



**Student Handbook**  
**Greensburg Junior High School**  
**2023-2024**

**Greensburg Junior High School**

505 E. Central

Greensburg, Indiana 47240

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[www.greensburg.k12.in.us](http://www.greensburg.k12.in.us)

**Greensburg  
Junior High School**

***Message from the Principal:***

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

Superintendent of schools.....Tom Hunter  
Director of Curriculum.....Tammy Williams  
Principal.....Matt Clifford  
Assistant Principal.....Tyler Roell  
Dean of Students.....Elizabeth Fry  
Athletic Director.....John Rigney  
Guidance Counselor.....Kara Scheidler  
Guidance Counselor.....Nicole Smith  
Office Secretary.....Lisa Menkedick  
Office Secretary.....Samantha Redelman  
Secretary/Treasurer.....Sue Burkhart

# **Greensburg Junior High School**

## **GCS MISSION STATEMENT**

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

## **GJHS MISSION STATEMENT**

Greensburg Junior High School will design and implement strategies to create an effective learning environment where students meet or exceed state academic standards.

## **GJHS VISION STATEMENT**

Greensburg Junior High will provide a safe learning environment which produces competent, successful citizens.

## **GJHS Schoolwide Expectations**

- Be Responsible
- Be Respectful
- Communicate Effectively

## **WELCOME**

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

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

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school corporation. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation. Additional information regarding the Greensburg Community Schools and policies can be found at [www.greensburg.k12.in.us](http://www.greensburg.k12.in.us).

## **EXPECTATIONS**

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

## **Greensburg Junior High School**

The TEACHER is expected to conduct a well-planned and effective classroom program, responsible for maintaining discipline, to establish and enforce classroom regulations that will facilitate learning and to maintain written records. The teacher has a right to obedience, to deny school privileges, assist in maintaining discipline, to enlist parental support and to take corrective measures to improve the learning atmosphere for students.

The ADMINISTRATOR is responsible for overseeing the curricular program and instruction, maintaining discipline, for being alert to correcting situations likely to promote poor citizenship, and notifying parents of serious student offenses. He/She has the right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion

### **EQUAL EDUCATION OPPORTUNITY**

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

Sonja Kolkmeier  
Assistant Principal, Greensburg High School  
812-663-7176

# **Greensburg**

## **Junior High School**

### **Fight song**

On, oh Greensburg! On, oh Greensburg!  
Fight on for your fame!  
With your colors flying high,  
We'll surely win this game.  
Rah! Rah! Rah!  
On, oh Greensburg! On, oh Greensburg!  
Fight on for your fame!  
Fight, fight with all your might,  
And win this game!  
Fight!

### **Mascot**

Pirates

### **Colors**

Royal blue & white

# Greensburg Junior High School

BOARD ADOPTED JUNE 14, 2022  
UPDATED APRIL 11, 2023 \*

## GREENSBURG COMMUNITY SCHOOLS SCHOOL CALENDAR

**2023-2024**

JULY	18	TUESDAY	Registration at Elementary School 8:00 AM-5:00 PM
JULY	31	MONDAY	Professional Day, Staff Only (No Students)
AUGUST	1	TUESDAY	<b>SCHOOL OPEN HOUSE 10:00 AM – 6:00 PM</b>
AUGUST	2	WEDNESDAY	Professional Day, Staff Only (No Students)
AUGUST	3	THURSDAY	<b>First Day of School for Students</b>
SEPTEMBER	4	MONDAY	<b>(No School)</b> Labor Day
OCTOBER	9-13	MON-FRI	<b>(No School)</b> Fall Break October 9-13
OCTOBER	16	MONDAY	<b>Classes Resume</b>
NOVEMBER	22,23,24	WED-THURS-FRI	<b>(No School)</b> Thanksgiving Break
DECEMBER	20	WEDNESDAY	Last Day of 1 <sup>st</sup> Semester
DECEMBER	21,22	THURS/FRI.	Make up days if needed
DECEMBER			<b>(No School)</b> Christmas Break (December 21 thru January 2)
JANUARY	2	TUESDAY	Professional Day, Staff Only <b>(No Students)</b>
JANUARY	3	WEDNESDAY	<b>Classes Resume for Students</b>
JANUARY	15	MONDAY	<b>(No School)</b> Martin Luther King Jr. Day <b>Make up Day if needed</b>
FEBRUARY	19	MONDAY	<b>(No School)</b> Presidents Day <b>Make up Day if needed</b>
MARCH	18-22		<b>(No School)</b> Make up days if needed
MARCH	25-29		<b>(No School)</b> Spring Break March 25-29 PROTECTED VACATION DAYS
APRIL	1	MONDAY	<b>Classes Resume</b>
* APRIL	8	MONDAY	<b>*E-LEARNING DAY</b>
MAY	22	WEDNESDAY	<b>Last Day of School for Students</b>
MAY	23	THURSDAY	Professional Day (Last Day for Staff) <b>Make up Day if needed</b>
MAY		MONDAY	<b>(No School)</b> Memorial Day
MAY		TUES THRU FRI.	<b>Make up days if needed</b>
	28,29,30,31		
JUNE	1	SATURDAY	Graduation 9:00 AM
			SUMMER SCHOOL (Dates to be announced)

\* Make-Up Days: December 21,22 January 15  
February 19, March 18,19,20,21,22  
May 23,24,28,29,30,31

SUMMER SCHOOL (HIGH SCHOOL STUDENTS ONLY)  
June – July 8:00 AM – 11:00 AM

### 9 WEEKS GRADING PERIOD

BEGINNING DATE	ENDING DATE	MID TERM REPORTS	REPORT CARDS AVAILABLE	STUDENT DAYS
AUGUST 3	OCTOBER 6	SEPTEMBER	OCTOBER 20	46
OCTOBER 16	DECEMBER 20	NOVEMBER	JANUARY 5	45
JANUARY 3	MARCH 8	FEBRUARY	MARCH 15	46
MARCH 11	MAY 22	APRIL	MAY 30	43
				<b>180 days</b>

**SCHOOL HOURS:** **HIGH SCHOOL** MONDAY THRU THURSDAY 7:55 AM-3:00 PM, **FRIDAY, LATE ARRIVAL 8:25 AM-3:00 PM**  
**JR.HIGH SCHOOL** MONDAY THRU THURSDAY 7:46 AM-3:00 PM, **FRIDAY, LATE ARRIVAL 8:16 AM-3:00 PM**  
**ELEMENTARY SCHOOL** MONDAY THRU THURSDAY 8:10 AM-2:50PM, **FRIDAY, LATE ARRIVAL 8:40 AM-2:50 PM**

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Monday - Thursday Schedule			Friday PLC Schedule	
Monday/Wednesday		Tuesday/Thursday	8:16 - 9:06	1st
HR	7:46 - 7:56	HR	9:10 - 9:58	2nd
1	8:00 - 9:28	2	10:02 - 10:50	3rd
3	9:32 - 11:00	4	10:54 - 12:24	Period 4 / Lunch
5 / Lunch	11:04 - 1:14	SEEK / Lunch	12:28 - 1:16	5th
7	1:18 - 2:46	6	1:20 - 2:08	6th
HR	2:50 - 3:00	HR	2:12 - 3:00	7th

Two-hour Delay / NWEA Testing				
Monday/Wednesday		Tuesday/Thursday	Friday	
Testing/Delay	7:46 - 9:40*	Testing/Delay	Delay	7:46 - 9:40*
Period 1	9:46 - 10:46	Period 2	1	9:46 - 10:21
Period 5/Lunch	10:50 - 1:05	SEEK/Lunch	2	10:25 - 10:58
Period 3	1:09 - 2:03	Period 4	3	11:02 - 11:35
Period 7	2:07 - 3:00	Period 6	4/lunch	11:39 - 1:09
			5	1:13 - 1:46
			6	1:50 - 2:23
			7	2:27 - 3:00

## ATTENDANCE

Students are expected to report to all classes, group meetings, lunch, assemblies, and all other assigned areas on time.

## SCHOOL DAY

On Monday, Tuesday, Wednesday, and Thursday our academic days begin at 7:46 a.m. with the first bell. The building will be open to students starting at 7:10 a.m. On Friday our academic day begins at 8:16 a.m. with the first bell. The building will be open to students starting at 7:40 a.m.

The day ends at 3:00 p.m., and students are expected to go directly to the bus waiting area or exit the building immediately unless involved in extracurricular activities.

## GUIDELINES

A student is allowed a total 10 absences from school. The parents/guardians are notified, by mail, upon 5, 7, and 10 days absences. The parent is expected to notify the school within 24 hours of any absence. The school contacts parents when absences are not reported. Failure to notify the school will result in the student being marked unexcused and truant.

Habitually absent and/or truant students, having failed to attend school as required on ten or more occasions, will be subject to referral to the Office of the Prosecutor.

In response to P.L. 90-2011, the Indiana Department of Education (IDOE) has developed the following update to the Attendance Guidelines that will be followed by GCS:

# Greensburg Junior High School

## RATIONALE

### GCS ATTENDANCE POLICIES UNDER INDIANA LAW

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

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

### HABITUAL ABSENCE

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40.”

### EXCUSED ABSENCE

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian within 24 hours of absence. (Excessive absences may require a doctor's note along with a parent call.)
- Illness verified by note from physician
- Family funeral
- Maternity
- Military-Connected Families (e.g. absences related to deployment and return)

### UNEXCUSED ABSENCE

An unexcused absence is any absence not covered under the definition of excused or exempt.

### EXEMPT

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may



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authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school administrators (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to:

<http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>.

### **TARDINESS TO CLASS**

1. Students who arrive at school after classes are in session must report to the main office for an admit slip and will be marked either excused or tardy.
2. When a student arrives late for any class after being marked present at school, he/she will receive a warning for being late to class, as outlined in the Greensburg Junior High Discipline Plan. Tardies to school count separately from warnings given for being late to class.
3. Students who have been detained by a teacher should request a pass to their next class.

### **TRANSPORTATION TO AND FROM SCHOOL**

By statute the act of going to and from school is considered a school activity and is therefore under the guidance of school policies.

### **EXCUSED FROM PARTICIPATION**

If it is necessary for a student to be excused from a classroom activity for medical reasons, the student should have a parent-signed request to give to the teacher. If the request is for an extended period of time, the student may be requested to obtain a physician's statement.

### **PASSES FOR LEAVING SCHOOL**

1. Students are expected to stay on school grounds during the school day. Permission from the office must be granted before leaving. Failure to follow the proper procedure will be considered truancy.
2. Students are expected to stay at school for lunch unless a parent-signed permission slip is on file in the main office for the student to go home for lunch.
3. Students are permitted to leave school for lunch only with their own parent. No student will be permitted to leave with another student.
4. Parents must call or send a note to the office stating the date, time, and place prior to an appointment. The student will be called to the office when the parent arrives. When the student returns to school following the appointment, they should report to the office for an admittance pass to class.

### **BUS RIDING**

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### Expectations:

1. All students must ride their assigned bus to and from school.
2. Stand in a safe location, NEVER walking near a moving bus.
3. Arrive at the bus stop 5 minutes before pick up time.
4. All school rules apply while students are at the bus stop.
5. Keep hands and feet in your own personal space at all times.
6. Follow directions from the supervisor/driver the first time the direction is given.
7. Go straight to the assigned seat, staying seated at all times. Students are only permitted to move seats when exiting the bus or with the supervisor/driver's permission.
8. Talk in a partner-level voice using school appropriate, kind language
9. Alert the driver for emergencies ONLY.
10. Ask permission to raise or lower the windows.
11. Keep your body and all personal items inside the bus while riding.
12. Keep arms, feet, books, carry-on bags etc., out of the aisle and in your own personal space.
13. Book bags with wheels should be carried.
14. All personal games, balls, toys, food, and drink etc stay contained in a bag while riding the bus.
15. If a bus is equipped with seat belts, students are required to wear them.
16. If you are experiencing problems on the bus, let the driver know during a safe time, like when the bus is not in motion.

NOTE: Indiana law specifically prohibits the possession of alcohol, tobacco, firearms, weapons, scents, matches, and lighters. In accordance with Indiana Law, it is a privilege to ride a school bus. Violation of the above expectations and regulations may result in suspension of transportation privileges.

In case of emergency and when the driver must leave the bus:

1. Stay seated
2. Do not touch emergency equipment
3. Rely on the driver's training to take care of the situation.

Proper bus conduct is expected. Surveillance cameras are installed on all school buses. There should be no reason for a student to be either late or absent from school due to lack of transportation if the rules below are followed.

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

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

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For additional information regarding the Greensburg Community School Corporation Policies, Rules, and Guidelines for safe school bus transportation please refer to our school website or contact your child's building administrators.

### **DROP/PICK UP**

Please drop off/pick up all students on the school curb side of Central Avenue (as the circle drive will be closed for this school year) or East of the intersection of Lathrop and North St. Do not drop off/pick up students in the bus lot on North Street.

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**Behavior Location Matrix**

<b>GJHS School Goal</b>	<b>Arrival/Dismissal</b>	<b>Technology</b>	<b>Hallways &amp; Stairs</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult instruction.</li> <li>Walk directly into the building using the sidewalks.</li> <li>Arrive no earlier than 7:10 and sit in a designated area.</li> <li>Reflect before responding to adult redirection.</li> <li>Find a seat and stay in it.</li> </ul>	<ul style="list-style-type: none"> <li>Follow Responsible Use Guidelines and any additional adult instructions.</li> <li>Keep equipment free from food, candy, drinks, and vandalism.</li> <li>Keep device bag in your personal space using gentle motions to place bag in appropriate places.</li> <li>Store and transport device and charger together in district provided case.</li> <li>Device name labels and barcodes stay on the device.</li> </ul>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult instruction.</li> <li>Walk in a safe manner on the right side.</li> <li>Keep hallways dry and sanitary.</li> <li>Leave class displays and student work untouched.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Enter and exit through appropriate doors.</li> <li>Arrive on time (class, practice, meetings)</li> <li>Follow the school dress code.</li> <li>Upon entering school, food stays or drink stays in your lunch box or water bottle.</li> <li>Walk up and down the aisles.</li> </ul>	<ul style="list-style-type: none"> <li>Take your equipment home each day and bring back charged each morning.</li> <li>Use your OWN username and password.</li> <li>Use self-control to STOP, LOOK UP, and LISTEN when prompted.</li> <li>Access only school appropriate sites.</li> </ul>	<ul style="list-style-type: none"> <li>Walk only through the hallways where your locker and classes are located.</li> <li>Walk with a purpose and keep moving to your destination.</li> </ul>
<b>Communicate Effectively</b>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing peers and staff.</li> <li>Use a voice level of 1 or 2.</li> <li>Ask permission to leave arrival or dismissal area.</li> <li>Listen for bus number to be called.</li> <li>Reach out to teachers, parents, counselors, etc. if you are struggling.</li> <li>Use time to communicate with teachers, check grades, complete work if needed.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language in digital communication.</li> <li>Use proper grammar, greeting, details, and closing when composing emails to teachers and other adults.</li> <li>Cell phones silenced and away until the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing peers and staff.</li> <li>Use a voice level of 1 or 2.</li> <li>Show affection in a non-physical manner.</li> <li>STOP, THINK, and RESPOND when adults need information.</li> <li>Reach out to teachers, parents, counselors, etc. if you are struggling.</li> <li>Cell phones silenced and away until the end of the day.</li> </ul>

<b>GJHS School Goal</b>	<b>Media Center</b>	<b>Cafeteria</b>	<b>Restrooms</b>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult instructions.</li> <li>Use games appropriately (follow instructions).</li> </ul>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult instructions.</li> <li>Use self-control keeping your hands and feet in your own personal space.</li> <li>Use table manners.</li> </ul>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Use self-control keeping your hands and feet in your personal space.</li> <li>Have empathy for those who clean the restrooms.</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Sign in upon arrival.</li> <li>Return borrowed items.</li> <li>Complete all unfinished class assignments before signing up for other activities.</li> </ul>	<ul style="list-style-type: none"> <li>Enter and go directly to assigned seat to wait patiently.</li> <li>Stay in your assigned seat unless directed to move by an adult.</li> <li>Only touch YOUR food.</li> <li>Finish eating in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>Feet stay on the floor.</li> <li>Flush the toilet when finished.</li> <li>Trash goes in the trash can.</li> <li>Gather your belongings when you leave.</li> <li>Manage your time-get in and get out, quickly.</li> </ul>
<b>Communicate Effectively</b>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing peers and staff.</li> <li>Use a voice level of 1 or 2.</li> <li>Cell phones off and away until the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing staff and peers.</li> <li>Use a voice level of 1 or 2.</li> <li>Alert an adult if an issue needs addressed.</li> <li>Reach out to teachers, parents, and counselors if you are struggling with school work.</li> <li>Cell phones off and away until the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing staff and peers.</li> <li>Use a voice level of 1 or 2.</li> <li>Communicate with the teacher if you need to use a restroom in a different hallway.</li> <li>Cell phones off and away until the end of the day.</li> </ul>

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GJHS School Goal	Auditorium	Extracurricular Activities	Self
Be Respectful	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult instructions.</li> <li>Walk in a safe, orderly manner and enter through appropriate doors.</li> </ul>	<ul style="list-style-type: none"> <li>Follow posted health and safety guidelines.</li> <li>Follow adult/coach instructions.</li> <li>Demonstrate sportsmanlike conduct toward teammates, opponents, officials, and coaches.</li> <li>Encourage all players using appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of how others feel.</li> <li>Pay attention to what others may need when they are feeling bad.</li> <li>Give others the time and space they need to use their tools to help them feel better.</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Keep belongings together and put them in designated area.</li> <li>Take all belongings with you when you leave.</li> <li>Sit in seat with feet on floor and back to back.</li> </ul>	<ul style="list-style-type: none"> <li>Follow spectator expectations of designated activity.</li> <li>Trash from concessions goes in a trash can.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid interacting with people who make you feel sad, anxious, fearful, or angry.</li> <li>Be aware of how you are feeling.</li> <li>Know when to take a deep breath and remain calm and quiet when necessary.</li> </ul>
Communicate Effectively	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing staff and peers.</li> <li>Raise your hand to ask questions and wait patiently until a supervising adult is able to answer.</li> <li>Use a voice level of 0 as an audience member and actively listen to presenters or performers.</li> <li>Cell phones off and away until the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind, school appropriate language when addressing players, spectators, coaches, actors, directors etc.</li> <li>Use voice level appropriate for the activity.</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult when you need to take a break in order to be your best.</li> <li>Use words to recognize your emotions... "I feel..."</li> <li>Reach out to teachers, parents, and counselors if you are struggling.</li> </ul>

Approved 5/3/2021

## AUTHORITY OF SCHOOL EMPLOYEES

All adult employees of the Greensburg Community Schools have certain responsibilities to the schools and in order to carry out these responsibilities, they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, or custodial, the student is expected to accept such correction as though the principal were giving such corrections.

## DRUG-FREE SCHOOL PLAN

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) results in negative effects on behavior in the learning environment. Greensburg Community Schools have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug-free, and that provides a resource for students who may have a substance abuse problem.

A student shall not use or consume, have in his or her possession, buy, sell, or give away any controlled substance. This policy does not apply to medication prescribed by a physician.

## SMOKE-FREE SCHOOL PLAN

No tobacco, electronic cigarettes, vaporizers, or like device are permitted in any Greensburg Community School building where instruction or extra-curricular events take place.

## THE HATCH ACT

# **Greensburg Junior High School**

Students are prohibited from bringing firearms to school buildings or property. The penalty for disregarding this is expulsion for a minimum of one year. Modification of the expulsion penalty with respect to the violation of bringing a firearm to school is subject to consideration only by the hearing examiner, the Superintendent, or the school board in compliance with the Indiana Code requirements for student expulsion.

## **DRESS CODE**

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

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

## **GREENSBURG JUNIOR HIGH DISCIPLINE**

- Effective discipline, which requires respect for the rights of others, is necessary for all students to attain a quality education.
- School administration is given the primary responsibility of carrying out and preventing interference with the educational function at their schools.
- By statute school personnel are granted authority to take any reasonable measure which is necessary to prevent interference with an educational function or school purpose.
- The state discipline code makes it clear that the common law doctrine of "in loco parentis" is the law of Indiana. Specifically, the law states that in matters related to discipline, personnel stand in the relation of parents or guardians to students of the school corporation.
- Principals, teachers, and other school personnel are authorized to take reasonable action in regard to student behavior to help students adapt their behavior in a manner which is conducive to providing for an effective orderly learning environment.

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- Staff-student relationships in the classroom, halls, on school property, and at school-related functions are important and should be one of mutual respect at all times.
- Students who aid in or who act knowingly with those participating in a violation of school rules will be viewed as violators of that offense and will be disciplined accordingly.

### Written Warning SYSTEM

- \_\_\_ 1. Be Respectful
- \_\_\_ 2. Be Responsible
- \_\_\_ 3. Communicate Effectively
- \_\_\_ 4. Late to Class

### CONSEQUENCES FOR ACCUMULATION OF WRITTEN WARNINGS VIOLATIONS

<u>Number of Written Warnings</u>	<u>Consequence</u>
3-4	Lunch detention
5-6	Wednesday Night School (1 hour)
7-	Wednesday Night School (2 hours)
9-10	PAC/ISS - Personal Accountability Center / In-School Suspension
11	OSS – Out-of-school Suspension (Suspended students are not permitted on campus.)

### DISCIPLINARY GUIDELINES

The following serves as a guide to assist school personnel in administering consequences consistently and fairly. However, each situation will be weighed on the severity of the offense and in consideration of previous disciplinary issues.

### TELEPHONES/CELL PHONES

Telephone calls may be made to the school office, 812-663-7523, during regular school hours. Students will be called to the phone only in emergencies; only messages of an urgent nature will be delivered to students. School phones are for business, not pleasure. Students will not be permitted to make unnecessary calls.

From 7:46 AM to 3:00 PM, all electronic devices (laptops, cell phones, etc.) are only to be used with teacher permission for educational purposes. The school will not be responsible for any lost/stolen cell phones that are brought to school by students. Students should consider securing their devices in their lockers, pockets, or laptop bag. If a cell phone rings in class, or is being used/displayed by a student without teacher permission, the student will receive a warning from the teacher.

### SHARING EXPLICIT CONTENT

Any student found possessing, viewing, sharing, or sending pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device, will be subject to suspension and/or expulsion from school. By

# **Greensburg Junior High School**

law, all such incidents involving child pornography or child exploitation must be reported to a school administrator and, in turn, to law enforcement and the Department of Child Services.

## **LEVEL 1:**

1. Improper dress will result in a student immediately changing their dress to abide by the dress code. Parents may be called to deliver proper attire to the student. (Refer to dress code in handbook)
2. Failure to comply with staff request
3. Inappropriate behavior
4. Inappropriate use of items during school hours is prohibited. Including, but not limited to cell phones, headphones, other electronic devices, skateboards, and scooters.

### **Consequences for violation of Level 1:**

- |           |                                     |
|-----------|-------------------------------------|
| 1st time: | Detention (3-4 pm Wed)              |
| 2nd time: | Detention                           |
| 3rd time: | Wednesday Night School (3-5 pm Wed) |
| 4th time: | PAC/ISS/OSS                         |

## **LEVEL 2:**

1. Truancy (IN code 20-8.1-3-17) Truancy is defined as an act of skipping a class or part of a class, failure to report to an assigned area, being outside the building during the school day, or similar actions where permission is not granted.
2. Possession of lighters or matches.
3. Forgery or alteration of school forms, such as passes, progress reports, etc., or giving false information to school personnel.
4. Cheating/Plagiarism on homework, quizzes, papers, and exams will not be tolerated. Cheating may result in a student receiving no credit on the assignment and notification to the parent.
5. Inappropriate conduct for a substitute.

### **Consequences for violation of Level 2:**

- |           |                                   |
|-----------|-----------------------------------|
| 1st time: | 1 Wednesday Night School (3-5 pm) |
| 2nd time: | In-School Suspension              |
| 3rd time: | 1-3 days Out of School Suspension |
| 4th time: | 3-5 days Out of School Suspension |
| 5th time: | Recommendation for expulsion.     |

## **LEVEL 3**

### **1. TOBACCO MINOR POSSESSION**

Tobacco, electronic cigarettes, vaporizer, vapor pens, or any item that closely resembles or is represented to be any of the foregoing items are not permitted on school grounds. All tobacco,



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electronic cigarettes, vaporizers, vapor pens, mod box, or like items are subject to a written citation and fine according to the Indiana State Law IC 35-46-1-10.5.

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

(a) A person less than eighteen (18) years of age who:

- (1) purchases tobacco, electronic cigarette, vaporizers, or like devices;
- (2) accepts tobacco, electronic cigarette, vaporizers or like devices for personal use; or
- (3) possesses tobacco, electronic cigarette, vaporizers or like device on his person;

commits a Class C infraction.

2. Battery, fighting, or provoking/encouraging (videotaping or sharing videos included) violence by gesture or words, including racial/ethnic slurs and objectionable epithets.
3. Obscene vulgar, indecent, or lewd acts, language, or behavior deemed to be offensive to other students and staff.
4. Minor damage and/or destruction of school or personal property. (Restitution may be made).
5. Unauthorized entry or presence in school facilities.
6. Petty theft (to be determined after consultation with local authorities) of school or personal property. This includes theft of tests, teacher’s materials, etc... (Restitution will be required if the stolen property is damaged or lost. Failure to make restitution will be treated as insubordination).
7. Continuous violation of rules/policies of Greensburg Junior High School.

### **Consequences for violation of Level 3:**

- 1st time: 1-3-day suspension (A citation and fine will be issued for tobacco offenses)  
2nd time: 3-5-day suspension  
3rd time: Recommendation for expulsion

### **LEVEL 4:**

Under school's jurisdiction or on school property:

1. Possession of any firearms, or exploding devices such as firecrackers. Possession or use of any chemical substances such as smoke bombs, tear gas, etc.. Possessing, handling or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon.
2. Possessing, using, selling, or manufacturing paraphernalia as defined in IN Code.
3. Knowingly possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, caffeine-based pills, Phenylpropanolamine (PPA) intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision. (All prescriptions are to be placed in the care of the nurse/office staff during the school day.) No student is to carry any medication unless authorized by the school.
4. Burglary or major theft (to be determined after consultation with local authorities).
5. False fire alarms, bomb threats, arson, or false calls to 911.
6. Use, possession, sale, or distribution of any dangerous or caustic material.
7. Threats or physical assault on any staff person.
8. Vandalism in excess of \$250

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9. Felonies
10. Criminal law violation which constitutes a danger to others or interference with school purpose/function.
11. Continuous violation of rules/policies of Greensburg Junior High School.

## Consequences for violation of Level 4:

Suspension from school up to 10 days and possible recommendation for expulsion.

## Lunch Detention

Lunch Detentions are assigned by the administration for violations of the conduct code.

## After-School Detention

After-School Detentions are assigned by the administration for violations of the conduct code. After-school detention will be served on Wednesdays from 3:00-4:00 p.m.

## Wednesday Night School

Wednesday Night School will be assigned by the administration for violations of the conduct code. Wednesday Night School will be from 3:00-5:00.

**PAC-** PAC will be served in an alternative educational setting throughout the assigned suspension period.

**Out of School Suspension-** Students are not permitted to be on any school property throughout the assigned suspension period.

### 2023-2024 GJHS PBIS Intervention & Support

**GOAL:** Proactive approach to cultivating an environment that focuses on students following expected behaviors as defined in schoolwide expectations and your classroom matrix.

#### DEFINITIONS:

<b>CHRONIC</b>	The behavior occurs repeatedly without a temporary change in behavior and is not responding to reteaching, modeling, and positive reinforcement.
<b>PROACTIVE APPROACH</b>	Take corrective action <b>BEFORE</b> the behavior occurs by offering daily reminders of expected behaviors and providing public positive reinforcement.


Natural Consequences for Student Behaviors	
<b>When students follow expected behaviors: (<i>positive consequences</i>)</b> <ul style="list-style-type: none"> <li><u>Praise from caring adults</u></li> <li><u>Pirate Prize</u></li> <li><u>Planned incentive</u> (product of a behavior plan or an agreement with a student who is working on a particular behavior)</li> </ul>	<b>When students struggle to follow expected behaviors:</b> <ol style="list-style-type: none"> <li>1. Explain the expected behavior.</li> <li>2. Reteach and MODEL options for meeting expected behavior.</li> <li>3. 5:1 ratio</li> <li>4. Implement proactive <a href="#">Tier 1 support strategies</a>.</li> <li>5. <a href="#">Written warnings procedure</a></li> </ol>
<a href="#">Supporting Student Success Toolkit</a>	

Supporting Academic Success	
<b>When students are achieving academic success: (<i>positive consequences</i>)</b> <ul style="list-style-type: none"> <li><u>Praise from caring adults</u></li> <li><u>Meet lesson goals</u></li> <li><u>Knowledge of content</u></li> </ul>	<b>When students struggle to achieve academic success:</b> <ol style="list-style-type: none"> <li>6. Implement proactive <a href="#">Tier 1 support strategies</a>.</li> <li>7. If student still struggles after implementing Tier 1 strategies, complete <a href="#">RFA</a></li> </ol>

[Supporting Student Success Toolkit](#)

[Process for Unsafe/Illegal Behaviors](#)

# Greensburg Junior High School

Assigning Written Warnings Procedure	
<p><b>Reminder:</b> In the majority of situations, doing the following <b>BEFORE</b> assigning the first written warning will improve or extinguish the behavior:</p> <ul style="list-style-type: none"> <li>• Explain the expected behavior using language from the Behavior Location Matrix</li> <li>• Reteach and MODEL options for meeting the expected behavior</li> <li>• Offer positive reinforcement when a behavior is followed, especially after correction.</li> </ul>	
<p><b>Maintain A Positive Classroom Culture</b></p> <ul style="list-style-type: none"> <li>• Communicate clear and consistent expected behaviors for your classroom. <i>(When can students talk? What does group work look like? When can we celebrate success?)</i></li> <li>• Continue to reteach, model, and use positive reinforcement when the expected behavior is followed. <i>(i.e. "When you transition to groups quietly and quickly, it saves time and helps you keep focus. Nice job!")</i></li> <li>• Explain how the desired or expected behavior fits in the school wide expectations.</li> </ul> <div style="text-align: center;">  <p><b>If a student does not respond to this procedure, assign a written warning.</b></p> </div>	<p><b>Notes on written warnings:</b></p> <ul style="list-style-type: none"> <li>• Record the written warning in Skyward <b>AFTER</b> giving a physical copy of the written warning to the student.</li> <li>• <b>REQUIRED STEP:</b> When entering a warning in Skyward make sure to write a brief description of the student's observed behavior.</li> <li>• <b>REQUIRED STEP:</b> After the second written warning, contact the parent until a response is received. Use emergency contacts if needed.</li> </ul> <p>***AT THIS POINT, WRITE A <b>REQUEST FOR ASSISTANCE</b>***</p> <ul style="list-style-type: none"> <li>• Look for PBIS Interventions in the teacher desktop folder.</li> <li>• When a 3rd written warning for the <b>same</b> teacher in ONE QUARTER is to be issued, write a referral instead of writing that 3rd warning.</li> </ul>

Recording written warnings Procedure	
<p><b>written warning Categories:</b></p> <p>___ Be Responsible</p> <p>___ Be Respectful</p> <p>___ Communicate Effectively</p> <p>___ Late to Class</p>	<ul style="list-style-type: none"> <li>• <b>USE ONLY THE FOLLOWING Skyward DESIGNATIONS:</b> <b>JH1, JH2, JH3, JH4</b></li> <li>• A description is entered with each written warning.</li> </ul>

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<b>UNSAFE/ILLEGAL</b> Behaviors that are unsafe or illegal			
Definition	Examples	Procedure	Possible Consequences
Behaviors that:  Violate GCS policies  OR  Violate Indiana Law  OR  are chronic behaviors from other categories  OR  Require administrator Involvement	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Harassment</li> <li>• Truancy</li> <li>• Tobacco</li> <li>• Drugs/Alcohol</li> <li>• Weapons or look alike weapons</li> <li>• Making racial, ethnic, religious, or sexual slurs</li> <li>• Theft</li> </ul>	Tell student of the expectation violated.  Describe the expected behavior.  Call front office and send details to the dean.  Call office to arrange an ESCORT to the office	<ul style="list-style-type: none"> <li>• Possible PAC and/or OSS up to 10 days and possible recommendation for expulsion.</li> </ul>
Response from counselor, dean, nurse, or admin on outcomes communicated in a timely manner.			

## STUDENT DUE PROCESS

The Board of School Trustees of the Greensburg Community School Corporation has provided a procedure for the handling of student suspensions and expulsions from school. The basic premise of the policy is fairness. A full text of the procedure is available at the Corporation Administration Offices upon request.

## STUDENT DUE PROCESS

### 20-8.1-5.1-3. Rights and responsibilities of the school corporation.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.
- (c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

### 20-8.1-5.1-4. Action to prevent interference with education function. – Removal of student.

- (a) This section applies to a person who:
- (1) Is a teacher or other school staff member; and
  - (2) Has students under the person's charge.
- (b) A person may take any action that is reasonably necessary to carry out or prevent an interference with an educational function that the person supervises.

### 20-8.1-5.1-5. Action by principal – Regulations.

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(a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

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

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

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

(a) The governing body of a school corporation must do the following:

(1) Establish written discipline rules, which may include appropriate dress codes, for the school corporation.

(2) Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as:

(A) Taking a copy of the discipline rules available to students and students' parents; or

(B) Delivering a copy of the discipline rules to students or the parents of students.

This publicity requirement may not be construed technically and is satisfied in any case when the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule.

(b) The superintendent of a school corporation and the principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body.

(c) The governing body of a school corporation may delegate rule making, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation.

(d) Subsection (a) does not apply to rules or directions concerning the following:

(1) Movement of students.

(2) Movement or parking of vehicles.

(3) Day-to-day instructions concerning the operation of a classroom or teaching station.

(4) Time for commencement of school.

(5) Other standards or regulations relating to the manner in which an educational function must be administered.

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

**20-8.1-5.1-7. Grounds for suspension or expulsion.**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

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(3) traveling to or from school or a school activity, function, or event.

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

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

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

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

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm.

(c) Notwithstanding section 14 of this chapter, a student who is:

- (1) identified as bringing a firearm to school or on school property; or
- (2) in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(d) The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection © for a student who is expelled under this section.

(e) Notwithstanding section 14 of this chapter, a student who is:

- (1) identified as bringing a deadly weapon to school or on school property; or
- (2) in possession of a deadly weapon on school property; may be expelled for a period of not more than one (1) calendar year.

(f) A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.

(g) A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

**20-8.1-5.1-11. Legal settlement – Expulsion.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

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

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

**BULLYING, HARASSMENT, OR HAZING**

GCS Definition: aggressive behavior that involves an imbalance of power or strength and occurs repeatedly over a period of time. IC 20-33-8-0.2 Definition: **"Bullying"** means overt, unwanted repeated acts or gestures, including verbal or written communications or images

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transmitted in any manner (including digitally or electronically), physical acts committed; aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted students and create for the targeted student an objectively hostile school environment that:

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

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

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

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

**STUDENT RESPONSIBILITIES** - Any student who has knowledge of harassment or bullying or feels s/he has been a victim of bullying is encouraged to immediately report his/her concerns to a teacher, supervisor, or administrator.

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

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

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

1. An administrator, counselor, or SRO investigates the accusation.
2. The parent/guardian of the victim is contacted by a school official. When appropriate, the parent/guardian of the alleged bully is also contacted by a school official during the investigation process, being the number one advocate.
3. If accusation is found to be valid/accurate: Then the parent/guardian of the bully is contacted by a school official about the determination of: sequence of events,

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number of/and severity of offense(s).

4. At the conclusion of the investigation the administration will determine punishment assessed and communicate the resolution to the victim's parent/guardian as soon as possible.

### **DISCIPLINE MAY INCLUDE:**

Determined by severity and number of offenses.

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

### **SCHOOL CORPORATION CONSEQUENCES**

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

1. Monthly meeting (group or individual) for students who have been suspended for bullying. (This is mandatory for student and optional for parent/guardian.)
2. Monthly meeting (group or individual) for students who are victims of bullying.
3. Monthly parent support meeting on:
  - a. Cyber bullying
  - b. Exclusion from a group or sense of loss of belonging  
(Grades, attendance, apathy, attitude adversely affected)
  - c. Warning signs of suicide
  - d. Warning signs of drug use
  - e. Other concerns

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

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

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

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

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

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



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This plan is to serve as a general guideline only and is not limited to the specific offenses contained herein or to the discipline decided by the administration. Discipline could include closed lunch, lunch detention, after-school detention, Wednesdays Night School, a behavior contract with the principal, assistant principal, dean, or teacher, out-of-school suspension, and/or expulsion.

### **DRUG SEARCH**

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

### **LOCKERS**

All lockers made available for student use on the school premises, including lockers located in the hallways and physical education rooms, are the property of the school corporation. Lockers are available to store school supplies and personal items necessary for school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or which are forbidden by state law or school rules.

The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, weapons, illegal drugs or alcohol. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

Students are to keep their combination private and use only their assigned locker. Lockers and locks are not to be tampered with or "rigged" to prevent them from latching. Any malfunction of a locker should be reported to the main office.

### **HOMEWORK**

GCS homework policy states homework is an out-of-class assignment that contributes to the educational process of the student. If a student does not complete assigned work on the day it is due, he or she may be assigned to closed lunch at the discretion of the individual teacher.

**Illness:** Homework requested prior to 10 am may be picked up at the main office at 3:15. Work may be made up with no penalty, provided it is completed within the time allotted by the teacher.

### **COMPUTER, NETWORK, AND INTERNET USER AGREEMENT**

# **Greensburg**

## **Junior High School**

Student Acceptable Use Policy for school technology equipment, the school computer network, and the Internet.

Our goal in providing this service to students and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. GCS has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may uncover controversial information. Greensburg Community Schools currently is using a software package to provide internet filtering. The software has the capability to track usage and attempts to access web pages by user. The information can be used to terminate privileges and can become public knowledge.

The smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

Internet access is provided to all students of Greensburg Community Schools. Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege. Any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, the student agrees to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

1) Acceptable use—Your use of the Internet must be in support of education and research consistent with the educational objectives of GCS. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

2) Privileges—The use of technology equipment and the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time required. The administration, faculty and staff at GCS may request the system to deny, revoke or suspend specific users.

3) GCS makes no warranties of any kind, whether expressed or implied, for the service that it is providing. GCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, no deliveries, missed deliveries or service interruptions caused by its own negligence or your own errors or omissions. Use of any information obtained via the Internet is at your own risk. GCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

4) Security on any computer system is a high priority, especially when a system involves many users. If you feel you can identify a security problem, you must notify a system administrator. Do not demonstrate the problem to others. Any user identified as a security risk or having a history of problems with other computer systems (example: in another computer lab) may be denied access to the computer lab.

5) Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy technology equipment, data of another user, the Internet or any of

# **Greensburg Junior High School**

the agencies or other networks connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Use of Corporation Computers Policy**

- 1) No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.
- 2) In order to become authorized to use the corporation's computer network a student must be assigned a user name and password (apply only to grades 6-12).
- 3) Never share your password or account with anyone. Each individual student has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to your account.
- 4) Do not knowingly degrade the performance of the network.
- 5) Honor all rules of copyright and personal property.
- 6) Never access, delete or alter another individual's material, information or files without permission.

## **Software Installation**

Greensburg Community Schools will abide by all copyright policies in regard to computers and related materials. No software is to be installed or downloaded to any corporation owned computer without proper authorization.

## **Parental Responsibilities**

- 1) Any financial obligations incurred by their child through use of the corporation's internet access.

## **Publishing Student Work and Information**

To protect our students GCS will use these guidelines when posting student work to our website.

- 1) Student names will not be attached to published projects without consent
- 2) Contact person for projects will be the instructor, not the student.
- 3) No identifying material such as student phone numbers will be published
- 4) Any photos published will not identify individuals.

Signing for the Agenda indicates that you understand and will abide by the Acceptable Use Agreement above.

## **Permission to Photograph/Videotape:**

Greensburg Schools utilizes audio-visual and other types of electronic communication in providing students an effective education. Student work is often photographed or videotaped as part of the educational program. A child's image, name, work product, school, and grade may be revealed in the presentations, but no other information will be released without the consent of the parent. If you do not want any images, name, work product, school, and grade released, please stop by the office to fill out the proper paperwork.

## **Parent/Guardian Information:**

### **GENERAL INFORMATION**

### **CANCELLATION POLICY**

# **Greensburg**

## **Junior High School**

In the event of severe weather or other emergency conditions the superintendent, or his designee, is authorized to cancel school, delay the starting time, or release students early. The normal practice is for notification of school cancellation to be made by approximately 6:00 a.m. on WTRE (1330 AM) radio. Other radio and television stations will be contacted as appropriate and feasible and the One Call System may be used. Special conditions may require or allow other notification times and methods.

### **DELAY**

Conditions may indicate a two-hour delay would be advisable to provide for both safety and school attendance. Bussed secondary students will be picked up two hours later than their regular time. Classes would begin at the junior high at 9:46 a.m. Regular school ending times will be used for all students. When an early release is necessary, an announcement will be made on WTRE, and in the Greensburg Daily News, if feasible. When any modification of pupil attendance is made, each building is to make the appropriate adjustments in program, transportation, student activities, etc.

### **CAFETERIA**

#### **PRICES**

**Breakfast \$1.55**

**Reduced Breakfast \$0.30**

**Student Lunch \$2.65**

**Reduced \$.40**

**Milk \$0.50**

### **LUNCH**

GJHS has a closed lunch policy. Students will eat lunch in the cafeteria during their designated lunch period. The cafeteria provides a grade A lunch and an a la carte menu. In addition, students may bring their lunch to school excluding any carbonated or caffeinated beverages. No food or drinks may be taken from the cafeteria. Students are expected to eat their own food.

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

\*Small claims court expenses are \$96.00 plus \$13.00 sheriff service fee for a single. Costs are \$106.00 plus \$13.00 sheriff service fee for couples. Students with negative balances may not purchase a la carte items, including milk.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include help with school planning, interpretation of test scores, career and occupational information, group

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guidance, study organization, help with home, school and or social concerns or any question the student may feel he/she would like to discuss with the counselor.

If you need to talk to your counselor, ask your teacher for a pass to see the counselor. You may also fill out the slip located in the guidance office. The counselor will call for you as soon as possible.

## FUND-RAISING SALES

The school does not permit the selling of any items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fundraisers each year.

## MIDTERM REPORTS

All students will be issued midterm progress reports 4 ½ weeks into the grading period. Interim reports of grades D and F will be mailed home to parents.

Parents may come to the main office to obtain their child's Parent Connect number that may be used at any time to view your child's academic progress, attendance and discipline.

## GRADING

Grades A, B, C, and D are passing. "A" indicates exceptionally fine work; "B" represents better than average work; "C" indicates average work; "D" indicates poor work. A grade of "F" indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one which is recorded in the student's permanent record.

Grading Scale

A+	100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A	93-99	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

## NO SCHOOL ACTIVITY LIST

Students who do not abide by the rules of Greensburg Junior High may be restricted from attending extra-curricular school activities. These activities include: athletic events, school plays, academic teams, and any school-sponsored activity.

## STUDENT VALUABLES

Students are discouraged from bringing non-essential items to school. The school is not responsible for loss or damages to personal items.

## LOST AND FOUND

Clothing and other articles found should be turned in at the main office. Books should be turned in to the library. Items not claimed will be donated to charity or disposed.

## FIELD TRIPS

# **Greensburg Junior High School**

Students must have signed, written permission slips on file from parents/guardians and teacher/administration approval, before being allowed to go on field trips away from GCS campuses.

Parents and/or chaperones are expected to follow all school policies.

## **NON-SCHOOL OFFICIALS**

A law enforcement officer, welfare staff member, or other public or private professional service agencies may confer with a student on school premises.

## **ADVERTISING OUTSIDE SCHOOL ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of one school day's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **VISITORS**

ALL VISITORS MUST REPORT TO THE MAIN OFFICE AFTER ENTERING DOOR #1. Please have a state issued identification available. Visitors must have permission from an administrator and must display a visitor's pass to walk through the hallways or go to classrooms. Any student wishing to have a visitor accompany him/her to class, lunch, etc. must arrange the visit 24 hours in advance through an administrator and the teacher(s) involved. The reason for the visitation must be based on an educational purpose.

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

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

Free/Reduced lunch and textbook assistance forms are available for students when they register at the beginning of school. Families are encouraged to apply, if they feel that they may qualify for these services.

## **STUDENT RECORDS**

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

## **ENROLLMENT POLICY**

### **NEW STUDENTS**

GCS enrollment policy stipulates that any student living in the Greensburg Community School District who is under the age of 18 should be enrolled for classes prior to the first day of school. Any student who transfers from another school district should make arrangements to enroll for classes immediately upon moving into the Greensburg school district. A student who enrolls after

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the start of school positions himself/herself to be enrolled in school but possibly not be able to receive credit. The time factor involved in how soon a student enrolls after the start of school will be reflected in the student's grade and in his/her ability to receive credit for classes. It is the belief of the school that missed class time and work will have a direct relationship on the education and learning of a student, thus being reflected in the student's grade.

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

## **CHANGE OF ADDRESS/PHONE**

If at any time during the school year a student moves to a different address in the county, the change must be reported to the main office. Also, change in telephone number must be reported.

## **WITHDRAW OUT OF CORPORATION**

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal stating their intention. Students are required to turn in their school issued computer and any other school owned materials the last day in attendance at school. School records shall be transferred within fourteen (14) days to the new school corporation.

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

1. The student, the student's parents/guardians and the principal agree to withdrawal; and,
2. At the interview, the student provides written acknowledgment of withdrawal and the student's parents/guardians provide written consent for the student to withdraw from school. In keeping with school policy, every attempt will be made to contact the parents/guardians/spouse, when any student (regardless of age) withdraws from school.

## **TRANSFER OF OUT-OF-DISTRICT STUDENTS**

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

- A. By June 1, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website. This date is June 1.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
  - a. Has been enrolled in the Corporation in the prior school year;

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- b. Is a member of a household in which any other member of the household is a student in the transferee school; or
  - c. Has a parent who is an employee of the Corporation.
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

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

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

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

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

IC 20-18-2-11 (legal settlement defined)

IC 20-33-2-12 (transfer to another accredited or non-accredited school)

IC 20-33-8-17 (expulsion for lack of legal settlement)

IC 20-26-11-1 (residence defined)

IC 20-26-11-6(e) (option to not charge transfer tuition)

IC 20-26-11-32 (lottery selection of student transfer requests, HEA 1381 – 2013)

### **CHILD CUSTODY**

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

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



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

The parent or guardian of any child enrolled in the Greensburg Community School system is entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction.

Instructional materials include teachers' manuals, student texts, films, and videotapes, pictures, school issued electronic devices and accounts.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complains.

20.U.S.C. 1243h(a)

### **STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM**

No student shall be required, without parental consent, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. Political affiliations, religious beliefs or practices
2. Mental or psychological conditions that may embarrass the student or his/her family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom the student has a close family relationship
6. Legally recognized privileged or confidential relationships
7. Income (except as required by law to determine eligibility for participation in programs or financial assistance)

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

### **HEALTH SERVICES**

If a student becomes ill at school, has an accident or other emergency, he/she should report to the office/nurse. The nurse or office personnel will contact the parents and make arrangements for the student to go home if needed. Under no circumstances is the student to make these arrangements or leave school without the proper permission from the nurse/office or principal. Emergency medical information should be filled out and on file in the office. It is vital that this information be filled out so that the school can treat and transport a student to the hospital in an emergency situation. Every effort will be made to contact the parent if a health emergency exists. If a parent cannot be reached, there are spaces on the form to list other names to contact in an emergency. The parent should notify these people that their names appear on the form and provide the people named with written permission to start medical treatment if necessary.

### **HEALTH CLINIC**

Greensburg Community School maintains a clinic facility in case of student illness or injury. The clinic is to be used for legitimate illness or injury and the procedures are as follows:

## **Greensburg Junior High School**

1. A student must obtain a pass from his/her classroom teacher unless extenuating circumstances exist.
2. A student who becomes ill or injured must check in through the main office secretaries.
3. Repeated use of the clinic facilities will be monitored.
4. The office secretary is the point of check out for injured or ill students who are leaving school. Parents/Guardians will be notified in situations where the student must leave the school grounds. The student will not make those arrangements.

### **MEDICATION**

A student must register all prescription and nonprescription medications with the main office secretaries. If the following guidelines are not met, medication will not be given at school.

- a. Written instructions by the physician must be on file and the parent/guardian must send a daily permission slip requesting the medication be given, the amount to be given and the time to be given.
- b. All medications prescribed must be kept in the original container with pharmacy label, name and address of patient, the name and strength or size of the drug or device, the amount to be dispensed, adequate directions for the proper use of the drug or device by the patient and the name of the practitioner. The druggist will usually provide an identical container when requested to do so.
- d. There will be no standing order for medications (i.e. aspirin, Tylenol, cough syrup, antacid, inhalants, etc.) to be brought to school and kept there to be given as needed without proper authorization from the physician and parent and following instructions previously listed.
- e. Over-the-counter medication must be sent in the original container which is labeled with the student's name and accompanied each day with a permission note from the parent including the name of the medication, the amount to be given and time to be given.

Pertinent health/special needs information which may affect a student in the school environment will be shared with appropriate staff.

The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary. Students will only be transported with permission or in a life-threatening situation.

### **IMMUNIZATION**

Whenever a student enrolls the parents must furnish a written statement of the student's immunizations, accompanied by a physician's certificate or other documentation of testing history. This requirement may be enforced by suspension or expulsion from school.

### **HEAD LICE GUIDELINES-GCS**

Any child identified with active head lice infestation will be sent home. Parents will be contacted by phone and/or letter to notify them, and treatment for the child will be required before returning to school. Treatment guides and health information about lice will be sent home with the child. Medicated shampoo will be available through school or through the Department of Health for those not able to afford it. Medication will not be sent home with the child.

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All others will be allowed to stay in the classroom, but will be discouraged from head to head contact with other children. The student's siblings will be checked for head lice. The child will continue to be checked by the school nurse until he/she is clear of any signs of head lice.

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

### **ASBESTOS**

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

### **PESTICIDE NOTIFICATION**

It is the goal of Greensburg Community Schools to have all pesticides applied during the school breaks throughout the school year. If by chance we would need to make an emergency application during normal school hours and you would like to be put on our Pesticide Notification Registry, please contact Mr. Tim Kane, Director of Maintenance at Greensburg Community Schools Administrative Office (812)663-4774 ext.1917.

**Student Activities Information**

**National Junior Honor Society Eligibility Guidelines**

Students in grade 8 are eligible for consideration based on the following criteria:

- Maintain a 3.0 GPA in 7th and 8th grade.
- No In School Suspension or Out of School Suspension 2nd semester grade 7. No In School Suspension or Out of School Suspension grade 8.
- 3 or fewer written warnings grade 8.
- **Service:** This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.
- **Citizenship:** The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs

All candidates are subject to review for breaches in character or citizenship. \*\*Exceptions due to unique mitigating circumstances may be made upon review by the school administration. \*\*

## **Greensburg Junior High Athletic Code and Description**

### **PHILOSOPHY**

Greensburg Junior High School strives to develop young athletes mentally, emotionally, and physically. Coaches consider each athlete an individual and work to help mold that student into a well-rounded person. Athletes learn how to successfully compete both as an individual and as part of a group.

### **PHYSICALS**

Sports physicals are required to participate in all Greensburg Junior High Sponsored Sports programs including dance and cheerleading. (The physical examination must be performed on or after May 1 by a Physician holding an unlimited license to practice medicine to be valid for the following school year – IHSAA By-Law C 3-10).

Participation in the athletic program is PRIVILEGE. Therefore, it is imperative that all students taking part in the program understand the following athletic code and conform to the rules therein, and that the coaches of the sport or activities and the Athletic Director shall have every right to remove these privileges. It is extremely important that everyone understands that situations do arise from time to time and not every situation is listed in the handbook to follow. When this happens the coaching staff, and athletic director, with the assistance of the principal/dean, will work together to make the best decision for the program involved.

### **General Policies for GJHS Athletes**

1. The primary objective of all students is to gain an education. Academics come first! In order to participate an athlete must maintain a 2.0 GPA and have no more than one F. Academic progress and conduct in the classroom are very important and will be checked periodically.
2. Don't miss school, and don't miss practice! Every day is a learning process for every team. Coaches and players are dependent on everyone's participation. [f you do miss, you will make up for the work missed. Will not be able or compete on days they miss school.
- 3 Attendance is a priority. Be at school and practice. We want to instill the team concept and need everyone to be dressed as similarly as possible. Individualism will not be tolerated. School-issued clothes or equipment are not to be worn outside of practice or team activities.
4. If you lose anything that belongs to the school, you will be required to reimburse the school for the cost of the item.

### **Expectations of Athletes**

1. Be in control of your life.
2. Be a good family member.
3. Strive to get a good education.
4. Work hard in practice.
5. Play hard in games.
6. Be loyal to your teammates, coaches, and school.
7. Be a class person.

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8. Show character at all times.
9. Be enthusiastic.
10. Respond to adversity

## **What You Can Expect from Your Coaching Staff**

1. Coaches that care about you as a person.
2. Coaches that are quality teachers.
3. Coaches that have class and character.
4. Coaches that will do whatever work is necessary to succeed.
5. Coaches that will hold you accountable.
6. Coaches that will be loyal to you.
7. Coaches that will respect you.
8. Coaches that are proud to be a part of the GJHS Athletic program.
9. Coaches that are here for your benefit.
10. Coaches that will always be honest and fair with you.

## **Playing Time**

At the competition level every player will not necessarily play in every game. It is not required that each player play the same amount of time. At the competition level, playing time is 100% at the coach's discretion and is never negotiable. On the field or court the athletes must never use profanity or resort to illegal tactics. He/she must learn that both winning and losing are part of the game and that you have to be a good loser as well as a gracious winner. Temper fits, flagrant violations of rules, etc., will not be tolerated. Total respect to officials is an absolute must. Only the coach will discuss the calls made by officials. Any behavior contrary to the above mentioned or any other act which is not conducive to good sportsmanship may result in removal from the contest and possible expulsion from the team.

## **Practice Regulations**

1. A coach must be consulted ahead of time if any athlete must miss a practice or game. Missing a game or practice without permission may result in disciplinary action.
2. Obey all rules set up by the coach.
3. Profanity will not be tolerated.
4. Poor effort will not be tolerated.

## **Travel**

All athletes in junior schools and high schools represent the communities, school, and coaches. Therefore, it is expected that all will dress in an acceptable manner on trips and conduct themselves in a manner in keeping with this code. Violations may result in suspension and possible expulsion from the team or program.

1. Be on time for all trips.
2. Dress neatly as directed by the coach.

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3. Be mannerly in restaurants.
4. Show respect for the opposing teams and facilities. Do not to abuse dressing areas in any way.
5. All athletes making the trip on the bus are strongly encouraged to ride home with the team. Players may ride home with their parents if it is out of their way to pick up their athlete at the school or under extenuating circumstances. In this case, they will be allowed to ride home with their parents as long as their parents sign them out.

## **Parent Conferences**

Parents who wish to have a conference with the coaching staff must set the meeting up through the junior high school office. Coaches and parents are only allowed to have conferences during school hours unless otherwise approved by an administrator. The conference will not take place without the presence of an administrator and will not take place immediately before or after a game. The following topics will NOT be discussed:

1. Playing time
2. Other students or athletes
3. Game strategy Miscellaneous

It is the coach's responsibility to maintain team discipline. There are three levels of discipline to be used in our program, depending upon the nature, severity, or recurrence of the problem. It is our intent to be extremely fair and consistent with our athletes. If you have a question, contact the coach or Athletic Director.

## **Suspension from School**

If an athlete is suspended from school for any reason, he/she will be ineligible from all activities during the period of suspension. Athletes who are habitual problems in the classroom and receive repeated poor conduct warnings may be suspended from a team on a temporary basis or permanently if the problem continues.

## **Types of Disciplinary Action**

1. Extra Duties — This would be defined as any extra "conditioning" with the purpose of disciplining an athlete. The type and amount of extra duty is at the discretion of the coach of that sport.
2. Probation/Suspension from the sport for a specified time.
3. Suspension from the athletic program. Parents will be notified in cases involving suspension. Every effort will be made to head off any problem before it becomes serious enough for suspension. However, serious misconduct such as the use of illicit drugs will result in immediate suspension.

A summary of the GJHS Athletic Policy is not intended to be all-encompassing. Coaches, under the direction of the Athletic Director, shall have the right and responsibility of dealing with individual discipline problems on a case-by-case basis. All disciplinary situations will be handled as consistently and fairly as possible. Athletes will not be allowed to participate in games until they have satisfied the requirements of their consequences. The consequences for not meeting expectations will begin after all appeals to the proper authorities have been exhausted. This policy is in effect from the beginning of the athlete's enrollment in the GJHS Athletic Department and ends after they have completed their athletic eligibility. Please note that only the minimum punishment is shown. If an offense is considered to be extremely severe or flagrant, the

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consequences may be increased (more running, game suspensions, etc.) All school policies apply to student athletes. Each individual athlete must agree to abstain from knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind throughout the calendar year. Also, he/she must agree to abstain from knowingly possessing, using or transmitting tobacco products including an electronic cigarette, vaporizer, vapor pen, mod box, or any item that closely resembles or is represented to be any of the foregoing items. If an athlete is found to be in violation of this noted responsibility as determined by a member of the coaching staff and/or administrative personnel, all school rules for the individual will apply.

### **ACADEMIC ELIGIBILITY**

To be eligible, an athlete must maintain a C (2.0) grade average in all subjects enrolled with no more than one failing grade (F). Nine weeks grades will be used to determine eligibility for athletes. A student not meeting the criteria of a 2.0 GPA or more than one (F) will be placed on probationary status until mid-term grades at the discretion of the athletic director or principal. A student must wait until mid-terms before regaining eligibility. During the probationary period, the student may practice but not participate in school competitions or events. Students are expected to raise their grades to a C (2.0) grade average in all subjects enrolled with no more than one failing grade (F). If at the end of the probationary period the student does not meet the C (2.0) grade average in all subjects enrolled with no more than one failing grade (F), then he/she will be suspended from the activity for the remainder of the grading period. *A student must be enrolled in a full course of study at Greensburg Junior High School to be eligible to participate in interscholastic athletics. A full course of study is defined as seven classes in a day.* Students entering the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade will be considered eligible at the beginning of the school year regardless of grades from the previous year. Exceptions due to unique mitigating circumstances may be made upon review by the school administration.

### **Please realize the following:**

Clothes may not be worn to home or away events that call undue attention to the individual. Coaches may develop a dress code for their individual teams regarding home and away events. Practice clothing should follow the same rules.

**TRUANCY:** There will be a suspension of one contest for the first truancy. A second truancy during a school year may automatically make an athlete ineligible for participation in athletics at Greensburg Junior High for that particular year.

**DETENTION:** Two detentions of any length will not cause an athlete to miss any games according to the athletic department detention rule. However, coaches can institute playing time rules based on missed practice time while the athlete serves detention. On the third detention, the athlete will not be permitted to participate in the contest immediately following the served detention. The same rule, missing a contest, will pertain to the fourth detention. On the fifth detention, the athlete will be removed from the team. The detention policy starts over each season.



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**PROFANITY OR UNACCEPTABLE LANGUAGE:** A coach will handle language at practices. If an athlete uses unacceptable language at a game that results in a technical foul, official reprimand, or removal from a game, the athlete will be suspended for the next contest.

**FIGHTING ON SCHOOL PROPERTY:** Will be handled according to the rules of the discipline code. The school administration can also remove an athlete from a team if thought to be necessary.

### **ATHLETIC AWARDS**

To receive a school letter the athlete must complete the season in good standing. The athlete removed will not attend the reception or awards program.

### **SCHOOL LETTER**

**First Season:** A school letter and insert will be awarded at the conclusion of the first season. A blue letter is presented to male athletes in grades 6, 7, and 8. A white letter is presented to female athletes in grades 6, 7, and 8.

**Continued Seasons:** Only an insert is presented.

**All Sports Award:** Given to any 8th grade athlete who has received 6 or more athletic letters (must participate in 3 different sports to qualify) in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. Dance Team does not count toward the All Sports Award. Any student who has been dismissed from any athletic team for any reason during their 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade seasons cannot receive an ALL SPORTS AWARD.

**FREELAND AWARD:** Given to an 8th grade male and female athlete by a vote of coaches and administration. Basically given for being the “most valuable athlete”. Naturally, each coach will consider citizenship, attitude, work ethic, and many considerations in their choice.

### **Criminal Organizations and Criminal Organization Activity**

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

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

The following definitions apply to this policy:

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

(1) either:

- (a) promotes, sponsors, or assists in;
- (b) participates in, or
- (c) has as one of its goals; or

(2) requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC35-42-2-1).

B. "Criminal organization activity," as used in this policy, means to:

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

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

A Corporation employee who in good faith reports an incident of suspected criminal organization activity in compliance with the procedures of this policy and any Corporation

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employee, parent or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

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

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

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

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

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

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

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with IC20-26-18. This report shall include the number of investigations of criminal organization activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

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

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

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

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

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

- Dissemination of criminal organization awareness information to students and parents. The criminal organization awareness information should be revised and updated regularly to reflect current trends in organization activity.
- Training for staff and teachers on criminal organization prevention and intervention resources.

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- Coordination of resources and funding opportunities to support criminal organization prevention/intervention activities.
- Integration of available School Resource Officer Programs.

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

IC 20-18-2-2-.8

IC 20-19-3-12

IC 20-26-18-1 et seq.

IC 20-33-9-10.5

IC 20-33-9-14

IC 35-31.5-2-27.4

IC 35-31.5-2-74

IC 35-31.5-2-264.5

IC 35-45-9-1

IC 35-45-9-3

IC 35-45-9-4

IC 35-45-9-5

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