

# **GRIFFITH MIDDLE SCHOOL**

## **GRIFFITH MIDDLE SCHOOL MISSION STATEMENT**

The community, parents, students and staff of Griffith Middle School work together to meet the needs of the diverse learners through a differentiated curriculum in core and exploratory academic areas. Through both traditional and extracurricular opportunities, students of the millennium generation are equipped with skills necessary to become mature, responsible and productive citizens.

## **NON-DISCRIMINATION POLICY**

Griffith Public Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity as required by the Indiana Civil Rights Act (i.C. 22-9-2) I.C. 20-8.1-2, titles vi and vii of the civil rights act of 1964, the equal pay act of 1973, title ix (1972 education amendments), and section 504 of the rehabilitation act of 1973. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Corporation Civil Rights Coordinator

602 N. Raymond St.

Griffith, IN 46319

219-924-4250.

Any other information concerning the above policies may be obtained by contacting the Corporation Civil Rights Coordinator.

## **GRIEVANCE PROCEDURES**

### **Section I**

If any person believes that the Griffith Public Schools or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to:

Corporation Civil Rights Coordinator

Griffith Public Schools

602 N. Raymond St.

Griffith, IN 46319

## **Section II**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### **Step 2**

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of School Trustees shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting

### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20201.

The Corporation's Coordinator, on request, will provide a copy of the Corporation's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

## **POLICY STATEMENT**

The Griffith Board of School Trustees recognizes that a written document cannot provide for all contingencies that could or might occur during the course of a school year anymore than it can anticipate every eventuality that might arise in any of the areas covered in this handbook. Therefore, the Griffith Board of School Trustees authorizes the school administration to take the appropriate action when dealing with items, issues and situations, etc. not outlined in this handbook, and in doing so, apply any reasonable and appropriate disciplinary measures when needed.

## **NOTIFICATION REGARDING STUDENT RECORDS**

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and corporation regulations.

**A parent or adult student has the right to:**

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form that can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally identifiable information contained in the student's education records except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 20202.
- F. obtain a copy of the Corporation's policy and administrative guideline on student records (#8330).

**The Corporation has established the following information about each student as "directory information".**

- The Board designates on student "directory information": a student's name, address, telephone number; date and place of birth; photograph; major field of study, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.
- Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information". A student's name, address, telephone number, date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls and scholarships.

The Corporation will make the above information available upon a legitimate request unless a parent guardian, or adult student notifies the School in writing within 5 days from the date of this notification that s/he will not permit distribution of any or all such information.

## **GRIFFITH MIDDLE SCHOOL CALENDAR**

August 14, 2013	First Day for Students
September 2, 2013	Labor Day - No School
September 13, 2013	Interim Reports
October 11, 2013	1st Grading Period Ends
October 21-25, 2013	Fall Break - No school
November 15, 2012	Interim reports
November 28-29, 2013	Thanksgiving Break ~ No School
December 19, 2013	Semester Exams

December 20, 2013	Semester Exams
December 23, 2013– January 3, 2014	Christmas & New Year Break - No School
January 20, 2014	Dr. Martin Luther King Day - No School
February 7, 2014	Interim reports
February 17, 2014	President's Day - No School
March 14, 2014	3rd Grading Period Ends
March 17-21, 2014	Spring Break
April 25, 2014	Interim Reports
May 26, 2014	Memorial Day - No School
May 30, 2014	Last day for students

In the event of school closings due to emergency situations, radio stations WJOB Hammond 1230 and Z107 will be notified and will make the closing announcement. In addition, parents can access this information from our corporation web page ([www.griffith.k12.in.us](http://www.griffith.k12.in.us)) by clicking on the "emergency closing" button and typing in Griffith. Once posted on our web page this information will also be on WGN television and radio channels.

## **GENERAL INFORMATION**

### **AUDIO/VIDEO RECORDING**

Please be advised that some areas of the school building are, at times, recorded on videotape. Additionally, please be aware that students and parents who have any meetings and/or conferences conducted by a school administrator in the main office and/or other designated area(s) are subject to having those meetings recorded on audiotape.

### **BUS POLICY**

All school children, while being transported on a school bus, shall be under the supervision, direction and control of the bus driver, and shall be subject to the discipline of the bus driver and the governing body of the school corporation.

### **ELECTRONIC INFORMATION, SERVICES, AND NETWORKS DISTRICT POLICY**

In making decisions regarding student access to the Internet, the Griffith Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines, rules and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Griffith Public Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Griffith Public Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet and network 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, or commit a personal injury;
- 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.

The Griffith Public Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer; including-but not limited to-loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District or personal diskettes, hard drives, or server; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The District has instituted technical methods or systems to regulate students' Internet access, however, these methods do not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits of student access to the Internet exceed any disadvantages. However, the Griffith Public Schools makes these Internet policy and procedures available on request for review by all parents, guardians, and other members of the community.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action including sanctions shall be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

With technology becoming such an important and expensive factor in the education of our students, it is necessary that actions be taken to safeguard district owned computers and other technological tools from various kinds of abuse. Physically damaging technological equipment, tampering with essential command files, creating computer viruses, and other behaviors which constitute attempts to destroy, abuse, distort, or misuse technological equipment may result in suspension or expulsion from school. Restitution will be made by the parent/guardian.

Your child's schoolwork and/or photo may be published on the District's web site for educational and display purposes only. Published work or photos will not include student's full name, phone number, or other personal information. It may include a first name and the teacher's name.

Any parent or guardian who does not wish to have his/her child's schoolwork and/or photograph published shall notify the school principal in writing annually.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

## **ENTERING AND LEAVING THE BUILDING**

Students may enter their respective building at 7:30 a.m. Any student arriving after 8:00 a.m. must enter through "Door A" and check in at the office.

Upon the conclusion of the last class of the day, all students are to collect their personal belong-

ings from their lockers and leave the building. No student is to be in the building without an adult supervisor (teacher, principal, coach...) after 3:10 p.m.

## **EXTRA CURRICULAR ACTIVITIES**

Academic Competition  
ACES  
Basketball (Boys and Girls)  
Cheerleaders  
Cross Country  
Football  
Geography Bee  
National Junior Honor Society  
Spell Bowl  
Student Council  
Track  
Volleyball  
Wrestling

## **CO-CURRICULAR ACTIVITIES**

Please be aware that some classes/courses, although often viewed as extra-curricular, are not so, and may require before school, after school and sometimes during school time to complete activities, assignments, projects and practice or perform. Examples of these types of courses include, but are not limited to, Choir, Band, Newspaper, Yearbook, etc. Students who are enrolled in classes/courses such as these can expect their grade to be affected negatively if they do not take part in the required before school, after school and sometimes during school activities, assignments, projects and practices or performances.

# **GRIFFITH RESISTING ALCOHOL AND DRUGS (GRAD)**

## **RATIONALE:**

Deterring student drug use is a concern of our nation, local communities and schools. We recognize that serious attention is being given to drug abuse problems in private business and industry, in government and in schools and colleges throughout the country. The purpose of GRAD is to discourage and eliminate illegal drug and alcohol use and abuse among our students. Griffith High School believes that striving to maintain a substance abuse-free environment is an important goal. We further believe that the parents and schools must work together to educate, support and discourage students from using alcohol and illegal drug substances.

## **POLICY:**

### **REASONABLE SUSPICION**

The administration shall have the authority to require any student to submit to a chemical test of the student's urine if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law) while:

- a) On school grounds, immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
- b) Off school grounds at a school activity, function or event; or
- c) Traveling to or from school or a school activity, function or event.

The administration also has the authority to require any student participating in athletics or other extracurricular activities and any student issued a parking permit to submit to testing and if the administration has reasonable suspicion to believe that the student has violated rules adopted by

the school prohibiting such students from using or being under the influence of alcohol, marijuana or any controlled substance.

Reasonable suspicion may arise from the following:

- a) A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
- b) The student possesses drug paraphernalia, alcohol, marijuana or any controlled substance.
- c) Information communicated to an administrator by a teacher, parent, other adult or a student indicating a student is using, possessing or under the influence of alcohol, marijuana or any controlled substance. (Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.)

A chemical test of the student's urine will be conducted in accordance with the adopted procedures.

If any student tests positive, disciplinary action may be taken as outlined by the Handbook.

## **RANDOM DRUG TESTING**

Participants recognize that alcohol abuse and illegal drug usage is a serious and real threat to the safety, welfare, and best interests of fellow students and students participating in extracurricular activities and/or students who drive to school. Such abuse and usage have long been recognized and known to increase the risks of illness and injury to the user as well as others. In an effort to promote and preserve the educational value of extracurricular activities, ensure driver's safety, and to set an example for others and in an effort to promote a student environment free of alcohol and illegal drug use, the student participant requests and consents to be a participant in GRAD: *Griffith Resisting Alcohol and Drugs* program which can require randomly selected samples of urine to be tested for illegal drug. By participating in this program, the student requests and consents to be randomly selected for this drug testing. A participating student's refusal to submit and/or if a parent or guardian refuses to allow the test to be administered, disciplinary action will be taken as if the test were positive.

All student drivers who park on school property and participants in extracurricular activities will be included in the random testing program. Other students may participate in GRAD voluntarily.

- 1) If the student is an extracurricular participant or driver and tests positive on a random test, he/she will obtain a cumulative discipline record for his/her entire school career.
  - a) 1st Violation - Student will be suspended from 50% of scheduled activities for extracurricular programs and 50% of the driving season/school year. He/she must successfully complete a drug abuse intervention program in order to obtain eligibility. The student will not be eligible to participate for the school year until the program is completed.
  - b) 2nd Violation - Student will be suspended from all activities and driving for 365 days from the date of the infraction. He/she must successfully complete a drug abuse intervention program in order to obtain eligibility. The student will not be eligible to participate for the school year until the program is completed.
  - c) 3rd Violation - Student will be permanently suspended from all driving and extracurricular activities for the rest of his/her school career.
- 2) If a second "positive" result is obtained from a "follow up" test, or any later test of that participant, number two (#2) and number (#3) (Test Results) will be followed. In addition, Griffith Public Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

GRAD-covered activities are listed below. Administration reserves the right to add activities as deemed necessary.

Football Basketball Track Baseball

Wrestling Volleyball Cross Country

Cheerleading Student Council NJHS

## HEALTH SERVICES POLICIES

1. No student will be admitted to the nurse's office without a written pass, unless it is an emergency.
2. Any student, who for medical reasons cannot participate in Physical Education, must have a doctor's note stating the reason and length for the exclusion. A doctor's release is required to return to PE activity following exclusion.
3. A student having any suspicious rash, infestation, or conditions suspect of communicable disease, shall be sent home from school (with parent/guardian notification) and referred to a physician to obtain necessary medical care. The student may be readmitted when it is apparent that he is no longer contagious, he is no longer infested, or upon doctor's release to school (as per guidelines of the Indiana State Department of Health).
4. The nurse should be notified of any serious illness, chronic condition or disabilities of a student, as well as any current hospitalization, surgery, or recent injury. A doctor's release may be required to admit to school, stating diagnosis and any restrictions/exemptions from normal activity that the student's condition warrants. Students are granted early dismissal from class or unlimited restroom privileges if their medical condition warrants such a privilege. (A doctor's note is often requested for these concessions.)
5. Any student absent for five or more consecutive days due to illness or condition must have a doctor's note to be readmitted to school.
6. Parents will be notified if their child comes to the office with frequent, unexplained complaints necessitating several visits to the nurse. A physician's examination will be suggested at that time.
7. Physical examinations are recommended at school entry, and at the seventh and tenth grade levels, and are required for those students who participate in competitive athletics.
8. No treatment or medication (prescription or over the counter) shall be dispensed at school without proper authorization. A doctor's note or prescription, and parental permission must be given to the school nurse. No medication should be kept in the student's possession unless so prescribed by the doctor. (Refer to "Medication Taken At School")
9. Any student that is pregnant must obtain a note from the attending physician stating her release to attend school, estimated date of delivery, and any restrictions or concessions needed.

## IMMUNIZATION REQUIREMENTS

When a child enrolls in a school corporation for the first time or any subsequent time and at any level, his parent/guardian must show either that immunization requirements have been completed or a medical objection to immunization is on file.

Complete immunization records are required prior to the student's enrollment in school.

An immunization history may be documented in one of three ways:

- By physician's certificate, including complete dates and doses.
- By records forwarded from another school corporation
- By a record maintained by the parent that documents complete dates, etc.

In order for a child to be exempted from complying with the minimum immunization requirements for medical or religious reasons, the parent/guardian is required to submit a doctor's note or a written request annually. Minimum immunizations levels have been defined by the Indiana State Health Department and Public Law IC20-8.17 and 410IAC 1-1-1 as follows:

- 3 HEPB
- 5DTAP
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Tetanus, Diphtheria, Pertussis booster)



- 1 MCV4 (Meningococcal)

## **MEDICATION TAKEN AT SCHOOL**

Medications should be given at home whenever possible. Only those medications that are necessary to maintain the student in school and must be given during school hours shall be administered. No medication, prescription or over-the-counter drugs will be given at school without proper authorization; i.e. doctor's note or prescription and parental permission. All medicine must be in the original container bearing the pharmacy label with instructions clearly visible and the student's name affixed. All medication is to be in the sole possession of the school office or the nurse's office unless prescribed otherwise by the doctor. For example; students with asthma may carry their inhaler upon giving a copy of the doctor's prescription to the nurse. No student is allowed to be in the possession of any medication at any time while at school, on school grounds, on school provided transportation or at school sponsored activities without the approval of the school's principal or designee. Students who violate this rule will be considered to be insubordinate and subject to suspension as well as recommendation for expulsion. When no longer needed, the medication will be returned to the parents or destroyed.

## **INSURANCE**

Student insurance will be available on an optional basis to all students. Students who plan to participate in inter-school athletics must have either the student insurance or a statement from their parents indicating that they are covered by another insurance plan. The school strongly urges all students who are taking physical education classes or technical skills courses to have insurance coverage. The school assumes no medical liability for student injuries.

## **LOCKERS/USAGE**

Lockers are provided to all high school students. The locker number and combination will be on the schedule and program that the student receives prior to the start of school. Students will be held responsible for any damage to the locker from misuse or tampering with the lock. Students are not to give their lock combinations to other students nor make any attempt to open other lockers without office approval. Students must use only school-approved locks. If the locks are lost or stolen, there will be a \$5.00 charge to replace it. If a student needs to have his lock exchanged for another because the combination is no longer confidential, a fee of \$1.00 will be assessed for this service.

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations per IC 20-33-8-32

1. Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not 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. Students will be expected to keep their lockers in a clean and orderly manner.
2. 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. 1. All inspections of student lockers shall be conducted by the principal or his designee.
3. Liability: The school corporation assumes no liability for what students place in school lockers. Therefore, it is advised that students do not bring items of value to school and place them in lockers.

## **LOST AND FOUND**

Lost and found articles are kept in the middle/high school offices.

## **LUNCH - CAFETERIA**

All lunches at Griffith Middle School/Griffith High School are closed. No students, regardless of age or grade, are permitted to leave the school to go out to lunch. Exceptions are only approved through the building principal. All students are to report to the cafeteria within 5 minutes of the end of their class prior to lunch. Failure to do so will result in the student being considered truant and eligible for suspension. No food or drink is to be carried from the cafeteria or a designated eating area. No food or

drink is to be delivered into the building without permission of the principal. Fast food products are not to be delivered to students.

## **PASSES**

Students, when not in the classroom, are expected to carry school approved passes signed by a teacher and dated, except during passing periods and announced meetings or convocations. Students are expected to carry their assignment books with them at all times. This book, when signed in the appropriate section by a staff member, will serve as the student's pass. Passes will be limited at the discretion of the teachers. Teachers always have the final decision when it comes to allowing a student to leave class.

## **PREGNANCY**

Any student that is pregnant must obtain an attending physician's release to attend school. If there is a medical problem associated with the pregnancy, the problem must be stated and the restrictions listed and signed by the attending physician. The school nurse will check the student monthly for weight, blood pressure, pulse and any objective symptoms present. Some pre-natal counseling may be offered at this time.

## **RESIDENCY**

The parents' residence establishes the child's legal settlement in most cases. The statute (Indiana Law) makes it clear that the duty to attend school in Indiana is a duty to attend the school district in which the student has legal settlement. Parents that move during the school year must notify the school and office immediately.

## **RESTRICTED AREAS**

Between 8:00 a.m. and 3:00 p.m. students are not allowed to be in the student parking lot. This does not apply to students who must leave and return to school during the day for school related purposes. The teacher lot is off limits 24 hours a day.

No middle school students are to be in any area of the high school and likewise, no high students are to be in any area of the middle school unless they have a class in that area at that time. This includes before and after school hours as well. All hallways are to be cleared by 3:10.

## **SCHOOL DANCES**

School sponsored dances are only open to current Griffith Middle School students.

## **SCHOOL RESOURCE OFFICER**

A Griffith police officer shall be available on the school campus as a School Resource Officer. This officer is acting under the direction of the campus administration and shall be allowed to question students, issue citations and take students into custody or arrest students for incidents occurring on or off school property. Prior notification of the parent(s) shall not be required for this officer to question students.

## **SEARCH AND SEIZURE**

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to; student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators and security personnel shall have the authority to examine, or cause to be examined, a student's person or property. The search may include:

1. The pockets of the student.
2. A "pat down" of the student's clothing.

3. Any item in the possession of the students such as a purse, book bag, or gym bag.
4. Object such as a locker, desk, or vehicle.

Searches will be conducted by an administrator or designee, in a private room, and by a person of the same gender as the person being searched, if possible. A witness shall be present during the search. If incriminating evidence is found, a determination shall be made whether or not to involve the School Resource Officer. Anything found in the course of a search, which is evidence of a violation of the school conduct standards, may be:

1. Seized and admitted as evidence in any suspension or expulsion meeting.
2. Returned to the parent /guardian of student if needed.
3. Destroyed if it has no significant value.
4. Turned over to the School Resource Officer.

The parent or guardian of any student searched shall be notified as soon as is reasonably possible. Students who refuse to allow for their person or property to be searched shall be subject to suspension and/or expulsion.

\*Note: Periodic dog searches may be done randomly throughout the school building and surrounding campus.

### **SKATEBOARD, ROLLER BLADES AND SIMILAR ITEMS**

Skateboards, roller blades, and similar items may not be used on school grounds. These items must be kept in lockers during the school day.

### **STUDENT DRIVERS**

Driving to school is not a right; it is a privilege. Students must obtain a parking permit in order to park on school grounds. Permits are issued on a first-come, first-served basis to seniors prior to the start of school. If there are any spaces available after senior registration, juniors may obtain a permit in the same manner, followed by sophomores. Freshmen are NOT issued parking permits. All students must present a valid driver's license at the time of registration in order to obtain a permit. There is a \$20 fee. Students may not transfer permits. While on school grounds during the school day, students may only park in the student lot in their assigned parking space (if assigned). Students who park or drive improperly on school grounds are subject to disciplinary consequences (see Student Behavior) and any violation of the parking privilege may, without warning, result in the car being towed. Students who drive to school must park in the school parking lot and in their assigned parking space, if assigned. Failure to find a parking spot will not be an acceptable excuse for a tardy. Students who park improperly on school grounds are subject to disciplinary consequences, which can include parking fines and/or towing of vehicles. Students who drive to school and park in the school lot without a parking permit will be subject to having their vehicle towed.

### **STUDENT IDENTIFICATION CARDS**

All Griffith High School students are required to properly wear the student identification card issued by the Griffith Public Schools at all times during the school day. The student identification card will also serve as a bus pass, and must be displayed properly to board the student's assigned bus. The cost of a replacement ID is \$5.00. Failure to properly display the ID will result in disciplinary action.

### **TEACHER AIDES**

Students who wish to be considered as a teacher aide must submit that request to their counselor. In order to be considered as a teacher aide students must be seniors, in good standing regarding their discipline and attendance, and have a GPA of 2.0 or better. An administrator must approve all requests. In certain circumstances, exceptions may be made by the administration pertaining to aide requirements.

Teacher aides must be under the direct supervision of the supervising teacher at all times. Aides may not leave the school building at any time during the school day.

Additionally, the teacher aide must adhere to the following guidelines:

1. Each teacher aide must wear an aide badge with his/her name, teacher name and period number.
2. Aides may not leave their assigned duty station unless directed to do so by their supervising teacher.
3. Aides are not to be tardy or leave their duty station early.
4. Aides must always display good conduct and follow all school rules.

## **VISITORS**

Visitors are welcome to visit with school administration and staff members after making an appointment. All visitors must report to the main office upon entering the building, be approved by an administrator, and wear a visitor's pass at all times while in the building.

## **WORK PERMITS**

Work permits are available in the high school office. Information pertaining to guidelines and restrictions are available in the high school office.

# **ACADEMICS**

Every student entering Griffith High School has a minimum responsibility to make academic progress that will lead to earning forty (40) credits resulting in graduating from high school in a timely manner. All students must earn 40 credits for graduation. All students must attend full time unless participating in an approved program. To participate in the graduation ceremony, a senior must have earned at least 38 credits by the end of the school year. Students must also pass the Algebra 1 and English 10 End-Of-Course Assessments in order to earn a diploma. Credits may be received from approved high school courses taken as a student at Griffith Middle School. Credits from outside programs will be accepted if that program is accredited and meets with the approval of Griffith High School administration. Students may take no more than two (2) correspondence classes/semester with a total of no more than four (4) during their high school career. Transfer credits will not be accepted from non-accredited (non-commissioned) in-state or out-of-state private schools.

## **ACADEMIC REQUIREMENTS**

Indiana's required high school curriculum is Core 40. Students entering high school are expected to complete Core 40 as a minimum graduation requirement.

To graduate with less than Core 40, a student must complete a formal opt-out process involving parental consent. See your school counselor for full details.

### **GENERAL DIPLOMA (formal "opt-out" required)**

8 credits	English/Language Arts (Credits must include literature, composition and speech)
4 credits	Mathematics (2 credits: Algebra I or Integrated Mathematics, 2 credits: any math course)
4 credits	Science (2 credits: Biology, 2 credits: any science course)
4 credits	Social Studies (2 credits: U.S. History, 1 credit: U.S. Government, 1 credit: any social studies course)
2 credits	Physical Education (Traditional or Non-Traditional)
1 credit	Health and Wellness
6 credits	Career Academic Sequence*
5 credits	Flex Credit

To earn 5 Flex Credits a student must complete one of the following:

- Additional courses to extend the career academic sequence
- Courses involving workplace learning, which may include the following courses: career exploration internship, professional career internship, business cooperative experiences, cooperative family and consumer sciences, industrial cooperative education, interdisciplinary cooperative education, marketing field experience

- High school/college dual credit courses
  - Additional courses in: Language Arts, Social Studies, Mathematics, Science, World Languages, Fine Arts
- 6 Credits Electives to complete diploma requirements
- \*Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

### **CORE 40 DIPLOMA**

- 8 credits English//Language Arts (Credits must include literature, composition, and speech)
- 6 credits Mathematics (2 credits: Algebra I, 2 credits: Geometry, 2 credits: Algebra II - or complete Integrated Math series I, II, and III for 6 credits.)

#### **All students are required to take a math or physics course during their junior or senior year.**

- 6 credits Science (2 credits: Biology, 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics, 2 credits: any Core 40 science course)
- 6 credits Social Studies (2 credits: U.S. History, 1 credit: U.S. Government, 1 credit: Economics, 2 credits: World History/Civilization or Geography/History of the World)
- 5 credits Directed Electives  
World Languages  
Fine Arts  
Career/Technical
- 2 credits Physical Education (Traditional or Non-Traditional)
- 1 credit Health and Wellness
- 6 credits Electives to complete diploma requirements (Career Academic Sequence Recommended)\*

\* All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

### **CORE 40 with ACADEMIC HONORS (minimum 47 credits)**

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits in each of two different languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Complete one of the following:
  - Complete Advanced Placement courses (4 credits) and corresponding AP exams
  - Complete International Baccalaureate courses (4 credits) and corresponding IB exams
  - Earn a combined score 1200 or higher SAT math and critical reading \*\*\*SAT requirements may be modified with the addition of the writing section.
  - Score a 26 composite ACT
  - Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
  - Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college

credit course(s) from an accredited postsecondary institution (3 transferable college credits)

## **CORE 40 with TECHNICAL HONORS (minimum 47 credits)**

**For the Core 40 with Technical Honors diploma, students must:**

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8 or more related credits).
- Earn a grade of “C” or above in courses that will count toward the diploma.
- Have a grade point average of “B” or above.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in world languages for four-year college admission.
- Complete TWO of the following, one must be A or B:
  - A. Score at or above the following levels on WorkKeys: Reading for Information- Level 6; Applied Mathematics- Level 6; Locating Information- Level 5
  - B. Complete dual high school/college credit courses in a technical area (6 college credits)
  - C. Complete a professional career internship course or cooperative education course (2 credits)
  - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
  - E. Earn a state-approved, industry-recognized certification

## **EARLY GRADUATION**

Students wishing to graduate early need to notify their counselor so proper arrangements can be made. Courses generally scheduled into the student’s senior year will be offered during their junior year. Students may transfer credits for graduation from any accredited program of study accepted by Indiana Department of Education.

### **Student Tracks of Graduation**

1. General Diploma (Opt Out) (Parent meeting required)	4 years	40 credits
2. Core 40	3 - 4 years	40 credits
3. Core 40 w/Honors	4 years	40 credits
4. Core 40 w/Technical Honors	4 years	40 credits

### **End-of-Course Assessments (ECA)**

End-of-Course Assessments (ECAs) are taken in Algebra 1 and English 10. It is possible for several different scenarios to occur with regard to these classes and their corresponding exams. The following guidance is provided in an effort to help you make academic decisions on behalf of your students.

<b><u>Scenario</u></b>	<b><u>Action</u></b>
Student passes both the course and the ECA	Student HAS met the graduation testing and credit requirements. Student would likely be enrolled in the next course.
Student fails both the course and the ECA	Student has NOT met the graduation testing or credit requirement. Student retakes the course and retakes the ECA at the end of instruction.
Student passes the ECA; fails the	Student HAS met the graduation-testing requirement but

course	has NOT met the graduation credit requirement. Credit for the course is a state requirement for graduation. The school corporation must establish "retake" policy for this situation.
Student fails the test; passes the course	Student has NOT met the graduation-testing requirement but HAS met the graduation credit requirement. The school must schedule ECA retesting. The student must receive both notice of the retest and review or remediation targeted to the specific skill(s) in which the student is deficient. The school should refer to IC 20-32-4-4 and IC 20-32-4-5 for graduation eligibility requirements for students not passing the graduation-testing requirement.

### **PARTIAL DAY SCHEDULES**

All students will follow a standard program of seven classes. A part-day early dismissal may be approved for any of the following reasons:

- a. Special Education Work-Study
- b. The student's health dictates less than a standard program that must be verified by medical records.
- c. Qualified students may take approved college courses for college and/or high school credit. They may also enroll in licensed vocational training programs. Any student interested in this should make an appointment with his/her counselor to discuss the requirements.

### **GRADES AND REPORTING**

Grades in each subject are reported to the parents at the end of each nine week grading period. In the high school the two nine week grades are averaged with a semester final exam grade in a 40%-40%-20% ratio to determine the student's semester grade. Interim grades are issued to all students by all teachers at the midpoint of each nine-week grading period, along with any comments regarding the student's progress. Parents are encouraged to call the school if they have not received an interim report and expect that they should have, as well as any teacher to arrange for a conference if desired. The school grading scale for all classes shall be as follows:

A	=	100% - 93%
A-	=	90% - 92.9%
B+	=	89.9% - 87%
B	=	86.9% - 83%
B-	=	82.9% - 80%
C+	=	79.9% - 77%
C	=	76.9% - 73%
C-	=	72.9% - 70%
D+	=	69.9% - 67%
D	=	66.9% - 63%
D-	=	62.9% - 60%
F	=	59.9% and below

### **HONOR ROLL AND GRADES**

Two academic honor rolls are prepared at the end of each grading period. The "A" Honor Roll is

comprised of students who have received no grade lower than an "A-" in all subjects. The A-B Honor Roll is comprised of students who have received no grade lower than a "B-" in all subjects. Grades will be weighted as follows:

"A" = 4	"A-" = 3.8	"B+" = 3.4	"B" = 3.0
"B-" = 2.8	"C+" = 2.4	"C" = 2.0	"C-" = 1.8
"D+" = 1.4	"D" = 1.0	"D-" = .8	"F" = 0

Pluses and minuses will be used on all student permanent records and will be figured in class rank.

## **SCHEDULE CHANGES**

The master schedule is developed each year based upon student course selections. The number of student requests for courses determines teacher assignments and sections. If a conflict occurs in the elective courses selected, alternate course selections will be used. Therefore, careful thought must be given to all the courses selected. Once the schedule has been finalized there will be only very limited options for making changes. Schedule changes made after August 5th will require a parent/guardian signature and a \$5.00 fee. No changes will be made after the first five days of a semester.

## **WITHDRAWAL FROM SCHOOL**

According to Indiana Code 20-33-2-28.5. Prior to withdrawal from school, students who are at least 16 years of age but less than 18 years of age must complete an exit interview with the school principal. Both the principal and the individual's parent must approve and give consent for the withdrawal.

An individual to whom this section applies may withdraw from school only if all of the following conditions are met:

1. An exit interview is conducted.
2. The individual's parent consents to the withdrawal.
3. The school principal approves of the withdrawal.
4. The withdrawal is due to:
  - a. financial hardship and the individual must be employed to support the individual's family or a dependent;
  - b. illness
  - c. an order by a court that has jurisdiction over the child.

Students 18 years of age or older must do the following:

1. Notify a building administrator of their intent to withdrawal from school.
2. Complete all required withdrawal forms in the main office.
3. Return all books, locks and other items belonging to the school.
4. Pay any outstanding fees or fines owed to the school.
5. Upon completing all these steps, the student will be officially withdrawn from school.

## **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

Selection is based upon national constitution and local requirements that may exceed the national requirements. Four areas of qualification must be met: scholarship, service, leadership, and character. The national constitution requires a minimum grade point index of 3.00 with local organizations setting objective guidelines for the other three areas. Please see sponsor for specific and detailed guidelines associated with the selection process into the National Honor Society.

## **PHYSICAL EDUCATION POLICIES**

All students participating in a P.E. class must wear a standard Griffith uniform. T-shirts must be purchased from the P.E. teacher. In addition, students must provide black shorts or sweats, appropriate socks and gym shoes. Students must also provide their own, one piece, bathing suit during swimming.



A student, who for medical reasons, cannot participate in Physical Education and/or swimming must have a doctor's or parent note stating the reason for the exclusion and the length of exclusion. The parent note is valid for no more than two days and only one parent note per quarter will be accepted. The P.E. teacher will send a student who becomes ill during the school day and prior to P.E. class to the nurse after dressing for P.E. The school nurse will determine if the student is able to participate or not. Female students, while swimming, will have three consecutive days excused for the menstrual cycle. In the need of additional days for the event of extreme irregularity a parent, teacher, and nurse conference is to be held by contacting the teacher. Make up assignments are due by the end of the 3 day excused absence from the swimming activity.

A student may be required to do written work, assigned by the teacher, for every 5 days missed from class due to medical exclusions, excused absences from participating in class, or absences from school. Any student who accumulates more than 30 of these type of days will be removed from class. When a student is removed from the class, the student will receive a medical withdrawal on their records and not a failing grade. To ensure the safety of our students, it is a requirement that all jewelry, including piercings, be removed when participating in a P. E. class.

### **CAREER CENTER TRANSPORTATION**

All students must ride a Griffith school bus to and from the Hammond Area Career Center. Disciplinary consequences will be administered for failure to ride this bus and dismissal from the program may occur for repeated incidents.

## **ATTENDANCE POLICIES AND PROCEDURES**

Irregular attendance is one of the chief causes of poor work and failure. Carelessness in attendance frequently leads to carelessness in habits of study and work and also contributes to loss of interest in school. The responsibility for a student's school attendance is with the student and his/her parents. All students are expected to attend regularly and be on time. The staff believes that students miss important experiences when they are not in school. While it is possible to "make-up" the academic work missed, it is impossible to "make-up" the total educational experience that can only be gained by being in attendance.

### **ABSENCES**

Absence is defined as missing the entire day or any part (period) of it for any reason. An hourly and daily record is kept for each student on a semester basis.

### **EIGHT-DAY LIMIT PER SEMESTER**

1. Any student has an opportunity to earn credit in a class provided the student does not have more than eight (8) absences in the class without an approved attendance waiver.
2. Any student who accumulates more than eight (8) absences in a given class may lose credit. If the student is not removed from the class, but does not qualify for an attendance waiver, the student shall receive the grade earned in the class with an N/C (no credit) notation. The student shall receive no credit toward a Griffith High School diploma.

### **EXCUSED ABSENCES THAT WILL NOT COUNT AGAINST THE EIGHT (8) DAY LIMIT**

1. Participation in school-related activities and/or field trips that have been approved by administration and each of the student's teachers.
2. Military examinations. (See Pre-Arranged Absence procedures.)
3. Student serves as a page in the Indiana General Assembly. (See Pre-Arranged Absence procedures.)
4. Visits to a college campus. This is limited to eleventh (11th) and twelfth (12th) grade students. Only one (1) day per school year shall be allowed with administrative approval. (See Pre-Arranged Absence procedures.)
5. Deaths and funerals of members in the immediate family consisting of a parent, sibling, or grandpar-

- ent. Students who are absent for this reason must have a parent call the school and bring in a note from a parent explaining the absence.
6. Physician's/Medical excuse: If a student has medical orders stating the student cannot be in the building due to illness, hospitalization, or other medical need this document must be presented upon the student's return to school with the proper dates of the student's absence(s). Additionally, this document must be on the physician's letterhead or office form, and must be signed by physician or his/her office personnel and be verified by the school. Regular doctor's, dental, orthodontist appointments will count towards the student's absences in the semester.
  7. Absences occurring because a student is issued a subpoena to appear in court as a witness in a judicial proceeding.
  8. Religious holidays that falls on the school calendar and has administration approval.

## **PARENT/STUDENT RESPONSIBILITIES**

1. Students who are absent must have a parent or guardian call the GHS Attendance Office at 924-4281 to report the absence on the same day that the absence occurs or provide a written excuse to the Attendance Office by 9:00 A.M. on the date of return. This note must explain the student's whereabouts on the day of absence, be signed by a parent or guardian or a medical, religious, or legal official related to the absence, and give a phone number where the absence can be verified.
2. Per Indiana Code 20-33-2-18, "If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within five (5) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician..." This will have an effect on the student's eight-day absence limit.
3. Pre-Arranged Absence Procedure: Students may obtain Pre-Arranged Absence forms from the Attendance Office when a student will miss two (2) or more days of school. A phone call from a parent/guardian is necessary to secure the form. The form must be completed and presented to each classroom teacher for approval at least three (3) days in advance, and returned to the Attendance Office. Please note that any absence, pre-arranged or not pre-arranged which does not meet one of the absences listed above as not counting toward the eight day limit, will be counted against the eight day limit per semester. Requests for pre-arranged absences that will occur during final exams must be submitted in writing to the principal and are subject to his/her approval.

## **PROCESS FOR OBTAINING AN ATTENDANCE WAIVER**

1. Student and Parent/Guardian are notified of an attendance violation when it occurs or as soon as possible.
2. Student and Parent/Guardian may request an attendance waiver meeting only if there are unusual circumstances or new information to be presented.
3. Principal/Asst. Principal, Attendance Committee personnel (i.e. teachers, guidance counselors, support staff), student and parent/guardian set up a time and date for the attendance waiver meeting.
4. Procedure for the attendance waiver meeting:
  - A. The student must have 95% attendance or better to appeal. The committee reviews the attendance record and notes where the violations of the attendance policy took place by the student for all those present.
  - B. The student and the parent/guardian present any new evidence to verify or clarify student absences. They may also offer comments and information that was unknown before the meeting took place.
  - C. The committee members present may then ask questions of the student and/or parent/guardian regarding the student's attendance, absences, academic performance and behavior in class.

- D. The student and/or parent/guardian may ask any questions related to the student's attendance and the meeting.
- E. When the student and/or parent/guardian are finished with asking any questions, they will be dismissed and the committee will sit in closed session to evaluate the student's attendance record, consider any new information presented, and decide on a case-by-case basis whether or not to issue an attendance waiver to the student.
- F. The student and parent/guardian will be notified by the school regarding the results of the attendance waiver meeting within two (2) school days.

### **MAKING-UP WORK DURING OR FOLLOWING AN ABSENCE**

1. Students whose absence is EXCUSED will be granted one (1) day for each day of absence to make up missed assignments, but not to exceed ten (10) school days.

Circumstances requiring more than ten(10) school days must be approved by a building administrator. It is the responsibility of the student to make arrangements for make-up work with his/her teachers. This provision does not apply to major tests, projects, or long-term assignments or other assignments of which students have been informed of by their teachers well in advance; however, the teacher may use discretion in establishing the due date for these assignments.

2. No additional time will be allocated for UNEXCUSED absences and/or absences due to OUT OF SCHOOL SUSPENSIONS. Students who are issued an out-of-school suspension more than 24 hours before the suspension are responsible for getting assignments from their teachers prior to serving the suspension. It is the student's responsibility to make arrangements to have those assignments picked up. No additional time will be allocated for IN-SCHOOL SUSPENSIONS since students are required to get work from their teachers prior to serving their suspension.

### **TRUANCIES AND UNEXCUSED ABSENCES**

Truancies are defined as:

1. An absence wherein the parent or guardian believes the student is present in class, school authorities believe the student is absent due to illness, and the student is neither absent due to illness nor in class.
2. A student who leaves class, cafeteria or the building without faculty permission.
3. Students arriving more than 10 minutes late to class other than 1st hour.
4. Students arriving more than 10 minutes late to 1st hour are considered unexcused. Suspension will be issued for each unexcused absence beyond two per semester.

Note: Truancy is recorded on a school year basis not by semesters.

Habitual Truancy: A student who is described by any of the following categories shall be considered a habitual truant and may face one or more consequences not limited to, but including loss of driver's license privileges, suspension/expulsion proceedings, and referral to juvenile court:

1. Defies parental authority in failing to attend school.
2. Has a repeated, continuous pattern of absences over a period of time such as a grading period.
3. Has a large number of aggregate absences over the period of a school year.
4. Has three (3) or more out of school truancies recorded on attendance record for the school year.

Please note that students who are classified as Habitual Truants or who have 5 or more days of unexcused absence will be referred to the Lake County Juvenile Court Division for truancy from school.

### **TARDINESS**

1. Students are tardy if they are not in their assigned area when the bell rings for class to begin.

2. Students reporting to class more than ten (10) minutes late will be considered truant rather than tardy.
3. Tardies are cumulative for each grading period and will reset at the beginning of a new grading period.
4. Students will be assigned to Lunch Detention, Wednesday Detention, and/or suspended and can be expelled for excessive tardiness. Details of consequences for excessive tardiness are listed under Grounds for Disciplinary Action.

## **STUDENT BEHAVIOR**

We believe an attitude of respect and personal responsibility must form the cornerstones for behavior in our school. Actions that are disrespectful or reflect an unwillingness to accept reasonable levels of responsibility, severely detract from the educational process, and will not be tolerated. In addition, it is the responsibility of school administration and staff to maintain an orderly environment wherein all students and staff feel safe. In light of these standards, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior in school or at a school-sponsored activity. Their decision must be based on the welfare of the total school community as well as the individual student. Communication and cooperation between staff members, parents, and students is encouraged in all matters regarding student discipline.

### **INDIANA LAW REGARDING SUSPENSION AND/OR EXPULSION**

Indiana Code 20-33-8, as well as local school board policy, provides all school personnel with the authority to carry out this duty. Any disciplinary problems that arise which are not specifically cited herein will be handled by Griffith administration.

The following excerpts are quoted from Indiana Code 20-33-8.

#### **20-33-8-8 School Discipline**

- (b) In all matters relating to the discipline and conduct of students, school corporation personnel:
  - (1) stand in the relation of parents to the students of the school corporation; and
  - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.
- (c) Students must:
  - (1) follow responsible directions of school personnel in all educational settings; and
  - (2) refrain from disruptive behavior that interferes with the education environment.

#### **20-33-8-14 Grounds for Suspension or Expulsion**

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules
  - (1) Student misconduct.
  - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or school activity, function, or event.

#### **20-33-8-15 Unlawful Conduct**

In addition to the grounds specified in IC 20-33-8-14, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or

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

### **20-33-8-16 Weapons**

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

### **20-33-18 Due Process**

Students will be afforded the basic rights of due process. That is, in any suspension or expulsion proceeding the charges against the student will be stated, a summary of the evidence against the student will be provided and an opportunity for the student to explain his/her conduct will be granted.

### **TYPES OF DISCIPLINE**

Student discipline is administered in a progressive manner; however, some will be expedited to higher levels of discipline depending on the nature and severity of the misconduct.

In addition, suspension (in-school or out-of-school) totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

Offenses that are criminal in nature will be reported to the school resource officer.

1. Reprimand—Staff informs student that a type of behavior is unacceptable.
2. Parent/Teacher Conference—A meeting will be held between parents and teachers to discuss a student's behavior. With the approval of the administration, the student can be suspended from class until this meeting is held.
3. Parent/Administration Conference—A meeting will be held between parents, teachers, student, and an administrator to discuss a student's behavior. A student may be suspended from school until this meeting is held.
4. Detentions—Student is required to make up time in the school building outside of normal school hours, before or after the close of the school day. A student is given 24 hours to fulfill this responsibility so as to make arrangements for transportation. Students failing to attend a detention will be assigned to a Wednesday Detention. Further disciplinary action will take place if student continues to miss detention(s).
5. Wednesday Detention—Student is required to serve one and one-half hours after school on Wednesday. Students who are assigned to a Wednesday detention and fail to attend or are removed due to inappropriate behavior or insufficient supplies will be assigned to 1 Day OUT OF SCHOOL SUSPENSION. Further disciplinary action will take place if student continues to miss Wednesday detention(s).
6. School/Community Service—Student is required to make up time outside of normal school hours before or after school doing service such as litter detail. A student is given 24 hours to fulfill this responsibility so as to make arrangements for transportation.
7. Extra-curricular Probation—All participation in or attendance at extra-curricular activities.
8. Class Suspension—A student is removed from an individual class and reports to the office.
9. In School Suspension—A student is confined to a separate area of the school. He/she is not allowed to attend classes, but must engage in learning activities. Parents will be informed of each in-school suspension. Schoolwork missed during an in-school suspension will be completed with credit.
10. Out of School Suspension—Students suspended out of school will not be allowed to attend school, be on or near school property, or be allowed to attend or participate in any school-related activity. Doing so while under an out of school suspension is considered criminal

trespassing and the student is subject to arrest. Parents will be notified of each suspension and be required to contact the principal for re-admittance. Schoolwork missed during an out of school suspension will be completed without credit.

11. Expulsion—Students expelled will be banned from attending Griffith Middle/High School, attending or participating in any school-related activities on or near Griffith Public School property for the length of the expulsion period. Doing so while under an expulsion is considered criminal trespassing and the student is subject to arrest.
12. Reassignment—Students who are permanently removed from a class for the remainder of a grading period due to attendance policy violations, behavior problems or because it is mathematically impossible for them to pass the class, may be reassigned to an alternative setting and be issued a “WF” for the grading period in the class from which they are removed. The reassignment area is also used as an alternative setting when needed for students whose specific educational plan requires such a placement.
13. Restriction of privilege
14. Individual behavior plans
15. Alternative school
16. Loss of Driver’s License/Permit—Indiana Code 9-24-2 allows schools the discretion to suspend the driver’s license/permit of any student who meets the following conditions:
  1. The student is a habitual truant IC 20-33-2-11.
  2. The student is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  3. The student is under an expulsion 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.

## **PARENT/GUARDIAN/CUSTODIAN PARTICIPATION POLICY**

A parent (including a guardian and/or custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process code, I.C. 20-33-8, as well as the student behavior code of this handbook, at the discretion of and upon proper notice by a school official.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after school home study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student’s own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a “child in need of services “ in accordance with Indiana law.

## **GROUNDS FOR DISCIPLINARY ACTION**

The following are the rules of conduct which Griffith students are expected to follow. Violations of these rules or engaging in inappropriate behavior as described below, constitutes grounds for disciplinary action.

In addition, suspension (in-school or out-of-school) totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

Offenses that are criminal in nature will be reported to the school resource officer.

### **BUS MISCONDUCT**

While riding on a school bus students must adhere to the following rules:

1. Possession and display of a student ID/bus pass.
2. Take a seat immediately and remain seated until instructed by the driver to leave the bus.
3. Keep doors and windows closed unless given permission.
4. Keep head, arms and hands inside the bus at all times.
5. Do not litter the bus.
6. Do not do damage to the school bus.
7. Cooperate with the bus driver and follow the rules of the school.

### **CAFETERIA MISCONDUCT**

All students are responsible for their environment in the cafeteria and must adhere to the following rules:

1. Food and non-food items on their table or on the floor surrounding their table must be cleaned up prior to dismissal.
2. Ordering or having food delivered from an outside vendor is not allowed.
3. Cutting in line is not allowed.
4. Students must wait for dismissal before leaving the cafeteria.

### **CHEATING/PLAGARISM**

Violating rules of honesty such as copying another student's test, assignment, etc. is unacceptable as is using the work of others or published work, and will result in a discipline referral.

### **DISRESPECT**

Behaving in a disrespectful manner towards staff, an adult in authority, or peers is inappropriate and is subject to disciplinary action, including expulsion.

### **DISRUPTIVE BEHAVIOR**

Any action that disrupts or interferes with educational activities or the school environment or has the potential for such disruption will not be tolerated.

### **DRESS CODE – APPROPRIATE APPEARANCE**

Appropriate dress and grooming contributes to positive student behavior and a productive educational environment. Ensuring a safe environment for students and a teaching / learning environment free of distractions is the objective of the dress and grooming policy.

A student whose appearance (grooming) or dress interferes with or disrupts the educational process, demeans other students, causes or threatens to cause damage to school property, or creates a health/ safety hazard, shall be removed from the educational setting. Students are expected to dress appropriately at school and to all school sponsored activities.

Students who are representing Griffith High School or at an official function or public event may be required to follow specific dress requirements. Examples include: academic teams, athletic teams, cheerleaders, Pantherettes, choirs, and other such groups.

Specific guidelines include but are not limited to:

- Clothing or jewelry that alludes to or contains references to weapons, profanity, ethnic or racial slurs, drugs, alcohol, tobacco, sex, gangs, the occult, inappropriate writing or artwork, are not permitted,
- Mesh or see through tops must be worn over a shirt,
- Shorts and skirts must reach mid thigh,
- Undergarments must not be visible,
- Shoulders and midriff must be covered at all times,
- Shirts must have sleeves,
- Clothing with tears and holes are not permitted,
- Revealing, low cut, excessively tight, or excessively baggy clothing is not permitted,
- Hats, bandanas, sunglasses, beachwear, pajamas, sweatbands, hooded sweatshirts, book

bags, backpacks, and outerwear must be placed in the student's locker,

The administration reserves the right to modify the school's dress code at any time. Please be advised that the decision regarding whether or not violations occur in the Dress Code rest solely with school administration.

## **DRINKING**

Students may not possess/consume/be under the influence of/provide to any other person, alcohol:

- a. on the way to or from school or school activity
- b. on school grounds at any time or
- c. at any school sponsored activity at any location including the school bus or other school-sponsored transportation.

## **DRUGS**

Students may not possess, use, or be under the influence of/or provide to any other person, drug paraphernalia and/or any substance, which is a prescription drug, controlled substance, anabolic steroids or contains amphetamine, barbiturate, marijuana, a stimulant, a depressant, or a hallucinogen whether prescription and/or sold over the counter or any substance that closely resembles any of the listed substances. Students may not provide to any other person drug paraphernalia and/or any substance as listed above nor any substance represented to be any of the above:

- a. on the way to or from school or school activity
- b. on school grounds at any time or
- c. at any school sponsored activity at any location including the school bus or other school-sponsored transportation.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. However, all medications (prescription or over-the-counter) must be approved by the nurse. No student, under any circumstance is to provide medication (prescription or over-the-counter) to any other student.

Students may not possess/use/provide to any person anything used or designed to be used primarily for, but not limited to, the storage, processing, delivery or consumption of amphetamine, barbiturate, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens

- a. on school premises at any time or
- b. at any school sponsored activity at any location including the school bus.

## **ELECTRONIC DEVICES**

The following electronic devices must remain in the student's locker, turned off, and may not be utilized in the building during the school day: radios, televisions, tape decks, cellular telephones, MP3 players, pagers, electronic games, lasers, or other comparable electronic equipment. In addition, students are advised that they bring these items to school at their own risk.

## **FALSE REPORTING**

Students must not provide false information (written or oral.)

Examples include, but are not limited to: knowingly filing false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual; tampering with report cards, official passes and notes, medical documents; changing grades or forging names to excuses or on official school communications; reporting false alarms of any nature including pulling of a fire alarm without good cause.

## **FIGHTING/USE OF PHYSICAL VIOLENCE**

Fighting, posturing, or using physical violence in the school building, on school grounds, en-route to and from school and at school-sponsored activities is ground for suspension and/or expulsion. Students failing to comply with staff member's instructions to stop fighting or using physical violence will be subject to expulsion. (Individuals who are spectators, promote, or instigate fights or any physical violence may be subject to the same corrective action(s) as the participants.)



## **GANG\* INVOLVEMENT**

The following is prohibited and will not be tolerated:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, or other such items identified and associated with gang membership or affiliation.
2. Using hand signals, graffiti, gestures or other written communications showing membership or affiliation in a gang.
3. Using any speech or committing any act in the promotion of gang interests or activities including but not limited to: soliciting others for membership in any gang, threatening or intimidating others, inciting others to commit physical violence.

\*Two or more gathered in a common interest is considered a gang.

## **HALL MISCONDUCT**

While in the hallways students must adhere to the following rules:

1. Do not litter.
2. Do not possess food and/or drink (including water). No cups, mugs or other beverage containers are allowed.
3. No gum chewing in school building.
4. Do not engage in rude or boisterous behavior, congregate/loiter, run, push, shove or use vulgar language in any hallway or area of the building.
5. If passing through hallways during class periods, students must have a valid hall pass.

## **HARASSMENT/INTIMIDATION/BULLYING**

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff member and/or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to strike, attack, or harm a staff member, student or other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats. Bullying is defined as the deliberately aggressive or hurtful behavior toward another person that is repeated over time. This can include physical bullying (e.g. pushing, hitting, kicking); verbal bullying (e.g. taunting, yelling, threatening, and indirect bullying (e.g. spreading rumors, social isolation) and/or cyber bullying. Cyber bullying that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on provided transportation or at any official school bus stop, through the use of the district internet system while on or off campus, through the use of a personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial disruption at school. Griffith High School has a responsibility to respond to students who are being bullied. Students are encouraged to inform an adult at the school so that action can be taken. Bullying behavior will not be tolerated. Consequences could involve conferences, detentions, suspensions and/or expulsions.

## **ILLEGAL ACTIONS**

Behavior not covered by other rules listed in this section, but that is prohibited by Indiana State Law, will be subject to disciplinary action and reported to the school resource officer.

## **IMPROPER USE OF SCHOOL TECHNOLOGY AND EQUIPMENT**

The following constitutes improper use of technology: accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; violating any local, state, or federal statute; vandalizing, damaging, or disabling the property of another individual or organization; accessing another individual's material, information, or files without permission; violating copyright or otherwise using intellectual property of another individual or organization without permission.

## **INAPPROPRIATE DISPLAY OF AFFECTION**

Inappropriate display of affection is subject to disciplinary consequence.

## **IN-SCHOOL SUSPENSION MISCONDUCT**

While serving an in-school-suspension students must adhere to the following rules:

1. Must have class work to do.
2. Remain in assigned seats.
3. Remain silent, no sleeping.
4. Do not bring electronic devices into the ISS room.
5. Use the restroom only at designated times.
6. Follow all rules established by the suspension room supervisor.

## **INSUBORDINATION**

Failure to comply with directions of teachers or other school personnel during any period of time when students are under their supervision is grounds for suspension and/or expulsion. Examples of insubordination include, but are not limited to: refusal to work in class, sleeping in class, refusal to serve detention as directed, refusal to participate in in-school alternatives as directed, refusal to report to the office as directed, refusal or failure to identify oneself when requested by a staff member or adult in authority, disobedience of administrative authority, refusal to follow the direction of a teacher, administrator or other adult in a supervisory position.

## **MISSED DETENTION(S)/WEDNESDAY DETENTION(S)**

Failure to attend an assigned detention is grounds for disciplinary action. Depending on the number of missed detentions the student has accumulated for a semester, will determine which consequence to be given.

## **PROFANITY/PORNOGRAPHY/OBSCENITY**

The following is not allowed:

1. Use of profanity, obscene gestures and/or possession of pornography or other inappropriate materials anywhere in school, on school grounds, at school sponsored activities or on school provided transportation.
2. Making any sign that conveys an offensive, obscene, or sexually suggestive message.
3. Using or writing derogatory written materials.
4. Having any written or electronic material or pictures that convey an offensive, obscene, or sexually suggestive message.

## **RECKLESS ENDANGERMENT**

Behavior that results in the endangerment to self or others is subject to disciplinary consequence.

## **REPEATED RULE VIOLATION**

Repeatedly violating rules that students are expected to follow will be grounds for disciplinary action including expulsion. In addition, suspension (out-of-school) totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

## **STUDENT IDENTIFICATION CARDS**

All Griffith High School students are required to properly wear the student identification card issued by the Griffith Public Schools at all times during the school day. The cost of a replacement ID is \$5.00. Failure to properly display the ID will result in disciplinary action.

The consequences for not having or not properly displaying a Student ID are as follows:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Warning
3 <sup>rd</sup> offense	After school detention
4 <sup>th</sup> offense	After school detention
5 <sup>th</sup> offense	1 day of In-school suspension
6 <sup>th</sup> offense	1 day of Out-of-school suspension

7 <sup>th</sup> offense	3 days Out-of-school-suspension
8 <sup>th</sup> offense	5 days Out-of-school suspension

Multiple suspension days and or possible expulsion will result for each and additional offense beyond the 8<sup>th</sup> offense.

## STUDENT PARKING

Driving to school is not a right; it is a privilege. Students must obtain a parking permit in order to park on school grounds. Permits are issued on a first-come, first-served basis to seniors prior to the start of school. If there are any spaces available after senior registration, Juniors may obtain a permit in the same manner. Freshmen and sophomores are not permitted to purchase a parking permit. There is a \$20 fee for a parking permit. Students may not transfer permits. While on school grounds during the school day, students may only park in the student lot. Students who drive or park improperly on school grounds are subject to disciplinary consequences and any violation of the parking privilege may, without warning, result in the car being towed and be subject to a parking fine. Failure to find a parking spot will not be an acceptable excuse for a tardy.

## TARDINESS

Students are considered tardy if they are not in their assigned area when the bell rings for class to begin. Students who report to class more than ten(10) minutes late are considered truant rather than tardy. Tardies are cumulative for each grading period and will reset at the beginning of a new grading period.

<u>Violation</u>	<u>Consequences</u>
1st Tardy per Quarter	Written Warning
2nd Tardy per Quarter	Written Warning
3rd Tardy per Quarter	1 Lunch Detention
4th Tardy per Quarter	2 Lunch Detentions
5th Tardy per Quarter	Wednesday Detention (90 minutes) / Parent Contact
6th Tardy per Quarter	1 Day ISS
7th Tardy per Quarter	1 Day OSS
8th Tardy per Quarter	3 Days OSS

Additional Consequences that pertain to Tardies:

1. Missed Lunch Detention  
1 Day ISS per each Lunch Detention missed
2. Missed Wednesday Detention  
1st offense = 1 Day OSS  
2nd offense = 3 Days OSS  
3rd offense = 5-10 Days of Suspension / Possible Expulsion

Please note that any of these consequences may be increased in severity if a student has an established and lengthy discipline history prior to being seen for the tardy violation.

## THEFT/VANDALISM

Stealing or damaging the property of Griffith Public Schools, the property of students or staff members, or the property of visitors to our school will not be tolerated. In addition, stealing or damaging property at any location that a Griffith student is attending that is part of a school sponsored function will not be tolerated and will be subject to Griffith disciplinary consequences

## TOBACCO PRODUCTS AND SMOKING

Students may not possess/use/provide to any other person, any tobacco product and/or associated paraphernalia in the school building, at school extra-curricular activities, or on their way to and from

school. If students are under the age of eighteen, these infractions will also be reported to our school resource officer.

## **TRUANCY**

Truancies are defined in the previous section Attendance Policies and Procedures, under Truancies and Unexcused Absences.

## **WEAPONS/DANGEROUS ITEMS**

Students may not possess or provide to any other person: guns of any type (real or not), knives, razors/razor blades, box cutters, any martial arts related weapons, brass/metal knuckles, tools (such as saws, awls, hole punches, hammers, etc.), explosives devices or materials used in making such devices, and any other item that could reasonably be considered and used as a weapon will be grounds for suspension and/or expulsion.

# **GRIFFITH HIGH SCHOOL DISCIPLINE PROCEDURES**

<b>Violation</b>	<b>Level One</b>	<b>Level Two</b>	<b>Level Three</b>
Bus Misconduct	Warning/parent contact	1-10 days of suspension	Permanent removal from bus
Cafeteria Misconduct	Warning/parent contact	3-5 days of suspension	Expulsion
Cheating/plagiarism	Zero on assignment/parent contact	1-5 days of suspension	Loss of credit/failing grade
Disrespect	1-5 days of suspension	3-10 days of suspension/Possible expulsion	Expulsion
Disruptive behavior	1-3 days of suspension	3-5 days of suspension	Additional suspension/Possible expulsion

Dress Code	Warning/correct dress	1 day of suspension/correct dress	Additional suspension/Possible expulsion
Drinking/Alcohol (Possession/Use)	Expulsion		
Drugs (Possession/Use) Drug Paraphernalia (Possession/Use)	Expulsion		
Electronic devices	Confiscation for the day Return to parent only	Confiscation for the day Return to parent only and Detention	Confiscation for the year and 1-5 days suspension
False reporting	1-3 days of suspension	3-5 days of suspension	Expulsion
Fighting	5 days of suspension	Expulsion	
Gang involvement	1-10 days of Suspension/ Possible Expulsion	Expulsion	
Hall misconduct	Detention/parent contact	1-3 days of suspension	1-5 days of suspension
Harassment/intimidation/Bullying	Warning/conference/parent contact	3-10 days of suspension/Possible Expulsion	Expulsion
ID Card not displayed properly	Warning/Detention	Suspension	Additional suspension/Possible Expulsion
Illegal actions	1-3 days of suspension	3-5 days of suspension/Possible Expulsion	Expulsion
Improper use of electronic equipment	Warning/restriction of privilege	Restriction of privilege/ 1-3 days of suspension	Expulsion
Inappropriate display of affection	Warning	1 day of suspension	Additional suspension
In-school-suspension misconduct	1-3 days of out-of-school suspension and make up in- school suspension time	3-10 days of out-of-school suspension and make up in- school-suspension time	Expulsion
Insubordination	1-5 days of suspension	3-10 days of suspension	Expulsion
Missed Detention(s)	Wednesday Detention/Conference	Wednesday Detention/Conference/ Parent Contact	1-10 days of suspension/ Possible Expulsion
Missed Wednesday Detention(s)	1 day of out-of-school suspension	3 days of out-of-school suspension	5-10 days of suspension/ Possible expulsion
Profanity Pornography/Obscenity	Detention/Suspension	3-10 days of suspension	Expulsion
Reckless endangerment	1-5 days of suspension/restitution	1-10 days of suspension/ Possible expulsion/ restitution	Expulsion/restitution
Repeated rule violation	1-3 days of suspension	3-5 days of suspension	Expulsion
Student parking	\$10 Fine / Warning	Incremental Fine / Vehicle Towed	Suspension/Revocation of driving privilege
Tardiness	Warning	Detention and/or suspension	Suspension/Possible Expulsion
Theft/Vandalism	1-5 days of suspension/restitution	3-5 days of suspension/ restitution	Expulsion
Tobacco (Possession/Use)	3 days of suspension	5 days of suspension	Expulsion
Truancy	1 days of suspension	3 days of suspension	Expulsion
Weapons/Dangerous items	Expulsion		

Student discipline is administered in a progressive manner; however, some will be expedited to higher levels of discipline depending on the nature and severity of the misconduct.

In addition, suspension (in-school or out-of-school) totaling ten (10) days in one semester or a combined total of fifteen (15) days for the year may result in a request for expulsion for not following and adhering to school rules and regulations.

Offenses that are criminal in nature will be reported to the school resource officer.

# ATHLETICS

This Athletic handbook explains the policies of the interscholastic sports programs at Griffith High School. It is a privilege, not a right, to participate in extra-curricular activities; thus, the student-athlete is required to abide by the rules written in this book. As noted in the Indiana High School Athletic Association by-laws, any school may establish its own set of guidelines beyond those set by the state association.

## ALTERNATIVE SCHOOL

A Griffith High School student that is enrolled in the Griffith Public Schools Alternative School may participate in athletics if the placement is based on a non-disciplinary reason and the student meets required IHSAA academic and participation standards. If the athletic code has been violated prior to the placement, the student will not be eligible to participate until the penalty has been served.

## APPEAL PROCESS

A student-athlete may make a written request for a hearing to the Athletic Director within five (5) days receiving notice of the suspension from athletic participation for violation of this Code. The hearing will take place within five (5) school days of receipt of the written request for a hearing before a three (3)-member appeals board. The appeal board will be comprised of a Griffith Public Schools Administrator, a Griffith faculty member and a Griffith High School out-of-season coach. The Appeal Board will have the power to uphold, deny or lessen the suspension of the student-athlete. The Appeal Board's decision will be made within one (1) school day of the hearing.

## ATHLETIC AWARD SYSTEM

The following awards will be presented seasonally and annually to the student-athlete. Coaches may elect to add or delete awarding major awards at their discretion. Establishing lettering policies and the awarding of letters is at the discretion of the sport head coach and coaching staff.

1. Freshman Award
  - a. Freshman certificate/jacket numerals
2. Junior Varsity Award
  - a. Junior Varsity Certificate/Panther Head Patch
3. Varsity Award
  - a. 1<sup>st</sup> – 8" chenille block "G"
  - b. 1<sup>st</sup> – Varsity certificate
  - c. 2<sup>nd</sup> on up – Varsity certificate/jacket (one per season)
4. Senior Award
  - a. Special senior certificate
5. Captain's Star
  - a. Chenille star

Post-season banquet presentations:

- a. Most Valuable
- b. Most Improved
- c. Best Mental Attitude

Special Awards:

- a. Male Athlete of the Year
- b. Female Athlete of the Year
- c. Male Susan L. Anderson Award
- d. Female Susan L. Anderson award

## ATTENDANCE

Griffith High School is an educational facility. Student-athletes are expected to attend:

1. Full school days – students must be in attendance at least the last 4 full class periods of the day.
2. Partial school days – attend the entire scheduled day.
3. Exceptions – funerals, doctor/dentist appointments, college visits, family emergencies.
4. If an absence occurs on a Friday (last day of regularly scheduled week) – may participate in all activities following that date (Saturday) with parent/guardian approval.

A student failing to attend the required time, will not be allowed to participate in any after-school practice, meet, or contest.

## **CONCUSSION ImPACT TESTING/ HEAD INJURY PROCEDURE GUIDELINES**

All student athletes will complete an ImPACT baseline test prior to participating in any athletic activity and every two years thereafter until graduation. The test will be administered by school personnel at no cost to students.

### **Minor Head Injury**

All head injuries require completion of an incident report, and require the coach/sponsor to advise the athlete's parents of the incident. Very minor incidences require no other action.

### **Other Head Injury (Possible Concussion)**

If the coach/sponsor suspects a significant head injury or concussion may have occurred during a competition or practice, the athlete is removed from the activity, and if possible, evaluated by the school athletic trainer. If immediate hospital care is not indicated, the athlete may observe the remainder of the competition. For practice injuries, parents should be called as soon as practical. The athlete may not return to the activity, even if they appear to recover, until all post-injury procedures as required by IHSAA rule and Indiana state law have been successfully completed. Those procedures include, but are not limited to, ImPACT testing.

### **Post-injury (Possible Concussion) Procedures**

The post-injury ImPACT test may be completed any time, at least 24-hours after the injury. It may be administered either by the school, or an off-site facility that utilizes ImPACT. The school district's exclusive evaluator, Doherty Therapeutic, reviews ImPACT test results and interprets them. However, this interpretation in no way constitutes a medical release.

If the Griffith school athletic trainer has determined the injury warrants ImPACT testing, then evaluation by a medical doctor or doctor of osteopathy trained in the evaluation and management of concussion is required per IHSAA rule and Indiana state law.

If post-injury test results are not satisfactory, the student may be re-tested when symptom-free, or in two weeks, whichever comes first. Re-tests are administered no more often than every two days.

When the athlete is symptom-free, has returned to baseline levels on ImPACT as determined by the school district's evaluator, and has a physician's (MD or DO only) release, they may gradually return to the activity if the athlete remains symptom-free. The gradual process to return is outlined on the Indiana Department of Education concussion release form. If the athlete progresses satisfactorily with this conditioning and remains symptom-free, they may return to competition.

## **CUTTING**

The coaching staff is hired for their knowledge and expertise in each particular sport. It is the discretion of each sport's coach to decide who will be members of the squad. It may be necessary from time to time to cut athletes trying out for a team. Every athlete trying out for a team will be given at least a 2-day tryout period to demonstrate their skills/abilities.

## **ELIGIBILITY**

To be eligible to represent Griffith High School in interscholastic athletics, Griffith High School will follow the eligibility rules set forth by the Griffith Public Schools and the IHSAA.

1. Age – student athlete cannot be 20 years of age prior to the scheduled start of IHSAA state finals in that sport.
2. Grades – to be eligible, the student-athlete must pass 70% of their solid courses (5 solid

courses at GHS). Student aide is not considered a solid. The athletic office will perform weekly in-season grade checks. In-season head coaches will receive a copy of all student-athletes' grades and identify at-risk athletes on their present roster. Identified at-risk student-athletes will be provided academic tutoring arranged by the in-season coaching staff.

- a. Griffith High School is on a nine-week grading period. However, semester grades will take precedence based upon Rule 18 of the IHSAA by-laws.
- b. Grades will be checked by the coach, athletic director and principal prior to the start of each season and at the conclusion of each grading period.
- c. The parent/physician consent form must be completed and on file in the athletic office prior to the first official IHSAA seasonal practice date. Coaches may require the form to be on file prior to the first day of tryouts. This form must be renewed annually no earlier than May 1st.
- d. Prior to participating in an interscholastic sport, the student-athlete is required to attend 10 separate days of practice, 5 days if entering from a different sport or participating in a pre-season scrimmage.
- e. Absence from practice due to injury/illness – a physician's note is required to return to practice if the athlete misses 5 or more consecutive days. The student-athlete is required to practice 4 days if they miss 5 to 10 days, or 6 days if 10 or more days are missed prior to resuming interscholastic play.
- f. Amateur standing – Student-athletes may lose their amateur status and eligibility if they accept gifts or prizes for participation on a team or in a tournament other than from our school district. If there are any questions, contact the athletic director.
- g. Non-sponsored sports – Athletes may not participate simultaneously in an interscholastic sport at Griffith and the same sport with a non-school organization.

## **EXPULSION**

Students that enroll at Griffith High School after an expulsion may return to athletics upon the completion of the next 9-week grading period and fulfill all IHSAA academic requirements. The student will also fulfill their athletic code penalty prior to participating in any inter-scholastic competition. If the student transfers from another institution and has a code violation, will serve that penalty prior to participating at Griffith High School.

## **FEES/OBLIGATIONS**

Participation in athletics will be made to be as economical as possible. Each athlete will be responsible to pay the base fee established by the sport coach. Additional spirit wear items are optional to purchase. The student-athlete is responsible to pay for all items ordered. If the student decides to leave the team after the order is placed, the student is still responsible for that debt. Failure to pay an outstanding obligation will prevent the athlete from participating in the next sport season until said debt is paid (per IHSAA by-laws).

## **GRIFFITH RESISTING ALCOHOL AND DRUGS (GRAD)**

All Griffith High School student-athletes will participate in and follow all the provisions in the GRAD program as previously outlined in the General Information section of this handbook. The purpose of GRAD is to discourage and eliminate illegal drug and alcohol use and abuse among our students. Griffith High School believes that striving to maintain a substance abuse-free environment is an important goal. We further believe that the parents and schools must work together to educate, support and discourage students from using alcohol and illegal drug substances.

## **LETTER JACKET**

Student-athletes may purchase their jacket after receiving their first varsity letter. Athletes may place only appropriate award items on their jacket that was earned while participating in athletics at Griffith High School. Any inappropriate items placed on the jacket will be removed per direction from the Athletic Office.



## MAJOR TRAINING VIOLATIONS

1. Visiting a Common Nuisance:
  - a. Student-athletes are expected to remove themselves from situations that may involve violating the athletic code.
    - 1<sup>st</sup> Offense – The Administration will conduct a hearing to determine what penalties will be imposed, a minimum suspension of 10% of the contest season.
    - 2<sup>nd</sup> Offense – The Administration will conduct a hearing to determine what penalties will be imposed, a minimum suspension of 50% of the contest season.
    - 3<sup>rd</sup> Offense – Suspension of 365 days from the date of the offense.
2. Tobacco:
  - a. Use or possession of tobacco in any form is prohibited.
    - 1<sup>st</sup> Offense – Suspended from 20% of the contest season. The suspension will be carried over to the next contest season if it occurs when less than 20% of the season remains. The student-athlete may participate at practice during the suspension at sport coach's discretion.
    - 2<sup>nd</sup> Offense – Suspended one calendar year from the date of the second violation.
    - 3<sup>rd</sup> Offense – The student-athlete will be excluded from all athletic participation the remainder of their high school experience.
3. Alcohol:
  - a. The use or possession of any alcoholic beverage is prohibited.
    - 1<sup>st</sup> Offense – Suspended from the 50% of the contest season. The suspension will be carried over to the next contest season if the violation occurs with less than 50% of the season remains. The student-athlete may practice during the suspension at the sport coach's discretion.
    - 2<sup>nd</sup> Offense – Suspended one calendar year from the date of the second violation. The student-athlete must present proof of participation in a pre-approved alcohol rehabilitation program prior to reinstatement.
    - 3<sup>rd</sup> Offense – The student-athlete will be excluded from all athletic participation the remainder of their high school experience.
4. Drugs:
  - a. The use or possession of any controlled substance, paraphernalia, or substances made to look like controlled substances is prohibited.
    - 1<sup>st</sup> Offense - Suspended from 50% of the contest season. The suspension will be carried over to the next contest season if the violation occurs with less than 50% of the season remains. The student-athlete and parent/guardian is required to attend a pre-approved drug rehabilitation program prior to resuming practice.
    - 2<sup>nd</sup> Offense – Suspended one calendar year from the date of the second violation. The student-athlete must present proof of participation of a pre-approved drug rehabilitation program prior to reinstatement.
    - 3<sup>rd</sup> Offense – The student-athlete will be excluded from all athletic participation the remainder of their high school experience.
5. Law Violation:
  - a. Any student-athlete found to be in violation of the law (excluding traffic laws) is prohibited.
    - 1<sup>st</sup> Offense – The Administration will conduct a hearing to determine the penalty to be imposed. A minimum suspension of 10% of the contest with a maximum of 100% may be imposed at the discretion of the Athletic Director. Suspension may be carried over to the next sport season.
    - 2<sup>nd</sup> Offense – Suspended one calendar year from the date of the second violation.
    - 3<sup>rd</sup> Offense – The student-athlete will be excluded from athletic participation the remainder of their high school experience,

6. Hazing/Harassment:

- a. There will be no intimidation or initiation of other athletes or participants. This would involve any verbal, physical, or sexual harassment or acts.
  - 1<sup>st</sup> Offense – The Administration will conduct a hearing to determine the penalty to be imposed. A minimum suspension of 10% of the contest season with a maximum of 100% may be imposed at the discretion of the Athletic Director. The suspension may be carried over to the next season sport.
  - 2<sup>nd</sup> Violation – Suspended one calendar year from the date of the second violation.
  - 3<sup>rd</sup> Offense – The student-athlete will be excluded from athletic participation the remainder of their high school experience.

\*\* Contest season is defined for purposes of this code as the period from the first regularly scheduled contest through the date of last regularly scheduled contest.

**NON-DISCRIMINATION CLAUSE**

The privilege of participating in the Griffith High School athletic program is extended to each high school student regardless of sex, creed, race, or national origin provided he/she is willing to assume certain responsibilities related to our athletic program.

**NON-TRADITIONAL PHYSICAL EDUCATION CREDIT (NTPEC)**

Griffith High School students are required to take two semesters of Physical Education (P.E.) to graduate. Both credits may be earned through the Non-Traditional Physical Education setting. A student can receive one (1) credit for participating in each qualifying activity. The maximum number of credits that can be earned through NTPEC is two (2), which will enable a student to meet the Griffith High School graduation requirement. If your child does not successfully complete the required activity, your child will not receive the required credit for P.E. and will have to either take P.E. in the traditional manner or be successful the next time in an approved activity. According to the Indiana High School Athletic Association (IHSAA), the NTPEC does not count toward the five passing grades required to remain academically eligible. NTPEC credits must be completed by the conclusion of the sophomore year or the student may be scheduled into the traditional P.E. course. P.E. I & II are requirements for graduation

**Requirements:**

The student must finish the season in "Good Standing". If the student is injured or becomes ineligible to participate in competitions, the student is still expected to attend the activities and participate / help as needed. Rehabilitation with the school's trainer counts toward attendance. If the student finishes the season in "Good Standing" then the below rubric will be used to determine the grade.

<b>Performance Evaluation</b>	
Attendance (Season) - Practice, Competitions.....	600 pts (40 days x 15 pts)
Citizenship - Spirit, Attitude and Leadership.....	100 pts
Ability - Commitment, Skill Development.....	<u>50 pts</u>
Total - .....	750 pts

Below are the Co/Extra Curricular Activities that apply to the NTPEC.

<b>Semester 1</b>	<b>Semester 2</b>
Cheerleading	Baseball
Cross Country (B&G)	Basketball (B&G)
Dance Team / Pantherettes	Cheerleading
Football	Dance Team / Pantherettes
Flag Corps	Golf (B)

Golf (G)	Softball
Marching Band	Swimming / Diving (B&G)
Soccer (B&G)	Tennis (G)
Tennis (B)	Track (B&G)
Volleyball	Wrestling

## **NUTRITIONAL SUPPLEMENTS**

The athletic department does not support the use of supplements to increase strength and size of the student-athlete. It is a violation of the high school policy to bring these products on campus and/or consume. This department believes "there is no substitute for hard work".

## **PARENT/LEGAL GUARDIANS RESPONSIBILITIES OF THE ATHLETE**

All parents/legal guardians of Griffith High School student-athletes, along with the student who is participating in our athletic program are required to sign the handbook, indicating they are aware of the expectations and agree to adhere to the policies set forth.

## **PARTICIPATION**

The student-athlete is expected to complete the season in good standing. If he/she fails to finish the season the following shall apply:

1. A grace period will be granted if an athlete quits a team in the designated IHSAA pre-season practice dates. The athlete may join another sport, participate in weight training, conditioning, or open gym with no penalty.
2. If the student-athlete quits the team after the grace period, he/she may not participate in any weight training, conditioning, or open gym until the varsity regular season of that sport is completed. The athlete may receive a release from the head coach of the sport they quit and be allowed to participate earlier.
3. A student-athlete that is currently under an athletic suspension must be member to a sport prior to day 7 of official IHSAA individual sport start date.

## **SUSPENSIONS**

In-school:

The student-athlete may not participate in after school practice, participate in an after-school game, meet or contest.

Out-of-School:

The student-athlete will not participate or attend any after-school activities.

## **TRANSPORTATION**

All student athletes will be provided school transportation to all away contests. It is highly recommended that all students return in school furnished transportation; if an emergency arises and a parent completes the transportation waiver form with the coach, the parent can transport only their student home.

## **TWO SPORT POLICIES**

An athlete may participate in two sports simultaneously in the same season. For the purpose of this rule, Cheerleading will also be included. The two-sport release form must be completed prior to the end designated IHSAA pre-season practice date. The head coaches involved, the athlete, and the athlete's parents/guardians must sign the form. Said written agreement shall provide, at the minimum, the following:

1. The athlete must designate one sport as the primary sport.
2. If a contest, meet, or tourney in one-sport conflicts with the other, the athlete will compete in the primary sport. The athletic director may approve extenuating circumstances.
3. If a practice conflict exists, a practice schedule between the two head coaches will be written.

4. If a practice conflicts with a contest, meet, or tourney in the secondary sport, the athlete will compete in these events without penalty from the primary sport.

### **DISCLAIMER**

Although this handbook attempts to address as many student-athlete related issues as possible, it is understood that changing times may bring about issues not yet covered at this time. Therefore, the Griffith High School Administration reserves the rights to change, add, or delete items it deems appropriate.