

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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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
Tonya Weaver, Superintendent

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

SCHOOL COLORS

Maroon and Blue

SCHOOL YEARBOOK

The Aeolian

SCHOOL SONG

(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.

**SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DIABILITY –
Board Policy 2260.01**

**NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY –Board
Policy 2260**

RELIGIOUS/ PATROITIC CEREMONIES AND OBSERVANCY – Board Policy 8800

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 and 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.

EARLY GRADUATION – Board Policy 5464 – Statue 21-12-10

GRADUATION REQUIREMENTS – Board Policy 5460 - 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.

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.

COLLEGE AND UNIVERSITY PROGRAMS – Board Policy 2271

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.

<u>Regular Classes</u>	<u>Honors Classes</u>	<u>Adv. College Classes</u>
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.

CLASS RANK – Board Policy 5430

RETAKEING A CLASS – Board Policy 5462

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 a 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.**

Garrett-Keyser-Butler School Corporation Board Policy – 5130 on gkb.k12.in.us website.

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.**

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. Please see the school website under Transportation for the rules, regulations and safety tips for riding 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 MAY NOT BE ALLOWED TO MAKE UP MISSED WORK FOR CREDIT WHEN THE ABSENCE IS UNEXCUSED.
4. When any student accumulates five (5) absences without a doctor's slip 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 (8) absences in a semester without a doctor's slip, 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 their tenth (10) unexcused absence in a school year, the student is in violation of Indiana

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 attendance office
J E Ober Elementary: 357-3115
Garrett Middle School: 357-1706
Garrett High School: 357-3118 or 357-4114 by one of your parents or your guardian before 8:30 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 NOT be able 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. 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: Any absence recorded as unexcused will result in no credit given for homework or class work covered during that 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 8:00 and 8:30 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 - 7 tardies, student will be subject to further due process.
8 or more tardies - possible withdrawal from class or further due process.
2. Students who sign in after 8:30 a.m. but before 11:30 a.m. will be counted absent for one-half day.
3. Unexcused arrival after 8:30 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 or 357-4114).
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 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.

GARRETT HIGH SCHOOL / IMPACT INSTITUTE STUDENT AGREEMENT

The vocational programs at Garrett High School are a privilege afforded to juniors and seniors in the high school who may gain the most from exposure to the vocational atmosphere. Because participation is a privilege, it is essential that both parents and students understand that failure of a student to appropriately represent Garrett in the IMPACT Institute vocational program may result in removal from the program. **Failure to complete or removal from the program could also result in responsibility to the family for any and all costs associated with the program.**

Students of Garrett High School who choose to participate in a vocational program should know and understand the following:

Attendance: Attendance is vital for success in a vocational program. **Students are not allowed to miss more than 5 days (excused or unexcused) per semester.** This number does not include doctor excused absences. Those days are not counted against the student. **If a student surpasses 5 days, they could be withdrawn from their program, assigned study hall as they will return to GHS as a full-time student, and lose credits for the Term.** *If GHS has pep sessions or other activities during the vocational program, students will miss the GHS activities and attend the vocational program.* Attendance will be taken daily on the transporting bus.

Vacation, Breaks & Make-up Days: GHS students are expected to be at their vocational program when it is in session. If your program meets on one of our Make-up days, Fall Break, Christmas Break, or Spring Break students will need to report by 7:15 for bus pick-up as a bus to the vocational programs will be running.

Calendars of both Impact Institute and Garrett-Keyser-Butler CSD are attached to make students and parents aware in advance.

Delays and Closings: Vocational students will follow the Two-Hour Delay schedule of both Garrett-Keyser-Butler CSD and East Noble School District. *Detailed information is included on the calendar printouts.*

Transportation: Students participating in the Impact Programs **will be required to ride the bus** provided by Garrett-Keyser-Butler CSD. Students are not allowed to drive to vocational programs. The bus will be at the school by 7:15 and leave at 7:20. It is the responsibility of the student/family to arrive on time for the vocational bus. If a student misses the bus, they will be counted absent from the vocational program and will be assigned study hall for the remainder of the school day. *Exception: Students participating in the H.O.E. program will need to provide their own transportation due to the various locations and/or rotations that are involved in this program. Cosmetology students are also allowed to drive **on specific days** due to the evening hours and Saturday classes.*

Student Behavior & Conduct: The conduct of the students at GHS is expected to be in keeping with generally appropriate behavior. Whether in school, on the bus, or at the vocational programs, students are expected to conduct himself or herself as a gentleman or as a lady.

Students are expected to be courteous, respectful and follow all conduct guidelines (listed in the Student Handbook). Students who do not abide by the guidelines could be withdrawn from the vocational program, will lose the credits for that semester, and will be responsible for any and all costs associated with the program.

Cost: Should a student drop out of the program after June 1st of the upcoming school year or be expelled or dismissed from the program, that student/family shall be responsible for any and all costs associated with the failure to complete the program.

I understand Garrett High School's policies regarding transportation, attendance, and behavior in vocational classes. I intend to abide by these policies and understand that failure to do so may warrant removal from the vocational program and financial responsibility for the cost of the program. If charged, I understand Garrett-Keyser-Butler CSD is authorized to take parents to Small Claims Court for Collection if reimbursements for costs are not paid by the end of the current school year.

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) GUIDELINE – WCD'S include but are not limited to cellular and wireless telephones, personal digital assistants, 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.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY - Complete Garrett-Keyser-Butler CSD Acceptable Use Policy may be found on the corporation website at www.gkb.k12.in.us under the Technology Tab. Board Policy 7540.03

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 rules 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.

CARE OF SCHOOL PROPERTY – Board Policy 5513

BULLYING POLICY – Board Policy 5517.01

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. notices to DeKalb County Prosecutor filed
 - b. notices 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.

STUDENT HAZING – Board Policy 5516

ANTI-HARASSMENT – Board Policy 5517

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.

USE OF TOBACCO - Board Policy 5512

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.

DRUG PREVENTION – Board Policy 5530

CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY - Board Policy 5840

DUE PROCESS RIGHTS – Board Policy 5611

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.

USE OF FORCE AND CORPORAL PUNISHMENT IN THE COURSE OF STAFF SUPERVISION OF STUDENTS – Board Policy 5630

USE OF SECLUSION AND RESTRAINT WITH STUDENTS – Board Policy 5630.01

SUSPENSION AND EXPULSION OF STUDENTS – Board Policy 5610

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES – Board Policy 5605

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.

WEAPONS – Board Policy 5772

STUDENT'S DRIVER LICENSE SUSPENSION

If any of the following reasons apply to a student, that student's Driver's 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, may not 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 more than 10 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

- (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

- (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 hat 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

SCHOOL VISITORS – Board Policy 9150

STUDENT RECORDS – Board Policy 8330

DRUG TESTING - Board Policy 5530.01

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.

STUDENT USE OF MOTOR VEHICLES – Board Policy 5514.01 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.

ANTI-IDLING AND SMART DRIVING PROCEDURES/IDLING SCHOOL BUSES AND OTHER IDLING VEHICLES ON SCHOOL PROERTY – Board Policy 8615

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.

STUDENT USE OF BICYCLES – Board Policy 5514 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 & BOOK RENTAL REFUND POLICY– Board Policy 2510

FACILITY SECURITY PROGRAM AND ELECTRONIC MONITORING AND RECORDING – Board Policy 7440.

WELLNESS – Board Policy 8510

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 – Board Policy 5771

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.

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 ensure that the locker is being used in

accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen 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 book bags) 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 has 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.

STUDENT PRODUCTION OF GOODS AND SERVICES –Board Policy 5870

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 – Board Policy 5320

STAFF ADMINISTRATION OF MEDICATION TO STUDENTS – Board Policy 5330, 5330.01

PEST CONTROL AND USE OF PERSTICIDES – Board Policy 8432

CHEMICAL MANagements AND PREPAREDNESS FOR TOXIC OR ASBESTOS HAZARD – Board Policy 8431

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.

ENVIRONMENTAL HEALTH & SAFETY ISSUES- INDOOR AIR QUALITY, ANIMAL IN THE CLASSROOM, AND IDLING VEHICLES ON SCHOOL PROPERTY – Board Policy 8405

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 will be contacted via the school messaging system. **PLEASE DO NOT CALL YOUR CHILD'S SCHOOL.** 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. For further information please see Board Policy - 8420

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:

<u>Offense</u>	<u>Consequences</u>
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

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.