

# GARRETT HIGH SCHOOL



*Home of the "Railroaders"*

## Student Handbook

Approved by School Board on

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Garrett, Indiana 46738

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## TABLE OF CONTENTS

Introduction.....	4
Welcome, Mission Statement.....	4
School Colors, Yearbook, Newspaper, Song, School Anthem.....	4
Conduct, I.D. Cards, Accreditation.....	5
Building Access/Breakfast.....	5
Disabled Individuals, General Nondiscrimination Policies.....	5
Civil Rights Compliance Statement.....	5
Display of Flag, Pledge of Allegiance.....	5
Moment of Silence.....	6
Student Personnel Information.....	6-9
Guidance Services, Block Schedule.....	6
Classification of Students, Transfer of Credits.....	6
Seven Semester Termination, Graduation Requirements.....	7
Post Secondary Enrollment, Weighted Grading.....	7
Graduation Attendance Requirement.....	8
Garrett Learning Center, Student Records, Course Changes.....	8
Withdrawals.....	8
College Visitation Day, GKB Bus/Transportation Rules.....	9
Attendance Procedures & Regulations.....	10-13
Attendance Procedures.....	11
Absences.....	11
Tardiness, Truancy, Referring Truant Students.....	12
Leaving School Grounds.....	13
Student Lunch.....	13
Making Up Academic Work, Vocational School Attendance.....	13
Evaluating Student Academic Performance.....	13-14
Grade Scale.....	13
Cheating/Plagiarism Policy.....	14
Student Conduct and Responsibilities.....	14-23
Homework, Wireless Communication & Electronic Device.....	14
Computer Tampering Policies, Internet Access.....	14
MacBook Guidelines.....	15
Rules of Conduct.....	16
Restitution, Anti Bullying, C.A.S.E. Information.....	18
Sexual Harassment Policies, Student Fighting.....	19
Tobacco, Alcohol/Drug Policies.....	19
Gang Association & Activities.....	19
Due Process, Disciplinary Referrals, Classroom Detentions.....	20
After School Detentions, Corporal Punishment, Suspension.....	21
Expulsion, Exclusion, Gun Free Schools Act.....	21
Student's Drivers License Suspension.....	22
Work Permit Information.....	23

Student Dress and Grooming.....	23
Body Piercing, Public Display of Affection.....	24
Academic and Service Awards and Recognition.....	24-25
National Honor Society.....	25
Miscellaneous Information .....	25-31
Visitors, Disclosure of Student Lists.....	25
Drug Testing Policy, Class-Club Sponsored Activities, Automobiles. ...	25
Fan Buses, Dances & Athletic Contests.....	26
Telephone Usage, Bicycles, Posters.....	26
Seminar Guidelines, Book Rental Policy, Book Rental Refund. ....	26
Video Surveillance.....	27
Student Wellness, The Railway Café.....	27
Locker Inspection Policy and Rules.....	27
Gymnasium Lockers.....	30
Profit Making Projects, Media Center.....	30
Right to Inspect Certain Instructional Materials.....	30
Immunization Requirements .....	31
Staff Administration of Medication.....	31
Pest Management Policy.....	31
Emergency Procedures .....	32-34
Earthquake, Fire Drill Procedures.....	32
Nuclear/Man Made-Disaster.....	33
Tornado Procedures, Disabled Students Plan .....	33
Inclement Weather Policy, Daily & Alternate Schedules.....	33
Extracurricular Code of Conduct.....	34-35
Asbestos Notification.....	35
School Calendar.....	36

# GARRETT HIGH SCHOOL

## STUDENT HANDBOOK

### WELCOME

Welcome to Garrett High School. We are pleased that you are a member of our student body. We sincerely hope that you will benefit greatly from participating in our educational and extra curricular programs.

You will find the staff and administration anxious to assist you as you pursue your educational and vocational goals. Please call on us to aid you in taking maximum advantage of the numerous educational opportunities that are available.

We extend to you our sincere best wishes for a pleasant and productive school year.

Matt Smith, Principal  
Chris DePew, Athletic Director  
Dennis Stockdale, Superintendent  
Garrett-Keyser-Butler School Board  
Wayne Funk  
Phil Lemper  
Larry Getts  
Dan Weimer  
Terry Yarde

**MISSION STATEMENT** - Garrett High School's mission is to graduate responsible, productive citizens.

**SCHOOL COLORS**  
**SCHOOL YEARBOOK**  
**SCHOOL NEWSPAPER**  
**SCHOOL SONG**

Maroon and Blue  
The Aeolian  
The Signal  
(The melody of "Indiana")

Garrett High School, oh Garrett High School,  
Garrett High School, we're all for you.  
We will fight for maroon and blue and the glory of Garrett High.  
Never daunted! We cannot falter  
In our battle, so tried and true  
Garrett High School, oh Garrett High School  
Garrett High, we're all for you.

### SCHOOL ANTHEM

Loyal to our high school fight on for her fame,  
She shall not have lived in vain for her glory will endure.  
Then march on for her honor, our school will prevail.  
In all our hearts one name stands foremost, GARRETT HIGH.

### CONDUCT AND IDENTIFICATION CARDS

Garrett High School is a CHARACTER COUNTS! school. All students are expected to conduct themselves in a responsible manner that projects a positive image of themselves and Garrett High School.

All students are expected to obey the verbal directions or instructions of any staff member at any time they are on the school property or attending a school activity or event at any other location. The school staff, as mentioned above, includes all teachers, substitute teachers, student teachers, clerical workers, teacher aides, custodial workers, food personnel, school bus drivers, and administrators of the Garrett-Keyser-Butler School Corporation.

All students will be issued a student I.D. card. Students will carry the card with them at school. Students will be expected to present I.D.'s for dances and special school events.

### **BUILDING ACCESS/BREAKFAST**

Students should enter the building through the student entrance, door 27, which opens at 7:40am. Students eating breakfast should enter door 20, which opens at 7:30am. The high school office entrance, door 26, opens at 7:40am.

### **ACCREDITATION**

Garrett High School was accredited by the North Central Association of Colleges and Schools in 1927 and has been accredited since that time. In addition, the school holds a First Class Commission granted by the Indiana State Board of Education. Garrett High School currently follows the Indiana Dept. of education accreditation model.

### **DISABLED INDIVIDUALS POLICY STATEMENT**

It is the policy of the Garrett-Keyser-Butler Community School Corporation that no otherwise qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this Garrett-Keyser-Butler Community School Corporation.

Inquiries regarding compliance with this policy should be directed to the Garrett High School Athletic Director (Compliance Coordinator) of the Garrett-Keyser-Butler Community School Corporation, 801 East Houston Street, Garrett, IN 46738, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **GENERAL NONDISCRIMINATION POLICY**

It is the policy of the Garrett-Keyser-Butler Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its education programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1), I.C.20-8-1-2, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX, Section 504 of the Americans with Disabilities Act should be directed to the Garrett High School Athletic Director (Compliance Coordinator) of the Garrett-Keyser-Butler Community School Corporation, 801 East Houston Street, Garrett, IN 46738, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **CIVIL RIGHTS COMPLIANCE STATEMENT**

Garrett High School has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, disabilities, or national origin including limited English proficiency. Assistance will be provided for the hearing impaired and those who are limited in their proficiencies of the English language.

### **DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE**

The United States flag shall be displayed in each classroom of every school in the school corporation. Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform. The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The building principals may establish procedures to implement this policy. I.C. 20-30-5-0.5

### **MOMENT OF SILENCE**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercing or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior. The building principals may establish procedures to implement this policy. I.C. 20-30-5-4.5

## **STUDENT PERSONNEL INFORMATION**

### **GUIDANCE SERVICES**

A variety of special services are available to students through the guidance department. Total development of each student is the primary concern of the department. Such services as personal counseling, academic counseling, job placement and career counseling are readily available to each student.

Several testing services are available to students which can supply them with valuable information regarding potential, aptitudes and achievement levels in subject matter areas. THE PSAT/National Merit test is strongly recommended during the sophomore and junior year. The State DOE covers the cost of sophomore testing. Juniors pay a fee of \$14.00 to test. This test is an introduction to the SAT college entrance exam and also determines a student's eligibility for scholarships through the National Merit University. An ACT or SAT score is required by most colleges for admission. Applications are online at [www.act.org](http://www.act.org) and [www.collegeboard.org](http://www.collegeboard.org).

**BLOCK SCHEDULE** - In the Garrett High School block schedule the school day is divided into four (4) 85-minute instructional blocks. Courses are completed sooner than a traditional 6 or 7 period day. The daily schedule allows for in-depth, focused and organized concentration on fewer subjects. Good attendance is a key component for success in a block class.

**CLASSIFICATION OF STUDENTS** - Upon entering high school the following credit requirements will be in effect:

Sophomore - must have earned a minimum of eight credits.

Junior - must have earned at least 18 credits.

Senior - must have earned at least 28 credits.

**TRANSFER OF CREDITS** - Credits earned at another accredited high school during summer or evening classes may be transferred to Garrett High School and counted toward graduation. Administrative approval is required before courses completed through home school can be accepted for credit. The student should consult their counselor before taking a class at another school to avoid a misunderstanding about whether the class will be acceptable.

Limited amounts of correspondence credit can be accepted toward graduation. Contact should be made with your counselor if you are considering taking a correspondence course.

**SEVEN SEMESTERS TERMINATION** - Although it is not usually recommended, a senior may elect to terminate his/her attendance after seven semesters and graduate at the end of seven semesters if the following requirements are met.

1. All state and local graduation requirements must be completed. Terminating seniors must have the senior portfolio completed by December 1.
2. The student must be in good standing at the end of seven semesters.
3. The student must attend commencement, all graduation practices, and senior awards program. Exceptions to this requirement must be presented in writing to the principal for consideration by the Board of School Trustees and the superintendent.
4. Students should indicate their intention to terminate their attendance at the end of seven semesters by the end of their junior year. The student and his/her parent(s) or guardian(s) are to give written notice of the student's intent to terminate to their guidance counselor. If the student is of legal age, the parent or guardian need not sign the notice.
5. It should be noted that a student is not eligible for participation in extracurricular activities after termination.
6. Must pass the Algebra ECA and English 10 ECA.
7. Demonstrate financial hardship.
8. Provide proof of enrollment in the spring term at a post secondary institution.

### **GARRETT HIGH SCHOOL GRADUATION REQUIREMENTS**

A complete listing of graduation requirements is available in the student curriculum guide or on the Garrett High School website [gkb.k12.in.us/garretths](http://gkb.k12.in.us/garretths).

**A senior portfolio is required of all senior students to complete graduation requirements.** The senior portfolio will consist of a resume, career narrative, transcript, job shadow experience, artifacts verifying achievement. Reference G-K-B Board Policy 4003A.

**POST SECONDARY ENROLLMENT** - A student may enroll in courses offered by an accredited public or private college or university located in Indiana that grants a baccalaureate or associate degree on a full-time or part-time basis during grade 11, grade 12, or both.

A student may be entitled to credit toward graduation requirements for each course the student successfully completes at that institution in accordance with the contract for dual credit with the eligible institution the student is attending. The student's school records must indicate that the credits were earned at an eligible institution. I.C. 20-30-11-8; 511 IA 6-10-4

**WEIGHTED GRADING POLICY** - It is the policy of the Garrett High School Board of Education that honors and advanced placement classes will receive weighted grades for the purposes of calculating and determining class rank as well as class valedictorian and salutatorian.

Weighted grades will be limited to:

- Courses that are college preparatory in nature.
- Advanced courses in the areas of English, mathematics, and sciences, and to upper level courses in other subject areas, which may be required for admission to certain colleges.
- Recommended courses to be weighted:  
See curriculum guide on GHS website.

<b><u>Regular Classes</u></b>	<b><u>Honors Classes</u></b>	<b><u>Adv. College Classes</u></b>
A+ - 12	A+ - 13	A+ - 14
A - 11	A - 12	A - 13
A- - 10	A- - 11	A- - 12
B+ - 9	B+ - 10	B+ - 11
B - 8	B - 9	B - 10
B- - 7	B- - 8	B- - 9

Counselors will translate the grades of a transfer student into our weighted grade system.

**GRADUATION ATTENDANCE REQUIREMENTS** - All seniors who will be graduating are required to attend Graduation Rehearsal, Senior Awards Program and Commencement. Exceptions to this requirement must be presented in writing to the principal.

Only those regular program students who have successfully completed all graduation requirements may participate in Commencement.

Non diploma students who have completed the attendance and participation requirements of their programs may participate in Commencement and receive a Certificate of Completion. Those non-diploma students who wish to do this must also participate in Graduation Rehearsal and the Senior Awards program.

**GARRETT LEARNING CENTER** - Garrett Learning Center is available to students in need of accelerated services/credits in order to fulfill graduation requirements. Applications for Garrett Learning Center must be approved by both guidance and administration.

Garrett Learning Center provides an individualized educational setting for students in a personalized instructional program. Students are expected to attend daily and follow all Garrett Learning Center rules. Excessive absenteeism results in the student losing credit with the possibility of being withdrawn from the program.

Students who are withdrawn from the Garrett Learning Center program will not be permitted to reapply to the program until the following school year unless granted permission by the Garrett High School administration. Students who are withdrawn from Garrett Learning Center must wait to re-enroll for classes at Garrett High School until the following school year.

All Garrett Learning Center students will be expected to follow all policies and directives outlined in the Garrett Learning Center programming guide.

**STUDENT RECORDS** - A form must be signed by the student and parent in order to release a student record. Information will be released after this form has been returned to Garrett High School. Forms are available in the guidance office.

**COURSE CHANGES** - Changes in course selections each year must be made during the first three days of Term 1 and Term 3. Changes will not be permitted during Term 2 or Term 4. Reduced schedules for seniors will not be granted unless the student is actively enrolled in college classes during the time they are requesting a reduction in their academic day. Students will be expected to make their request in a typed letter to the administration that includes the reason for the modified schedule. Any schedule reductions will be approved by the principal.

**WITHDRAWALS** - Procedures for withdrawing from school are as follows:

1. The student is to contact his/her counselor and the principal or assistant principal to advise them of his/her plans to withdraw.
2. If the student is moving to another school district and will be entering another school the student's parent(s) or guardian(s) are to fill out forms in the guidance office in order that the student's records may be released to the other school.
3. The 1992 Indiana General Assembly passed as part of the Work Force bill, section 16, which amends the compulsory school attendance law and is effective on July 1, 1992. Section 16 amends Indiana Code 20-8.1-3-17 and requires that an exit interview be conducted by an appropriate school employee who is to be designated by the school board.

Under Indiana law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. **A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.**

The Board of School Trustees for the Garrett-Keyser-Butler School Corporation designates the following school personnel to conduct the exit interview of a student enrolled at the specified school who wishes to withdraw from school: Garrett High School Principal\*, or designee. \*It is permissible for the principal to conduct the exit interview without the presence of another designated employee. I.C. 20-33-2-9

If a student is enrolled in a special educational cooperative or a vocational education program where the facility is not in the school corporation of the student's legal settlement, the exit interview should take place in the



school the student would normally attend if he or she was not enrolled in one of the cooperative programs (i.e. the school of his/her legal settlement).

4. A student, 16 years of age or older, may be withdrawn from school after excessive absenteeism if the student does not respond to contacts from counselors, the assistant principal or principal and the attendance officer. An exit interview would be needed to withdraw a student for excessive absenteeism.

**COLLEGE VISITATION DAY** - Seniors and juniors are permitted to take two days (as an excused absence) to visit a college or university. Additional college visitation requests require administrative approval. Forms must be obtained from the attendance secretary and returned twenty-four (24) hours prior to the senior day. **NO VISITATION DAYS WILL BE PERMITTED AFTER MAY 1.**

**GARRETT-KEYSER-BUTLER CSD Bus/Transportation Rules** - By the Authority of the Board of School Trustees of the Garrett-Keyser-Butler Community School District, your child is PRIVILEGED to ride a school bus, provided you live in a bused area.

### **RIDING POLICIES FOR STUDENTS**

- I.C. 20-27-10-2 Discipline on school bus  
When students are being transported on a school bus, the students are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the school bus driver and the governing body of the school corporation.
- I.C. 35-43-2-2 -Any adults that enters a school bus uninvited is TRESPASSING!
- Obey and respect the directions and instructions of the bus driver.
- No student will be allowed to ride a school bus unless he/she is registered to that particular bus route, unless approved by the Transportation Director or Principal.
- Students are not allowed to board or leave the bus except at their regular bus stop, without advance approval from the Transportation Director or Principal.
- Drivers will not allow guest riders in the afternoon.
- ALL students should be WAITING at his/her bus stop when the school bus arrives.
- Students are expected to enter and leave the bus in an orderly single file line.
- Upon entering the bus find a seat immediately. If you can't find a seat you should inform the driver. The driver may or may not assign seats.
- No student shall STAND or MOVE from seat to seat during the trip.
- Remain seated facing forward and reasonably quiet while on the bus.
- Students are NOT to tease, bully, fight, trip, hit, or use their hands, feet or body in any other objectionable manner.
- Loud, boisterous or profane language or indecent conduct will NOT be tolerated. This includes any parent/guardian at the bus stops.
- Smoking and/or alcohol will **NOT** be permitted at any time.
- Students are NOT allowed to chew gum, eat or drink, with the exception of water, on the bus. Food will be permitted on the bus for any after school extra curricular trip.
- No windows or doors will be opened or closed except with the permission of the bus driver.
- No student shall put any item or any part of his or her body out the window.
- For the safety of the students, items such as glass, skateboards, animals, balls, band instruments or any other item too large that can't be held in the students lap will not be permitted on the bus.
- The driver reserves the right to refuse any item on the bus that they see as a safety risk to the students.
- Students will remain seated until the bus has come to a **complete stop** before disembarking.
- The school has the right to place a student in a child restraint seat, when necessary, for the safety of that student.
- Treat bus and bus equipment with care. Any damage caused by your child may result in charges to the parent/guardian for the repair.
- All book bags on students lap. All items should be kept in the student's book bag.
- Do not use cell phones. The bus driver may confiscate any cell phone until that particular students bus stop, at that point it will be given back to the student.
- Any student may be required to walk a reasonable distance to a pick up point, where several children live close together. The Transportation Director and bus driver will establish a central pick up point.
- School authorities may deny the privilege of riding on the school bus to any student who refuses to conduct him or herself in the proper manner.

## **CONSEQUENCES**

**1<sup>st</sup> offense-** Warning from the bus driver.

**2<sup>nd</sup> offense-** Warning from the Transportation Director or Principal.

**3<sup>rd</sup> offense-** 1 week off bus.

**4<sup>th</sup> offense-** off bus for the remainder of the semester, or longer, if needed.

**SEVERE INCIDENTS MAY RESULT IN IMMEDIATE REMOVAL OF BUS PRIVILEGES**

## **STUDENT SAFETY AT BUS STOPS**

- Students are to go directly to their stop, don't stop to play games, explore, or talk to strangers.
- Always cross at corners and not between cars.
- Students who ride the bus should arrive to the assigned stop 5 minutes early.
- Students need to stay on the sidewalk or driveway at least 6 feet away from the road.
- Respect others personal property. Stay out of yards and don't litter.
- Line up when bus is approaching. Don't push or shove while waiting for the bus.
- If a student must cross a road or street, stay at least 10 feet in front of the bus. Always look both ways before crossing. Never trust the other motorist.
- **ALWAYS** cross in front of the bus.
- **NEVER** walk behind the bus.
- If you drop something near the bus, tell the bus driver. **NEVER** try to pick it up because the bus driver may not be able to see you.
- Parents who bring their child to the stop in a vehicle should obey all warning and stop light signals from the bus. Never drive thru the bus stop arm!!
- **NEVER** run to the bus!
- **NEVER** walk or run next to a moving bus!
- **REMEMBER, THE DANGER ZONE IS 10 FEET ALL AROUND THE BUS.**

## **ATTENDANCE PROCEDURES AND REGULATIONS**

1. Student attendance at school is a prerequisite for learning. Attendance patterns at school are often a key consideration to future employers. **THE PARENT AND STUDENT WILL ASSUME FULL RESPONSIBILITY FOR ANY LACK OF PROGRESS THAT COULD BE ASSOCIATED WITH THE TIME ABSENT REGARDLESS OF WHETHER THE ABSENCE WAS EXCUSED OR UNEXCUSED.**
2. School work missed for excused absences must be made up in order to receive credit. Students will be given the same number of days that they were absent to complete assignments unless the teacher has made previous arrangements.
3. **STUDENTS WILL NOT BE ALLOWED TO MAKE UP MISSED WORK FOR CREDIT WHEN THE ABSENCE IS UNEXCUSED.**
4. Each student will be allowed **five** called in absences by the student's parent or legal guardian per semester. Parent(s) or guardian(s) are required to contact the school by 9:30 a.m. or the absence will be unexcused until resolved by the attendance office. If, within two days of the absence, the parent/guardian sends in a note or calls the school explaining the absence, the missed day could be changed to an excused absence. When any student accumulates five absences in a semester, he/she will receive written notice from the attendance officer. This letter will either be hand delivered or sent by mail to the parent or guardian of the student.
5. When a student accumulates eight absences in a semester, the parent or guardian must come to the school

within five days for a conference with the attendance officer or designee. Failure to attend this conference will result in the attendance case being turned over to the DeKalb County Probation Department.

6. If any student is absent three consecutive days without contact by a parent or guardian, the attendance officer or designee will make a home visit.
7. Appointment Documentation: A student will have two days following his/her return to school to present documentation to make the absence excused. Licensed personnel must sign this slip.
8. When a student reaches his/her tenth absence in a semester, the attendance violations will be turned over to the probation department and county prosecutor.

### **ATTENDANCE PROCEDURES**

1. Attendance will be taken each period of each school day and reported to the administrative office during that period.
2. If you are absent:
  - a. A telephone call is to be made to the high school office (357-3118) by one of your parents or your guardian before 9:30 a.m. advising us of the reason for your absence.
  - b. When you return to school a written statement of the reason for your absence signed by a parent or guardian must be provided if your absence was not reported by telephone. This must be in the administrative office by the start of the day you return to school.
  - c. Any student whose absence is not verified as mentioned in items (a) and (b) above will be regarded as having an unexcused absence. The absence must be verified within two school days after the student returns to school.
3. If you are to go on a special trip:
  - a. If you are to miss class or classes to go on a special trip, a family business matter or a medical appointment, you are to obtain a make-up slip from the assistant principal's office in advance. The slip must be returned forty-eight hours before the trip and must bear the signature of each teacher whose class or classes will be missed.
  - b. Special trips should not be planned during periods in which semester tests are scheduled.
  - c. A parent-permission slip must also be obtained from the assistant principal's office, signed and returned no less than forty-eight hours before the trip if a parent or guardian has requested a special trip.
4. If you are showing a 4-H project at the DeKalb County Fair:
  - a. Any 4-H student having a project to show at the DeKalb County Fair must bring a note from his/her parent and 4-H leader to the assistant principal for approval. If approved the student will be given a make-up slip for his/her teachers to sign. These absences will be excused but make-up work must be turned in to the classroom teacher.
5. If you are to miss a class to go on a field trip, you must obtain a field trip eligibility slip from the teacher in charge of the trip. The student must receive the signature of each teacher whose class will be missed and must return the slip to the teacher in charge forty-eight (48) hours before the trip is to begin.
6. A student who has an appointment must attend part of the school day to be counted as being present the entire day if the absence is arranged in advance. Students going to a Doctor, Dentist, Orthodontist, or Legal Appointments must bring back a slip or note from that Office.
7. No more than two (2) tardies per year will be allowed for Perfect Attendance Award.
8. Students absent the first half of the day must report to the High School Office and Sign In no later than 11:30 a.m.
9. Students who are repeatedly unnecessarily absent or tardy will face disciplinary action.
10. Part-time students who miss their scheduled classes will be considered as being absent all day.
11. Any student absent from school for a full day or PM classes will be unable to attend evening activities. The only exception to this policy is if the absence is cleared by the administration.

### **ABSENCES**

1. Excused absences: Students must ask teachers for make-up work and are responsible for completing the work. Excused absences will be issued for the following reasons:
  - a. Illness of the student
  - b. Funeral days that are to be excused will be determined by the attendance officer, the building principal or designee, and the parent or guardian of the student. The number of days allotted may vary.
  - c. When arrangements have been made prior to the absence.

1. Medical or dental appointments.
  2. Special responsibility at the death of someone outside the immediate family.
  3. Appropriate family business or emergency.
  4. Special trips arranged in advance by a parent or guardian.
  - d. Service in the National Guard or Army Reserve.
  - e. Serves as a legislative page, serves on the precinct election board or as a helper to a political candidate or political party.
2. Unexcused absences: Absence for any reason other than those listed above will be regarded as unexcused. Students will not be allowed to make up academic work missed. Students will receive a referral for any unexcused absence.
  3. Any absence may be determined excused or unexcused by the building principal or designee.

**TARDINESS** - If a student is not in his/her class when a block starts, the student is considered tardy. A student who arrives at school between 8:15 and 9:30 a.m. will be counted as tardy, and they must sign in at the office. The administrative office will issue passes to students who are tardy to first block. A student's pass will indicate whether the tardy is excused or unexcused.

1. The first 3 tardies to any class will receive a warning from the attendance officer. Each tardy after the 3rd will result in disciplinary action.
  - 4 - 6 tardies, student will be subject to further due process.
  - 7 or more tardies - possible withdrawal from class.
2. Students who sign in after 9:30 a.m. but before 11:30 a.m. will be counted absent for one-half day.
3. Unexcused arrival after 9:30 a.m. but before 11:30 a.m. is one-half day unexcused and will be assigned a detention.
4. An Unexcused Full Day – student will be subject to further due process.
6. Athletes must sign in to school by 9:30 a.m. to be eligible to participate in practice/event that day.

**TRUANCY** - Truancy is being willfully absent from school without parental or school permission. Any deliberate or unnecessary absence from school or class for which arrangements have not been made we consider as truancy. To leave school without permission is to be truant. Any student who leaves school and fails to return will be considered truant unless the administration is properly notified. Parents will be notified of truancy and appropriate disciplinary action will be taken.

**PROCEDURES FOR REFERRING TRUANT STUDENTS FOR LEGAL ACTION** - If a child between the ages of seven and eighteen is habitually absent from school without a proper reason the following procedures will be initiated and completed prior to referring the child to juvenile authorities for alleged truancy or referring the parent, guardian or custodian to circuit court for alleged educational neglect.

1. Each student's absence must be reported to the school by the student's Parent, Guardian or Custodian on the day of the absence (357-3118).
2. If no attempt is made by the Parent, Guardian or Custodian to contact the school we shall telephone the home to determine the reason for the absence.
3. If a student is frequently absent for more than three (3) consecutive school days (except in cases of a known medical problem) the attendance worker will visit the home to discuss the reasons for the absences with the student and his Parent, Guardian or Custodian and attempt to develop plans to resolve any problems which may exist.
4. If attendance is not improved as a result of the home visit, a designated member of the school staff will arrange a counseling session or series of sessions to encourage attendance.
5. If, as a result of the counseling sessions(s), the school staff member suspects learning difficulties or handicapping conditions, he/she will refer the student for an education evaluation.
6. If during the counseling session(s) no learning difficulties or handicapping conditions seem present, nor do remedial help or a change in the student's course of study appear to offer a solution to non-attendance the school may place the student in a short term (not to exceed five (5) days) suspension.
7. If none of the efforts in steps 3, 4, 5 and 6 are successful in remedying non-attendance, a school administrator will schedule a conference with the student and his/her parent(s), guardian(s) or custodian to inform them of

their intention to refer the matter to juvenile court. The administrator may elect to make the above contact by telephone or in writing.

**LEAVING SCHOOL GROUNDS** - Any student who leaves the school grounds for any reason must have prior permission of the administration and sign out in the office and also sign back in upon returning to school. Students who violate this regulation will face disciplinary action.

All students must have the consent of the Parent or Guardian to leave school during the school day. The consent must be in writing and must be given to the principal or assistant principal or his designee prior to leaving the building. The student is also required to sign out in the administrative office when leaving and to sign in upon returning to school.

**STUDENT LUNCH** - The lunch period at Garrett High School is a closed lunch and students are not permitted to leave school grounds.

**MAKING UP ACADEMIC WORK MISSED DURING AN ABSENCE**

Teachers will give the students the opportunity to make up their work for excused absences only. If a student misses two days, the student will have the opportunity to make up his assigned work over two school days following his/her return to school with the work to be handed in on the third day. The teacher will grade the make up work and award the student credit. The student is expected to request his or her make up work from the teacher.

**VOCATIONAL SCHOOL PROGRAM ATTENDANCE**

A student requesting to apply for a vocational class must complete an application and return it to the guidance department by the appointed deadline. Acceptance into vocational classes will be based on attendance, disciplinary issues, and progress toward graduation requirements.

Attendance is a key component to success in all academic and vocational programming. Students need to see the Vocational Program as a work related requirement. The following conditions will exist for being a student in good standing with their vocational program:

1. After five (5) absences a student and parent will be required to attend an attendance conference with administration, vocational staff and guidance personnel.
2. If a student has nine (9) absences in a semester from a vocational program the student may be dropped from the program and a conference will be held to discuss available scheduling opportunities.
3. Students with excessive disciplinary referrals may also face removal from the program.
4. Vocational students are not permitted to drive to vocational classes without special permission of their teacher, parent and administration. Repeated violations may result in progressive disciplinary action up to and including removal from the program.
5. Participation in graduation ceremony is in jeopardy if a student chooses to quit their 4-county vocational program or is removed due to disciplinary reasons.

**EVALUATING STUDENT ACADEMIC PERFORMANCE**

All students will be provided with a syllabus from each class in which they are enrolled. Each student's academic performance is evaluated by his/her respective classroom teacher(s). Each teacher has his or her own method of deriving student's grades for the nine week grading period.

Garrett High School has traditionally used the following letter grades to evaluate academic performance.

**GRADE SCALE**

12 - A+ - Superior	98-100
11 - A - Superior	94-97
10 - A- - Superior	91-93
9 - B+ - Excellent	88-90
8 - B - Excellent	84-87
7 - B- - Excellent	81-83
6 - C+ - Satisfactory	78-80
5 - C - Satisfactory	74-77

4 - C- - Satisfactory	71-73
3 - D+ - Below Average	68-70
2 - D - Below Average	64-67
1 - D- - Below Average	60-63
0 - F - Failing	59 and Below

Each student earns his/her academic grades based generally upon his/her performance of the assigned work, and the knowledge and/or skills he/she demonstrates to the teacher. Students in grades nine through twelve who do not complete course requirements and do not earn passing marks will receive failing grades and will receive no credit for the term class work. Students who are experiencing academic difficulty should ask their teachers for assistance.

**CHEATING/PLAGIARISM POLICY** - At Garrett High School, we define plagiarism as using someone else's words, work, or product as your own without crediting the original source using the proper form. All information that is not common knowledge must be cited. Examples of plagiarism include but are not limited to using someone else's words verbatim without citing the quote or rewording someone else's words or ideas without citing the source.

Students participating in an act of cheating will receive disciplinary action. Cheating examples could include, but are not limited to, copying from another student's paper during a quiz or test, allowing another student to copy from your paper during a quiz or test, or utilizing any electronically obtained and/or transmitted test questions or answers.

Students who violate these ethical principles of the Garrett High School Discipline Code will be subject to disciplinary action. Consequences for such misconduct include but are not limited to a zero (0) for the assignment/test, a grade of "F" for the term, or a grade of "F" for the semester.

## **STUDENT CONDUCT AND RESPONSIBILITIES**

**HOMEWORK POLICY** - Failure to complete homework and project assignments will result in disciplinary action, which will be initiated by the instructor and/or administration.

**WIRELESS COMMUNICATION AND ELECTRONIC DEVICES (WCD'S) POLICY** – WCD'S include but are not limited to cellular and wireless telephones, personal digital assistants, Blackberry/Smartphone, WiFi-enabled or broadband access devices, video broadcasting devices, laptops and other devices that allow a person to record and/or transmit on either a real time or delayed basis, sound video, or still images, text or other information. The requirement that WCD's be powered off will not apply when the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Without teacher or administrator's permission, wireless telephones and other electronic devices that are not school issued, are to be off and out of sight.

Students may not use WCD's on school property or at a school sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. WCD's may be used as a listening device only, if approved by the classroom teacher or administrator.

WCD's use is prohibited in any locker room and restroom area. The administration may also refer the matter to law enforcement if the violation involves an illegal activity subject to penalties up to and including expulsion.

**COMPUTER TAMPERING** - Computer tampering is a criminal act under Indiana Law IC 35-43-1-4 which involves knowingly or intentionally altering or damaging a part of the computer system, network, program or data. Severe disciplinary action could result from such tampering.

### **ACCESS GUIDELINES TO COMPUTER NETWORKS AND INTERNET**

1. Student Access to Garrett School's computer networks and Internet is to support the educational and research objectives of the school. Only students whose parents sign an Internet Access Agreement are permitted to access the Internet. Any violation of the Intended Respectable Use Policy of the school or unauthorized use of computer networks may result in cancellation of all computer privileges and additional disciplinary action.
2. The following are excerpts from the Respectable Use Policy of the Garrett-Keyser-Butler School Corporation. The entire policy is available for review at the central office.  
The following uses of school-provided Internet access are not permitted:

- a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b) to transmit obscene, abusive or sexually explicit language;
  - c) to violate any local, state, or federal statute;
  - d) to vandalize, damage, or disable the property of another individual or organization;
  - e) to access another individual's material, information, or files without permission; and,
  - f) to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
  - g) to copy any program to or from a diskette without the consent and supervision of a staff member;
  - h) to check e-mail accounts or participate in "chat rooms" without teacher direction and supervision.
- The following are guidelines for all computer use:
- a) do not vandalize, damage, disable, or "trash" the files of others or any files on the computer or network. Creation or use of a virus is considered vandalism;
  - b) do not use disks that are not provided by the school unless under the supervision of a staff member;
  - c) do not download or upload any files unless under the supervision of a staff member;
  - d) do not access another individual's files, information or software without prior authorization from a staff member;
  - e) do not violate copyright or otherwise use the intellectual property of another individual or organization without permission;
  - f) do not access any program or part of a program not assigned by a staff member;
  - g) do not divulge passwords to student files;
  - h) do not attempt to bypass any security programs on computers or networks;
  - i) do not move any cables, switches, or plugs associated with the computers or networks. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required by the person responsible;
  - j) do not work at a DOS or system prompt unless under the direct supervision of a staff member;
  - k) when using a computer, if a student feels the security or integrity of the computer or network has been compromised, they should immediately notify a staff member.
  - l) publication of documents, this includes home pages, that are created as a student project or the principal or his designee must approve assignment.
3. The use of the computer networks and Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Administration and school personnel may view student files and monitor access to maintain system integrity and insure that users are acting appropriately. The system administrators will judge what is inappropriate use and their decision is final. The system administration can revoke passwords and deny network access at any time. Inappropriate use will be reported to the school administration for further disciplinary action as dictated by school policy.
  4. Students are expected to be responsible in their use of technology both at school and home. Students who represent the school or school personnel in a negative fashion will meet with school officials and parents to discuss their effective use of technology.

**GARRETT HIGH SCHOOL GUIDELINES FOR MACBOOK USE** – The focus of the 1:1 MacBook program at Garrett High School is to provide tools and resources for developing 21<sup>st</sup> century learning skills. The use of MacBooks is a way to empower students to maximize their education as their teachers transform from directors of learning to facilitators of learning.

The guidelines, procedures, and information in this document are in addition to the Respectable Use Policy and Internet Usage Policy. ***Teachers may set additional requirements for Macbook use in their classrooms.***

**A. General Precautions**

1. The MacBook is school corporation property.
2. Each student is responsible for keeping his or her MacBook in good working order, which includes having the MacBook fully charged for each school day.
3. Any damage to the MacBook should be reported as soon as possible by contacting the Help Desk, either by filling out a Help Desk Ticket or by taking it to the Help Desk.
4. Use only a soft cloth to clean the screen; use no chemical cleaners of any kind.

**B. General rules for Macbook Use**

1. Do not remove the school district-applied asset tag.
2. Settings on the Macbook have been placed there by the school district's Technology Department, and they should not be altered in any manner.

3. Whenever transported, each MacBook must be carried inside a school-provided protective carrying bag (unless another computer bag has been approved).

**C. E-mail, Social Media, Sound, Music, Games, Pictures, or Programs**

1. Only use the school-provided e-mail account, and only use it for educational purposes. School e-mail is not a way to chat or direct message with friends.
2. *Social media (Facebook, Twitter, Tumblr, etc) should not be accessed in any manner unless a teacher has given permission for use.*
3. YouTube should be used for educational purposes only, not to listen to or watch music videos.
4. Music should be accessed only if a teacher gives permission.
5. Sound must be muted at all times, and ear buds used, unless permission has been given by a teacher to increase the volume.
6. Games of any kind – including, but not limited to, any Internet or downloaded games – are not allowed on a student MacBook unless their use is directed by a teacher.
7. Students are not to use the MacBook camera or PhotoBooth, nor to store personal photographs of themselves or others, for non-educational purposes.
8. No video recording is allowed unless a teacher directs its use.

**D. Disciplinary Actions**

Actions that violate any of the items in the Respectable Use Policy, Internet Usage Policy, MacBook Guidelines, or the individual classroom teacher policies will result in:

1. 1<sup>st</sup> Offense – Leaving the student’s Macbook at school from the end of a day until the beginning of the next school day. The student is responsible for completing the same work through another mode.
2. 2<sup>nd</sup> Offense – The student’s MacBook will be removed for one full day. The student is responsible for completing the same work through another mode, and his or her parents will be contacted to inform them of a second violation.
3. 3<sup>rd</sup> Offense & Every Offense Thereafter – Disciplinary Referral for Insubordination and loss of computer use.
4. Severe Clause – In severe cases, steps 1 and 2 may be skipped.

**Complete Garrett-Keyser-Butler CSD Respectable Use Policy may be found on the corporation website at [www.gkb.k12.in.us](http://www.gkb.k12.in.us) under the Technology Tab.**

**RULES OF CONDUCT** - The Board of School trustees of Garrett-Keyser-Butler School Corporation, according to Public Law, has declared that certain misconduct and/or substantial disobedience will be grounds for suspension or expulsion of students from school. Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.



5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind as well as e-cigarettes and/or their contents.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
16. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
22. Engaging in pranks that could result in harm to another person.
23. Use or possession of gunpowder, ammunition, or an inflammable substance.
24. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school

- purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
25. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
- Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with I.C.20-8.1-5.1 and 511 IAC 7-15.

**RESTITUTION** - The majority of monies that come into a school corporation are from taxes paid by adults of Garrett, Keyser and Butler Townships. These taxes are paid with the understanding that the money will be used to help provide a quality education for the youth of our townships. It is our intention to charge, to the particular individual or individuals, the replacement cost or repair cost, plus labor for all damage done to school property. The expense of that replacement or repair will be borne by the individual or individuals that caused the incident.

**ANTI-BULLYING POLICY**

1. This policy applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by this violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
7. Students have the ability to report bullying on the school website.

**C.A.S.E. PROGRAM INFORMATION** - C.A.S.E., Court Appointed Student Education is a program designed through the collaboration of a multitude of county agencies in DeKalb County - the Prosecutor's Office, the Probation Department, county judges, all three-area high schools and their administrators.

**C.A.S.E. is a proactive program designed to serve three functions:**

1. to serve as deterrent preventing students from "wanting" to be suspended out of school
2. to continue the education of students assigned to C.A.S.E.
3. to provide a safe, structured, supervised environment for students to eliminate the possibility of "improper" behavior.

C.A.S.E. is supported by the weight of the legal system, which will enforce its regulations through due process procedures.

**Implementation will occur as follows:**

1. Student is assigned to C.A.S.E. for a period of 1-10 days and a "C.A.S.E. ASSIGNMENT NOTICE" and a "STUDENT BEHAVIOR REPORT" form is completed by the administrator and faxed to the probation department.

2. School official notifies parents and probation department - parents are informed that they are to appear with their child at the DeKalb County Probation Department at 8:30 a.m. the next morning for assignment to the C.A.S.E. Program - parents are given a "PARENTAL ACKNOWLEDGMENT FORM" when they arrive to pick up their assigned student from school (or the next morning at the Probation Department).
3. Documentation occurs -
  - a. notice to DeKalb County Prosecutor filed
  - b. notice to DeKalb County Official (C.A.S.E. Coordinator) filed
4. The teachers of the student are notified and are to turn in work for days the student is assigned.
5. Parent(s) or designee and child appear at Probation Department at 8:30 a.m. the next day and are given a copy of the C.A.S.E. guidelines and will have the program explained to them.
6. Parent(s) or designee takes child to the C.A.S.E. classroom located at 500 North St., Suit 2, Auburn.  
**The C.A.S.E. Program hours are from 8:00 a.m. to 3:00 p.m. each day.** Students must be brought and signed in and out by their parent(s) or designee. Lunches may be provided upon request of parent through school cafeteria. While part of the program they are to do the following things.
  1. Obey all the rules of the program
  2. Complete all of the work given by their teachers
  3. When work is completed, they may work on packets, PLATO or read the books and magazines present in the room.

**SEXUAL HARASSMENT POLICY** - Sexual Harassment is a serious infraction of a student's or staff member's rights. Penalties range from verbal warnings, suspension, and in cases of continued harassment or repeated incidents, a student could be faced with expulsion.

- First Offense-Meeting with administration, students and parents.
- Second Offense -Three Day Out of School Suspension or C.A.S.E.
- Third Offense - Recommendation for Expulsion.

**STUDENT FIGHTING POLICY**

- First Violation - Three (3) days In-School or Out-Of-School Suspension
- Second Violation - Five (5) days Out-Of-School Suspension or C.A.S.E.
- Third Violation - We will recommend Expulsion for the remainder of that semester.
- Any Violation – Police charges may be filed.

**STUDENT TOBACCO POLICY** - No tobacco products are allowed on our campus in the possession of students who are enrolled here. This includes students 18 and over. This policy is in effect at all times (before or after school, during school, at extra-curricular events). Tobacco products or paraphernalia will be confiscated. A police citation may be filed.

- First Violation - Three (3) days In School or Out of School Suspension.
- Second Violation - Five (5) days out of school with parent conference or C.A.S.E.
- Third Violation - Expulsion for the remainder of the semester. This policy will be enforced starting with each new semester.

**STUDENT ALCOHOL/DRUG POLICY** – If a student is in possession of alcohol or drugs, under the influence of alcohol or drugs, selling/distributing alcohol or drugs or any substance representing alcohol or drugs, he/she may be expelled for the remainder of the semester and the proper authorities will be notified. If the offense is late in a semester of the school year, this expulsion will continue for the next semester or the first semester of the next school year.

**GANG ASSOCIATIONS AND ACTIVITIES** - The following policy is adopted to preserve the health, safety and general welfare of the Garrett-Keyser-Butler Community School District.

For the purpose of this policy a "gang" shall be defined as:

The association of students of the Garrett-Keyser-Butler Community School District into groups of two or more persons who have the avowed purpose to advocate or promote activities which are intended to intimidate other persons or cause disruption to the peaceful interrelations of other members of society or threaten to commit unlawful acts harmful to the health, safety and general welfare of the school community.

Henceforth gang associations and activities shall be prohibited on the Garrett-Keyser-Butler Community School District school grounds, or at any Garrett-Keyser-Butler Community School District school function or participation with other schools without regard to the site location. Upon a determination by the principal of any school in this district (or his/her designated substitute) that such conduct is occurring within the confines of school property or during the performance of any Garrett-Keyser-Butler Community School District function regardless of the location thereof, disciplinary action shall be taken in conformance with the requirements of student due process laws of Indiana.

The following activities shall be prima facie evidence of the prohibited activities, and the principal of each school in the district (or his/her designated substitute) shall upon notification of the existence of such activity be authorized to issue an immediate cease and desist order verbally or in writing which may in the principal's discretion be followed up with such disciplinary action as is hereinafter set forth:

1. Wearing any type of dress, apparel, jewelry, accessories, manner of grooming, or the execution of any sound or signals that indicate that a student is a member of a prohibited association.

2. Any conduct involving hazing, intimidation or threatening of other persons which might reasonably be interpreted to be harmful to the health, safety or general welfare to other members of the school community which is disruptive to the educational process.

3. The possession of any weapon or instrument that can be used to cause physical harm to another person. Except in an extenuating or exceptional circumstance, the following discipline shall apply:

A. First Offense

1. The principal/designee will confront the student and identify the specific violation that has occurred.
2. The principal/designee will review with the student current Board policy and related procedures.
3. The principal/designee will notify, if appropriate, parent/ guardians of the violation and ask for their assistance.
4. The principal/designee may apply short-term suspension, or recommendation for expulsion, if appropriate.

B. Second Offense

1. The principal/designee may recommend long-term suspension or expulsion, if warranted.

C. Third Offense

1. The principal/designee will follow the same procedures as set forth for the second offense except that for a third offense the student shall be recommended for expulsion.
2. Any offense, which occurs within 36 months after the second offense, shall be considered cause for immediate expulsion.

Training to provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, shall be provided by Garrett-Keyser-Butler schools on an as needed basis. Presentations to students, staff, and parents shall be made available at the request of the principal.

**DUE PROCESS** - In each of the above cases, and any others as determined by the administrative officials of the Corporation, each student shall be entitled to due process procedures under the laws of the State of Indiana.

**DISCIPLINARY REFERRALS** - The following general categories warrant automatic office referrals from the classroom teacher.

- a. Physical abuse and/or verbal abuse toward any student or staff member.
- b. Intimidation, whether physical or verbal, toward any student or staff member.

**ASSIGNMENT OF CLASSROOM DETENTIONS**

1. Teacher will assign a 30 minute classroom detention. The student will receive verbal and written notification of the detention. If the student fails to serve it, an office referral will be written.
2. If the student fails to serve detention they will be assigned after school detention.
3. If the student fails to attend after school detention he/she will receive one full day In or Out of School Suspension. Students who fail to cooperate with In School Suspension rules will receive Out of School Suspension.
4. Any student who receives five (5) or more disciplinary referrals to the office may not be permitted to attend extracurricular activities.

**AFTER SCHOOL DETENTIONS** – After School detention is alternative punishment/learning opportunities for students who have not responded as expected to corrective actions which may have included reprimand, replacement of lost or damaged items, detention and in-school suspension. It is also an effective deterrent to those who might be habitually tardy, truant or absent from a class.

The student involved in after school detention will have one hour of study time to spend on his/her academic work and preparation for the succeeding week.

1. These sessions will be supervised by a qualified adult. The sessions will be held in the assigned room. Students will be dismissed from the regular classroom at 3:05 p.m. and must be in the assigned room at 3:05 p.m. to start his/her after school detention.
2. Student dismissal time will be up to 4:05 p.m.
3. The student will be required to follow the same "Code of Behavior" that applies in the Student Handbook.
4. Each student is to bring books, workbooks and other materials needed for study and preparation for his/her classes the following week.
5. Failure to attend will result in one full day of in school suspension plus up to a three (3) hour detention. The second failure to attend will result in one day of C.A.S.E. The third failure to attend will result in three full days out of school suspension. The fourth failure to attend will result in the student being recommended for expulsion from school.

The principal, assistant principal or athletic director may assign students to after school detention. Parents and students will both be notified in writing of the student's assignment to after school detention.

### **CORPORAL PUNISHMENT**

Corporal punishment may only be administered by an administrator.

**SUSPENSION** - Suspension means disciplinary action where a student is suspended from school attendance for a period not longer than ten (10) days. Length of suspension will be determined by the principal and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have the complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school.

**EXPULSION** - Expulsion means disciplinary action whereby a student is removed from school attendance and school activities for a period longer than ten (10) days. Due process procedures will be used in any expulsion.

**EXCLUSION** - Grounds for exclusion of any student from school are:

1. If the student has a dangerous communicable disease, which poses a substantial threat to the health and safety of the school community.
2. Where his immediate removal is necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where the student's presence in school would constitute an interference with school purposes.
3. Where he is mentally or physically unfit for school purposes.

**GUN-FREE SCHOOLS ACT 1994** - State law requires local educational agencies to "EXPEL" from school for a period of not less than one year a student who is determined to have brought a weapon to school.

- A. According to Section 921, the following are included within the definition:
  1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  2. the frame or receiver of any weapon described above
  3. any firearm muffler or firearm silencer
  4. any explosive, incendiary, or poison gas
    - A. Bomb
    - B. Grenade
    - C. Rocket having a propellant charge of more than four ounces.
    - D. Missile having explosive or incendiary charge of more than one-quarter ounce, including firearm ammunition

- E. Mine or
- F. Similar device
- 5. any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- 6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- 7. any antique firearm, crossbow or bow and arrows.

The above applies when a student is:

- A. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group.
- B. off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event.
- C. in or on a moving vehicle or parking in school parking area.

### **STUDENT'S DRIVER LICENSE SUSPENSION**

#### **IC 9-24-2-1 amended July 1, 2005**

If any of the following reasons apply to a student, that student's Drivers License may be suspended:

- 1. Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the school board upon review of the student's record. A student is considered a "habitual truant" when the student has eleven (11) or more unexcused absences during a school year.
- 2. Is under at least a second suspension from school for the school year under I.C.20-33-8-14 or school under IC 20-33-8-15.
- 3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
- 4. Is considered a dropout under IC 20-33-2-28.5.

**WORK PERMIT ISSUANCE** - Students applying for a Work Permit are required to pass three (3) Blocks each term and accumulate less than eight (8) absences in a grading term in order to maintain a work permit. If the permit is revoked, the student must wait one grading term before another work permit is issued.

#### A. Employment Certificates (Work Permits)

A. Every employer must secure an employment certificate before any gainfully employed minor 14, 15, 16 or 17 years of age is permitted to work. This includes minors who are 16 or 17 years of age and no longer enrolled in school. (Exception: Minors under the age of 18, who graduated from high school, do not require certificates.)

- 1. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standard.
- 2. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.

#### B. Obtaining Employment Certificates:

Each public school corporation has an issuing officer appointed to handle all aspects of employment certificates. The minor must follow this procedure:

- 1. Obtains an Intention to Employ form from his/her school.
- 2. The employer completes the Intention to Employ form.
- 3. The minor presents the form to his/her parents or guardian for a signature.
- 4. The minor presents the completed, signed, Intention to Employ card to the high school office.
- 5. The employment certificate is completed by the high school office and given to the minor.
- 6. The minor presents the employment certificate to the employer.

### **WORK PERMIT REVOCATION (IC 20-8.1-4-32, SEC. 32)**

- (a) An employment certificate issued under this chapter may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit.
- (b) A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
- (c) If upon review, the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
- (d) A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

### **DENIAL OF WORK CERTIFICATE (IC 20-8.1-4-12, SEC. 12)**

- (a) An issuing officer may deny a certificate to a child:
  - 1. Whose attendance is not in good standing; or
  - 2. Whose academic performance does not meet the school corporation's standard.
- (b) Within five (5) days, the issuing officer shall send a copy of the employment certificate to the department of labor. The issuing officer shall keep a record in his office of each employment certificate issued.
- (c) A student may appeal the denial of a certificate under subsection (a) to the school principal.

### **STUDENT DRESS AND GROOMING GUIDELINES**

Students will be expected to:

- 1. Be clean and neat in their personal grooming and dress.
- 2. Dress in clothing that meets reasonable standards of decency and is free of any offensive writing or symbols. Students are not allowed to wear attire that promotes alcohol, tobacco or drug companies or organizations. The administration shall meet with students when their dress is considered in question.
- 3. Dress in clothing that is in good repair and appropriate for school. Torn jeans, pants or shirts with holes are not acceptable. No sagging pants are permitted. Pants are to remain off the floor. Pants are to be worn above the hipbone. Pajamas are not appropriate attire. Leggings, tights, or yoga pants are not to be worn unless the top worn with them meets the three inches above the knee requirement.
- 4. Wear shoes, boots, sandals, or some other appropriate footwear.
- 5. Students entering the school building must remove hats and jackets, and place them in their locker until the end of the school day. Only in classes such as vocational auto mechanics, vocational building trades or other such appropriate classes may hats and jackets be worn.
- 6. Follow the guidelines listed below:
  - a. Students may wear appropriate shorts anytime during the school year. Shorts must provide appropriate body covering.
  - b. Short shorts or cut-offs may not be worn during the school day or at school activities unless specifically approved in advance.
  - c. Blouses, shirts, tops, or dresses with low necklines, strapless, sheer, lace, or bare midriff design, with spaghetti straps, or tank tops are not permitted. Sleeveless shirts are not allowed. All shirts, blouses, tops, or dresses must have a crew neck or collar. All shirts, blouses, tops, or dresses may not be lower than the collarbone.
  - d. Pants and tops will be worn in a manner that does not cause undergarments or midriff/buttock skin to be exposed. Students will wear proper undergarments.
  - e. Chains, chain wallets or spiked jewelry are not permitted at school. Belts will be tucked in to belt loops at all times.
  - f. The hemline of skirts, shorts, or dresses must fall no higher than three inches above the knee when standing.

Infraction of the Dress and Grooming Guidelines may result in the student's suspension from school until the student has complied with the guidelines. Repeated offenses shall result in further corrective action.

The above guidelines are to be observed during extra-curricular activities and during the school day. Any deviation from these guidelines for a special occasion will be announced in advance.

Students who wish to propose changes to the guidelines should consult their respective student council representatives.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE DETERMINATION OF PROPER STUDENT ATTIRE FOR SCHOOL AND EXTRA-CURRICULAR ACTIVITIES.

**BODY PIERCING** - Body piercing of the nose, tongue or facial area is highly discouraged. If it is determined that the piercing causes a disruption the student will be required to remove or cover the pierced area while in school. Students enrolled in a physical education class may not wear any jewelry, including piercings. The administrative team will determine whether the piercing causes a disruption to student performance, the educational environment, and function of the school.

### **PUBLIC DISPLAY OF AFFECTION**

The Public Display of Affection guidelines follow:

Public display of affection by couples is not considered to be proper, especially in a school or school-related settings. Displaying affection in public is in poor taste. Public display of affection by couples will be limited to holding hands at school and at all school activities.

Students who violate the above limitation will face disciplinary action. Recommended disciplinary actions include:

- A. First Offense
  - 1. Discussion with the students and telephone contact with a parent or guardian about the student's violation of the rule.
  - 2. Succeeding Offenses will result in disciplinary actions chosen by the principal or assistant principal. Such actions will include but not be limited to the following:
    - a. After School Detention
    - b. Suspension from school

### **ACADEMIC AND SERVICE AWARDS AND RECOGNITION**

In order to recognize student achievement, awards are presented to students who have shown outstanding performance in the following areas. Students are encouraged to participate in the total school program. By so doing, it is hoped that students will find areas in which they can excel and gain recognition for outstanding achievement.

- 1. Valedictorian - Recognition given to the graduating senior with the highest academic rating at the completion of term 3 of the senior academic year.
- 2. Salutatorian - Recognition given to the graduating senior with the second highest scholastic rating at the completion of term 3 of the senior academic year.
- 3. Citizenship - An award is presented to the senior boy and girl selected as the best citizens of Garrett High School. The citizenship award is the most coveted award. Selections are made by a committee made up of the administration, guidance staff, and faculty.
- 4. Attendance - A certificate is awarded to each student who has one or more consecutive years of perfect attendance.
- 5. Student Council - Certificates are awarded to the members and officers in recognition of their leadership and service in student government.
- 6. Agriculture - The most deserving agriculture student is presented an award.
- 7. Building Trades - An award is presented to a building trades student who exhibits outstanding mechanical ability, as well as leadership qualities.
- 8. I.C.E. - The I.C.E. achievement award is presented to a graduating senior who has been the outstanding employee during the school year.
- 9. Mathematics - This academic award is presented to a senior based on performance in the National Math Contest.
- 10. Journalism - For an outstanding senior who has made contributions to the high school newspaper.
- 11. John Phillip Sousa - An outstanding senior band student is presented this award in recognition of outstanding achievement and interest in instrumental music.
- 12. Band - Awards are presented to band members attaining an average of "B" or higher as follows: Seniors – sweater with letter, junior - lyre emblem, sophomore - certificate, and freshman - certificate. A special certificate may be given to any high school band member who has shown outstanding musicianship during the year.
- 13. Dramatics - A dramatic award is given to the outstanding actor or actress.



14. Forensics - This award is presented to the most outstanding forensic student.
15. Honor Roll - Each grading period an honor roll will be compiled.  
Honor roll lists are published in the local newspaper. There will be three divisions of the honor roll:
  - a. High Honor Roll - For those students making all A's but one. No grade lower than a B. Students who receive all A's will receive recognition.
  - b. Honor Roll - For those students with no grade below a B- (8.0 GPA).
  - c. Honorable Mention - For those students having a B average (8.0). There must be no grade on the card lower than a C.
16. President's Education Awards Program - Initiated by President Reagan to recognize students who have attained a high level of academic achievement while pursuing a solid core of academic courses. The awards are presented to deserving students in grade twelve. A complete list of criteria is available in the high school office.

**NATIONAL HONOR SOCIETY MEMBERSHIP** - To comply with the National Honor Society, The John W. Garrett Chapter of National Honor Society of Garrett High School starts its selection process by having Guidance personnel submit the names of those Juniors and Seniors whose grade point average is 9.0 or above representing SCHOLARSHIP.

All these names are then submitted to members of the faculty who evaluate the students on a 4 - exceptional; 3 - receptive, productive; 2 - cooperative, but passive; 1 - negative and destructive on the other four criteria of CITIZENSHIP, LEADERSHIP, SERVICE, AND CHARACTER as they have observed the students in classes, clubs and school activities.

Students in the junior and senior classes are also given forms to complete concerning all their activities in school and out of school from 7th grade through 11th grade to help the faculty council in evaluating the leadership service sections of the process of selection.

## **MISCELLANEOUS INFORMATION**

**VISITORS** - All visitors are to check in immediately to the administrative offices. All visitors will sign in and will wear badges indicating they are guests of Garrett High School.

**DISCLOSURE OF STUDENT LISTS** - The Board of School Trustees of the Garrett-Keyser-Butler School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names, addresses **and/or e-mail addresses** of any or all students currently or formerly enrolled in the school corporation. Under federal law, the school corporation is required to release to military recruiters upon request a secondary student's name, address and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters. Forms for this request are available at registration or from the guidance office. I.C. 5-14-3-3(f), I.C. 20-33-10-2, 20 U.S.C. 7908, 10 U.S.C. 503

**DRUG TESTING POLICY**- Students who drive to school, attend vocational classes, and/or students who participate in any extracurricular activity will be subject to random drug testing. It is mandatory that each student who participates in such activities sign a drug testing program consent form prior to participation.

**CLASS OR CLUB SPONSORED ACTIVITIES** - Only Garrett students may attend class or club sponsored activities. Exceptions to this rule will be announced by the activity or class sponsors.

Those who are not Garrett students are expected to abide by the same rules and regulations required of Garrett students. The enforcement of these rules and regulations is the responsibility of the sponsoring organization and its adult leader or leaders.

**AUTOMOBILES** - All students driving to and from school must register their vehicles by filling out the student parking tab form on the GKB website. Once form has been completed, students must bring \$5.00 to the main office

to receive parking tag. All student vehicles will display a parking tag from the rear view mirror for purposes of identification.

In order to be considered a student in good standing at Garrett High School students must park their vehicles in the designated student parking lot. Students with excessive disciplinary referrals or who abuse the driving regulations may have this privilege revoked. Students who refuse to park in designated student parking areas may also have this privilege revoked and further disciplinary action may be initiated.

Operating a vehicle at excessive speed, in a dangerous manner, or improper parking are examples of acts that will result in loss of privileges to operate a vehicle on school grounds.

Vehicles will be off limits until the close of school unless the Principal or designee grants permission.

**FAN BUSES** - Fan buses may be provided for Garrett students to ride to athletic contests. The buses and the chaperones are provided by the Athletic Department.

1. Students who wish to ride must purchase a ticket in advance (time and place will be announced).
2. Students who ride a bus to a contest are required to return on the bus.
3. Students are to remain on the school grounds where the contest is being played and are to remain in the area where the contest is being conducted.
4. The same conduct is expected on the school bus that is expected when riding a bus to school.
5. Students who do not follow these rules will lose the privilege of riding a fan bus.

**DANCES & ATHLETIC CONTESTS** - If you leave a dance or school function you will not be allowed to re-enter. Students must carry their student identification card to all school events. Students are expected to follow the dress code expectations at these events.

**TELEPHONE USAGE** - The telephones in the school office are used to conduct school business. Students should ask to use an office phone only in essential situations.

**BICYCLE RIDERS** - Bicycles and motorized bicycles are to be parked in the place provided during school hours and may be moved only by the owner when he/she is dismissed at the end of the school day.

**POSTERS** - Activities and individuals wanting to display posters announcing events and giving information must check with the principal or assistant principal for approval. All posters will be neatly displayed in designated areas only.

### **SEMINAR GUIDELINES**

1. Students are to be in their assigned seats before class begins.
2. Bring ALL books and materials needed in order to do any assignments.
3. You must work on classroom assignments, read your textbooks or read an appropriate book of your own.
4. Students are to be in their assigned seat, awake, alert and working.
5. Passes from other teachers may be honored once attendance is taken.
6. Library privileges will be arranged by the supervisor and all students going to the library must have a pass.
7. Small study groups may be allowed by obtaining permission from the seminar supervisor.
8. Seminar is a quiet place to study. All school policies stated in the student handbook apply.

**BOOK RENTAL POLICY** – Payment for Book Rental is due November 30 of the current school year. Any unpaid Book Rental as of the following February 1, will be taken to Small Claims Court for collection where court costs will be added to the amount owed. Students eligible under the free and reduced lunch program should contact the school to determine the amount owed for Book Rental.

**BOOK RENTAL REFUND POLICY** - Upon withdrawing from school, a student may request a refund of a portion of the book rental and fees.

Refund is per the schedule listed below: 100% during the first five (5) days of school, 75% during the first quarter, 50% during the second quarter, 25% during the third quarter and 0 thereafter.

Refunds will be sent to the Superintendent's office to be processed, and the refund check will be sent by mail.

**VIDEO SURVEILLANCE POLICY** - The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

**STUDENT WELLNESS** - The Board of School Trustees of Garrett-Keyser-Butler School Corporation supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well being of the school corporation's students. Therefore, it is the policy of the Board to:

- Provide students access to nutritious food and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture.

**THE RAILWAY CAFÉ** – The mission of the Railway Café is to provide the business students of Garrett High School the hands on, real world experience of working in a retail setting. Outside of the café, students will work in a variety of business courses to complete managerial tasks such as inventory calculations, profit margins, and marketing efforts.

The café will also provide the students and staff of GHS with healthy snacks in addition to drinks such as coffee, tea, water and fruit smoothies throughout the day at minimal cost. The Railway Café is open each block during the regular school day. Items from the café are not meant to replace meals provided by the school cafeteria, but rather supplement students' nutritional needs.

## **GARRETT-KEYSER-BUTLER COMMUNITY SCHOOL CORPORATION LOCKER INSPECTION POLICY AND RULES**

### **Search and Seizure**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide students, faculty, and authorized visitors with a safe, hygienic and drug-free learning environment. In balancing these competing interests, the Board directs the following principles be utilized:

#### **A. School Property**

School facilities such as lockers, desks, and parking areas are school property provided for students' use subject to the right of administration to enter the facility as needed and inspect all items in the facility. Students shall not have an expectation of privacy in any facility provided by the school. Administration or designee shall conduct all searches.

#### **B. Student Person and Possession Searches**

of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon administration's reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. A searched student's parent/guardian shall be notified of the search within twenty-four (24) hours, if possible. The appropriate school officials **or designee** shall conduct all searches.

#### **C. Student Vehicle**

Permission for a student to bring a vehicle on school property shall be conditioned upon consent to search the vehicle and all containers inside the vehicle by administration with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. Before a particular student's vehicle is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's vehicle has been inspected under this rule without the student

present, administration shall notify the student of such inspection as soon as practicable thereafter. Administration may request the assistance of a law enforcement agency in implementing this policy to the extent of K-9 Interdiction witness, report-maker, and recipient of evidence. All searches shall be conducted by administration.

D. **Use of K-9 Interdiction Units**

The Board authorizes the use of specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. Administration, in cooperation with the appropriate enforcement agencies, shall determine the conditions under which a K-9 drug and weapons interdiction unit will be utilized.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law, school rule, or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Items of value seized by the school shall be returned to the owner, if the owner may lawfully possess the items. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed. If illegal drugs or weapons are seized as a result of a K-9 unit search, they will be placed in the custody of an appropriate law enforcement officer for examination and testing, as deemed appropriate. Administration shall promptly record in writing the following information for each search pursuant to this policy:

1. the information upon which the search was based;
2. the time, date, location, students, or places searched and persons present;
3. a description of any item seized and its disposition;
4. the time and date of notice to the parent/guardian and superintendent in the case of the search of the person of the student.

E. **Disposition of Evidence of a Crime, Hazardous Items, or Illegal Items or Material**

Any time there is a reasonable suspicion to believe any items or material discovered or seized under this policy constitute evidence of a violation of law, endangers the safety or health of any person or is an illegal substance, such items or material shall immediately be turned over to appropriate law enforcement officials. While in the possession of an administrator, such items or material should be either kept on the person of the administrator or secured in the location only accessible by the administrator. Administration shall follow the same recording requirement as in Item 3 above.

F. **Administrative Procedure**

In implementing the search and seizure policy, school administrators shall use a common sense approach which results in reasonable disciplinary action taken in regard to those objects not specifically covered by this policy which are found in students' lockers and or automobiles.

**Statement of Policy**

All lockers made available for student use on the school grounds, including lockers located in the hallways, physical education and athletic dressing rooms, industrial arts, vocational education and art classrooms are the property of the school corporation. Lockers provided for student use off the school grounds such as at the vocational building trades project trailer are also the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

**Locker Rules**

1. Lockers - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining master keys. 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.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items (including bookbags) necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school

- purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, a beverage containing alcohol, a weapon, any volatile substance, a bomb or explosive device, any acid or pungent or nauseous chemical, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. No food or drink is permitted inside school lockers.
3. Authority to Inspect - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal of Garrett High School, the Principal of Garrett Middle School, or the Principal of the Ober Elementary School who have designated that the following administrative personnel shall also conduct student locker inspections when necessary: the superintendent of schools, the Assistant Principal of Garrett High School and the Athletic Director of Garrett High School. In addition, the principals may appoint any other Garrett-Keyser-Butler Community School Corporation administrator to inspect student lockers.
  4. Inspection of Individual Student's Lockers
    - a. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
    - b. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker) if present on the school grounds, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school grounds. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible thereafter.
  5. Inspection of all Lockers
    - a. An inspection of all lockers in the school or all lockers in a particular area of the school may be conducted if the principal, superintendent, assistant principal or athletic director reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. An example of a circumstance justifying a general inspection of a number of lockers is when evidence of student drug or alcohol use creates a reasonable belief of a high level of student use.
    - b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
  6. Involvement of Law Enforcement Officials
    - a. The principal, superintendent, assistant principal or athletic director may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
      - (1) to identify substances which may be found in the lockers, or
      - (2) to protect the health and safety of persons or property, such as to aid in the identification and neutralization of items which may be located in the lockers.
    - b. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
    - c. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
  7. Locker Maintenance - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) lockers from time to time in accordance with a posted or announced general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.
  8. Publication of Rules - A copy of these rules shall be provided to each student and his parent(s) or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

## **Definitions**

1. Reasonable suspicion as used in this writing may be based on a number of factors including (1) information received by the principal or his designee from teachers, students, law enforcement officers, detection devices and trained dogs, (2) the past record of the student whose locker is to be inspected and (3) the behavior of the student, for example, indicates that the student may be intoxicated.
2. As used therein the term "school purposes" refers to the purpose for which a school corporation operates including:
  - a. to promote knowledge and learning generally
  - b. to maintain an orderly and efficient education system
  - c. to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.
3. The term "Educational function" as is used in this writing is defined as the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes.

**LOCKERS** - Each student will be assigned a locker for his/her individual use. **THE LOCKER WILL NOT BE SHARED WITH ANOTHER STUDENT.** Each student will be responsible for the locker assigned to him/her and its contents.

Lockers are regarded as school property and are subject to search or inspection by the school administration at any time. If a student marks his/her locker with a Magic Marker or similar items, glues items to the locker or in any way willfully damages the locker a minimum charge of \$5 may be added to his/her book rental charge as a fee for cleaning or repairing the locker. This charge is to be assessed by the assistant principal.

Items believed to be missing from a locker should be reported to the assistant principal's office immediately.

Students are not to give their locker combinations to other students. It is the student's responsibility to see that his/her locker combination is not compromised.

**GYMNASIUM AREA LOCKERS** - Lockers in the gymnasium area are for use by students involved in physical education classes or participating in a sport. The locker rooms are "off limits" to all students except those participating in physical education and sports or sports-related activities. Students may be in the locker rooms only when they are directly involved in class or sport participation.

**PROFIT MAKING PROJECTS** - No class or activity profit-making projects will be initiated without the direct approval of the administrator directly involved in supervising the activity. The principal or assistant principal must approve all such projects.

**MEDIA CENTER** - You are encouraged to visit the media center to study, read or participate in learning activities. The media specialist (librarian) and audiovisual director will be happy to assist you. You may check any materials out of the media center provided you follow the proper guidelines. You are responsible for anything you borrow.

A list of media center rules and procedures is available in the media center.

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

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Garrett-Keyser-Butler Community School District which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. Legal Reference: 20 U.S.C. 1232H (a).

## **IMMUNIZATION REQUIREMENTS**

1. **AUTHORITY** - The authority for requiring children to be immunized against certain diseases is found in IC 20-8.1-7 as amended by Public Law 103, Acts of 1976, Public Law 150, Acts of 1980, Public Law 205, Acts of 1985. Pursuant to this authority, Indiana State Board of Health Rule 410 IAC 1-1-1 has been promulgated. It establishes immunization standards and reporting procedures.

2. **MINIMUM REQUIREMENTS FOR SCHOOL ENTRY**- When a child enrolls in a school corporation, for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection to immunization is on file. It is the parent's responsibility to provide the school with proof of immunization or the proper medical or religious exemption. This law includes all children enrolled in school corporations, not first time enterers only. The definition of "immunized" will vary according to the age of the child and their history of inoculations, but certain minimum requirements can be established to simplify the task of administration.

3. **CHILDREN ENROLLED IN GRADES 9-12** - The minimum immunization levels for all children enrolled in school in grades 9-12 are:

- Five doses of diphtheria-tetanus-acellular pertussis (DTaP), or diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus (DT) vaccine
- Four doses of Polio vaccine
- Two doses of MMR (mumps, measles, rubella).
- Three doses of Hepatitis B
- One dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap)
- One dose of Meningococcal conjugate vaccine (MCV4) upon entering 9<sup>th</sup> grade
  - Second dose of Meningococcal conjugate vaccine (MCV4) before entering 12<sup>th</sup> grade
- Two doses of varicella vaccine or documentation of the disease

The month, day, and year of the vaccination is required by law for immunization records. Indiana Law provides that no student shall be permitted to attend school for more than twenty (20) days without current immunization records. Parents are encouraged to bring immunization records at time of registration. Records may be transferred from another school corporation.

**STAFF ADMINISTRATION OF MEDICATION TO STUDENTS** - Many students take medications on a regular or limited basis during school hours.

According to I.C. 34-4-16.5 Sec. 3.5, a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult, with the written permission of the pupil's parents or guardian, and in compliance with the written instructions of a physician which shall be on file with the school, is not liable for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Any student that is required to take medication (prescription or non-prescription) must report to the school clinic prior to the beginning of the school day. At that time, the medication will be locked and the student will give the school nurse their parent permission slip. No medication will be given without parental consent. In the event that written permission is not given on the standard school issued form, a form will be given to the student at that time. This form should be completed by the parent/guardian and returned the next day.

All medication must be sent in the original container. It will be the responsibility of the student to report to the school clinic to receive the medication at the scheduled time. After receiving the medication, the nurse or designee will document the date, time, and medication that the student received on the student's electronic chart.

Any student who has any medication that is not checked in at the school clinic at the beginning of the school day is subject to disciplinary action.

\*\*Students with acute medical conditions may possess and self-administer medication with the written permission of the physician and parent. The standardized medication forms for this purpose may be obtained from the school nurse or the high school office.

**PEST MANAGEMENT POLICY** – The school corporation has a Pest Management Policy. The policy is located on the school corporation website at [www.gkb.k12.in.us/District/SchoolBoard/BoardPolicies/#5066](http://www.gkb.k12.in.us/District/SchoolBoard/BoardPolicies/#5066).

## **EMERGENCY PROCEDURES**

The safety of children is one of our top priorities at Garrett High School. Procedures are in place to address situations in which the safety of students or staff might be compromised. As in any emergency situation, people must remain calm and not jeopardize the situation with panic.

In the event of an emergency or crisis situation at school, parents should listen to the radio stations or contact the Superintendent's office at 357-3185 for further direction. **PLEASE DO NOT CALL YOUR CHILD'S SCHOOL** as it ties up phone lines that would be needed to make emergency contacts. Information regarding the situation and release of children will be made available as soon as it is feasible and ensures the safety of all involved.

**EARTHQUAKE PROCEDURES** - In the event that an earthquake should occur notification of this emergency will be given over the public address system. If this is not possible, administrative personnel and other staff personnel will be utilized to communicate directly with individual classrooms or teaching stations.

If time and other conditions permit:

1. All persons shall evacuate the building immediately. Evacuation routes used during fire emergencies shall be utilized if feasible.
2. If it is not possible to evacuate the building before an earthquake occurs, which will usually be the situation, students and staff members should take the following action:
  - a. Take cover under desks, tables or other strong furniture.
  - b. If this is not possible, stand next to interior weight-bearing walls or take cover in interior doorways or hallways.
  - c. Stay away from windows, light fixtures, suspended objects and large open interior spaces such as the gymnasium, cafeteria and large shop areas.
  - d. Evacuate the building as soon as is feasible or when directed to do so by a staff member.
3. Once outside the building all are to stay away from buildings, utility poles, fences, and wires that may fall or may have fallen.
4. After exiting the building safely, students should carefully proceed to the area directly in front of the building or to the area immediately west and south of the vocational agriculture area as directed by their teachers.
5. Under no circumstances should matches be lighted or anything that might cause a spark be utilized. Gas leaks are a high probability during such emergencies and fires and explosions could result from such actions.
6. The building is not to be reentered until checked by competent personnel.
7. Students will not reenter the building until checks by proper personnel have been made with respect to:
  - a. Structural soundness
  - b. Electrical problems
  - c. Heating and fuel problems
  - d. Water distribution
  - e. The boilers and heating systems

**FIRE DRILL PROCEDURES** - The signal to evacuate the building because of a fire is a long sounding of the alarm system. In addition, a warning to evacuate the building because of fire or explosion could be given verbally.

If the signal to evacuate the building is given, students and staff members should:

1. Leave their rooms and move to the proper exit by the route described above each classroom exit. In the event that an exit is blocked, an alternate route of evacuation must be chosen.
2. Move quickly but do not run as you leave the building.
3. Teachers: See that no students remain in the classrooms and that windows and doors are closed. Teachers are to hold up a green card for perfect attendance and a red card if a student is missing.
4. After leaving the building students should assemble with the teacher under whose supervision they had been prior to the drill.
5. Teacher: Take your class roll or grade book and account for all students in the class.
6. Move away from the building and out of the way of fire fighting equipment that may be brought to the building.



- Return to the building when signaled that the drill is over. Students - Ask each teacher about the route of evacuation from each of your classrooms in case of fire or tornado drills.

**NUCLEAR/MAN-MADE DISASTER** - Procedures to be enacted during a disaster of this kind are initially the same as those used during a tornado emergency with the following exceptions:

- The announcement of such an emergency will be made verbally over the public address system or by direct contact of staff members with classrooms and teaching stations.
- Windows and doors are to be kept closed.
- Students and staff members shall remain in designated shelter areas until directed to leave by the administration or civil authorities.

**TORNADO DRILLS** - Tornado drills are to be held twice during each semester. Detailed plans for moving to a safe place will be announced by each teacher during each period of the day. Tornado drills will be announced verbally as will tornado type emergencies.

It is critically important that students remain orderly and attentive during such drills or emergencies. This enables staff members to communicate readily with students and to give emergency type directions.

**DISASTER PLAN FOR DISABLED STUDENTS** - Students who have disabilities must have other students assigned to them when there is an Emergency or Disaster Drill. Procedures will be assigned and posted in each classroom. This is per Article 7, Section 511 IAC 7-6-4 (d) of the Indiana Code which states: "Each public school corporation shall include in its disaster plan under 511 IAC 6-2-1 provisions for warning and evacuating students whose disabilities require special warning or evacuation procedures."

**SCHOOL POLICY ISSUED ON INCLEMENT WEATHER** During inclement weather it will sometimes be necessary to delay or cancel school. Because the state law requires students to attend school a minimum of 180 days, any canceled days must be made up at the end of the year.

In the event of a heavy snowfall, Garrett-Keyser-Butler Schools may look at a delay of up to two or three hours and still operate school. The school encourages parents to make necessary arrangements for a place where children might stay during a delay as well as if the need to close arises.

During these days when weather is questionable, parents and employees are encouraged to monitor local radio stations for current information related to the Garrett-Keyser-Butler Schools. The decision to have school, delay or cancel school is determined no later than 6:15 a.m. If a delay is changed to a school cancellation, notification will be aired one hour prior to the delayed time for the beginning of school.

The school corporation recognizes the right of any parent to keep their child/children home if they feel weather conditions impair the safety of their child/children.

### **DAILY AND ALTERNATE TIME SCHEDULES**

REGULAR SCHEDULE		
Block 1	8:15-9:40	
Block 2	9:45-11:10	
Mentor/CC	11:10-11:35	
Block 3	11:40-1:35	
Group 1	Lunch 1	11:35-12:05
	Class	12:10-1:35
Group 2	Class	11:40-1:05

	Lunch 2	1:05-1:35
Block 4	1:40-3:05	

TWO HOUR DELAY SCHEDULE		
Block 4	10:15-11:15	
Block 3	Class	11:20-11:30
Group 1	Lunch	11:30-12:00
	Class	12:05-1:00
Group 2	Class	11:20-12:30
	Lunch	12:30-1:00
Block 2	1:05-2:00	
Block 1	2:05-3:05	

PEP SESSION SCHEDULE		
Block 1	8:15-9:40	
Block 2	9:45-11:10	
SST	11:10-11:35	
Block 3	11:40-11:35	
	Lunch 1	11:35-12:05
	Class	12:10-1:35
Group 2	Class	11:40-1:05
	Lunch 2	1:05-1:35
Block 4	1:05-2:25	
Pep Session	2:30-3:05	

THREE HOUR DELAY SCHEDULE		
Block 4	11:15-12:10	
Block 3	12:15-1:50	
Group 1	Lunch	12:15-12:45
	Class	12:50-1:50
Group 2	Class	12:20-1:20
	Lunch	1:20-1:50
Block 2	1:55-2:55	
Block 1	3:00-4:05	

## EXTRACURRICULAR CODE OF CONDUCT

Students representing Garrett High School must exemplify high standards of moral integrity and good sportsmanship, both in and out of the school. The purpose of the Garrett High School Extracurricular Code of Conduct is to provide students with consistent guidelines to govern all extracurricular programs. Extracurricular participation is a privilege and the school officials may properly govern those activities. The Garrett High School Extracurricular Code will deter students from making poor decisions while providing an opportunity for rehabilitation and fairly administered consequences if the student violates the code of conduct. All students participating in extracurricular activities will be governed by this code.

Conditions to be considered proof/evidence of a violation:

- A. The student admits guilt of the violation after an investigation is initiated.
- B. The violation is witnessed by a Garrett-Keyser-Butler Schools representative.
- C. The violation is witnessed by any law enforcement agency or an arrest is made for the violation.

## **STUDENT CODE VIOLATIONS**

Student code violations include, but are not limited to, the following:

- A. Transmission, use or possession of tobacco, transmission, use or possession of alcohol, transmission, use or possession of drugs and/or drug paraphernalia, unless prescribed by a physician to correct an illness, are violations of the code of conduct.
- B. Committing a felony or misdemeanor
- C. Theft
- D. Violation of local, state, or national rules for a specific extra curricular organization
- E. Insubordination
- F. Violations of the Garrett High School student handbook

## **CORRECTIVE STEPS TO BE ADMINISTERED BY THE ADMINISTRATION**

Any violation of the code will result in the following:

<b><u>Offense</u></b>	<b><u>Consequences</u></b>
First	25% Suspension and counseling program If counseling is refused, suspension will be 50%
Second	50% Suspension and counseling program If counseling is refused, suspension will be 365 days from date of suspension
Third	Career Suspension

**COUNSELING** - If a student elects a consequence that includes counseling, they must attend professional counseling, which is approved by the school (professional, church, or any other counselor approved by the administration). Any financial obligations associated with such counseling will be the responsibility of the student/parent. Students must provide proof of completion prior to being reinstated in the extra curricular program. If a student is reinstated in extra curricular activities prior to completion of the counseling program, the student must provide proof of his/her ongoing participation in counseling until the program has been successfully completed. If proof is not received, suspension will be reinstated until the counseling program has been successfully completed.

**ADDITIONAL CLARIFICATION OF ENFORCEMENT** - If a student commits a violation of the extra curricular code while not participating in an extra curricular activity/sport, consequences will be assessed at the beginning of the next activity/sport in which they choose to participate. In order for the suspension to be validated, the student must complete the activity/sport season in good standing.

If a student is suspended for a violation in season, suspension will be calculated separately for each activity/sport in which they are currently participating.

## **APPEAL PROCESS**

**Step 1:** A student and/or parent or guardian has the right to appeal a suspension. The appeal process will take place with the principal presiding. In this hearing, the student/parent will have the opportunity to present any compelling evidence on their behalf. The school's position will be represented by the athletic director or his designee. The principal will notify parents in writing within 48 hours of his findings.

**Step 2:** A student and/or parent or guardian has the right to appeal the decision of the high school principal. If parents and student wish to appeal step two of the process, they must notify the high school principal within 48 hours after they have received written notification of his findings. Step two of the appeal process will take place with an independent hearing officer presiding (not affiliated with the school) and will follow the same hearing format as outlined in step one. Attending the appeal hearing will be the student, the family of the student, the athletic director, and/or the principal or his designee. Both parties may present any compelling evidence to reinforce their position on the suspension.

## **Asbestos Notification**

Garrett-Keyser-Butler School Corporation in compliance with the requirements of the U.S. Environmental Protection Agency, hereby notifies all concerned with the schools of Garrett-Keyser-Butler School Corporation that all asbestos records, inspection reports, and management plans are available to the general public for inspection and review. Said records, reports, and plans for each school are available in the office of the Superintendent during school hours. For any indoor air quality concerns please contact 260-357-3185.



**GARRETT-KEYSER-BUTLER  
COMMUNITY SCHOOL DISTRICT  
2016-17 SCHOOL CALENDAR  
ADOPTED 12-14-15  
AMENDED 7-13-16**

August 1, 2016  
August 2, 2016  
August 3, 2016  
September 5, 2016  
September 21, 2016  
September 30, 2016  
October 7, 2016

Teacher In-Service / No Students  
Teacher In-Service / No Students  
First Student Day  
Labor Day / No School  
Professional Development Flex-Student eLearning/Staff to Report  
Fair Day / No School  
End of 1<sup>st</sup> Grading Period

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*48 Staff Days                      46 Student Days*

October 10-14, 2016

Possible Make-up Day(s) & Fall Remediation/Enrichment-  
Contact Building Principal

November 3, 2016  
November 23 - 25, 2016  
December 21, 2016

Professional Development Flex-Student eLearning/Staff to Report  
Thanksgiving Vacation /No School  
End of 2<sup>nd</sup> Grading Period

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*45 Staff Days                      45 Student Days  
93 Staff Days                      91 Student Days*

December 22, 2016  
- January 4, 2017  
February 7, 2017  
March 8, 2017

Christmas Vacation / No School  
Professional Development Flex-Student eLearning/Staff to Report  
End of 3<sup>rd</sup> Grading Period

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*45 Staff Days                      45 Student Days*

March 20-24, 2017

Possible Make-up Day(s) & Spring Remediation/Enrichment-  
Contact Building Principal

May 8, 2017  
March 27-March 31, 2017  
April 14, 2017  
May 24, 2017  
May 25, 2017  
May 29, 2017  
TBA

Professional Development Flex-Student eLearning/Staff to Report  
Spring Break / No School  
Good Friday / No School  
Last Student Day/End of 4<sup>th</sup> Grading Period  
Last Teacher Day  
Memorial Day  
Graduation

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*45 Staff Days                      44 Student Days  
90 Staff Days                      89 Student Days*

*2016-2017 School Year*

*183 Staff Days                      180 Student Days*