worthy of note. Students must attain and maintain a 3.4 grade average index each semester, starting their freshmen year, to become a cumulative honor roll student. Awards will be given to the different levels of cumulative honor students.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization of distinguished Greencastle students. To become a candidate for NHS, one must have at least a 3.50 weighted grade index at the completion of five semesters, a minimum of 6 hours of community service, two examples of leadership, and six faculty recommendations. A faculty committee appointed by the principal selects students for membership from those students who submit their applications. Membership selection takes place during the second semester. National Honor members are elected by the faculty committee on the basis of scholarship, leadership, service, and character.

### **National Honor Society Process**

#### **Academic:**

1. The student must have a 3.50 or higher weighted G.P.A..

#### **Character:**

2. The student has signed and agreed to abide by the Drug / Alcohol Policy of Greencastle High School.
3. The student must follow all regulations in the student handbook, and a single infraction during the semester prior to induction will constitute ineligibility.



4. The student has submitted six character rating sheets and has a cumulative total of 240 points from these recommendations. Recommendations must be from current teachers or coaches.
5. The student's name has been submitted to the faculty and has received a favorable evaluation from the responding faculty members.
6. The student's folder is reviewed by a faculty council for final decision.

**Service:**

7. Student has submitted six or more hours of service (an activity which provides benefit for the general community or school but for which the student is not paid) these hours have been verified with signatures. The six or more hours of community service represent at least two different areas of service. Service points will be awarded based on the following scale:
  - 0: not acceptable - less than 6 hours of service
  - 1: slightly below standard - 6 or more hours but within one activity only.
  - 2: acceptable - 6 or more hours involving 2 or more activities
  - 3: exceptional - many hours in many different activities

**Leadership:**

8. Students must provide examples of at least two leadership activities where they have been in a supervisory position. Leadership points will be awarded based on the following scale.
  - 0: not acceptable - no leadership activities were indicated
  - 1: slightly below standard - only one leadership example, or questionable leadership examples given.
  - 2: acceptable - at least 2 different activities that clearly indicate leadership.
  - 3: exceptional - many leadership roles within a variety of activities
9. Students must accumulate at least 4 service-leadership points.

***Once Accepted***

The basis of National Honor Society is that of a service organization designed to serve the school and the community. In order to preserve the dignity of what National Honor Society stands for, there are certain standards that should be met throughout the upcoming year.

1. Members are required by the constitution to attend all meetings. You may be excused from a meeting in case of emergency or pre-arranged excused absence. Meetings are always held the first and third Wednesday of each month, unless otherwise specified. If you miss 3 meetings unexcused, you will be dismissed from NHS. Officers will also be required to meet with sponsors during the second and fourth Wednesdays of each month, unless otherwise specified.
2. Members are required to fulfill a quota of 30 service hours per year of membership that shall fulfill a need within the school or community. Only 10 of the 30 hours may be completed over the summer. A "National Honor Society Service Form" must be completed in order for hours to count towards quota. Seniors must have all hours completed 2 weeks prior to graduation in order to receive their cords and awards. If you do not meet the required hours, you will be dismissed from NHS.
3. Members are expected to attend NHS functions. Members that miss a NHS function without pre-arranged excused absence or in case of emergency will be put on probation. If this occurs again members will be dismissed from NHS.
4. To offset the cost of monetary commitments throughout the year, the chapter may be participating in fundraisers, and members are expected to participate.
5. Members are expected to maintain the standards that were the basis for their selection. Any member(s) who falls below those standards shall be subject to dismissal. Members will be advised in writing of their possible dismissal and the reasons for such. Members will then be placed on probation and given the remainder of the grading period (or semester if appropriate) from the date of the warning to correct the deficiency.

6. In case of a flagrant violation of school rules of civic laws, a member shall not receive a warning but will be considered for immediate dismissal.
7. If an officer is put on probation, another NHS member will fulfill the duties.

## **HONORS AND AWARDS**

### **Selection of valedictorian and salutatorian:**

To be eligible for Valedictorian, Salutatorian, and Top Ten Percent honors, students must attend an accredited high school for four years and Greencastle High School for at least five (5) consecutive semesters prior to the selection of these honors. Pass/Fail credits do not count toward Valedictorian, Salutatorian, or Top Ten Percent. Also, Pass/Fail credits may not be used to obtain or circumvent obtaining an academic honor such as Valedictorian, Salutatorian, and Top Ten Percent honors.

**End of School Awards:** One of the highlights of the school year is Honors and Awards Night. Students receive recognition for outstanding work in several areas. Seniors and/or their parents/guardians should alert the guidance office of awarded scholarships so the student can be recognized at the awards night.

## **II. MISCELLANEOUS INFORMATION**

### **G.R.A.S.P.**

The G.R.A.S.P. Program is a Court Administered Alternative to Out-of-School Suspension, which provides community-based efforts designed to deal with students assigned out-of-school suspension. The program is composed of meeting with the Judge to determine cause for referral to the G.R.A.S.P. Program, supervised educational activities, behavior modification and skill building activities, and community service work crew projects. This program will serve all Putnam County suspended youth who are in middle or high school that have been suspended, out-of-school, for a period of two (2) to ten (10) days.

At time of printing, the first day of G.R.A.S.P. begins at 8:00 am and ends at 3:00 pm. The second and subsequent days of G.R.A.S.P. begin at 8:30 and end at 3:00. It is located at the Putnam County Courthouse.

### **ALTERNATIVE SCHOOL**

Greencastle School Corporation provides qualifying Greencastle Middle and High School students with an alternative to the regular classroom experience. The Alternative school has a morning session, which is the first three periods of the day, and an afternoon session, which is the last three periods of the day. Students are assigned to either the morning or the afternoon session. A licensed teacher instructs and facilitates the curriculum that is aligned to Indiana state standards. The Alternative School is located at Greencastle High School, but is separated from the rest of the high school population. A room connected to the multi-purpose gym will serve as the classroom. Students enter and leave GHS through a separate entrance. The classroom includes a restroom, computer units and work tables.

Students receive more individualized instruction through a software program called PLATO. It is designed to provide instruction and assessment at the level of each individual student AND it is aligned with the same standards-based curriculum they would be learning in the regular classroom. Students complete "modules" for their different courses and receive a grade for their work, just like in a regular classroom. The guidance counselor will work with the classroom teachers and the Alternative School teacher to develop an Individual Service Plan (ISP) for each student. Midterm

progress reports and report cards are developed based on a student's performance in the Alternative School setting.

## CLASS DUES

Class dues must be paid in full each year to the class treasurer. Failure to pay dues will result in loss of school privileges. Dues are as follows: Freshmen \$4.00; Sophomores \$5.00; Juniors \$6.00; and Seniors \$7.00. Class dues may also be paid during annual online registration in July or by using the school corporation on-line credit card program.

## CAFETERIA

The cafeteria offers a well-balanced lunch at a reasonable price. In order to keep the cafeteria clean and attractive, students should observe the following: Empty all paper debris into trash containers and recycle plastic & aluminum as much as possible. Return all dirty dishes and trays to the dish washing window. Keep tables, chairs, and floors clean and free of debris. Push chairs back up to tables after eating. Keep cafeteria lines orderly; wait your turn. Follow the instructions posted for the microwave use in the cafeteria. Students should report to and remain in the cafeteria during their lunch: Lunch is like a class. Students should report promptly to the cafeteria area or risk being counted tardy. **Applications for free/reduced lunches are available at the school or online during the registration process.**

### CAFETERIA RULES

There are three lunch periods (A B and C). Each is thirty (30) minutes long. All students are assigned one lunch period during the fourth period. Greencastle High School has a closed campus which means ALL students must use school facilities for lunch; **no one will be allowed to leave the school grounds for lunch and then return.** Two serving lines will be utilized.

1. Lunch is just like a class. Be on time to the cafeteria area. Enter the cafeteria in an orderly fashion. Enter one of the two serving lines.
2. You will not be permitted to go to your locker during your lunch time. Bring your study material with you.
3. If you have to use the restroom, use those adjacent to the cafeteria.
4. There should not be any loitering in the restroom.
5. 5 minutes prior to the end of your lunch period: Do not change areas; Wait until the tone sounds or the teacher in charge dismisses you.
6. Please pick up and return trays to window. Also, pick up all the trash around your area and place in the proper container. Be a "Good Citizen" and do your part!
7. Your boundaries during lunch are:
  - The East Restrooms in the Senior Hallway
  - The Courtyard, which is available to Juniors and Seniors Only
  - Lunchroom
8. Visitors are not allowed in the cafeteria.
9. Food deliveries are not allowed to the school at any time for students. Fast food and pizza boxes are not allowed in the cafeteria.

### COURTYARD RULES (SENIORS & JUNIORS ONLY)

1. Enter and exit the courtyard only through the southeast door.
2. Pick up your trash around you and don't be a litterbug...help keep our school clean.
3. Noise level should be held to a minimum as there are classes going on around the courtyard.

## **LUNCH TIME RULES**

1. No food or drinks shall be removed from the cafeteria when the lunch period is finished.
2. Please stay seated until the lunchroom supervisor dismisses you. Do not form a line at the door.
3. No drinks or food allowed in the multi-purpose room.
4. Remember to leave your table and surrounding area clean of dishes, silverware, paper and food particles. Some of your best friends may use your table during the next lunch shift. If you accidentally spill something or make a mess it is your responsibility to clean it up.

\*\* Please note if you are in any other area of the school during your lunch without a pass you will be considered off limits.

## **CONVOCATIONS**

Programs planned for convocations are for the education and enjoyment of all GHS students. Students should give respectful attention to all programs. All visitors to the school should be shown hospitality. Not only are these acts appreciated, but they reflect favorably on the student body.

## **DAILY BULLETINS/ANNOUNCEMENTS**

The students' chief source of information about current school activities and regulations is the daily announcements. Copies of the announcements will also be posted on the school website as well as emailed to all students. It is the responsibility of each student to listen attentively to the announcements and to check their email. Get information online at [www.greencastle.k12.in.us/schools/greencastle-high-school](http://www.greencastle.k12.in.us/schools/greencastle-high-school).

## **DANCES**

Greencastle High School, in cooperation with the school's clubs and organizations, sponsors dances for the students. Students are encouraged to attend and have a good time. However, behavior at a dance is the same as a regular school day. Students may be subject to Breathalyzer testing upon entry to the school dance.

Students may bring guests to the dance. The guest must meet the following criteria:

1. Be enrolled in high school and produce a valid driver's license or student ID.
2. Be under the age of 21.
3. Have a guest endorsement form completed and returned to the office for approval prior to the dance.
4. **The guest endorsement form and the regulations for the prom can be obtained from the junior class sponsor and office secretary.**

## **DRIVING TO SCHOOL**

**Parking Lot and Driving Regulations** – Students driving cars, motorcycles, trucks or bicycles must follow safe driving procedures in the school parking lot and in the street adjacent to the school if they wish to maintain the privilege of driving to school. All students will use the student parking lot when driving to school rather than parking in the street adjacent to the school.

The following student driver regulations must be adhered to in order to maintain a safe school environment. Accidents on school property will be subject to the laws of the State of Indiana. The speed limit is 10 m.p.h. The following are expressly prohibited: unnecessary or loud noise such as tire squealing, muffler devices, horns, radios, excessive speed and reckless driving in the school parking lots and adjacent streets, students in the parking lot during school hours except when leaving or returning to school, aimless cruising around the school neighborhood before or after

school hours, students parking in the faculty lots, improper parking in the student lot (on yellow lines, in restricted areas, behind other cars, in handicapped areas). Mopeds/scooters on GHS property are to have a GHS Parking Pass and park in their appropriate numbered space during school hours. Bicycles are to be parked in the provided rack and used only before and after school, and then as transportation only on the street, not on the sidewalks. There is to be NO loitering, hanging out, gathering on school grounds or in the parking lot at any time.

**Drivers and their passengers** – Exit your vehicle and enter the building promptly upon your arrival to school. When leaving school, enter your vehicle promptly then exit the parking lot safely and promptly, please!!

In order for a student to park on school grounds, he/she must purchase a parking access permit. This entitles a student to park at school only in the Lower Northeast student lot in the spot that matches the parking permit number. The parking permit should be visible from the front while the vehicle is parked at school. Parking permits are \$12.00. A car with no parking permit may result in the vehicle being towed.

**All students driving to school and parking in the school parking lot will be subject to the school's drug screening program.**

**Driver license invalidation:** In accordance with the Indiana Code 9-24-2-4, any student under the age of 18 who receives a second out of school suspension within one school year, an expulsion, or an exclusion for disciplinary reasons, shall have his/her name sent to the Indiana Bureau of Motor Vehicles, thereby invalidating 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 have passed after the person is suspended.
- C. The suspension/expulsion is reversed.

## **DRILLS**

Fire, tornado, earthquake, and disaster drills are held throughout the school year. The teachers will discuss detailed instructions with students. Instructions are posted in each classroom.

## **HALLWAYS**

**Hall Congestion:** In keeping with the demands of the State Fire Marshal and the company insuring Greencastle High School, we must insist that students refrain from sitting on the floor in the halls, rooms, stairs, and blocking areas of heavy traffic. The danger that this congestion creates is not acceptable to the Fire Marshal or the insurance company of Greencastle High School.

**Hall Passes:** Students must have a hall pass signed and dated by an authorized staff member when in the hallways during regular class times. This pass should be shown immediately upon request of a staff member. It is expected that GHS students carry their School ID Cards during school hours while on GHS grounds.

**Hall Etiquette:** Only water in a clear bottle is allowed in the hallway. Food is not allowed in the hallways. This is to maintain a safe and secure environment as well as to keep the school clean.

## **HEALTH SERVICES**

### **MEDICATION POLICIES**

When possible, give your child's medicine at home. Students may not keep medication in his/her possession at school without prior authorization. **Any medication to be administered at school must be brought to the school office by a parent or guardian.** Indiana Public Law 287-Acts of 1979 (I.C. 34-30-3-18) requires that schools observe certain regulations when administering medication to students. The following procedures must be followed:

**Prescription Medications:**

1. No prescription medication shall be given or dispensed unless the dispensing school personnel has on file a medication authorization form signed and completed by the parent. The medication must be in the original container bearing the original pharmacy label and the child's name. If no prescription label is present on the medication packaging, a physician authorized prescription MUST accompany any medication bearing the child's name as the medication recipient.
2. Written permission from the child's parents or guardian must also be on file at the school.

#### **Non-Prescription Medication:**

1. Over-the-counter medication requires written permission from the parent or guardian, stating the amount of medication, the hours for administration, and the period of time medication is to be continued. Medication must come to the school office by a parent or guardian in the original purchased bottle.
2. Written permission for the child's parent or guardian must also be on file at the school.

#### **Herbal Medications:**

Though herbs are the basis for many of our most helpful medicines, some may have significant health risks. There is no guarantee when these products are purchased that the purity or potency will be consistent, let alone safe. Therefore, herbal medications and vitamin supplements will NOT be administered by the school personnel.

**Unused medication** may be sent home through the student's parent or an individual who is at least 18 years of age whom possesses written parent permission to pick-up non-prescription medication from the Nurse's Office. Any medication left in the health room at the end of the school year will be destroyed.

**Special Considerations:** A student with a chronic medical condition may possess and self-administer prescribed medication as long as annual written permission form from both the parent and the physician is provided to the school nurse.

Under Indiana law, medication may not be sent home with a student unless it is a medication possessed by a student for self-administration as defined by state law.

Non-compliance with the above may result in disciplinary action. Suspension or expulsion may be imposed on students found to be possessing, distributing, or abusing either prescription or over-the-counter medication on school property.

**Health Clinic:** If the illness of a student is such that the student feels the need to lie down, he or she should be at home. The area is used for emergency situations and must be kept available. **Student may not make calls on their own cell phones during school hours; the office phone must be used to call a parent to be picked up due to illness.**

**Seriously ill or injured students:** In case of serious illness or accident, the school will attempt to contact parents/guardians as soon as possible. In cases of serious accident or illness when the school nurse, principal and/or supervisor judge the situation to be life-threatening, emergency medical service will be summoned. Advice of emergency medical personnel will be followed concerning further emergency medical treatment and/or the decision to transport the ill or injured student to a doctor or hospital.

## **IDENTIFICATION CARDS (STUDENT ID)**

All staff members need to know if a young person that is in the school, or is at a Greencastle High School activity, is in fact a student at GHS. The ID card allows the student to identify himself/herself as a Greencastle Student. It will also help in an emergency to be able to identify the name of a student. The ID card will be used for late arrival, early dismissal, library admittance, cafeteria purchases, admittance to the nurse's office, some computer usage, entry to after school events, and for daily identification purposes. Students are required to surrender the ID card to any staff member upon request.

One ID card will be issued at the beginning of the school year or when a student enrolls at Green-

castle High School. If the student loses the ID card, he/she must come to the bookstore and pay \$5.00 for a replacement before continuing the school day.

Students must display their ID card at all times during the school day either on a lanyard, reel, or other device that allows adults to easily see the ID. Students found without their ID card or refusing to show their card to a school employee may be subject to disciplinary action (see the Tiger Cub Discipline Guidelines).

## **IMMUNIZATIONS**

Indiana State Department of Health (ISDH) School Immunization Requirements (updated 1/ 2011):  
Grades 6-11 must have the following immunizations:

5 DTaP

4 Polio

3 Hepatitis B

2 MMR

2 Varicella- or month/year of Chickenpox disease

1 Tdap- Tetanus & Pertussis

1 MCV4- Meningococcal

\*2 Hep A is also recommended

### Grade 12

(all above with the addition of MCV4)

2 MCV4- Meningococcal

\*2 Hep A and MenB are also recommended

A copy of Indiana Immunization Guidelines can be found at: [www.chirp.in.gov](http://www.chirp.in.gov). I.C. 20-30-5-17; 20-34-3-2; 20-34-4-2 to 7

## **LIBRARY MEDIA CENTER POLICY**

All GHS students are encouraged to make the Library Media Center (LMC) an integral part of their high school career. The LMC staff strives to meet the informational and research needs of students while also encouraging a love of reading for pleasure.

### Policies & Procedures

- The LMC is open daily from 7:40 a.m. to 3:20 p.m. If you would like to visit before or after school, please make an appointment with the librarian.
- Students are encouraged to use the library throughout the day with a pass from a teacher.
- Ten items may be checked out for a two week time period. Most items may be renewed for another two week period.
- Some reference materials and high-demand items may be limited to in-library use or overnight checkout.
- Students are expected to return LMC items promptly. Reminders of overdue materials will be sent to students weekly.
- Payment is required for lost and damaged LMC materials.
- The LMC staff will help students borrow materials from the Putnam Co. Public Library, the DePauw library, and other libraries as needed for research needs.

### Home Access to the LMC

Students with internet access may use Destiny, the LMC's online catalog of materials, as well as other online databases at home by following the steps below:

- Go to [www.destiny.greencastle.k12.in.us](http://www.destiny.greencastle.k12.in.us)
- Select *Greencastle High School* - Click on *Catalog* (icon in the top left) to find books or Click on *Gale Databases* (or other resource listed).

# LOCKERS

Each student will receive a corridor locker in which books and personal items are to be kept. Assignments of lockers and combinations are issued on enrollment days. Do not change lockers without permission from the office. Use the locker assigned to you. Keep your locker combination secret. Print your name in ink, in all books, on supplies, on gym suit, on shoes, etc. Keep lockers locked when not in use. Report any problems with lockers directly to the office. Students are not permitted to share lockers. Students will be deemed to be in possession of any item or substance found in their locker.

Personal possessions brought to school are the responsibility of the student. This includes money, clothing, musical instruments, school supplies, etc. The school does not carry insurance on items on individual private property. If these items are stolen, lost, or damaged, the school cannot replace or repair them. Students and their families should be aware of this, particularly if their own personal insurance does not cover these items under these circumstances.

**Statement of Policy.** All school lockers on the premises made available to students are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with the school purposes or an educational function, or which are forbidden by state law or school rules. The student's use does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

## LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

- 1. Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed and destroyed without notice.
- 2. Use of Lockers:** Lockers shall not be used to store "contraband" or illegal substances which are forbidden by state law or school rules. Students will be expected to keep their lockers clean.
- 3. Authority to Inspect:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the condition of Rule #2. All inspections of student lockers shall be conducted by the principal or designee.
- 4. Inspection of Individual Student's Lockers:** (a) In accordance with IC 20-8.1-5.1-25, Sec 25, A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time. A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: (1) at the request of the school principal; and (2) in accordance with rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents. (b) Before a particular student's locker is inspected, the student, if present on the school premises, shall, when possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay.
- 5. Inspection of all lockers:** (a) An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or



substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (1) when the school corporation receives a bomb threat; (2) when evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; (3) at the end of grading periods, and before or during school holidays to check for missing library books, lab chemicals, or school equipment; (4) where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

(b) If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **Canine Searches** - Canine (dog) drug searches may be conducted before, during, or after the school day. If the search occurs during the school day, the building will be in a lock-down mode. Students who need to leave class for any reason during this time will be escorted by a staff member/designee. The searches could include hallways, entrances, locker rooms, book bags, and the parking lot.

## **LOST AND FOUND**

The lost and found is located in the bookstore and the McAnally laundry room. Students finding items should promptly turn them into the bookstore. Except in cases of emergency, students should check for lost and found items before school, during passing periods, or immediately after school. Unclaimed articles are disposed of after a reasonable time.

## **NON-CORPORATION SPONSORED TRIPS**

Any staff member who wishes to take one or more students of the Corporation on any type of trip which would not normally be considered a school-related trip as defined in Policy 2340, must obtain permission from the Superintendent prior to initiating any discussion of the trip with the student or his/her parents. For additional information refer to administrative guideline 2340D.

## **PHOTOS/PICTURES**

Students are to refrain from the use of any type of camera, unless for legitimate school purposes/projects with permission from school personnel.

## **SCHOOL BUS RULES**

### **TRANSPORTATION: RIDING A GCSC SCHOOL BUS IS A PRIVILEGE.**

Bus service is available to all students in the corporation who live outside short walking distance to the building. Parents should check with the transportation department for walking areas. Contact the supervisor of transportation for specific bus routes and numbers which apply to your home.

Parents and students should familiarize themselves with the following school bus rules and regulations. Students who do not follow directions of the bus driver may/will lose their riding privilege.

### **BUS CONDUCT AND SAFETY REGULATIONS**

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.

7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Accept the bus driver's authority to assign seats.

A major incident can cause the removal of a student on the first offense. The following are defined as major incidents (but not limited to) and could result upon first occurrence in exclusion from the bus by the principal: use of illegal drugs, use of alcohol or tobacco, destruction of property, displaying a weapon in a threatening manner, occupying the bus in a manner which deprives its proper use to others, starting a fire, fighting, other acts of violence, disrespect to the driver, other incidents which in the judgment of the driver are of major consequence to be disruptive to the safe operation of the bus.

## **RIDING A DIFFERENT BUS**

A written statement including contact information from a parent or guardian must accompany the student. Written acknowledgement and contact information from the NEW drop off residence is also required. Prior to approval, both parties will be contacted. The student needs to take the note to the school's front office to obtain a bus pass. This process must take place before the end of the school day. Riding a different bus is not encouraged and permission will not be granted unless all information is verified.

## **FAN BUSES**

Students riding the fan bus must sign the Fan Bus Passenger Form upon boarding the bus. The form:

- registers the passenger's presence.
- states the student has parent permission to ride the fan bus.
- acknowledges the student's understanding that he must return to the point of departure on the fan bus.
- acknowledges the student's understanding of conduct expectations on the bus and at the event.

Student conduct expectations are the same on fan buses as at school, whether on a bus or at an "away" event. Appropriate disciplinary measures for students will be applied under the guidelines of student due process.

Fan bus supervisors do not have the authority to permit fan bus passengers to return home by any means other than the fan bus. Requests for special considerations are to be referred to the principal, who must have sufficient time to consider the request before the event. Emergency exceptions which arise at the event must be handled by the principal or his designee attending the event.

## **SIGNS AND POSTERS**

Signs and posters may not be displayed on the GHS campus or property without approval and a signature from the administration. Signs and posters must be placed on the map rack. No signs are to be put on painted areas. Student locker signs/decorations must use magnets to attach them to the locker. All approved signs and posters must be removed by the end of the last day the announcement is valid.

## **SPECIAL EDUCATION SERVICES**

*Missed school services / special education services/ related services*

If a student is absent, GCSC does not require the school staff (teacher, OT, PT, SLP or other staff member ) to make up the service. If a service is missed because of a school-wide event or circumstance (speech /hearing screenings, ACRS, field trip, convocation, inclement weather such that there is a delay or school closure) then the service is not required to be made up.

If a service is missed because the related service provider, SLP , teacher or other staff member is absent, then the school is expected to make up the service.

## **TEXTBOOKS**

Textbooks and the One to One student device are issued for classes as instructional materials and will be charged for during the annual online registration process. All students/parents or legal guardians are expected to pay rental, unless the student is determined to be eligible for textbook assistance under applicable law. All students receiving free or reduced textbooks will be issued a balance statement each year after the State of Indiana determines reimbursement. This amount only covers a portion of textbooks and does not cover fees. Parents are expected to pay all balances that are not covered by State reimbursement. All textbooks must be returned to the teacher who issued the book or the bookstore at the end of the course in the same condition as when rented. Students/parents or legal guardian will be fined for any damage done to rental textbooks or the One to One student device. Parents with unpaid balances for textbook rental or fees may be turned over to a collection agency after three statement notices/warnings. The collection agency will add additional fines that become the responsibility of the parent at the time of notice. Please work diligently to have your account paid off prior to the end of the first twelve weeks of school if you make a payment arrangement with the ECA Treasurer located in the bookstore in Greencastle High School.

## **TRANSPORTATION FEE**

All student athletes are charged a \$12.50 transportation fee per sports season, even if the student is using the sport to fulfill a PE credit requirement. The Transportation Fee must be paid prior to the first competitive event. It can be paid to the coach, online through the student/parent portal, or in the Bookstore.

For students using the sport for PE credit, the paid transportation fee is refunded IF the credit is earned and the student does not have any outstanding Textbook Rental fees. If the student has an outstanding balance, the transportation fee is applied to that balance.

## **TUTORING**

Teachers and counselors can often assist students seeking help or tutoring.

## **VISITORS**

Visitors are not allowed unless the principal or assistant principal grants permission in advance. School visitors shall report to the administrative offices and receive a visitor's pass before going to other parts of the building. Parents / guardians, invited school guests, and approved school vendors may be authorized to visit Greencastle High School. The principal may also permit representatives of youth related Greencastle community organizations and student members of officially recognized university student organizations to visit. Visitors must abide by all applicable school rules and the principal's directives. Visitors may visit only during times designated or approved by the principal or his designee. Visitors may access only those areas of the school for which authorization has been granted, and may be required to sit at designated tables, desks, or seats. Visitors may NOT access the cafeteria during lunch times. Permission to visit given to school vendors, representatives of youth related Greencastle community organizations, or members of officially recognized university student organizations shall not constitute an endorsement by Greencastle High School or the Greencastle Community School Corporation of the products, purposes, or beliefs of any such vendors or organizations.

## **WORK PERMITS**

**Work Permits** are issued in the guidance office. The student must bring his or her birth certificate and the completed Intent to Employ form signed by parents and prospective employer. These should be brought to the guidance office at the beginning of the school day. Work permits not brought to the guidance office at the beginning of the day are not guaranteed to be completed by the end of the day. A new permit is needed when the employee changes employment. Students below age 18 need work permits. Students may hold only one (1) work permit at a time.

**Student's work permit invalidation:** Schools may refuse to issue work permits **due to poor grades and/or attendance**. A work permit may be revoked for the same reasons. Employers shall be notified immediately.

**Students must have appropriate U.S. work authorization** to participate in ICE programs requiring paid employment.

## III. ATTENDANCE POLICY

### A. Importance of regular school attendance

Presence in the classroom enables a student to participate in instruction, in class discussions, and in other related activities as a vital part of a student's learning experience. Therefore, regular attendance and classroom participation are integral to providing students incentives to excel. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a highly-qualified educator are vital to the learning process and to each student's success.

Research shows that educational achievement is directly related to a student's attendance. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program.

Requests by parents to the school to give students final tests early for jobs, vacations, and other reasons are unfair when weighted against the priorities of the students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents and students schedule around final test time.

The student, parent, or legal guardian, and the school must cooperate to achieve the school's philosophy of education where school attendance is concerned; however, the student must be encouraged to exercise self-discipline within the framework of the stated policy. Attendance is a must for the student to learn.

**Attendance is one factor in determining the retention of students each year.**

### B. Procedure for Reporting Absences

1. Parents or legal guardians are requested to call the attendance secretary/officer between 7:00am and 9:00am the day of the absence. Parents and guardians are asked not to give a message to a student worker, but to ask to be transferred to an adult. If a call **or note** is not received within 24 hours of the absence, the absence is considered unexcused/truant, and a Discipline Action (typically a Wednesday School Detention) will be assigned. If a parent or guardian is unable to report directly to the attendance officer, VOICEMAIL is also available.

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- 1.B If the student has 11 or more days of absence for the school year, a Doctor's Note or Court Excuse will be required to excuse any further absences. Phone calls and parent notes will NOT excuse an absence after this point, and a Disciplinary Action (typically a Wednesday School Detention) will be assigned.
2. A telephone call will be required **each day** the student is absent unless prior arrangements have been made. It is advisable that parents call the school early in the morning to ensure the child's safety. After two days of absence, the parent can request homework to be gathered in the office for pick-up. Parents should call early with this request to provide

staff ample time to gather class work/homework assignments for pick-up.

3. When reporting an absence, the parent or guardian should give the following information **to an adult or our voice message system:**
  - a. their name and relationship to the student
  - b. student's legal name and grade level
  - c. reason for absence
  - d. the date of absence
  - e. telephone number where parent/guardian can be reached during the day of absence
4. Upon returning to school following an absence, the student should bring documentation (Doctors notes, Court appearance, etc.) to the front office, if applicable.

Parents will work with school authorities to help find solutions to their child's attendance problems. Some of the solutions may include counseling the child, changing family routine or disciplining the child.

**C. Acceptable reasons for being absent from school/Excused Absences:**

Students found to be mentally or physically unable to attend school.

Students affected by death within the immediate family.

Students under medical or health quarantine.

Other absences authorized by state law; i.e. certain election related activities, students testifying in court pursuant to subpoena.

To avoid attendance problems, students should bring documentation to the office if:

1. Serving as a Page in the Indiana Legislature.
  2. A religious observance is required.
  3. Working at the polls on Election Day.
  4. Serving for judicial proceedings.
  5. Visiting a college or university (prearranged visit as per form turned in 5 days in advance).
  6. Attending a medical appointment (doctor, dentist, etc).
  7. Attending a funeral of an immediate family member.
  8. Participating in educational field trips sponsored by GHS. Permission slip completed and on file.
  9. The home is under quarantine.
  10. Student is approved for excused absence by the principal or principal's designee.
- D. Vacation is an unexcused absence.** It is important that vacations be planned when school is not in session. Unexcused absences accumulated by a vacation will count for attendance letters and possible consequences for excessive absence, such as a truancy referral to Juvenile Probation. The school believes that there is no substitute for classroom instruction and encourages parents and guardians to consider the lost instruction when removing their student from school for vacation. Students must turn in any major assignments provided by the teacher and/or take tests upon return. Students will not be given credit for work OTHER than major tests or projects, as outlined below in section "Q".
- \*\*\*Mission Trips will be considered Vacation, and will be Unexcused.
- E.** All Greencastle Community School Corporation students who have not been present the last four periods of the school day will not be allowed to participate in sporting activities or attend extra-curricular activities or dances.

**F. Attendance Issues/Problems:**

The principal/counselor will work with teachers and parents in order to find a solution to a student's attendance problems.

The principal will contact the Putnam County Juvenile Probation Office if a student's attend-

ance problem persists.

The principal will inform the school corporation nurse of any illness that may affect a large number of students.

#### **G. ATTENDANCE LETTERS**

Attendance letters will be mailed to the parent/guardian of a student who has been absent seven (7) and then eleven (11) days during a given year. This is official notification for parents that the school is concerned about a child's attendance. When a child has been absent eleven (11) times, he/she will be placed on "doctor's excuse only." The doctor's excuse should indicate that the student was seen by a medical professional, that it was necessary for the student to miss school, and when the student is able to return to school. This means that every time the student is absent, he/she must present a doctor's excuse or other verifiable documentation upon returning to school. Failure to comply with the Attendance Policy will require the school to file Educational Neglect and Truancy papers with the Putnam County Juvenile Probation Office. Notice to appropriate legal authorities concerning unexcused absences may be made at any time, if the teacher or other school officials have reasonable cause to believe that applicable laws governing compulsory attendance, truancy or delinquency are being violated.

**It is important to note that absences deemed to be "excused" still count toward the student's total number of absences.**

#### **H. Attendance and Extra-Curricular Activities**

Greencastle High School students who have not been present the last four periods of the school day, unless the absence is due to a necessary appointment, are not allowed to participate in sporting activities or attend extra-curricular activities.

#### **I. When a student arrives late to school, he or she should report to the office first before going to class. Arriving more than 15 minutes late to school will result in a Wednesday school detention.**

**J. Procedures for signing in and out:** Students are encouraged to make their medical and personal appointments after school hours. **However, if a student must leave during school hours, verbal or written documentation from the parent must be received in the office prior to the student signing out and leaving the building. Failure to sign out can result in a truancy violation.**

Students reporting to school after the beginning of school and/or students returning to school from an appointment outside of the school must sign in upon their arrival or return. Failure to sign in may result in disciplinary action. This procedure is necessary because it is the school's responsibility to know where all students are during the school day.

#### **K. The following may evidence habitual truancy:**

- (1) Defiance of parental authority in the failure to attend school.
- (2) A repeated, continuous pattern of absences over a length of time such as a grading period.
- (3) Accumulating more than eleven absences over the period of a school year.
- (4) More than three findings of truancy.

#### **L. An ill student who must go home may not be driven home by another student. It is the responsibility of the parents to transport students to their homes. In an emergency situation a member of the school administration will take an ill student home if the parents cannot arrange suitable transportation. A student may drive home only if the office is first given permission from a parent, guardian, or relative.**

#### **M. Restrooms are not sickrooms.** If a student is ill and must go to the restroom, he/she should ask a friend or another student to notify the classroom teacher or the office immediately. Notifying the office after you have missed a class will result in the absence being unexcused and could be considered a class truancy.

#### **N. Health Clinic:** If the illness of a student is such that the student feels the need to lie down, he or she should be at home. The area is used for emergency situations and must be kept availa-

ble.

- O. Seriously ill or injured students:** In case of serious illness or accident, the school will attempt to contact parents/guardians as soon as possible. In cases of serious accident or illness when the school nurse, principal and/or supervisor judge the situation to be life-threatening, emergency medical service will be summoned. Advice of emergency medical personnel will be followed concerning further emergency medical treatment and/or the decision to transport the ill or injured student to a doctor or hospital.
- P. College Visitation Days:** Juniors and seniors are allowed to **take two days** per school year for the purpose of attending scheduled college visitations. While these absences are counted as excused for attendance purposes, students are responsible for all work missed as a result of taking a college day. Five (5) days or more before the student goes on a college visit he or she should follow these steps: 1) The student needs to secure a verification sheet from the attendance secretary in the front office 2) Have the form signed by their parent or guardian, 3) Fill in the blanks on the form, 4) Have one of the guidance staff and the assistant principal initial their lines, 5) return the form to the attendance officer/secretary in advance of the college day. Students are encouraged to make prior arrangements with the college they will be visiting in order to insure a productive and informative visit. Students who ask for college days on the day of the visit may be denied permission to attend. **Students who attend college days without prior consent of the GHS principal or assistant principal may be considered truant.** Students who are not on track to graduate and/or have poor attendance may be denied permission to take a college visitation day. **Upon returning to school after the college visit a letter from the college on official college letterhead stating the day of the visit with a documented signature should be turned into the attendance officer.**
- Q. Make-up work policy:** Students who have an excused absence will be provided the opportunity to receive assignments during the absence. **Students who are truant, unexcused or suspended will not receive credit for missed assignments** unless the assignment is a major project or test. The time frame for completing the assignments when the absence is excused shall be the total number of days absent plus one. This does not apply for students who are suspended, unexcused or truant. Students are responsible for obtaining the work in advance if they have prior knowledge of an absence.
- R. Homework requests:** Students are responsible for obtaining the work in advance if they have prior knowledge of an absence. The homework may be requested from the office if the student will be missing two or more consecutive days. Parents should allow teachers 24 hours to send assignments to the office.

## **TARDY POLICY**

Students are expected to be in class and in their seats when the bell rings. Failure to do so will result in the student being marked tardy and being subject to discipline procedures (see the Discipline Guidelines Chart for more information). Students arriving late to school must sign in at the Main/Attendance Office. At that time, the student may be given a Wednesday School or other appropriate consequence by the attendance secretary. If the student misses a substantial portion of **any** class (15 minutes or more), the student will be considered absent/truant for the entire class. Oversleeping, missing the bus, car trouble, etc are NOT excused absences and will result in a Wednesday school detention or other appropriate consequence if the student is 15 minute or more late to school as a result.

## **IV. STUDENT BEHAVIOR**

Greencastle High School desires that all students be given an opportunity to learn principles of good school and community citizenship. With this in mind, all teachers will establish clear, fair, and concise disciplinary guidelines for their students. These guidelines will be discussed with the students at the

beginning of the school year and posted in the classroom.

**Publication of Rules:** The guidelines and procedures by which students are to function while attending school in the corporation shall be contained in the student handbook.

**Definitions:** As used herein, the term "school purposes" is defined as it is in IC 20-33-8.4: The term "school purposes" refers to the purpose for which a school corporation operates, including (1) to promote knowledge and learning generally; (2) to maintain an orderly and efficient educational system; and (3) to take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute. As used herein, the term "educational function" is defined as it is in IC 20-33-8-2. The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

**A. Student Responsibilities:** A student has an obligation to help maintain a positive environment. To accomplish this goal, each student must:

1. Participate in the learning process,
2. Avoid any behavior that is detrimental to his/her own or another student's educational goals,
3. Show respect for the knowledge, authority, and position of faculty and staff; recognize and respect the rights of others,
4. Attend all classes daily and on time,
5. Come to class with appropriate working materials (pen, pencil, book, homework) and with assignments completed,
6. Refrain from abusive language or inflammatory actions,
7. Refrain from name-calling, fighting, harassment or engaging in a deliberate attempt to embarrass or harm others,
8. Be responsible for his/her own work,
9. Dress appropriately for school, (see dress code rules and regulations)
10. Abide by the rules and regulations of the school and individual classroom teachers,
11. Attempt to make decisions that will promote his/her success at GHS,
12. Seek change in school policies and regulations in an orderly and responsible way through approved channels, and
13. Charge and care for the iPad Air so that you can bring the device to school ready to use on each school day.

**B. Disciplinary Measures:** A student who consistently misbehaves will be dealt with appropriately in order to help him/her establish a pattern of acceptable behavior. Discipline for misbehavior will increase in severity according to the nature and frequency of the behavior. Discipline problems may be handled by individual classroom teachers and/or by the administration.

If a student is removed from a course due to behavior, a withdrawal for discipline (WD) will appear on the transcript. This is not included in the student's accumulative grade point index. Repeated "WD" could result in suspension or expulsion from GHS.

Consequences will range in severity and may include the following:

1. Parent contact
2. Detention
3. Alternative classroom center
4. Wednesday School
5. **Generating Responsibility Alternative to Suspension Program**
6. Out of school suspension



## 7. Recommended for expulsion

Any time a student is sent to the office for a disciplinary reason, a copy of the discipline notice will be given to the student and/or emailed home to the parents by the administration. Faculty members are encouraged to confer with parents about discipline problems occurring in the classroom. Discipline referrals can be viewed in the student-parent portal. **In case of serious breach of misconduct, or at the discretion of the teacher or administrator, some disciplinary measures may be bypassed, and a more severe discipline imposed.** 18 year olds may not participate in GRASP. Their GRASP days will be OSS (unless they volunteer). Students may not receive credit for class work with OSS (GRASP participation students receive credit for work completed during the classroom component). GHS will attempt to notify parents with every discipline referral.

1. **Community Service:** The principal may assign the offending student up to 120 hours of community service with a nonprofit organization as permitted by **IC20-33-8-25 (b)(9)**.
2. **Suspension and Expulsion:** At times the school must resort to suspension and expulsion. The following are definitions used with suspension and expulsion: (1) **Parent** means natural or adopting father or mother or a court-appointed guardian, or a parent awarded custody or control. This term includes non-custodial parents unless their parental rights have been terminated by a court order. (2) **Student** means any person enrolled in the Greencastle Community School Corporation. (3) The terms of **superintendent and principal** include their respective designees. Suspension is a temporary dismissal for ten (10) days or less from school; expulsion is a dismissal from school for more than ten (10) days for the remainder of the semester, school year, or longer in accordance with IC 20-33-8. Students suspended at vocational school are considered suspended at the high school and vice versa. Parents are notified of all pending suspensions and expulsions. The out of school suspension time is served during instructional days. Greencastle Community School Corporation requires students to participate in the Putnam County GRASP Program if they are under the age of eighteen (18).

A student may also be excluded from school if the student's legal settlement is not in the attendance area of the Greencastle Community School Corporation (His/ Her, parent and or legal guardian must live in the school district, unless the student is determined to be emancipated under applicable law or has been granted tuition transfer by the office of the Superintendent following guidelines and procedures.

Discipline of special needs students shall be in accordance with applicable federal and state laws and regulations governing the education of the handicapped.

3. **Driver license invalidation:** In accordance with the Indiana Code 9-24-2-4, any student under the age of 18 who receives a second out of school suspension within one school year, an expulsion, or an exclusion for disciplinary reasons, shall have his/her name sent to the Indiana Bureau of Motor Vehicles, thereby invalidating 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 have passed after the person is suspended.
  - C. The suspension/expulsion is reversed.
4. **Student's work permit invalidation:** Schools may refuse to issue work permits **due to poor grades and/or attendance.** A work permit may be revoked for the same reasons. Employers shall be notified immediately.
5. **Student Due Process:** Student supervision and the desirable behavior of students carrying out school purposes in any school corporation is a responsibility shared by the students, parents, teachers, and school corporation personnel, subject to the rules and policies adopted by the governing body, to the supervisory authority of the school corporation administrative staff, the principal of each school and the teachers and other school corpo-

ration personnel having charge of any educational function. Indiana law provides specific procedures for the imposition and review of student discipline. These provisions, IC20-33-8, are discussed in detail in the Student-Parent Guide published by the Superintendent's office.

## **STUDENT DUE PROCESS CODE**

**In accordance with the provisions of IC 20-33-8-14, grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of the following student misconduct or substantial disobedience include, but are not limited to:**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school or athletic purposes, or urging other students to engage in such conduct. The following is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of school building or corridor or room therein with intent to deprive others of its use.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct the education function under his/her supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property or an individual's equipment or property.
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.
4. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
5. Harassing others by using extreme or inappropriate communications (verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race ethnicity, national origin, sex, religion, alternative lifestyle, or physical characteristics are forbidden.
6. Bullying.(see Bullying Section)
7. Knowingly possessing, handling, or transmitting a knife or any object that can be reasonably considered a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, drug paraphernalia such as rolling papers, pipes and clips, alcoholic beverage, or intoxicant of any kind. This includes look-alike drugs.
9. Displaying clothing or materials that promote or encourage alcohol or drug abuse (e.g. a t-shirt with a beer logo).
10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with the school purposes or an educational function.
11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel's supervision, and the behavior constitutes an interference with the school

purposes or an educational function.

12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes.
13. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana Law.
14. Being absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law.
15. Engaging in sexual activities.
16. 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, constitutes a violation of the school's anti-harassment policy, 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.
17. Violating Indiana or Federal law. Aiding, assisting, or conspiring with another person to violate student conduct rules or state or federal law.
18. Not having legal settlement in the school district.
19. Attempting or conspiring to commit an act that is a ground for suspension or expulsion.
20. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator.
21. 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 the property when the student has information about such behavior.
22. Possessing, using, transmitting, or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), stimulants or intoxicant of any kind, be they available with or without a prescription.
23. POSSESSION OF A FIREARM, destructive device or OTHER POSSESSION OF A DEADLY WEAPON
  - A No student shall possess, handle or transmit any firearm, destructive device or other deadly weapons on school property.
  - B The following devices are considered to be a firearm or other deadly weapon:
    - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive (includes firearms and bullets).
    - The frame or receiver of any weapon described above.
    - Any firearm muffler or silencer.
    - Any destructive device, which is an explosive, incendiary, 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, or any similar device (includes fireworks).
    - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
    - 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.
    - A weapon, device, laser or electronic stun weapon, equipment, chemical substances or other material that in the manner it is used, or is intended to be used, is readily capable of causing serious bodily injury.

- An animal that is capable of causing serious bodily injury.
  - Any other item that is or appears to be a dangerous device.
- C The penalty for possession of a firearm, destructive device: ten (10) day suspension and expulsion from school for at least one calendar year. If a student is found in possession of a firearm or destructive device the student may not return to school until the first day of the semester following the 1 year period. The penalty for possession of a deadly weapon is expulsion up to 1 calendar year.
- D The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this violation.
- E Failure of a student to report any knowledge of dangerous weapons, firearms, destructive devices, dangerous materials, or threats of violence may subject the student to immediate suspension and potential expulsion from school.**
- 24. Additionally, in accordance with Indiana Code, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: the unlawful activity may reasonably be considered to be an interference with school purposes or a school function; or the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. IC 20-33-8-14**
- 25. Suspension and/or expulsion may be imposed upon students for the use of violence, coercion, force, noise, abusive, obscene, profane, indecent, lewd, or vulgar language or actions, or possession of item(s) which are obscene, vulgar, or lewd, lying, threatening or intimidating others, displaying gang apparel or graffiti, passive resistance, or conduct interfering with school purposes.**

## **HAZING POLICY (IC 35-42-2-2)**

Hazing is any intentional, knowing, or reckless act, occurring on or off the campus of Greencastle High School by one person alone or with others, directed against a student for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are or include students at Greencastle High School, or status harassment (upper/lower classman). Students who engage in this activity may be subject to assigned detention, as well as suspension, battery charges, and possible recommendation of expulsion to the Superintendent.

## **BULLYING**

The Greencastle Community School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, 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; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated in a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or

ethnic power, level of intelligence, popularity, gender, etc. Students who engage in this activity may be subject to assigned detention, as well as suspension, battery charges, and possible recommendation of expulsion to the Superintendent. **If the action intentionally hurts your person, intentionally hurts your feelings, intentionally hurts your possessions, then it may be considered bullying.**

**Definition of bullying:**

- A. As defined by the School Corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- B. As defined by IC 20-33-8-2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - 1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - 2. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - 3. Has the effect of substantially interfering with the targeted student's academic performance; or
  - 4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- C. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
  - 1. Participating in a religious event.
  - 2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - 3. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - 4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
  - 5. Participating in an activity undertaken at the prior written direction of the student's parent.
  - 6. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or oth-

erwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

(RATIONALE: Discipline consequences is a required addition by IC 20-33-8-0.2, IC 20-33-8-13.5 and while the Student Handbook already addresses the provisions of the discipline rules prohibiting bullying, this addition explicitly states the most recent Indiana Code in clear and specific terms.)

## **SEXUAL HARASSMENT**

### **Sexual Harassment**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether considered welcome or not by the individuals involved, shall be considered sexual misconduct, if the conduct is between a student and an adult staff member, volunteer, vendor, or visitor.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual intimidation, invitations, solicitations, and flirtations.
- B. Physical battery or assault, and/or other acts of physical aggression that inflict physical harm or mental harm.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work, or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or other electronic transmissions (i.e. social networking).
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Posting of pictures, images, graffiti with sexually explicit words or images at school, on the school bus or at or during school sponsored activities or field trips, sending or posting sexually explicit messages or images over the internet or telephone that interfere with the function of the school, or create a hostile or offensive environment at school for students or staff. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive employment or educational environment.

Formal complaints of harassment at Greencastle High School should be addressed to the Principal, Assistant Principal, or guidance counselor who will forward complaints to the corporation's Anti-Harassment Complaint Coordinator, Denise Smedley at 653-9771.

Incidents will be investigated as high priority and as soon as possible. Statements from the victim as well as witnesses may be collected on Incident Report Forms. Retaliation against complainants and/or witnesses will not be tolerated. Retaliation, from any source, as a result of initiating or supporting a sexual harassment allegation will result in severe disciplinary consequences.

Students may also submit complaints of harassment directly to Central Office, 1002 Millpond Ave, Greencastle, Indiana 46135-0480

## **ACADEMIC DISHONESTY**

Academic dishonesty is another detrimental practice in student learning and includes, but is not limited to, unauthorized sharing of information and /or assignments, use of prohibited translation programs to produce foreign language projects and unauthorized use of study aids and other materials on a quiz or test. Academic dishonesty may carry the same penalty as plagiarism.

### **A. Plagiarism is defined as:**

- using information or a work (purchased or free) off the Internet (or through an app) and passing it off as your own
- using a paper or electronic work turned in by another student for a similar assignment
- cutting and pasting passages or portions of papers from those off the Internet/apps without citation
- copying a passage verbatim without using quotation marks around it, even if it has a citation after it
- changing just a few words in a passage (instead of truly paraphrasing the passage) without putting quotation marks around it, even if it has a citation after it
- using a direct passage with quotation marks but without citation
- no citation information after a passage or on the Works Cited page
- not using citation
- using (from a source) facts, statistics, graphs, drawings, photographs, illustrations or any piece of information that are not common knowledge without proper citation
- using on-line translations with foreign languages

**B. Penalty for Academic Dishonesty and Plagiarism:** All infractions will result in a discipline referral. The minimum penalty that can be received on the assignment is a zero. While the student will not automatically lose course credit, this penalty could result in a failing grade for the class and incidentally cause loss of credit. Additional penalties in any class will be considered and carry the penalties for insubordination and possible suspension.

# **CHEATING/LYING/FALSE STATEMENT/FORGERY**

Attempting to complete an assignment with unauthorized assistance is in violation of school rules. Unauthorized use of electronic devices, i.e. text messages, cell/camera phones, etc. is a violation of school rules. Intentionally giving false information to school officials, i.e., placing a false 911 call or giving false information about residency is a violation of school rules. Using or giving another student's name or using their student ID, agenda book, passwords, Pin Number or any article that is tied directly to another person/student, i. e. parking pass, is a violation of school rules. Engaging in the conduct listed above, or in similar conduct, may result in discipline, including but not limited to suspension or expulsion.

## **ELECTRONIC DEVICES**

### **PERSONAL ELECTRONIC DEVICES**

Disruptive and/or unauthorized possession and/or use on school grounds during school hours of a personal electronic device, i.e. game, music device, paging device, text messaging device, and handheld portable cell/cell-camera, camera are prohibited without authorization from a school administrator or permission from the classroom teacher to use such devices for educational purposes. A student possessing or using electronic devices in violation of this rule is subject to the person electronic device being confiscated. Confiscated items will only be returned to parents or guardians.

## **GREENCASTLE SCHOOL DISTRICT STUDENT CELL PHONE RULES**

Upon entering a Greencastle school building, students are expected to turn their cell phones and personal electronic devices off and place them out of sight, unless being used with permission from a teacher or administrator for educational purposes.

Any cell phone or personal electronic device causing a disruption to the educational process during the school day will be confiscated by an adult, turned into building administration and returned only to a parent / guardian. Students in violation of the cell phone rule will also be subject to serving a Wednesday School detention.

Any student that uses a phone or personal electronic device for inappropriate purposes on school grounds, including GCSC buses, may receive additional consequences and may lose all privileges to possess a phone or personal electronic device on school property or at school sponsored events and/or activities.

Suspension terms and conditions, including duration and type (in- school, out-of-school, G.R.A.S.P. etc.), are determined by individual building administration.

Any student with multiple phone or personal electronic device offenses may lose all privileges to possess a phone or personal electronic device on school property or at school sponsored events and/or activities.

This rule will be followed whether or not the phone in question is the personal property of the offending student. Therefore, it is strongly recommended that students do not lend their phones or personal electronic devices while on school property.

## **SCHOOL OWNED ELECTRONIC DEVICES**

Inappropriate use of school owned computer hardware, One to One student device, software, websites, servers, or any other aspect of technology affiliated with the school corporation is a violation of the school rules. Inappropriate and/or unauthorized use of any school owned technology in any way to bully, to threaten, to intimidate, to harass, to ridicule, and/or to humiliate students and/or staff shall constitute a violation of school rules. Creating inappropriate, offensive, derogatory websites on, or off school campus that causes, or has the potential to cause a school disruption is



against school rules. Creating hate sites of any kind on or off school campus that has potential to cause a school disruption is against school rules. Using another student's / staff member's PIN, username or password or giving your PIN to someone is considered a breach of identity security and is against school rules.

***Thank you for helping reduce disruptions in the Greencastle Community School Corporation!***

## **APPROPRIATE DRESS AND GROOMING**

Our school philosophy emphasizes that education is to help individuals develop his/her potential in an atmosphere of self-discipline behavior. The careful regulation of student dress styles is the responsibility of the school; however it starts at home with the parents. Student/staff health and safety, common decency, student school work, and school and classroom order are all affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process.

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (accessory, dress, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. No article of clothing should contain obscene, profane, drug-related, gang-related, hate-speech, insulting, disrespectful or inflammatory insignias, emblems, or messages. Personal expression is permitted within these general guidelines. The school assumes that parents will accept responsibility for having their students appear in an acceptable manner that will contribute to a desirable school image.

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? (no)
2. Does my clothing advertise something that is prohibited to minors? (no)
3. Are there obscene, profane, drug-related, gang-related, hate-speech, insulting, disrespectful or inflammatory messages on my clothing? (no)
4. Would I interview for a job in this outfit? (yes)
5. Am I dressed appropriately for the weather? (yes)
6. Do I feel comfortable in my appearance? (yes)

Neat and well-dressed students contribute greatly to the image which a school presents to the public. Students who recognize their responsibility to this situation will lend their cooperation and support to projecting an acceptable image of themselves, to each other and to the community.

### **Shirts**

- Must not be low cut, have a plunging neckline, bare back, reveal midriff, see through, expose the torso or shoulders, be overly tight or revealing.
- Shirts must have sleeves/straps that cover the entire shoulder, this includes sleeveless tops.
- **Tank tops**, spaghetti straps, mesh tops, or jerseys **are not allowed** without an appropriate shirt underneath.
- No halter tops, tube tops, see through tops or cropped tops, mesh tops, etc.
- Must not have objectionable words or illustrations, inappropriate double meanings or innuendo, or suggests inappropriate behaviors for the school climate.
- Must not bear the name of, or advertise, or advocate the use of any tobacco or alcohol product or any other drug illegal for minors.
- Must not reveal undergarments.

### **Skirts and Dresses**

- Includes the above list for shirt requirements.
- Must not be low cut, see through, expose the torso or shoulders, or be overly tight or revealing.
- Length should be within six inches of the top of the kneecap (approx. the length of a dollar bill) even if leggings or tights are worn underneath.

- Backless dresses are not permitted.
- Sundresses with thin straps are not permitted without an appropriate shirt underneath.

### **Shorts and Pants**

- Pants and shorts are designed to be worn at the waist and will be worn at the waist. "Sagging" pants are not appropriate. They should not impair walking normally and should not require to be held up by a hand or hands when walking.
- Must not be overly tight or revealing- spandex shorts may be worn only under another pair of shorts.
- Length should be within six inches of the top of the kneecap (the length of a dollar bill).
- Spandex articles and bike shorts may be worn ONLY as an undergarment.
- Must not have items hanging from the pockets or belt loops. Chains are prohibited.
- Pants length may not extend below the heel of the shoe in length.
- Holes, cuts, and tears are not acceptable above the knee. Clothing that is torn excessively or in inappropriate locations will not be allowed.
- Gym shorts may be worn if they are the appropriate length and worn at the waist.
- Tights, leggings, or yoga pants cannot be worn as pants or outerwear. They can only be worn underneath a dress or top of appropriate length (to within 6 inches of the kneecap).
- Military fatigues are not allowed unless authorized by administration.

### **Undergarments**

- Must not be worn as outerwear.
- Pajamas and sleepwear are not allowed at school.
- Boxers and/or underwear must not be seen at any time or worn as outerwear.
- Proper undergarments must be worn and must not be visible.

### **Shoes**

- Shoes must be worn at all times.
- No house shoes or house slippers.
- No cleats, taps, skates, or shoes with wheels.

### **Hair/Grooming**

- No extreme hairstyles that cause a disruption to the educational process.
- Out of respect for fellow students and faculty, all students are required to maintain their personal hygiene.

### **Outerwear**

- Coats and jackets designed as outerwear cannot be worn in the building during the course of the school day and must be in lockers.
- Hoods are not allowed to be worn.

### **Jewelry/Accessories**

- Hats and head coverings are not allowed in school and must be removed upon entry to the building and stored.
- Dark colored glasses or colored glasses are not permitted unless prescribed by a physician.
- Spiked or studded items are not permitted.
- Bandanas are not permitted.
- Gloves including half gloves are not permitted.
- Chains and dog collars are not permitted, even if on clothing.
- Jewelry that draws undue attention or could produce injury to oneself or others is not permit-

ted.

- Piercings should be removed during PE and other activities if there are safety concerns.
- No piercings may be done at school.
- Students are not permitted to carry backpacks or book bags to class.

### **EXCEPTIONS:**

The administration reserves the right to modify the dress code as needed. Exceptions include special theme days for homecoming, expectations for prom attire, and expectations for field trips, etc.

### **Prom Dress Code Expectations**

Greencastle High School Prom is a formal occasion. Formal dress attire is expected. It is the hope of the administration that students meet the dress code and spend an enjoyable evening. Worrying about whether or not the chosen attire meets the code can make the prom an uncomfortable evening. Please note the following standards in relation to formal attire.

1. Dresses must be one-piece.
2. No exposure of midriff or stomach is allowed.
3. No cleavage should be revealed.
4. No dresses with high slits are allowed.
5. No attire considered inappropriate by administrators, teachers and/or chaperones will be allowed.
6. Those who violate these dress standards will be sent home and not allowed to return.
7. Male students must wear proper attire. (At minimum, pants, shoes, shirt and a tie).
8. Questions about proper attire must be addressed to administrators prior to the event.
9. All students upon entry to a dance or prom will be subject to Breathalyzer testing.

**IT IS THE HOPE OF ALL GHS SCHOOL PERSONNEL THAT OUR STUDENTS HAVE A SAFE AND HAPPY PROM NIGHT.**

## **DRUG SCREENING PROGRAM**

GHS reserves the right to randomly drug screen individuals who participate in athletics and student drivers. This screening process is used to foster a safe and productive environment.

The student will be called to the main office on the day of the screening. A professional organization will process our specimen that was gathered from our testing procedures. Students will be notified of the results within seven school days of the results being returned to the GHS administration.

If there is a positive screen for drugs, the following procedures will be followed:

Per our Parent Guide, GHS Student Handbook, and Athletic Code all rules apply: Any athlete or cheerleader testing positive for drug, tobacco or alcohol use will be prohibited from participating in athletics or practice for 15 days or until a second drug test is given and a negative result is obtained, whichever event occurs last. This is in addition to penalties imposed under the Athletic Code.

The only exception to the rule is for student drivers. There will not be a loss of driving privileges if the result is ONLY positive for tobacco. The student will, however, enroll in the next TEG (Tobacco Education Group) within thirty days. If the student does not enroll in the TEG program, then their driving privileges will be suspended for 15 days. If the tobacco violation is for an 18-year old driver, then no consequences will be assigned.

**GREENCASTLE COMMUNITY SCHOOL CORPORATION RESERVES THE RIGHT TO DRUG TEST AND TO GIVE ANY APPROPRIATE ALCOHOL OR DRUG SCREEN TEST TO ANY STUDENT WHO AT ANY TIME EXHIBITS BEHAVIOR OR APPEARANCE THAT ESTABLISHES**

**REASONABLE OR SUSPICION TO SUGGEST DRUG, OR ALCOHOL USE.** Students will be notified of the results within seven school days of the results being returned to the GHS administration. As per our parent Guide: If the test comes back positive this will result in commencement of Expulsion proceedings: Tiger Cub Code 19. **Refusal to give a sample will be treated the same as a positive test result.**

## **STUDENT CONDUCT DISCIPLINARY CONSEQUENCES**

Although a student may be suspended or expelled for any of the enumerated grounds set forth above, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, unless the school administration determines the rule violation or misconduct, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines table set forth below. However, in no case shall the disciplinary sanction exceed the maximum penalty allowed by **IC 20-33-8**.

Definitions used in the guidelines shall be the same as set forth above or in the Student Conduct Disciplinary Consequences Guidelines (“guidelines”). In the event of any conflict in the definitions in the guidelines below or the above text concerning Student Behavior, the text will control.

The school administration shall determine how conduct which may fall within more than one guideline category may be classified for disciplinary purposes. **The school administration may also take into consideration the relative seriousness of the actual conduct and the number, timing, and seriousness or prior misconduct or rule violations in determining whether to follow the suggested disciplinary penalty, or to impose a lesser or greater sanction than that provided by the guidelines.**

### **TIGER CUB DISCIPLINE GUIDELINES**

**Detention** (Tuesday, or Thursday from 3:20 to 4:20 pm)

**Wednesday School** (3:20 to 6:20 pm on Wednesday)

**ACC** = Alternative Classroom Center (in office area across from Assistant Principal Office)

**OSS** = Out of School Suspension (Students will not receive credit for any work missed during this time)

**GRASP** = Mandatory for any OSS for students under the age of 18. Students will receive credit for their worked missed. **G**enerating **R**esponsibility **A**lternative to **S**suspension **P**rogram

**Maximum of GRASP Assignments** = 2 assignments of a GRASP penalty or total of 10 Days is all that is allowed. A 3rd GRASP penalty will result in Rec Exp.

**Balance of GRASP** = The total from previous assignments from the 10 maximum days.

**Rec Exp** = Recommended Expulsion

### **GREENCASTLE HIGH SCHOOL – EXPULSION\***

Physical Attack or Abuse/Attempted Abuse of a Staff Member or Student	10 OSS Recommend Expulsion
Threatening To Inflict Injury Upon a Staff Member or Student	10 OSS Recommend Expulsion
Use Of, Threatening To Use Or Possession of a Weapon	10 OSS Recommend Expulsion

Use/Possession/Transfer of Drugs/Alcohol/Paraphernalia	10 OSS Recommend Expulsion
Arson	10 OSS Recommend Expulsion
Setting Off Fire Alarm	10 OSS Recommend Expulsion
Battery/Attempted Battery/ Certain Sexual Harassment Cases	10 OSS Recommend Expulsion
Possession of Explosives/Fireworks	10 OSS Recommend Expulsion
Extortion	10 OSS Recommend Expulsion
Organized Disruption	10 OSS Recommend Expulsion
Habitual Misbehavior	10 OSS Recommend Expulsion
Bullying	10 OSS Recommend Expulsion
Firearm to school	10 OSS Recommend Expulsion

## OTHER GUIDELINES

School Administration reserves the right to alter the steps of progressive discipline as they see fit in compliance with Indiana Code 20-33-8.

Violation	1st Report	2nd Report	3rd Report
1. Rude Conduct, Unacceptable Language to other students, Public Display of affection. PDA	Detention	1-2 Wednesday Schools	2-3 Wednesday Schools
2. Excessively Rude or use of unacceptable language or actions, defiance, misrepresentation or insubordinate to any school personnel.	2 Wed Schools to 5 Grasp	3 Wed Schools to 3 to 5 Grasp	Balance of Grasp & Rec Exp
3. Failure or refusal to identify yourself to any school personnel	2 Wednesdays Schools	3 Wed Schools or 3 to 5 Grasp	Balance of Grasp & Rec Exp
4. Physical attack or assault on another student or any school	10 Days Grasp / OSS, Rec Exp, Police Report Filed		

personnel*			
5. Physical Altercation, Fighting.* or Video recording or transmitting images of a verbal or physical altercation.	3-5 Grasp / OSS Police Called	5 Days Grasp / OSS Police Called & Rec Exp	
6. Physical Altercation, Pushing/Shoving, etc. Not fighting.	2-3 Wednesday Schools to 2-4 Grasp / OSS may call Police	2-5 Grasp / OSS, may call Police,	Balance of Grasp / OSS, Call Police may Rec Exp
7. Writing/ Turning in fictitious attendance notes / Dr.'s Notes, Phone Calls, Lying, Forgery	2 Wed Schools	3-5 Grasp	Balance of Grasp / OSS & Rec Exp
8. Leaving class without permission/failure to sign in/out at attendance office, or violating the Closed Campus Policy	1 Detention or 1 Wednesday School	2-3 Wednesday Schools	3-4 Wednesday Schools or 2-5 Grasp
9. Threats / Harassment in any form to students, Bullying*	1-3 Wednesday Schools or 2-10 Grasp, and may Rec Exp	2-10 Grasp and may Rec Exp	Balance of Grasp / OSS & Rec Exp
10. Threats / Harassment to school personnel, Bullying*, <b>refusing to cooperate with an investigation</b>	3-10 Grasp / OSS and may Rec Exp	10 Grasp / OSS & Rec Exp	
11. Improper conduct in cafeteria.	Clean-up Cafeteria or Lunch Detentions or Detention	1-3 Wednesday Schools	3 Wednesday Schools / 2-10 Grasp
12. Disruptive in halls, office, school grounds, extracurricular activities, off limits	1-3 Detentions or 1-3 Wednesday Schools	1-3 Wednesday Schools or 2-5 Grasp	3-Wednesday Schools or 3-10 Grasp and may Rec Exp
13. Classroom disruption, talking, misbehavior	1-3 Detentions or 1 Wednesday School. If related to internet or network : loss of privi- lege level	2-3 Wednesday Schools. If related to internet or network: loss of privilege level	3 Wednesday Schools or 2-5 Grasp & Possible WD from Class

<p>14. Misuse of internet, network, school issued device.</p>	<p>1-3 Wednesday Schools to 2-10 Grasp, and may Rec Exp: loss of privilege level</p>	<p>2-10 Grasp and may Rec Exp: loss of privilege level</p>	<p>Balance of Grasp / OSS &amp; Rec Exp: loss of privilege level</p>
<p>15. Not prepared, not bringing classroom materials, not completing assignments (including P.E. no dress)</p>	<p>1st , 2nd - Warning, 3rd - Detention, 4th - 2- Detentions per class</p>	<p>5th , Wednesday School 6th, 2-3 Wednesday Schools per class</p>	<p>7th - Withdrawn F for class for that semester, Placed in study hall for the rest of that semester.</p>
<p>16. Academic Dishonesty, Cheating, Plagiarism (See Definition) <b>Page # 33</b></p>	<p>Zero on assignment, quiz, Test, project. And/or Detention or Wed School, per class</p>	<p>Zero on assignment, quiz, Test, project. And/or Detention / 3-Wed Schools, per class</p>	<p>Loss of credit from class, Placed in study hall/WF per class</p>
<p>17. Driving / Parking lot violation</p>	<p>Warning to 2 weeks out of Lot</p>	<p>2 weeks out of lot or 2 Wednesday schools or both</p>	<p>Loss of privileges semester or rest of year &amp; 3 Wed School</p>
<p>18. Possession, transfer or use of smoking or chewing tobacco or any nicotine delivery device or e-cigarette or vaporizer.*</p>	<p>Enrollment in TEG program &amp; Police Called &amp; 3-5 Grasp</p>	<p>Enrollment in TEG program &amp; Police Called &amp; 5-10 Grasp</p>	<p>Balance of Grasp / OSS &amp; Rec Exp</p>
<p>19. Alcohol or Drug use, possession, transfer, or under the influence, or "look-alike" substance. Possession of drug paraphernalia.* Testing positive for any of the above substances. Refusing to provide a test sample.</p>	<p>5-10 Grasp / OSS &amp; Rec Exp Police Called</p>		
<p>20. Possession/Use/threat with deadly weapon other than firearm /including firearms. (Knives are not permitted at school)*</p>	<p>10 Grasp / OSS &amp; Rec Exp</p>	<p>Please note possession of a firearm at school will result in a minimum of an expulsion for one calendar year expulsion with the student not eligible to</p>	<p>return to school until the beginning of the first semester following the one year expulsion, unless the expulsion is modified after review by the Superintendent.</p>

21. Firecrackers and other explosives, Stink bombs Etc.*	5-10 Grasp / OSS and may Rec Exp	Balance of Grasp / OSS & Rec Exp	
22. Vandalism, Intentional*	Restitution & 2-10 Grasp / OSS & Police Called	Restitution & Balance of Grasp / OSS & Rec Exp & Police Called	
23. Vandalism, Neglect	Restitution, 2-3 Wednesday School	Restitution, 3 Wednesday Schools, 2-5 Grasp.	Balance of Grasp / OSS Rec Exp
24. Theft*	Restitution / 3-10 Grasp/ Police Called	Restitution / Balance of Grasp / OSS/ Rec Exp	
25. Failure to successfully complete ACC	2-3 Detentions or 1-2 Wednesday Schools	2-3 Wednesday Schools or 2-3 Grasp/OSS	3 Wednesday Schools or Balance of Grasp / OSS
26. Refusal to serve or successfully complete detention	1 Wednesday School	2-3 Wednesday Schools	3 Wednesday Schools or 2-5 Grasp/OSS
27. Refusal to attend or successfully complete Wednesday school.	Make-up WS + 2 More additional WS	Make-up WS +3 More additional WS	
28. Unauthorized / Inappropriate Use of Cell Phone, Laser Pointers, Headphones / any other electronic device	Confiscate from student. Parents/guardian must pick up item during school hours 7:45 – 3:15pm	Parent/Guardian may choose either: Suspension/GRASP or Return Phone at the end of the school year	Suspension/GRASP and phone returned to parents/guardian during school hours
29. Bus Infractions	Discipline will be determined by severity of act	2-weeks off of Bus / 1-3 Wednesday Schools	Loss of Bus Riding Privileges / 3 Wednesday Schools / 2-5 Grasp
30. Tardies	1st , 2nd - Warning, 3rd - Detention, 4th - 2- Detentions per class	5th , Wednesday School 6th, 2-3 Wednesday Schools per class	7th - Withdrawn F for class for that semester, Placed in study hall for the rest of that semester.
31. Truancy, including missing 15 minutes or more of any class, or signing in late to school	1-2 Wednesday Schools	2-3 Wednesday Schools and Educational Neglect Charges Filed	Withdrawn from an individual class where truancy exists with a W/F; Educational Neglect Charges to Proba-



			tion and 2-5 Grasp
32. Sexual Misconduct or found in the restroom of the opposite gender.	2-5 Grasp / OSS	Balance of Grasp / OSS and may Rec Exp	Rec Exp
33. Refusing to wear ID or not having ID	1st, 2nd – warning by teacher and sent to purchase new ID 3rd – Detention (purchase new ID)	4th – Wednesday school (purchase new ID) 5th – 2 Wednesday schools (purchase new ID)	6th – 3 Wednesday schools (purchase new ID) 7th -- Referred to GRASP
34. Refusing to cooperate with an investigation	1-3 Wednesday Schools to 2-10 Grasp, and may Rec Exp	2-10 Grasp and may Rec Exp	Balance of Grasp / OSS & Rec Exp
35. Creating a nuisance	1-3 Wednesday Schools to 2-10 Grasp, and may Rec Exp	2-10 Grasp and may Rec Exp	Balance of Grasp / OSS & Rec Exp
36. Habitual Offender: To be Determined by the principal or their designee	GRASP/OSS and may Rec Exp	Balance of GRASP/ OSS and Rec Exp	
37. Max Out Wednesday Schools	When a student accumulates a total of 6 Wednesday Schools, He/she will no longer receive the Wednesday School Penalty. The next Wednesday Violation will result in <b>1.) 3 Days Grasp 2.) 5 Days Grasp 3.) 10 OSS and Rec Exp</b>		

- This chart does not encompass all potential violations of the Disciplinary Code. Known facts of a violation may alter the final penalty assessment. It is always appreciated when students are honest and “Own the Violation” at the onset of the inquiry which may result in the lesser penalty for the offense.
  - Please note that the administration can/will be able to pull work permits of students under age 18, and will submit to the BMV notice of ineligibility for driving privileges (for at least a 120 day period and up to age 18) for 2 OSS penalties.
- \* Note Law Enforcement Officials are contacted for most violations in these categories labeled with a (\*) and will be contacted on any other instances when deemed necessary.

## **DISCIPLINE CODE DUE PROCESS**

The following due process procedures will be followed:

Any GHS school personnel (faculty, staff, etc.) can write a discipline code report on a student in the high school. Anyone writing a report is encouraged to communicate with the parent or guardian

about their student's discipline issue. The report will have a recommended discipline code number included and be given to the principal, assistant principal or their designee. The principal or assistant principal will call the student in, inform the student of the alleged misconduct or rule violation, provide the student with a summary of the administration's evidence if the charges are denied, give the student the opportunity to explain his or her conduct either orally or in writing, apply the appropriate penalty code, and counsel the student on changing their behavior. If the student appeals the penalty, it will be to the principal and follow, if applicable, the due process procedures required for student suspensions or expulsions.

The following due process will apply to student suspensions in accordance with

**IC 20-33-8-18:**

1. Except where the misconduct requires immediate removal of a student a meeting will be held before the suspension where the student is entitled to:
  - a. a written or oral statement of the charges;
  - b. a summary of the evidence against the student, if the charges are denied; and
  - c. an opportunity to explain the student's conduct.
2. When the misconduct requires immediate removal of a student, the meeting described above will begin as soon as reasonably possible after the student's suspension.
3. Following the suspension, the student's parent will be provided a written statement to the parent that describes:
  - a. the student's misconduct; and
  - b. the action taken.

**DUE PROCESS TO BE AFFORDED PRIOR TO AN EXPULSION**

1. The Principal or designee will provide informal due process required as described above.
2. The Superintendent or designee will appoint an expulsion examiner. When requesting the appointment of an expulsion examiner, the principal must state the reason, if any, for requesting that the expulsion examiner state that the continued suspension pending the expulsion meeting is necessary in order to prevent or substantially reduce the risk of (1) an interference with an educational function or school purpose; or (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. The student's parent will be issued a notice of the right to appear at an expulsion meeting. This notice must be delivered in person or by certified mail to the student and the student's parent and must include the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. The Expulsion Examiner will schedule and hold an expulsion meeting if one is requested.
5. The Expulsion Examiner will either prepare a written summary of the evidence presented at the expulsion meeting, including the disciplinary action determined to be appropriate, or tape record the expulsion meeting.
6. The Expulsion Examiner will issue a notice of the action taken to the student and the student's parent.
7. The Expulsion Examiner will inform the parent and student of the right to request an appeal before the school board (unless the right to contest the expulsion has been previously waived or forfeited) and of the procedures applicable to the appeal. A request for an appeal must be submitted by the student or the student's parent, in writing, to the school board within 10 calendar days of receiving the notice of the action taken.
8. The school board will review the expulsion (if the request for an appeal is not denied).

# **V. CO- & EXTRA-CURRICULAR ACTIVITIES**

Only extra-curricular activities approved by the School Board will be permitted to operate at Greencastle High School. Participation in extra-curricular events and competitions is a privilege and not a right. Participants appear both to their fellow students and the public as representatives of the school. As a consequence, good conduct is required for continued participation in extra-curricular events.

Any student involved in extra-curricular activity who is placed on court-ordered probation or exhibits behavior unbecoming to a student leader, MAY not be eligible to attend or participate in that ECA's scheduled events and/or functions as part of the group or team until the coach, advisor, leader, etc. meets with the administration and the student with his/her guardian to determine the level of participation. This shall be based on similar percentages and criteria outlined for student-athletes. Due to the nature of co- and extra-curricular activities, participation will be based on contests, performances, outings, etc. In the case of a student-athlete, any penalty imposed under the GHS Athletic Code shall be served concurrently with this probation exclusion.

- A. **Art Club:** The organization is for students interested in creative work and promoting art through the school and community. Membership is open to all students. Activities include a spring art show, field trips, and gathering supplies for the department.
- B. **Latin Club:** This club is dedicated to promoting the study of Latin and classical humanities. Activities vary from year to year.
- C. **French Club:** Enables students to learn more about the French language and culture. Membership includes students currently enrolled in French classes who pay the annual membership dues.
- D. **Spanish Club:** Promotes interest and understanding of Spanish and Spanish-speaking peoples and their cultures. Membership includes students currently enrolled in Spanish classes who participate actively in club activities and pay the annual membership dues. Short committee meetings are held before or after school. Activities include participation in GHS International Night, field trip, Spanish contests, and fundraising for needs in Latin America.
- E. **Key Club:** Promotes and develops leadership, school spirit, community-school relationships, and character. Activities include activities of local sponsor, the Kiwanis Club; Civic League Clean-Up; fundraisers for charities; help for the homeless; and helping with other activities and charities.
- F. **Library Media Center Advisory Group:** Encourages an interest in reading, promoting books and activities in the LMC, and planning ways to increase student use of the LMC. Activities may include discussing books, assisting with book purchases for the LMC, and planning special LMC activities. Membership is open to all students, but is especially recommended to students who enjoy reading.
- G. **Student Council:** Represents GHS students from the respective classes at Student Council meetings. The council works closely with the administration and students in promoting good citizenship, acts as a clearing house for student concerns, provides opportunities for the development of leadership skills, and coordinates various student traditions. Members are elected after petitioning their respective class. Four members are elected from each class. Students may also become part of the Student Council by securing recommendations from teachers and community members. There is an attendance requirement for meetings.
- H. **Science Club:** Offers students interested in science an opportunity to participate in various science activities and experiences beyond those of the regular classroom. Membership is open to any high school student interested in science. Activities include field trips, opportunity to participate in science fair projects, demonstrations, speakers, and films.
- I. **International Thespian Society/Drama Club:** Establishes and advances standards of excellence in all phases of theater arts, which aims to create an active and intelligent interest in theater arts in our curriculum. To earn membership in Thespians a student must earn 10 points by working the theater, pay the international and local dues, and be initiated. Activities include fall musical, spring show, initiation banquet, and other theatre related activities.
- J. **Drama Club:** Is a theater group for those students who have paid dues and are working to

achieve the status of Thespian but have not yet earned enough points.

- K. **Diversity Club:** Represents GHS Students from a variety of backgrounds, beliefs and understandings. Activities include creating events around cultural awareness, diversity of all types, and acceptance of others. Club creates signage and distributes information on these topics as well as hosts different events to promote tolerance and acceptance.
- L. **Debate Club:** This club competes against other school debate clubs in Speech and Debate. The club develops research, debate, and public speaking skills.

## VI. PUBLICATIONS

- A. **The Ink Pot:** The school newspaper is called the Ink Pot. The paper contains both school news and stories of interest concerning personalities around the school. The journalism class is responsible for the Ink Pot.
- B. **The Minaret:** The school yearbook is the Minaret. Various phases of school in any particular year are pictured and told about in each year's Minaret. Orders for the yearbook are taken in the fall and winter months. The Minaret is distributed after school convenes in the fall.

## VII. HIGH SCHOOL BAND

The main purpose of the Greencastle High School band is to teach music to the students enrolled in the class. Of course, there are many more things that the students do other than "learn to understand, play, and appreciate music." The band throughout the year is called on by the school and the community to perform at many various functions, which adds an important performance aspect to music education.

In order to have the Greencastle High School Band operate effectively and efficiently, certain guidelines must be followed. All students in the band will be expected to be at all rehearsals and concerts (performances). The director may excuse a student from a rehearsal (without penalty) if a written note is received a reasonable time before the rehearsal. Performances, because of the importance of the individual, and because aesthetically and educationally they are the final product, are required. Of course, death in the family, illness, and situations of the same magnitude may be excused if the director knows about the situation ahead of time. Jobs, parties, trips, and other "social events" will not be excused.

The band is a class in school - but it is also an organization. This fact dictates to the director and the band students the importance of uniformity and discipline. It is important for the band (while in the public's eye) to maintain a sense of dignity and pride and to always appear as part of the organization. Anything in terms of uniform codes (hair, shoes, neat and clean uniform, jewelry, etc.) must be as the title implies - uniform. Failure to meet these codes will result in a lowered grade for the performance (depending on the infraction of the rule) and will put the student on a probationary basis for performances with the band. In short - in performance - the total organization is more important than the individual.

Band students are rewarded for their many hours of hard work, not only by the recognition that they receive at performances, but by the friendships established in band, and by the honors won (medals) from contests. The Greencastle High School Band letter can be earned by being in band at least five semesters and by participating in solo and ensemble contest at least two years.

Upon completion of band, all students not continuing in band must return all of the school equipment when their final semester is completed. This includes music, flip folders, instruments, uniforms, etc. Failure to do this will result in a written memo from the director (copy sent to the principal); and then, if the equipment is still not returned, a letter to the principal, superintendent, and parent of the child who is delinquent in turning in the equipment. It is the intent of the band in our high school to provide the best quality education in the field of instrumental music and to enjoy our experience of learning about our instrument, playing it, and having others hear us perform.

# VIII. ATHLETIC PROGRAMS & PHILOSOPHY

The high school athletic program offers nineteen different sports to all eligible men and women. Greencastle High School competes in the West Central Conference. Please be aware that guidelines are subject to updates and changes throughout the year.

Football, Cheerleading, Boys' and Girls' Cross Country, Boys' and Girls' Soccer, Boys' Tennis, Girls' Volleyball, and Girls' Golf are offered in the Fall.

Winter offers Boys' and Girls' Basketball, Cheerleading, Boys' and Girls' Swimming & Diving, and Boys' Wrestling.

Baseball, Boys' and Girls' Track & Field, Boys' Golf, Softball, and Girls' Tennis dominate the spring activities.

The Letterman's Club at Greencastle High School is called the "G" Club. Anyone who has earned a varsity letter is eligible for membership in this organization. (See the club section of this book.)

An athlete takes part in GHS sports for the benefits one can derive from participation. Any award or recognition the athlete may receive during playing days should be considered, by the athlete, as an unexpected enrichment of the athletic experience not as a payment for playing. The personal payment is in the participation and the privilege of playing in a program of a great institution, Greencastle High School.

The primary purpose of the athletic program at Greencastle High School is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that athletics in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The athletic program is an integral and important part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations as the role demands that the individual make sacrifices not required of others.

In addition to the rules and regulations covered in the student handbook, athletic participants are also governed by the Greencastle High School Athletic Code.

## IX. ATHLETIC CODE

1. The rules and regulations of this code shall apply to players, managers, cheerleaders and statisticians for any violations on and/or off school premises during the season of participation and out of season. "Out of season" is defined as 12 months a year during the athlete's high school career. A student becomes an athlete for the remainder of his/her high school career, the first day of practice of his/her first sport. No student who is suspended or expelled from school may participate in athletics during the period of suspension or expulsion.
2. IHSAA rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and IHSAA regulations.

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least five full credit subjects or the equivalent and must be currently enrolled in at least five full credit subjects or the equivalent. Semester grades take precedence. Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the

Department of Education. Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class.

3. No athlete may quit one sport and turn out for another after the season has begun without the mutual consent of both coaches.
4. No athlete may miss a team practice or competition, without prior consent of the coach, to participate in an out-of-school sponsored practice or event. This includes AAU, travel teams, etc. Disciplinary action will result after consultation with coach and athletic director.
5. An athlete who wishes to participate in more than one sport in the same season must declare a primary sport and gain written permission from all the coaches involved and file this with the athletic director. The athlete is responsible for following all team rules, practices, and contests for each team he/she is a member, unless special arrangements are made with the coaches involved. The criteria for earning a letter will not be modified. If special arrangements have been made for the athlete, they must be written and signed by the athlete and the involved coaches, and placed on file with the athletic director. If the athlete quits or is cut from one team, all special arrangements immediately become void.
6. Athletes must travel to and from contests in transportation provided by the school. The exceptions are (a) injury to a participant that would require alternate transportation; (b) prior arrangement between the participant's parent/guardian and the coach for the participant to ride with the parent/guardian.
7. The following types of student conduct shall constitute grounds for disciplinary action:
  - (a) Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school or athletic purposes, or urging other students to engage in such conduct.
  - (b) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property or an individual's equipment and property.
  - (c) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person, official, coach, spectator or member of an opposing team, which interferes with school or athletic purposes.
  - (d) Blatant displays of unsportsmanlike or undesirable conduct or behavior involving obscene language, obscene gestures, indecent exposure that reflects discredit upon the school, or creates a disruptive influence on the discipline, good order, moral or educational environment of the school or athletic department.
  - (e) Knowingly possessing, using, transmitting or being under the influence of any tobacco, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physical is not a violation of this rule.
  - (f) Engaging in the unlawful selling of narcotics or other violation of criminal law, which constitutes a danger to other students or constitutes an interference with school purposes or an educational activity.
  - (g) Engaging in any activity forbidden by the laws of the state of Indiana, which constitutes an interference with school purposes or an educational or athletic function.
  - (h) Engaging in any activity involving inappropriate behavior which places the student athlete in conflict with the GHS philosophy of interscholastic athletics.

## 8. Disciplinary Categories:

### (a) Unsportsmanlike Conduct

- (1) **Class A offense:** Spontaneous acts of unsportsmanlike or undesirable conduct occurring during a contest and directed toward another person such as pushing, swearing, obscene gesture or other similar conduct.

**Penalty:** 1 game suspension for each violation: that game to be the next contest.

- (2) **Class B offense:** Unsportsmanlike conduct that is not spontaneous, indecent exposure or other such non-spontaneous undesirable conduct.

**Penalty:**

**First Offense:** Loss of 30% of all contests, regularly scheduled as the season of a particular sport. The coach will determine the practice status following discussion with the student, parents, and administration. At contests, the athlete will not be allowed to dress, ride on the bus, stand or sit with the team during suspension time. If the full 30% cannot be served in the sport the incident occurred, then the remaining percent will be applied to the next sport played. This means that if only 20% of the suspension can be served in the current sport, then the remaining 10% would be calculated in the next sport played. For purpose of this computation, any IHSAA sponsored tournament that occurs after the regularly scheduled season will count as one regularly scheduled contest. Computation of suspended games will be rounded down.

**Illustration:** A student participates in basketball and baseball. Basketball has 19 regularly scheduled contests plus one post-secondary tourney. Baseball has 29 regularly scheduled contests plus one post-season tourney. The student commits a Class B offense with 3 regular season games remaining in the basketball season. The post-season IHSAA tourney will count as one game. The computation of the suspension period is as follows:

Basketball has 19 regularly scheduled contests and 1 post-season IHSAA tourney for a total of 20 contests.  $20 \times 20\% = 4$  contests. The student is suspended for 4 contests which is 20%. Baseball has 29 regularly scheduled contests and 1 post season IHSAA tourney for a total of 30 contests.  $30 \times 10\% = 3$  contests. That student is suspended for the first 3 contests which is 10%. The total suspension is 30% (basketball 20% and baseball 10%)

**Second offense:** One-year suspension of all athletic privileges.

- (3) **Class C offense:** Violence directed at any person, official, coach, spectator or member of an opposing team.

**Penalty:**

**First offense:** Loss of 50% of all contests, regularly scheduled as the season of a particular sport. The coach will determine the practice status following discussion with the student, parent and administration. **In case of extreme breach of conduct or at the discretion of the administrator, or coach, some disciplinary measures may be bypassed, and a more severe discipline imposed.** At contests the athlete will not be allowed to dress, ride on the bus, stand or sit with the team during suspension time. If the misconduct occurs when less than 50% of such contests remain during the regularly scheduled season, then the suspension will continue to the next sport in which the student participates, until a cumulative suspension of 50% of contests in each sport is completed. For purposes of computation, any IHSAA sponsored tournament that occurs after the regularly scheduled season will count as one regularly scheduled contest. Computation of suspended games will be rounded off down. See above illustration for example.

**Second offense:** One-year suspension of all athletic privileges.

(b) **Substance Abuse**

The Greencastle Community School Corporation's Drug Testing Program and penalties outlined in that program will be consistent and coordinated with the Greencastle High School Athletic Code. Therefore:

**Penalty:**

**First Offense:** A minimum of 15 day suspension beginning on the date of notification to student athlete and parents. No practice will be allowed during the suspension. At contests, the athlete will not be allowed to dress, ride on the team bus, stand or sit with the

team during the time of suspension. If the offense occurs when less than 15 days remain during the season, then the suspension will continue to the next sport in which the student participates until a cumulative suspension of a minimum of 15 days is completed. The student athlete must enroll in the SAP. Upon receiving a negative result from the student athlete's next drug test, the student athlete may re-enter the athletic program. Once the student has re-entered the athletic program, IHSAA By-Law Rule C-9-14c pertaining to required practices following an absence must be adhered to before the athlete is eligible for interscholastic competition.

**Second Offense:** One-year suspension (365 calendar days) and loss of all athletic privileges.

**SAP Program:** The Greencastle Community School Corporation has a Student Assistance Program (SAP) in place for student athletes who have violated the substance abuse portion of the Athlete Code. The student athlete will follow the recommended program of an ICAADA certified chemical addictions therapist. Failure to initiate, enroll, and follow the complete and approved rehabilitation/therapy program will cause a one-year suspension from athletics and loss of all athletic privileges. Parents must bear all financial obligations of the SAP.

(c) **Theft/Vandalism**

In all instances involving theft/vandalism the minimum penalty (Class B Offense) shall be enforced with the possibility of further action being taken once the amount of theft or restitution has been established.

(1) **Class B offense:** Theft or vandalism resulting in less than \$100 loss or damage.

**Penalty:**

**First offense:** Loss of 30 % of all contests regularly scheduled as the season of a particular sport. The coach will determine the practice status following discussion with the student, parents and administration. At contests, the athlete will not be allowed to dress, ride on the bus, stand or sit with the team during the suspension time. If the offense occurs when less than 30% of such contests remain during the regularly scheduled season, then the suspension will continue to the next sport in which the student participates, until a cumulative suspension of 30% of all contests in each sport is completed. For purpose of this computation, any IHSAA sponsored tournament that occurs after the regularly scheduled season will count as one regularly scheduled contest. Computation of suspended games will be rounded off down. See illustration 7(a) 2 for example.

**Second Offense:** One-year suspension of all athletic privileges.

(2) **Class C Offense:** Theft or vandalism resulting between \$100-\$500 loss or damage.

**Penalty:**

**First Offense:** Loss of 50% of all contests regularly scheduled as the season of a particular sport. The coach will determine the practice status following discussion with the student, parents and the administration. At contests the athlete will not be allowed to dress, ride on the bus, stand or sit with the team during the suspension time. If the offense occurs when less than 50% of such contests remain during the regularly scheduled season, then the suspension will continue to the next sport in which the student participates, until a cumulative suspension of 50% of contests in each sport is completed, for purposes of computation, any IHSAA sponsored tournament that occurs after the regularly scheduled season will count as one regularly scheduled contest. Computation of suspended games will be rounded off down. See illustration of 7(a)2 for example.

(3) **Class D Offense:** Theft or vandalism resulting in excess of \$500 loss or damage.

**Penalty:**

**First Offense:** One-year suspension and loss of all athletic privileges.



**Second Offense:** Suspension from the athletic program during the remainder of the student's high school career.

**(d) Inappropriate Behavior**

Inappropriate behavior not specifically covered in this policy.

**Penalty:** Each circumstance will be considered independently and disciplinary action will be administered by the GHS Administration.

**Self-Referral Program:** Applies to first time offenders of Class B, Class C and Class D offenses in the Theft/Vandalism Disciplinary Categories and first time offenders of the Inappropriate Behavior Category. For the first time offender of a violation in the theft/vandalism category and the Inappropriate Behavior Category, an athlete may volunteer for a self-referral program, unless the athlete discloses conduct already reported by school officials, court officials or law officers. After the athlete voluntarily acknowledges his/her offense and agrees to the guidelines of probation, the penalty will be reduced by one half for the athlete who has committed an Inappropriate Behavior offense, a Class B or a Class C offense, while the penalty will be reduced to 50 percent of all contests of all seasons within one year's time for the athlete who has committed a Class D offense. The probation guidelines are: (1) The athlete must be present for 99 percent of the school days. (2) The athlete must pass all subjects he/she is enrolled in during the school year. (3) The athlete must have zero "O" behavioral referrals to the office. (4) The athlete must participate in all practice activities prescribed by the coach of his/her sports team.

Failure to comply with the conditions of probation will be cause for the full penalty of the athletic code to be assessed against the athlete.

**9. Disciplinary Management:**

- (a) Suspension will be carried over from one sport to the next if the entire suspension has not been served. (This includes carry over from Spring to Fall.)
- (b) There will be 0 participation points given towards an athletic award for athletes serving a suspension, except when that suspension season is in a carry-over sport. The athlete may be eligible to be awarded the customary points earned.
- (c) Any athlete serving an athletic suspension (excluding Class A offenses and certain inappropriate behavior offense) for any part of the season is not eligible to letter in that sport, except when that suspension is in a carry-over sport. Then the athlete will be eligible to letter.
- (d) Greencastle Community School Corporation policies on student conduct take precedence over and will be in addition to the penalties of this athletic code.
- (e) Disciplinary action for "out of season" violations will begin the next sport in which the athlete participates.
- (f) "Second Offense" refers to accumulation offenses incurred by the student athlete over the course of their high school career beginning at their date of enrollment to high school.
- (g) Violations requiring administrative action and not specifically covered under the athletic code will be dealt with as stated in the student handbook.
- (h) Before any suspension provided for under these rules shall take effect, the student shall be verbally advised by the head coach and school administrators of the alleged violations and the student will have an opportunity to explain or justify the action. It is recommended that the parent or guardian of the athlete be contacted as to this meeting.
- (i) Additional rules and regulations from the head coach must be cleared by the principal and the athletic director. Any additional rules must be in writing and on file in the school office and also in the hands of the students.

**10. School Attendance Requirements:**

- (a) A student must be in school the last half of day (1/2 day means periods 4, 5, 6, and 7) in

order to participate in a game or practice that day. An exception would be made if the student had an approved excuse. Some examples of approved absences are: doctor or dental appointments. Some examples of disapproved absences are illness, vacations and shopping.

- (b) A student who has been injured and has medical treatment cannot participate again until the date indicated by the student's doctor.
- (c) Those enrolled in Physical Education who do not participate in the school day physical education classes are ineligible to participate in practice or a game that evening.

## **X. ATHLETIC AWARD SYSTEM**

1. **The award system will have a two-fold purpose.** The purposes are to acknowledge and reward student participation in athletics at Greencastle High School. Students are encouraged to participate in more than one sport for more than one year.
2. **The recipient of an athletic award** must be a member of a varsity squad during the current season. The recipient must meet eligibility requirements at the conclusion of the season. The season must be finished with the participant in good standing. Good standing is defined being a current member of the team when the last played contest is completed. Good standing also presumes the return of all equipment in the same condition as issued or payment made for damages. Good standing also embraces the need for athletes to attend the sports banquet at the conclusion of their season unless excused by their coach.

### 3. **Earning an Award:**

(a) **Non-letter winners:** The student will receive monogram participation certificates at all levels and in all sports.

(b) **Letter winners:**

#### **Fall sports:**

**Football** - Athletes must participate in 50% of the total quarters and finish the season in good standing.

**Cross Country** - The top seven finishers based on the average of total points per meet and finish the season in good standing.

**Men's Tennis** - Athletes must play in 50% of the total matches and tournaments, and finish the season in good standing.

**Volleyball** - Athletes must play in half the games and finish the season in good standing.

**Women's Golf** - Athletes must play in half of the scheduled meets including tournaments and finish the season in good standing.

**Soccer** - Athletes must play in 50% of the scheduled halves and finish the season in good standing.

**Cheerleader** - Athletes must participate in 90% of the contests including the Jamboree and finish the season in good standing.

#### **Winter Sports:**

**Men's Basketball** - Athletes must participate in 50% of the total quarters including tournaments and finish the season in good standing.

**Wrestling** - Athletes must compete in 75% of the total matches or earn 18 individual points and finish the season in good standing.

**Men's Swimming** - Boys must earn 35 individual points and finish the season in good standing.

**Women's Swimming** - Girls must earn 35 individual points and finish the season in good standing.

**Women's Basketball** - Girls must participate in 50% of the total quarters including tournaments and finish the season in good standing.

**Cheerleading** - Cheerleaders must participate in 90% of the contests and finish the season in good standing.

**Spring Sports:**

**Baseball** - Athletes must participate in an average of 3 innings per game based on total innings, including tournaments and finish the season in good standing.

**Men's and Women's Track** - Boys and girls must average 1 point for every meet scheduled and finish the season in good standing: (e.g., 17 meets scheduled 17 points to letter).

**Men's Golf** - Boys must play in half of the scheduled meets including tournaments and finish the season in good standing.

**Women's Tennis** - Girls must participate in half of the matches including tournaments and finish the season in good standing.

**Softball** - Girls must participate in an average of three innings per game based on total innings, including tournament, and finish the season in good standing.

**Student Trainer:** In recognition of time spent and service provided, the student trainer is eligible for a sports medicine letter. The student must attend all in-service training sessions, or learn and practice the knowledge discussed if unable to attend. Student trainers are expected to be in the training room taping and treating athletes from approximately 3:00-3:30 on regular school days and attend practice from 3:30-5:00 (92% attendance). Athletes must attend all assigned events and be available for pre-game preparation (absence must be cleared by athletic trainer and coach). Athletes must follow the student trainer guidelines as to policies, duties and attire.

Awards may be presented to players injured in practice for the sport or during the contest of the sport thus becoming unable to complete the season.

Transfer students from another school district who are placed on a varsity squad during the course of a season will have their athletic experience from their previous school evaluated for equivalence to prevailing requirements for an award.

Any athlete who participates four (4) years in a particular sport shall receive a letter in that sport if he/she has not lettered previously in that sport.

Succeeding letters: Only one letter will actually be awarded to any athlete. This letter will be the first one he/she earns. Thereafter, the student will receive a letter certificate.

In cases not covered by this policy, coaches may present the individual situation to the Athletic Director and the Principal for award consideration.

**4. Letter Jacket:**

(a) The student must display the letter on either a purple or gray, school jacket. Athletes must purchase their own jacket.

(b) In order to purchase a school jacket, an athlete must letter in at least one Varsity Sport.

**5. G-Blanket Award:** To be eligible for the blanket award, a student must have earned nine varsity letters. No mascot or statistician awards shall count towards a blanket. The Booster Club shall purchase this award.

**6. Team Championship Patches:** Athletes participating, and finishing in good standing, on a team that has won conference, county, sectional, regional, semi-state, or state championships shall receive a patch commemorating that championship. Regarding the state tourney series, only one patch will be awarded per state tourney series.

## 7. Other Athletic Awards:

(a) **Outstanding Athlete Awards:** The Greencastle All-Sports Booster Club presents a trophy to the outstanding athlete in all varsity sports. Only one award per sport will be given. The award shall be called the "Outstanding Athlete Award." The awards are presented at each banquet. Following are the criteria for that award: Athletic ability, 50%, Scholarship, 30%, and Mental Attitude, 20%.

The Greencastle All-Sports Booster Club presents a special varsity spirit trophy for a cheerleader in fall and winter seasons to be presented at the fall and winter banquets. Criteria for this award are: spirit, participation, leadership, attitude, extra effort, and citizenship. The cheerleader coach will determine the recipient. Only one cheerleader award will be given for each season. The award shall be called the "Outstanding Cheerleading Award."

# XI. CHEERLEADER SELECTION

1. **Tiger Mascot:** One Tiger will be selected to represent Greencastle High School.
2. **Men's and Women's Sports:** Cheerleading selections are divided into two seasons, Competition/Fall and Winter. Fall teams will cheer for football. Winter teams will cheer for both men and women's basketball. At the junior varsity and freshmen level only home games and tournaments will be attended by cheerleaders.
3. **Selection Committee:** Cheerleader sponsors will select their squads. The athletic code and award system will apply to all the above listed squads and squad members.