



# **GRIFFITH PUBLIC SCHOOLS**

**2020-2021**

# **STUDENT/PARENT HANDBOOK**

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# GRIFFITH PUBLIC SCHOOLS

## GRIFFITH PUBLIC SCHOOLS MISSION STATEMENT

GRIFFITH PUBLIC SCHOOLS IS LEADING THE WAY AS A DIVERSE SCHOOL AND COMMUNITY DRIVEN BY CONTINUAL IMPROVEMENTS IN ACADEMIC EXCELLENCE FOCUSED ON PRODUCING LIFELONG LEARNERS.

## 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 database. 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.

**STUDENT INSTRUCTIONAL TIME:**

MS/HS: 7:45 AM – 2:45 PM	First Bell 7:40 AM	Tardy Bell 7:45 AM
Elementary K-2: 8:15 AM – 2 15PM	First Bell 8:10 AM	Tardy Bell 8:15 AM
Elementary 3-5: 8:00 AM – 2:30 PM	First Bell 7:55 AM	Tardy Bell 8:00 AM

**Teacher Time:**

MS/HS: 7:30 AM – 2:45 PM
Elementary K-2: 7:30 AM – 2:45 PM
Elementary 3-5: 7:30 AM – 2:45 PM

**Professional Development & eLearning Days:**

September 1, 2020	October 15, 2021	November 3, 2020	December 1, 2020
February 2, 2021	March 2, 2021	April 6, 2021	May 4, 2021

**NOTE:** All buildings in the district will be closed on the days listed above. Students will receive their instructional via an e-learning day. Teacher will be in PD sessions throughout the day; however, there will be office hours from 12:00 1:00 pm for student/parent questions.

**GRIFFITH SCHOOL CALENDAR**

August 11, 2020	First Day for Students
September 7, 2020	Labor Day - No School
September 18, 2020	Interim Reports
October 9, 2020	<b>1st Quarter Ends</b>
October 15, 2020	Parent-Teacher Conferences
October 19- 22, 2020	Fall Break - No School
November 13, 2020	Interim reports
November 22-27, 2020	Thanksgiving Break - No School
December 19-20, 2019	Semester Exams
December 18, 2020	<b>1st Semester Ends (2nd Quarter Ends)</b>
December 21, 2020 – January 1, 2021	Winter Break - No School
January 4, 2021	2nd Semester Begins
January 18, 2021	Dr. Martin Luther King Day - No School
February 12, 2021	Interim Reports
February 15, 2021	President's Day - No School
March 12, 2021	<b>3rd Quarter Ends</b>
March 22-26, 2021	Spring Break
April 23, 2021	Interim Reports
TBD	Senior Final Exams
TBD	Final Exams grades 7-11
TBD	Senior Graduation Practice & Cookout
May 27, 2021	<b>Last Student Day – 2<sup>nd</sup> Semester Ends</b>
May 31, 2021	Memorial Day – No School
June 6, 2021	Graduation Day

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.

## **ENROLLMENT**

### **ENTRANCE AGE**

Indiana law requires that a student turn five (5) years old on or before August 1st prior to the start of kindergarten. A student who will be enrolling into first grade must have turned six (6) years old on or before August 1st prior to the start of first grade. If a child moves to Griffith during the second semester and has been attending a full-time, recognized Kindergarten according to the established regulations of the former school community, has in no way attempted to bypass the regulations of the Griffith Public Schools, and has experienced a reasonable degree of success in the former Kindergarten class, he/she may enter the Griffith Kindergarten program only if he/she meets the age requirement of our system.

If a child moves to Griffith who has had one full year experience in a recognized Kindergarten program and has been promoted to First Grade under the rules of the school system in which he/she formerly lived, and the family in no way tried to bypass the Kindergarten regulations of the Griffith Public Schools, he/she may enter our First Grade even though he/she does not meet our age requirement.

A new state law has allowed school districts to early enroll students if they are age 5 prior to October 1, 2020. Our school district has passed a policy regarding this early enrollment. Please refer to board policy #5112 regarding procedures on early entrance.

### **PREREGISTRATION FOR KINDERGARTEN AND GRADE ONE**

Children who will be in Kindergarten in the next school year are pre-registered in early April each year. Registration dates are announced in school bulletins, on the Griffith Public Schools' website, and in local newspapers.

Pre-registration enables the school to plan in advance for a specific number of students, to provide essential information to parents, and in general to work with parents for a successful beginning school experience. Pre-registration for Grade One is required only for students who have attended private Kindergartens and will be in Grade One in the next school year.

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate
2. proof of immunizations
3. court papers allocating parental rights and responsibilities, or custody (if appropriate)
4. IEP or 504 Plan (if appropriate)
5. 2 proofs of residency
6. Parent/Guardian's current Driver's License or State ID

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Principal's office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures. (No homeless child will be denied enrollment based on a lack of proof of residency).

## **FOOD SERVICES**

All lunches at Griffith Public Schools 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.

1. No food or drink is to be carried from the cafeteria or a designated eating area.
2. No food or drink is to be delivered into the building without permission of the principal.

3. **Fast food products are not to be delivered to students.**
4. Elementary students are not allowed to share food.

### **FOOD SERVICE CHARGE POLICY**

**It is the responsibility of the parent/guardian to keep a positive meal balance in their student(s) account or to pack a lunch from home.** The Food Service Department is self-supporting – no monies from the general fund help to operate the Food Service Department. Payments must be made promptly to ensure that the department can continue to operate in a fiscally responsible manner.

We strongly discourage meal charges, but we understand that an occasional emergency sometimes makes it necessary. We care for the well-being of our students therefore no student will be denied a meal. We just ask that **elementary students** do not incur more than **\$10.00** in negative meal charges and **\$5.00** for **secondary students**. This allows a parent/guardian adequate time to settle their student(s) meal account. A la carte items are **not** allowed to be charged or purchased if a student has a negative balance beyond the charge limit.

If a student has a negative balance greater than \$10 (elementary) or \$5 (secondary) they will be offered an alternative meal. Your child will continue to receive an alternative meal until the outstanding balance is paid. The alternative lunch is a complete meal consisting of a cheese sandwich along with all the side choices of fruit, vegetable and milk and will be charged at full price to the student's meal account and added to their owed balance. There is not an alternative meal for breakfast.

Cashiers make every effort to regularly notify students and the parent/guardian through gentle verbal reminders at the point of sale, negative account balance letters, emails and phone calls in an attempt to notify the parent/guardian of their student(s) balance. **Ultimately, it is the responsibility of the parent/guardian to monitor their student(s) meal account balance.** This can be done through the schools' online payment program <http://www.titank12.com>. Notifications can be turned on to alert the parent/guardian when their student(s) account is nearing a minimum limit and needs to be replenished.

On May 1st of each school year **all charging** will be stopped. ALL negative balances must be **paid in full** by the end of the school year. If a student has not been provided with a meal from home and continues to have a negative balance on the cutoff date an alternative lunch of a cheese sandwich along with all the side choices of fruit, vegetable and milk will be given to student. The alternative lunch is a complete meal and will be charged at full price to the student's meal account and added to their owed balance.

If your financial situation has changed you may qualify for free or reduced lunch assistance. The fastest way to complete a meal assistance application is online at <http://www.titank12.com>. Otherwise a paper application can be found at your students' school office. In the event parent/guardian(s) continue to maintain negative balances and the outstanding balance is not paid, the Food Service Department may choose to use other means to collect this debt.

\*Any charges incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.

### **FOOD SERVICE INACTIVE, BAD DEBT AND REFUND POLICY**

It is the responsibility of the parent/guardian to keep a positive meal balance in their student(s) account or to pack a lunch from home. The Food Service Department is self-supporting – no monies from the general fund help to operate the Food Service Department. Payments must be made promptly to ensure that the department can continue to operate in a fiscally responsible manner.

We strongly discourage meal charges, but we understand that an occasional emergency sometimes make it necessary. We care for the well-being of our students therefore no student will be denied a meal. In the occurrence students begin to reach a minimum dollar amount in charges further actions will be taken by Griffith Public School Food Service Department.

As mentioned in the Food Service Charge Policy if a student has a negative balance greater than \$10 (elementary) or \$5 (secondary) they will be offered an alternative meal at the price of a regular meal. The charges will continue to accumulate unless cash on hand is used to purchase a meal or the negative balance is cleared. Official notices will be sent home before the end of 2nd semester to all households with students having a negative balance of \$15 or greater stating payment must be made within



30 days. **In the event a student or household have a negative balance greater than \$20.00 by the end of 2nd semester the debt amounts will be turned over to the district's collection agency.** The same process will be completed at the end of the school year. Any student with positive or negative balances less than \$20 will rollover to the next school year.

Once a household is turned over to collections the student's meal accounts will be zeroed out and a record will be kept listing the negative balances. Parents will be able to make payments at Central Office, located at 602 N Raymond Street, towards accounts sent to collections. Please do not make payments at your student's school for collection payments.

**Refunds** are not given at the point of service. **Refunds may only be processed through the Office of Food Services.** A custodial parent, guardian or a graduate student may request a refund of positive account balances by completing the required form and presenting a valid ID. Refunds are only administered by check once a month after board approval. Afterwards the student's account will be zeroed out and a note placed on the account that a refund has been processed.

**Inactive Students** are students who have graduated or withdrawn. Parents have 30 days to request a refund for the account's positive remaining balance. After 30 days the account is closed and zeroed out. The money will be receipted by into the school's lunch fund. If there is a negative balance of \$15.00 or greater it will be included in the next collection of unpaid debt.

If your financial situation has changed you may qualify for free or reduced lunch assistance. The fastest way to complete a meal assistance application is online at <http://www.titank12.com>. Otherwise a paper application can be found at your students' school office. In the event parent/guardian(s) continue to maintain negative balances and the outstanding balance is not paid, the Food Service Department may choose to use other means to collect this debt.

\*Any charges incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.

## **HEALTH SERVICE POLICIES**

1. No student will be admitted to the nurse's office without a written pass, unless it is an emergency.
2. The nurse should be seen only for injury or illness occurring at school.
3. The nurse and administration are the only people who have the authority to send students home for sickness or injury. Students will be sent home for a temperature 100.0F or higher, (must be fever free for 24 hours without use of fever reducing medications prior to returning to school), vomiting, diarrhea and unidentified rash, or any condition where exam by physician is warranted.
4. Any student, who for medical reasons cannot participate in Physical Education (or recess for elementary students) must have a doctor's note stating the reason and length for the exclusion. There are no exceptions to this rule. A note from a parent is not sufficient to exclude a child from physical activities. A doctor's release is required to return to PE activity following exclusion.
5. A student having any unidentified 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 upon doctor's release to school, when it is apparent that he/she is no longer contagious, or he/she is no longer infested, (as per guidelines of the Indiana State Department of Health). View Griffith Head Lice Policy for more information.
6. 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, along with the duration from normal activity, that the student's condition warrants. Students are granted early dismissal from class (in the Middle School/High School) or unlimited restroom privileges if their medical condition warrants such a privilege. (A doctor's note is required for these concessions.)
7. 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.
8. 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.

9. 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.
10. 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 with exception to emergency medications with written authorization by physician (only at the MS/HS level). (Refer to "Medication Taken At School Form")
11. 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, including updates and changes to medical condition/status as they occur.

### **EMERGENCY ACTION PLAN /HEALTH CARE PLANS**

For students with certain conditions/diseases/allergies, emergency action plans are required. Emergency action plans are directions to follow in the event of a health emergency. They must always include emergency medicine or treatment orders, signs/symptoms and parameters from a physician, to be put into action at times of a medical emergency. Parents/guardians are to provide any relevant physician orders to the school nurse and are to be renewed annually. Examples of this include (but are not limited to) the following:

- Physician orders for a diabetic student experiencing hypoglycemia or hyperglycemia, specifying what blood sugar levels to treat, how to treat it and how to monitor the student after treatment has been given. All diabetic students must have an IHP with current Diabetes Medical Management Plan as per Indiana State Law IC 20-34-5
- Physician orders for severe allergies resulting in anaphylaxis (what is considered an anaphylactic event for the student, signs and symptoms, how to treat, what actions should be put into place after emergency treatment).
- Physician orders for a rescue inhaler (what action to follow in the event that the student experiences poor results after using the rescue inhaler and how to monitor the student).
- Physician orders and medications for a student with epilepsy (signs and symptoms, when to seek emergency assistance, how to keep that individual safe and how to monitor them).

Individualized health care plans (IHP) require a documented chronic medical diagnosis and physician orders for specialized nursing care, provided to nursing office by parents/guardian. An IHP outlines daily healthcare requirements and plans to care for a student requiring regular/daily nursing care/procedures, or treatments at school. IHP's are designed to avoid health emergencies. IHP's will also include an Emergency Action Plan as stated above. IHP's must be signed by a parent/guardian, administration, and school nurse, as it is an agreement on care. IHP's must be renewed at the start of every school year. Examples include:

- Specialized nursing procedures/treatments which interfere with the student's school day, such as enteral nutrition at school, diabetic care, catheterizations, or care of highly complex, medically fragile students.

Upon receiving proper documentation from the physician, the registered nurse will create an Emergency Action Plan or an Individualized Healthcare Plan to implement in the school setting. A copy of the emergency action plan will be provided to all educators that come into contact with the student and serves as a guide to use in an emergent situation.

### **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 medical exemption form signed by a physician or a religious exemption form. These forms are to be signed annually and are available in the clinic in each school. By signing exemption forms, you are acknowledging that your child may be excluded from school in the event of a communicable disease outbreak. 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: (Updated February 2018)

K-5<sup>th</sup> Grade:

- 3 Hepatitis B
- 5 DTap
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 Hepatitis A

(5<sup>th</sup> grade and grades 7-11 are not required to have hepatitis A, but it is recommended. It is only required for grades k-4, 6 and 12) 6<sup>th</sup> Grade (all of the above, Plus):

- 1MCV4 (Meningococcal)
- 1Tdap (tetanus, Diphtheria, Pertussis booster)

12<sup>th</sup> Grade (all of the above, Plus): 2<sup>nd</sup> MCV4 (Meningococcal)

### **MEDICATION TAKEN AT SCHOOL**

Medications should be given at home whenever possible. Only those medications necessary for students to function at school should be given during school hours. No medication, prescription or over-the-counter drugs will be administered at school without proper authorization; i.e. doctor's note/prescription and parental approval. Griffith Public Schools Medication Authorization Form is available at your school's clinic or on the Griffith Publics website. All medications are to be signed in by a parent or designated adult to the nursing office or principal's office. All medications may be signed out by parent or designated adult at any time and must be picked up at end of school year or medication will be destroyed.

All prescription medications must be in the original container bearing the pharmacy label with instructions clearly visible and the student's name, and current dosage affixed. Dosing changes must have a physician order brought/faxed to nursing office. Medication Authorization Form must be signed by parent/guardian.

Over the counter medications must be in the original container, GPS medication permission form must be completed and signed by physician and parent/guardian.

All medication is to be in the sole possession of the school office or the nurse's office. In some rare instances, emergency medications may be carried by the student (subject to school nurse approval). Please contact school nurse or the District Health Coordinator regarding self-carrying of medication. The primary care provider must state in writing: the student's chronic condition, the prescribed medication, that the student has been instructed on how to administer medication, and what medical emergency requires medication administration. The student must also be able to demonstrate responsibility, proper care, and administration of medication. The school nurse should provide periodic monitoring and education to ensure skills are maintained. The authorization form "Student Self-Carry of Emergency Medication Form" must be filled out by physician and signed by parent/guardian and returned to the school nurse, which is located at the nursing office.

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 insubordinate and subject to suspension as well as recommendation for expulsion.

## **TECHNOLOGY POLICY**

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of in-

struction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial.

Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. The dangers inherent with the online disclosure of personally identifiable information
- C. The consequences of unauthorized access (e.g., “hacking”, “harvesting”, “

does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may use Corporation Technology Resources to access or use social media only if it is done for educational purposes in accordance with their teacher’s approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

- A. P.L. 106-554 (2000), Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
20 U.S.C. 6777, 9134 (2003)  
47 C.F.R. 54.500 - 54.523 digital piracy”, “data mining”, etc.), cyberbullying and other unlawful or inappropriate activities by students online
- B. Unauthorized disclosure, use and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

The technology department is responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on

other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation Adopted 8/30/01

Last Revised 10/11/18

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

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 ensure 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.

## **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 transportation personnel, and shall be subject to the discipline of the transportation personnel and the governing body of the school corporation.

### **CIVILITY POLICY**

Civility does not deprive any person of his/her right to freedom of expression, but serves only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. Griffith High School encourages positive communication and will not tolerate volatile or hostile actions and /or abusive language by any student, parent, or guardian.

Any person who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of anyone through harassment; willfully causes property damage; uses offensive language; acts in a rude or disrespectful manner; or who otherwise establishes a continued pattern of unauthorized entry on school property, will be dealt with either according to student disciplinary procedures, or if an adult, will be asked to cease such behavior or be directed to leave school property. If any person uses obscenities or speaks in an abusive manner, the administrator or employee to whom the remarks are directed will politely request that person to communicate in a courteous manner. If the person does not take corrective action, the employee will verbally notify him/her that the meeting, conference or telephone conversation is terminated and will refer the person to the building principal or designee. For students, appropriate disciplinary action will be taken according to the school handbook. For persons other than corporation students, the Superintendent or designee will inform the person that s/he will not be allowed on school property for an amount of time determined by the administration. Each situation is a case-by case basis, and a determined timeframe will be sent in a letter to the affected party.

### **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.

### **EARLY DISMISSAL FOR ELEMENTARY STUDENTS**

If it becomes necessary for your child to leave school before dismissal for a doctor's appointment, etc., please send a note to school with the child. Please come to the office to pick up your child. We feel this procedure is the safest and best for our children.

### **ENTERING AND LEAVING THE BUILDING**

Students in Griffith Jr./Sr. High may enter the building at 7:25 a.m. Any student arriving after 7:25 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 belongings from their lockers and leave the building. No student is to be in the building without an adult supervisor (teacher, principal, coach...) after 2:45 p.m.

Elementary Students may enter their respective buildings at 7:30 a.m. for Beiriger School and 7:45 a.m. for Wadsworth School. Beiriger School will be dismissed at 2:15 p.m. and Wadsworth School will be dismissed at 2:15 p.m.

### **FIELD TRIPS**

Field trips are regarded as a part of the educational program of the school; therefore, if a financial hardship exist, please reach out to your building principal. Such trips require the written permission of the parent or guardian. All field trips are under the supervision of the regular classroom teacher. Parent volunteers may be utilized on trips which require additional supervision. Volunteers must follow the various rules and regulations guiding each trip and they are required to submit to a background check. Since these trips are an extension of the instructional program, students are expected to participate. If a student is unable to attend, he/she is still required to attend school as schoolwork will be provided. Students that are unable to attend a field trip due to a disciplinary action, illness or injury will not receive a refund as vendors are paid in advance. Field trips are a privilege, and as such, participation can be revoked when warranted.

### **GRIFFITH PUBLIC SCHOOLS EXTRA CURRICULAR ACTIVITIES**

Academic Competition	Art Club
Book Club	Booster Club
Bowling Club	Cheerleaders
Class Council	D.E.C.A.
Drama	F.C.C.L.A. (Family, Career, & Community Leaders of America)
Fitness Programs	Girls on the Run
International Club	National Honor Society
Pantherettes	Paranormal Society
Robotics	S.A.D.D.
Spanish Club	Student Council
Young Rembrandts	

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, and receive Title one services, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the principal.

### **HOMEBOUND INSTRUCTION**

Homebound instruction is available for a student unable to attend school for at least four weeks. This special service is provided when the parent submits a written request and a physician's statement describing the illness or disability, indicating the probable duration of this condition. The homebound teacher spends two or more hours per week with the student on a schedule agreed upon by the teacher



and parents. Parents should contact the school principal regarding the exact procedure to apply for homebound instruction.

Homebound instruction may be provided for an extended absence of less than four weeks when this occurs at the end of the school year and the home bound instruction is necessary in order for the student to complete the school year successfully.

### **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 and middle 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.

### **LOITERING**

High School/Middle School Students may enter the building at 7:25 a.m. but must remain in the cafeteria until 7:40 a.m. unless they are under the supervision of a teacher, club sponsor or coach. Students should exit the building by 3:00 p.m. unless they are under the supervision of a teacher, club sponsor or coach. If a student is to attend an athletic contest, they may arrive no earlier than 45 min prior to the start of the event. Students must be out of the building 10 minutes after such activities are concluded. Students loitering in the building after these times are subject to disciplinary action.

### **LOST AND FOUND**

Lost and found articles are kept in the middle/high school offices. Contact elementary School office for lost articles.

### **PARENT-TEACHER COUNCILS**

Griffith's Parent-Teacher Councils bring homes and schools closer together. Parents are encouraged to become members, attend meetings, and participate in the projects sponsored by these organizations. Griffith's Parent-Teacher Councils are nonpolitical, noncommercial, and nonsectarian. They unite us for a common cause - the welfare of children.

### **PARTIES IN ELEMENTARY SCHOOLS**

Parties will be scheduled on the date of the observance or the last day of school before the observance. For each party, the parents may donate store bought and wrapped refreshments and/or a reasonable fee may be assessed. Homemade treats are not permitted due to allergies of some students and wellness policy of the corporation.

Pre-K, Kindergarten, First & Second Grades:

Halloween or Valentine and Winter Holiday party

Children may wear costumes for the Halloween party. (Determined by Teacher)

Valentines may be exchanged at the Valentine party.

Third, Fourth & Fifth Grades:

Halloween and Winter Holiday party

Children may wear costumes for the Halloween party.

No Valentine's party, but Valentines may be exchanged.

### **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.

### **RECESS FOR ELEMENTARY STUDENTS**

Elementary Students are expected to take part in recess. Occasionally, for various reasons, a teacher may have a student stay in. It is also recognized that a child may not be ill enough to remain home, but as a parent you feel that he or she, due to his or her health, should not go out to recess on a particular day. If this is the case, please send a note on the day you would like your child to remain inside. Except for very severe weather, below 20°, children should come dressed for outside weather. Recess will be outside, weather permitting. Requests for a child to stay in at recess for more than three consecutive days will require a doctor's note. The doctor's note should specify when the student could return to normal activities.

### **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 – PARKING LOTS, BUILDING (BEFORE AND AFTER HOURS)**

Between 7:45 a.m. and 2:45 p.m. High School/Middle School 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 High School/Middle School hallways are to be cleared by 2:45 p.m. All elementary buildings should be cleared by 2:30 p.m.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school and must make an appointment to speak with a teacher or administrator.
- B. All visitors requesting and granted admittance to the building are required to provide our staff with a valid Driver's License or State Issued Identification Card that will be processed through our Raptor Security System.
- C. All visitors are given and required to wear a building pass while they are in the building.
- D. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- F. All outside doors are locked during the school day; please utilize the buzzer system to gain entry to the school.
- G. Portions of the building that will not be needed after the regular school days are closed off.
- H. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.

- I. Students may not bring visitors to school without first obtaining written permission from the principal.
- J. All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.
- K. The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

### **BACKGROUND CHECKS**

Background checks are required for all parent/guardian who would attend one of the following:

**1. Overnight Trip Chaperones** – EXPANDED BACKGROUND ANNUALLY (SCHOOL YEAR); Includes all overnight trip participants.

**2. Volunteers for the Day** - Raptor Check

**3. School Long Term Volunteer** – LIMITED BACKGROUND ANNUALLY (School Year); Includes all School or PTC sponsored event workers, regular field trip chaperones, and all other school helpers. May include participants at school or PTC sponsored events as determined by Administration Office.

### **SCHOOL DANCES**

School sponsored dances are open to Griffith Jr./Sr. High students only with the exception of “Homecoming”, “Turn-about”, and “Prom”. Griffith students who plan on inviting a guest to any of these dances must have the approval of an administrator. Guests who attend must be under the age of 21 and must be at least a freshman in high school. Most dances have a scheduled time for beginning and ending. Griffith High School students must present their School ID upon arrival. Out-of-School guests must present a valid ID upon arrival. Students not presenting their ID will not be allowed to enter the dance. After 30 minutes, the doors will close, and students will not be able to enter unless prior approval by the principal or assistant principal has been given. Elementary aged students are permitted to have an adult guest over the age of 21 and above as specified on permission slips. All students attending school sponsored dances must be in attendance for the entire school day in order to be granted admittance into school sponsored dances.

### **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 student such as a purse, book bag, gym bag or an electronic device.
4. Objects 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.

### **SEVERE WEATHER - SCHOOL CLOSING**

Whenever it becomes necessary to close school because of severe weather conditions, Hammond radio station WJOB (1230 on the dial) and Lowell Z107 will carry this information. Griffith Public Schools also has a link ([Emergency School Closing Info](#)) on their Web page. The Web address is: <http://www.griffith.k12.in.us/>. Also, the Griffith Public Schools use the Swiftk12 system to notify parents of school closing and delay information as well as for other informational purposes. Parents can receive voicemails, emails, and texts. If weather conditions are threatening at dismissal time, consideration will be given to retaining students at school until the threatening period is over. If you so choose, you may pick up your child. Teachers have been instructed to release students to parents or guardians upon request. Otherwise, no pupil will be dismissed unless our Central Office makes the decision to close school. Should threatening conditions prevail, we will do our best to provide a safe place for your child until the emergency situation is over. In the event that the school should be delayed in opening or closed during the day without notice, parents who work or are away for the day frequently, should make arrangements with neighbors or relatives to house their children for the day. It is not always possible for the school to give warning of an emergency. Please make these arrangements now and instruct your children where to go in case of an emergency.

### **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, with the Griffith address of the student on the 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 Jr./Sr. High students are to have their school identification card on them. They must be able to present their ID when asked by a faculty member. ID's are to be carried during the school day and at all school functions. Failure to carry an ID may result in school discipline. Replacement ID's will cost \$5.00. Students arriving to school late must report to Door A and complete sign-in procedures with the Raptor System which will provide the student with a pass to class.

### **WORK PERMITS**

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

# SUICIDE POLICY

## Policy Statement

It is the responsibility of Griffith Public Schools to provide a safe, supportive, and culturally responsive school environment for all students. Griffith Public Schools believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. The district thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

## Purpose

- a) Protecting the health and well-being of all Griffith students.
- b) Establishing procedures to prevent, assess the risk of, intervene, and respond to suicide risk students, staff, and volunteers and make referrals as needed.
- c) Educating all school personnel on their role in providing an environment that is sensitive to individual and societal factors and helps to foster positive youth development.
- d) Ensuring that all efforts will be made to maintain the privacy and dignity of the students and families.
- e) Identifying the Suicide Prevention Coordinator and other lead personnel.  
Suicide Prevention Coordinator (District)  
School Suicide Prevention Coordinator (one per school)  
Designee(s) when the coordinator is not immediately available

## I. Suicide

### a) Definitions

- i. **Care Team:** A multidisciplinary team comprised primarily of administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery, including for suicide related situations. These professionals have been specifically trained in suicide intervention and crisis preparedness through recovery. They take the leadership role in developing crisis plans; ensuring school staff can effectively execute various crisis protocols and may provide mental health services for effective crisis interventions and recovery supports. Crisis team members include: Administration, social worker(s), registered nurse, home school aide, and an experienced teacher.
- ii. **Mental Health:** A state of mental and emotional well-being that can impact choices, actions, and relationships that affect wellness.
- iii. **Suicide Postvention:** A crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- iv. **Risk Determination:** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (school counselor/school social worker or a member of the Care Team trained in Suicide Prevention). This evaluation is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, level of hopelessness and helplessness, mental status, and other relevant risk factors.
- v. **Risk Factors for Suicide:** Characteristics or conditions that increase the chance that a person may try to take his/her life. Suicide risk tends to be highest when several risk factors are present at one time. Risk factors may include, but are not limited to: biological, psychological, and/or social factors in the individual, family, and environment.
- vi. **Self-harm:** Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. It can be categorized as either non-suicidal

self-injury or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

- vii. **Suicidal Ideation:** Thinking about, considering, or planning for self-injurious behavior, which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.
- viii. **Suicidal Behavior:** These behaviors include suicide attempts, intentional injury to self, associated with at least some level of intent, developing a plan or strategy for suicide, writing a suicide note, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- ix. **Suicide Attempt:** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of less serious or less dangerous suicide attempt.
- x. **Suicide:** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death. Parent acknowledgement that the death was a suicide is strongly recommended before discussing the death as a suicide with the students.
- xi. **District-Level Suicide Prevention Coordinator:** The district-level coordinator, as appointed by the Superintendent, with the responsibility of planning and coordinating implementation of this policy for the school district.
- xii. **School Suicide Coordinator:** The school-level coordinator appointed at the building level of each individual school to act as a point of contact in each school for issues relating to suicide prevention and policy implementation (including documentation). All staff members report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator, the school counselor, school social worker, RN or an administrator would be the designee.

**b) Risk Factors**

The student:

- i. has made previous suicide attempt(s);
- ii. has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition;
- iii. has thought about the potential means of death and may have a plan;
- iv. may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain;
- v. has had a parent/guardian or other close family member die by suicide.

**II. Response Procedures**

First responders/Staff:

- a) School personnel may ask some initial screening questions, if appropriate, or make a referral to the suicide prevention coordinator for initial screening and assessment.
  - i. Listen to the student with an open and non-judgmental stance; do not dismiss or undervalue what is being shared; be supportive and offer hope.
  - ii. It is important to ask the student if he/she has been thinking about suicide.
- b) Always take the threat of harm seriously.
- c) Take immediate action, which may include calling 911 and/or local law enforcement/student resource officer if the student is in imminent danger.
- d) Notify the School Suicide Prevention Coordinator so s/he can meet with the student and conduct a suicide risk assessment.
- e) The student should NOT be left unsupervised.
- f) Notify a school administrator regarding the potential risk.

- g) Document date, time, individuals involved, summary of conversation and share with the Suicide Prevention Coordinator.
- h) Following the referral, debrief with appropriate staff involved in the student's referral process (avoid sharing details that may be considered privileged communication or unnecessary details that the student may wish to remain private).

**The School Suicide Prevention Coordinator or designee should conduct the following:**

- i) Complete a Suicide Evaluation (if this has not already taken place) to determine or confirm suspected suicide risk.
- j) Communicate with the student about contacting parents. Include the student in this conversation with the parent, when possible and appropriate.
- k) Contact the parent/guardian when there is any risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:
  - i. seriousness of the situation;
  - ii. do not assume the student is seeking attention;
  - iii. a list of community mental health agencies/counselors;
  - iv. information about when it is necessary to seek outside professional help;
  - v. the need for ongoing and continuous monitoring at home;
  - vi. increasing safety measures in the home, ensuring the home is free of potential safety concerns;
  - vii. the desire and importance of working collaboratively with the student;
  - viii. the need to follow a safety plan and update as needed;
  - ix. the request for a release of information form so communication between the school and outside health provider can take place to best support the student;
  - x. a request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting for the student;
  - xi. when appropriate, assist family with urgent referral and/or calling emergency services;
  - xii. support for families who don't speak or understand English, require an interpreter, etc. It is important not to have the student or other family member translate.
- l) If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement. Documentation of all parties attempted to be reached will be made.
- m) Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.
- n) Develop a safety plan for the student. When possible, this should be developed collaboratively with the student, parent, and any other individual(s) determined to be appropriate. The plan should be shared with school administration and other personnel who will be involved in the implementation of the plan.
- o) Once imminent risk to harm one-self or others is shared, confidentiality is not maintained (no longer considered privileged communication). Inform the school administrator (who should contact the District Suicide Prevention Coordinator) regarding the imminent risk (danger to self and others), risk level, recommendation, and safety plan.
- p) ALL actions and assessments must be documented. This should include screening and assessment results, behavioral observations; actions taken, including dates, times, individuals involved; a copy of the safety plan; phone calls; conversations; and follow-up actions. The Suicide Prevention Coordinator must keep this documentation in a secure file cabinet, separate from a student's cumulative folder or academic file. It is critical to keep this documentation separate, secure, and confidential.

- q) The school administrator and suicide prevention coordinator should be informed re-regarding follow-up services, re-entry plan, and recommendations for the student to re-return to school.

### III. **Reporting to State Authorities**

- a) If after informing the parent of the situation, failure by the parent or the family to take seriously and provide safety for the student may be considered emotional neglect and may be reported to the Indiana Department of Child Services.
- b) If it is determined by school staff that contacting the parent or guardian would endanger the health or well-being of the student, parent contact may be delayed as appropriate, and DCS and/or local law enforcement should be notified immediately. The school should document reasons for which parents were not immediately notified and information that demonstrates the student's health or well-being was assumed to be in danger. The school administrator or designee must stay at school with the student until the proper authorities arrive and assume responsibility for the child.

### IV. **Support for Students**

- a) School Counselor/Social Worker/Nurse have a current list of community-based mental health resources (see Resources).
- b) School Employees, including the suicide prevention coordinator or designee and teacher(s), will collaborate with the family and community resources involved to prepare for re-entry and to continue to monitor the student's safety plan and additional support needed.
- c) Counseling
  - i. In-School
    - 1. School Counselors, School Social Workers, Registered Nurses and other appropriate school personnel are available to provide support and counseling to students who are victims or alleged victims of abuse.
    - 2. School employees should act only within the authorization and scope of their credential or license. Only those employees with counseling expertise should provide counseling services.
  - ii. Community
    - 1. Community referrals may need to be made as necessary. The school should have a list of community resources available for the student and family.
    - 2. A signed release form may be necessary to communicate with community counselors/therapists.
- d) Multidisciplinary/student support/intervention team meetings should occur for the purpose of providing services and supports to students in need. To the extent permitted by confidentiality laws, information may be shared, and concerns discussed to coordinate planning services for the student. Appropriate school personnel may also request information outside of the team meeting to coordinate services that may be provided in the community.
- e) Academic support available, if needed, for a child to continue to be successful in school.
- f) In the case of a student suicide, postvention plans need to be implemented.

### V. **School Employee Training**

- a) **Staff Training Required by Indiana Law**
  - i. Per IC 20-28-3-6, After June 30, 2018, evidence-based youth suicide awareness and prevention training is required for all teachers, including Superintendent licensed under IC 20-28-5; principal; teacher; librarian; school counselor; school nurse; school social worker; and any other appropriate school employ-



ees who are employed at schools that provide instruction in any combination of grades 5-12. Training:

1. Must be during teacher or school employee's contracted day or at a time chosen by the employee;
2. May include an in-person presentation or online;
3. Shall count toward professional development requirements.
4. Must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Advisory Council.

**b) Recommended training for Suicide Prevention Coordinators**

It is recommended that all Suicide Prevention Coordinators at the district and school levels participate in training on the following topics:

- i. Suicide Risk Assessment
- ii. Safety Planning
- iii. Counseling on Access to Lethal Means
- iv. Community Resource Planning
- v. Postvention

**VI. Resources**

American Foundation for Suicide Prevention-Indiana: (317) 517-5973

National Suicide Prevention Hotline: (800) 273-8255

Regional Mental Health (Immediate Crisis) Hotline: 219-769-4005

Teen Suicide Hotline: (800)-SUICIDE (784-2433)

Text Line for Suicide Prevention: text HELPNOW to 20121

Trans Lifeline: (877)-565-8860

The Trevor Project Hotline: (866) 488-7386

Yellow Ribbon Suicide Prevention Program: [www.yellowribbon.org](http://www.yellowribbon.org)

## ACADEMICS

### R.A.C.E. STRATEGY for ANSWERING QUESTIONS –

#### Beiriger & Griffith Jr./Sr. High School English Initiative

#### Restate the Question (the "R" in "RACE")

Restate the question means that you are to reword the question and make it into a statement as a part of the answer you provide. If you were to be asked "What color is the sky?", you would not simply answer "blue" - instead, the correct answer would be "The color of the sky is blue," or words to that effect.

#### Answering the Question (the "A" in "RACE")

In order to answer the question, you need to understand what you are being asked, and then make sure you provide the answer to that specific question. The answer, as in the example above, may come in the first sentence as you reword the question into a statement, but in an essay question you will then need to show how you arrived at your answer.

#### Citing Evidence (the "C" in "RACE")

\* **According to the text...**

\* **The author states...**

As the constructed response question is meant to show how well you comprehended and were able to draw inferences from the essay prompt, it is essential that you give examples from the prompt to show how they support your answer. If the prompt is a story you read about a boy named Joe who loves to ski, and the question is "Does Joe like the winter?", you could answer "Joe likes the winter because the story tells us that he loves skiing and skiing is a winter sport." In your essay you could go on to provide specific details that tell you how much he enjoys skiing (and, by extension, winter), such as quoting a line that says "Joe enjoyed the feel of the icy-cold air on his cheeks."

#### Explaining the Answer (the "E" in "RACE")

\* Use **connections (self to text) I had a similar experience ..... expand on your experience.**

In addition to the evidence you've cited from the prompt, you will need to supply your own reasoning for why you think your answer is correct. Returning to the example above, the story about Joe who loved to ski, your examples from the text would be the details about how he enjoyed skiing and the cold air, but

your own reasoning would be demonstrated by explaining that you know that skiing and cold air are things he is only likely to encounter during the winter, therefore his enjoyment of these things must mean that he also enjoys the winter season.

## **SPECIAL EDUCATION**

Griffith Public Schools is proud to provide differentiated instruction to meet the needs of ALL learners. As a district, we strive to promote an inclusive learning environment that fosters individual, student growth. While we understand the need for special programming, our goal is to provide each student an opportunity to learn and grow in the least restrictive environment among their peers.

Griffith Public Schools follows guidelines outlined in Article 7 to determine evaluation and eligibility for Special Education.

Please refer to the Special Education Handbook located on the GPS website for further information.

## **TITLE I**

Title I is a federally funded program that gives grant monies to schools to ensure that all students have a fair, equitable, and significant opportunity to obtain a high-quality education. Title I is intended to assist students with reading, math, and behavior/social emotional needs. Griffith Public Schools participates in a School-Wide Title I Program.

Griffith Public Schools encourages parental involvement to foster positive home-school relationships. If you would like to serve on the Title I committee, please contact Mrs. Leah Dumezich ([ldumezich@griffith.k12.in.us](mailto:ldumezich@griffith.k12.in.us)). A document entitled Parent's Right to Know is provided on the student registration portal. The document discusses information about a teacher's qualifications as required by ESSA. Additional information can be found on the Griffith Public Schools website.

Griffith Public Schools is proud to provide your child with a high-quality education. As a district receiving Title I funding, we must meet federal guidelines and rules related to teacher qualifications as defined by ESSA. You may request teacher credential information at any time. Please contact your child's building principal. The building principal will respond to your request in a timely manner.

## **ELEMENTARY SCHOOL ACADEMICS**

### **DYSLEXIA SCREENING**

The General Assembly passed SEA 217 that addresses "Dyslexia" and adds a number of new requirements for both the Department and schools.

The Indiana Department of Education is issuing this preliminary guidance to bring awareness of this legislation to school corporations and charter schools. Please note that the requirements of this legislation go into effect for schools at the beginning of the 2019-2020 school year. The following criteria will be followed for the screening of students.

- A school corporation's and charter school's reading plan shall include indicators to screen for risk factors of dyslexia, using a screening tool approved by the department that screens for characteristics of dyslexia.
- This mandatory universal screener approved by the department shall include indicators for dyslexia and must be reported in the kindergarten through grade two reading plan.
- This screening shall include, as developmentally appropriate, the following:
  - Phonological and phonemic awareness
  - Sound symbol recognition
  - Alphabet knowledge
  - Decoding skills
  - Rapid naming skills
  - Encoding skills.
- If a student is determined to be at risk, or at some risk, for dyslexia, after the universal screening, the school corporation or charter school shall administer a level 1 dyslexia screening to the student. Based on the results of the level 1 screener, a school corporation or charter school may administer a level 2 screener. Both level 1 and 2 screeners must include

the components listed above. These screeners must be completed consistent with the Indiana dyslexia resource guide to be released by the department. Students who must be screened:

- Students in kindergarten, grade 1 and grade 2
- A kindergarten through grade 2 student who transfers to a new school; and has not previously been screened during the school year
- A student in grade 3 or higher who has difficulty as noted by the classroom teacher in: phonological and phonemic awareness, sound symbol recognition, alphabet knowledge and/or decoding skills. **Initial Dyslexia Guidance: REVISED 3.19**

## HIGH ABILITY

Griffith Public Schools is proud to offer a differentiated program to maximize the student learning opportunity of students that are identified as high ability or gifted. The Panther Innovative Learning Academy fosters creativity, motivation, self-concept, and critical thinking skills. Students are identified for high ability programming through a non-bias approach of data collection. Assessment results and data collection utilized in the identification process includes Cognitive Abilities Assessment (cogAT), Northwest Evaluation Association (NWEA), and teacher recommendations.

For additional information about the Panther Innovative Learning Academy, please contact Mrs. Leah Dumezich ([ldumezich@griffith.k12.in.us](mailto:ldumezich@griffith.k12.in.us)).

## GRADING AND REPORTING

Each school has a standard grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Parents have 24-hour to access their child/ren's grade via PowerSchool. Students will be assigned grades based upon class participation/assignments, homework, projects, and quiz and test results. Academic grades will be calculated as follows:

### Category Weighed Breakdown

Classwork/Participation-15%  
 Homework-5%  
 Quizzes-20%  
 Projects-20%  
 Test-40%

Grades in each subject are reported to the parents at the end of each nine-week grading period. In the elementary school the two nine-week grades are averaged 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 electronic interim report and expect that they should have, as well as any teacher to arrange for a conference if desired. Electronic grading reports will be sent to the email address provided by the parent during registration. The school grading scale for all classes shall be as follows:

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

## HONOR ROLL

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. For the purposes of Honor Roll, all subjects include English Language Arts, Math, Science, Social Studies, Citizenship, Art, Music, Physical Education, and STEAM. 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

### **PROMOTION/RETENTION**

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Some students, however, may benefit from staying another year in the same grade if they are not achieving grade level expectations. At the conclusion of the first semester, if retention is being considered, the classroom teacher will confer with the principal and other staff members that have a direct impact on a child's learning regimen. If the team believes that the student is at risk for retention, the teacher will discuss the matter with the parent. The discussion shall consist of an explanation to the parents of their student's current academic standing in relationship to the group and his/her own individual ability. Individual goals for the second semester will be set during this meeting. At the conclusion of quarter three, if the student has not shown grade level improvements, an at-risk for retention letter will be issue to the parent. The principal of the school is empowered to make the final decision concerning the student's grade placement usually in concert with the child's teacher(s). There are many factors which are discussed and weighed when making such an important decision, e.g. chronological age, test results, attendance patterns, teacher recommendations, parent recommendations, etc.

### **MIDDLE SCHOOL ACADEMICS**

### **GRADING AND REPORTING**

Each school has a standard grading procedure. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. Parents have 24-hour to access their child/ren's grade via PowerSchool.

Grades in each subject are reported to the parents at the end of each nine-week grading period. In the elementary school the two nine-week grades are averaged 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 contact our technology department if they have not received an electronic interim report and expect that they should have, as well as any teacher to arrange for a conference if desired. Electronic grading reports will be sent to the email address provided by the parent during registration. The school grading scale for all classes shall be as follows:

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

## HONORS COURSES

Criteria to be met for placement:

- **State testing**
- **Local Testing**
- **Prior year's classroom performance**
- **Teacher recommendation**

	<b>Courses Offered at Each Grade Level</b>
6	Language Arts and Mathematics
7	Language Arts, Mathematics, and Science
8	Language Arts, Mathematics, Science, and Social Studies

## HONOR ROLL

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. Please refer to the scale above to determine what percentage equates to the letter grade.

## PROMOTION/RETENTION

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade. Some students, however, may benefit from staying another year in the same grade if they are not achieving grade level expectations. At the conclusion of the first semester, if retention is being considered, the classroom teacher will confer with the principal and other staff members that have a direct impact on a child's learning regimen. If the team believes that the student is at risk for retention, the teacher will discuss the matter with the parent. The discussion shall consist of an explanation to the parents of their student's current academic standing in relationship to the group and his/her own individual ability. Individual goals for the second semester will be set during this meeting. At the conclusion of quarter three, if the student has not shown grade level improvements, an at-risk for retention letter will be issue to the parent. The principal of the school is empowered to make the final decision concerning the student's grade placement usually in concert with the child's teacher(s). There are many factors which are discussed and weighed when making such an important decision, e.g. chronological age, test results, attendance patterns, teacher recommendations, parent recommendations, etc.

## NATIONAL JUNIOR 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 detailed guidelines associated with the process into the National Junior Honor Society.

## READ 180

READ 180 is a prescribed program to promote growth in reading comprehension and skills for students displaying two or more years of literacy deficit. Once assigned to the program meeting threshold goals will allow students to participate in traditional Language Arts program.

## HIGH SCHOOL 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. Eligibility to participate in the graduation ceremony is addressed in Griffith Public Schools Board Policy 5460. Students must also pass the Algebra 1 and English 10 End-Of-Course Assessments (Class of 2018) or ISTEP+ Grade 10 Math and English Assessments (Class of 2019 & beyond) in order to earn a diploma. Credits may be received from approved high school courses taken as a student at Griffith

High 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

### **MEETING THE ASSESSMENT REQUIREMENT FOR GRADUATION/WAIVER PROCESS – EVIDENCE-BASED WAIVER**

1. Grade 10 ISTEP+ in English/Language Arts and Mathematics (graduating class of 2019 and beyond).
2. Fulfill the requirements of the Evidence-based waiver: (Steps 3 through 8)
3. Take the graduation exam in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
4. Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.

5. Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
6. Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
7. Satisfy any other state and local \* graduation requirements.
8. Get a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal, and show proof that the academic standards have been met, whether through other tests or classroom work.

\*Note: Students with an IEP are not required to meet additional local requirements beyond state requirements (effective 2016).

### **MEETING THE ASSESSMENT REQUIREMENT FOR GRADUATION/WAIVER PROCESS – WORK-READINESS WAIVER**

1. 10 ISTEP+ in English/Language Arts and Mathematics (graduating class of 2019 and beyond).
2. Fulfill the requirements of the Work-readiness waiver: (Steps 3 through 11)
3. Take the graduation examination in each subject area in which you did not achieve a passing score at least one time every school year after the school year in which you first took the examination.
4. Complete any extra help sessions offered each year by the school to prepare for the graduation examination retests.
5. Maintain a school attendance rate of 95 percent or better over the course of your high school experience (excused absences are not counted against your attendance rate).
6. Have at least a "C" average, over the course of your high school career, in the courses required for graduation.
7. Satisfy any other state and local \* graduation requirements.
8. Complete the following:
9. Course and credit requirements for a General Diploma (including the career academic sequence);
10. Workforce readiness assessment; and
11. At least one industry certification from the state board's approved HYPERLINK "<http://www.doe.in.gov/ccr/indianas-diploma-requirements>" industry certification list (effective with the class of 2017; this list will be updated annually).

\*Note: Students with an IEP are not required to meet additional local requirements beyond state requirements (effective 2016).

### **EARLY GRADUATION**

In accordance with IC 21-12-10, students may graduate in six semesters providing that they are attempting to graduate with a Core 40 Diploma, a Core 40 with Academic Honors Diploma.\* Students who want to graduate in six semesters must pass both the ISTEP+ Grade 10 Math and English assessments. In addition, students must declare their intentions to their counselor by the end of their sophomore year and complete the required application.

Information about the Mitch Daniels Early Graduation Scholarship can be found at <https://secure.in.gov/che/4508.htm>

Students looking to graduate in seven semesters must declare their intentions to graduate early to their counselor by the end of their junior year. They must also graduate with a CORE 40 Diploma or CORE 40 with Academic Honors Diploma\* Students must have taken the MATH and/or the ELA ECA at least one time during their 7<sup>th</sup> semester.



## Graduation Requirements For Graduation Pathway Options Class Of 2022 and Beyond

- 1) High School Diploma** Meet the statutorily defined diploma credit and curricular requirements.
- 2) Learn and Demonstrate Employability Skills<sup>1</sup>**  
(Students must complete *at least one* of the following.)
- Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following:
  - **Project-Based Learning Experience**; OR
  - **Service-Based Learning Experience**; OR
  - **Work-Based Learning Experience<sup>2</sup>**
- 3) Postsecondary-Ready Competencies<sup>3</sup>**  
(Students must complete *at least one* of the following.)
- **Honors Diploma**: Fulfill all requirements of either the Academic or Technical Honors diploma; OR
  - **ACT**: College-ready benchmarks; OR
  - **SAT**: College-ready benchmarks; OR
  - **ASVAB**: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR
  - **State- and Industry-recognized Credential or Certification**; OR
  - **State-, Federal-, or Industry-recognized Apprenticeship**; OR
  - **Career-Technical Education Concentrator**: Must earn a C average or higher in at least 6 high school credits in a career sequence; OR
  - **AP/IB/Dual Credit/Cambridge International courses or CLEP Exams**: Must earn a C average or higher in at least three courses; OR
  - **Locally created pathway** that meets the framework from and earns the approval of the State Board 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	3 - 4 years	47 credits
4. Core 40 w/Technical Honors	3 - 4 years	47 credits

### **ISTEP+ EXAMINATIONS**

ISTEP+ Exams are taken in Grade 10 Math, Grade 10 English and Grade 10 Science for students in the Graduation Cohort of 2019 and beyond. Successfully passing the ISTEP+ Examinations are a State of Indiana mandated graduation requirement. The following guidance is provided in an effort to help you make academic decisions on behalf of your students.

<b>Scenario</b>	<b>Action</b>
Student passes ISTEP+	Student <b>HAS</b> met the graduation testing requirement(s).

<b>(Math Grade 10, English Grade 10 &amp; Science Grade 10)</b>	
Student fails the ISTEP+ <b>(Math Grade 10, English Grade 10 &amp; Science Grade 10)</b>	Student has <b>NOT</b> met the graduation requirement(s). The school must schedule ISTEP+ re-testing. The student must receive both notice of the retest and re-view 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:

- Special Education Work-Study
- The student's health dictates less than a standard program that must be verified by medical records.
- 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%	C	=	76.9% - 73%
A-	=	90% - 92.9%	C-	=	72.9% - 70%
B+	=	89.9% - 87%	D+	=	69.9% - 67%
B	=	86.9% - 83%	D	=	66.9% - 63%
B-	=	82.9% - 80%	D-	=	62.9% - 60%
C+	=	79.9% - 77%	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.

### **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 3.4000 (NHS By-Laws) 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 Griffith Jr./Sr. High students participating in a P.E. class must wear a standard Griffith uniform with the exception of sixth graders. T-shirts must be purchased from the bookkeeper during either the des-

ignated time slot in class or from the bookkeeper directly on the student's own time. In addition, students must provide black shorts or sweats, appropriate socks and gym shoes. 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. 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 1 day missed from class due to medical exclusions, and may report to the library or other assigned, designated area that is not the gymnasium when present for the school day. Any student who accumulates more than 30 of these types 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.

### **SCHEDULE CHANGES – ADDING AND DROPPING CLASSES**

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. No changes will be made after the first five days of a semester.

Students withdrawing from a class after the fourth week (4<sup>th</sup>) of a semester will receive an automatic WF (Withdrawal Failure) for the class. The WF will then be recorded on the student's transcript as their semester grade and is figured into their grade point average. Dropping from AP and/or honors placement to general education courses will only take place at the end of a semester. Schedule changes will not be made in order to accommodate teacher or lunch requests.

### **WITHDRAWAL FROM SCHOOL (DROPOUT)**

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.

## 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.

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

### ABSENCES

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

High School/Middle School parents are requested to call each morning between 7:30 a.m. and 9:00 a.m. to report their child's absence. This is to protect the child. If the school has not been called by 9:00 a.m., you can expect to be called.

Elementary parents need to call the school between 8:00 a.m.-9:30 a.m. This is to protect the child. If the school has not been called by 9:30 a.m., you can expect to be called.

### EIGHT-DAY LIMIT PER SEMESTER TO EARN MIDDLE SCHOOL CREDIT

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. Risk of retention exist if adequate progress is not demonstrated.

### EIGHT-DAY LIMIT PER SEMESTER TO EARN HIGH SCHOOL CREDIT

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 MIDDLE/HIGH SCHOOL EIGHT (8) DAY SEMESTER LIMIT OR THE ELEMENTARY SCHOOL TEN (10) DAY SCHOOL YEAR 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. Visit to a college campus, vocational training institution, and apprenticeship centers. Limited to eleventh (11th) grade and twelfth(12th) grade students. Only three (3) days per school year will be allowed with administrative approval.
5. Deaths and funerals of members in the immediate family consisting of a parent, sibling, or grandparent. 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.**
7. Absences occurring because a student is issued a subpoena to appear in court as a witness in a judi-

cial 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 Building/Attendance Office at the following numbers:

GHS: 219-924-4281

GMS: 219-924-4280

Beiriger: 219-924-4030

Wadsworth: 219-923-4488

**A phone call or handwritten letter from a parent/legal guardian does not excuse an absence. Absences will only be excused by the criteria listed above.**

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 form 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 excused absences listed above will be counted against the eight-day limit per semester for students to earn high school credit and it will also count against the ten-day elementary school year limit.** 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.

### MAKING-UP WORK DURING OR FOLLOWING AN ABSENCE FOR GPS STUDENTS

1. Students 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. When possible, notify the school or appropriate teacher at least 24 hours in advance of when you want assignments ready to be picked up.

2. **No additional time** will be allocated for **UNEXCUSED** absences. Additional time may be granted for absences due to **OUT-OF- SCHOOL SUSPENSIONS**. Students who are issued an out-of-school suspension are responsible for making arrangements to get assignments from their teachers to complete for credit during the time they are serving the suspension or in a mutually agreeable (Administrator / Teacher / Parent / Student) amount of time when they return from their suspension. It is the student's/parent'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.
5. Students not immediately reporting to the Administrative Offices when removed from the classroom for disciplinary reasons by the teacher and/or classroom supervisor.
6. When a student reaches 5 unexcused absences the parent/Guardian will be notified.
7. When a student reaches 10 unexcused absence the parents/Guardian, Department of Child Services, and LCJC will be notified.
8. When a student reaches 15 unexcused absence the parent/Guardian, Departments of Child Services, and LCJC will be contacted for the second time, and criminal charges may be filed against the parent/Guardian. *IC 20-33-2-27 Compulsory attendance; parent's responsibility.*

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

### **HABITUAL TRUANCY**

Habitual Truancy is defined as:

IC Code 20-20-8-8.19: Habitual truancy, which includes the number of students who have been absent 10 days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school.

IC Code 20-33-2-25: The superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

*Habitual Truancy Designation:* On the third truancy from a class or classes during a school year, a student who is at least thirteen (13) but less than fifteen (15) years of age may be classified as a habitual truant and may have his/her name sent to the Indian Bureau of Motor Vehicles. Furthermore, the school principal cannot sign the official Indiana Bureau of Motor Vehicles form for students applying for an operator's license or a learner's permit, until the student becomes eighteen or until he/she is no longer classified as a habitual truant. A student older than sixteen (16) years of age, with a present drivers permit or license may have the license revoked for 120 days. The following descriptors also indicate Habitual Truancy:

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.

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 designated 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. Students removed early from class unexcused will be also be considered tardy, as they are missing valuable instructional time, the same as arriving late to school.

### **TARDY POLICY-ELEMENTARY SCHOOL**

In order to avoid being tardy to class, the students must be in their designated location when the bell rings. The following procedure will be followed:

1. Tardies are calculated in a cumulative manner. Ten (10) tardies will result in one (1) unexcused day of absence. If a student is to leave the school day for any reason, without a written note, that will count as a tardy. Parents/guardians must provide a valid reason for the absence to be excused. The school will take appropriate disciplinary action related to tardiness to be determined by the administration
2. If a student accumulates five (5) tardies, the parent/guardian will be contacted electronically, and a letter will be sent home with the child for a signature.
3. If a student accumulates ten (10) tardies, the parent/guardian will be contacted electronically, and a letter will be sent home with the child for a signature.

4. If a student accumulates fifteen (15) tardies, the parent/guardian will be contacted electronically, a letter will be sent home with the child for a signature, and a phone call will be made from the Home/School Advisor to request a conference with school personnel and the parent/guardian.
5. If a student accumulates twenty (20) tardies or more, the parent/guardian will be referred to prevention/intervention services.
6. Continual, excessive tardies resulting in unexcused days and missed instructional time will result in a referral to the Department of Child Services and, in extreme cases, criminal charges

#### **TARDY POLICY -GRIFFITH JR./SR. HIGH SCHOOL**

In order to avoid being tardy to class, the student must be in their designated location when the bell rings. Physical education students must be in their designated locker room area when the bell rings.

The following procedure will be followed:

1. Tardies accumulate per grading period.
2. If a student accumulates five (5) tardies, the parent/guardian and/or student will be contacted by administration notifying them of a tardy issue, the student will be assigned a 90-minute detention.
3. If a student accumulates 10 tardies in a grading period, they will be assigned a Saturday School by administration and parents will be notified.
4. If a student accumulates twelve (12) tardies, the students will face 1 day of suspension,
5. If a student accumulates thirteen (13) – fourteen (14) tardies, the student will face 2 days of suspension.
6. If a student accumulates fifteen (15) tardies or more, the students will face 3 days of suspension, with the possibility of expulsion for excessive tardies.
7. If a student accumulates twenty (20) tardies, the parent/guardian will be contacted via email and/or phone call from administration. A truancy referral will be made to the Lake County Juvenile Court for prevention/intervention services, with the possibility of social probation from all principal-approved events/activities.

## **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—Teacher or Staff informs student that a type of behavior is unacceptable.
2. Parent/Teacher Communication will be made 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. Detentions— High School/Middle School 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 Friday Detention. Further disciplinary action will take place if student continues to miss detention(s). Elementary has detention during his/her recess time.
4. Friday Detention— High School/Middle School Student is required to serve one and one-half hours after school on Friday. Students who are assigned to a Friday detention and fail to attend or are removed due to inappropriate behavior face potential suspension from school. Saturday School will be assigned if a student misses Friday detention(s). Elementary does not have after school detention.
5. Saturday School – High School/Middle Student is required to serve four hours (8am -12pm) at school during a Saturday. Students are expected to bring homework or other academic material to ensure productive use of this time. Students assigned to Saturday School who fail to attend or are removed due to inappropriate behavior or insufficient supplies will be assigned to 1 day of Suspension. The use of Saturday Day School is an attempt to decrease the number of suspension days assigned to students for minor disciplinary infractions. Elementary does not have Saturday School.
6. Extra-curricular Probation—All participation in or attendance at extra-curricular activities.



7. Class Suspension—A student is removed from an individual class and reports to the office.
8. 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.
9. 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.
10. Expulsion—Students expelled will be banned from attending 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.
11. 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 such as GAP, setting and be issued a “WF” for the grading period in the class from which they are removed. The re-assignment area is also used as an alternative setting when needed for students whose specific educational plan requires such a placement.
12. Restriction of Privilege—A student by not be allowed to participate in an activity or utilize district technology for designated period of time.
13. 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.

### **ACADEMIC DISHONESTY, PLAGIARISM, CHEATING**

A student is guilty of academic dishonesty when he or she engages in any illegal or improper activity for the purpose of improving a grade or a test score. This includes, but is not limited to:

1. Any form of cheating (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher’s authorization), or
2. Plagiarizing (i.e. submission of term papers, reports, etc., that are not original works by

the student unless otherwise authorized by the teacher).

Academic dishonesty will be dealt with at two different disciplinary levels and is based on the severity of the act.

**The teacher will handle Level One violations.** Students caught cheating will receive a zero (0) on the assignment. Students found guilty of a Level One violation will be ineligible for National Honor Society for their next eligible year. Current NHS members will follow National Guidelines for discipline.

**Examples of a Level One violation:**

1. Looking on another's test or quiz (i.e. giving or receiving answers for any type of test, quiz or assignment without the teacher's authorization).
2. Using electronic devices or other secretive methods to give or receive answers on a test or quiz.
3. Taking substantial information from another source, but not crediting the source.
4. The use of online, web-based language translators to complete coursework, when prior authorization has not been granted by teacher

**The principal and/or designee will handle Level Two violations.** Students found guilty of a Level Two violation will receive a zero (0) on the test, quiz, or written assignment and may be subject to suspension. Students found guilty of a Level Two violation will be ineligible for National Honor Society for their next two eligible years. Current NHS members will follow National Guidelines for discipline.

**Examples of a Level Two violation:**

1. A second Level One violation.
  2. Taking papers from the Internet, other publications, other students and/or people.
  3. Taking any test or part of any test to use or give to another.
- \*A second offense could result in the student receiving a Withdraw Failing (WF) in the class (regardless of the level).

## **BULLYING**

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

## **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. No Food/Drinks on bus.
7. Do not do damage to the school bus.
8. 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.
5. No sharing of food in the elementary cafeterias.

### **DISRESPECT**

Behaving in a manner towards staff, an adult in authority, or peers that is rude, unpleasant, impolite, discourteous, inappropriate, or unprofessional will not be tolerated. Any behavior that causes hurt feelings, distresses, disturbs, and/or displays a lack of regard for others 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 contribute 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,
- \* Tattered, torn, revealing or provocative clothing is not permitted.
- Revealing, low cut, excessively tight, or holes/rips in jeans are not permitted.
- Hats, bandanas, sunglasses, beachwear, pajamas, sweatbands, book bags, backpacks, and outerwear must be placed in the student's locker. Unless for a spirit days or special occasions the items may not be worn by students. Students **MAY** wear hooded sweatshirts but the hood **MUST** remain down at all times while in the building.

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 - CELL PHONE / WIRELESS COMMUNICATION DEVICES (WCD)**

1. Elementary School students are allowed to bring cell phones to school. Upon entering the school, cell phones must be turned off and placed in students' backpacks in grades K-3 and in students' lockers in grades 4-5. Phones must remain in their storage places for the entire day.
2. Cell phones must also be turned off upon entering the GMSHS and kept in the students' lockers the entire day.
3. Cell phones may be turned on and used at the end of the school day.
4. Cell phones that are visible, ring, beep, or vibrate, during the school day, will be taken by the teacher or school employee and subject to discipline according to the handbook.
5. Camera phones may not be used for picture taking on school grounds at any time.
6. A cell phone brought to school is at the risk of the owner.
7. School telephones are used for essential school business, and students should expect to use the office phone only in real necessity and with permission of the teacher and office personnel.

FIRST ELEMENTARY VIOLATION- in the academic year: The student's cell phone will be confiscated by the student's teacher and returned at the end of the day after parent contact has been made by the teacher.

SECOND ELEMENTARY VIOLATION-in the academic year. The student's cell phone will be confiscated by the student's teacher or other district personnel and taken to the principal's office. The phone will be returned at the end of the day after parent contact has been made by administration.

THIRD ELEMENTARY VIOLATION- the academic year: The student's cell phone will be confiscated by the student's teacher or other district personnel and taken to the principal's office. Parent contact will be made by administration and a parent will be required to retrieve the cell phone from the main office.

FOURTH ELEMENTARY VIOLATION- the academic year: The student's cell phone will be confiscated by the student's teacher or other district personnel and taken to the principal's office. Parent contact will

be made by administration, a parent will be required to retrieve the cell phone from the main office, and consequences will be issued in accordance to those under the Repeated Rule Violation category.

FIRST MSHS VIOLATION –in the academic year: The student’s cell phone will be confiscated by the student’s teacher if the violation occurs in the classroom and a referral be sent to the office by the teacher. If the violation occurs in the hallway, the cellphone will be turned into the office, and the student can pick it up there, with a referral made. The student may pick up the cell phone at the end of the school day and will be assigned a Saturday School.

SECOND MSHS VIOLATION – in the academic year: The student’s cell phone will be confiscated by the student’s teacher or other district personnel and taken to the principal’s office. The student will be referred for the violation and faces 1-3 days of suspension for the second violation.

THIRD MSHS VIOATION- the academic year: The student’s cell phone will be confiscated by the student’s teacher or other district personnel and taken to the principal’s office. The student will be referred for the violation and faces 5-10 days of suspension and possible expulsion.

Use of cameras – Any use of a camera, including cell phone, tablet or other electronic devices must be approved by the teacher or principal. Photographing a student or staff member WITHOUT their permission is subject to discipline according to the handbook.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.

Students who violate the provisions of this policy shall be subject to disciplinary action, which could include detention, suspension or expulsion from school in accordance with statutory due process procedures and referral to local police authorities.

High School and Middle School student use of a Wireless Communication Device (WCD) during the school day is a privilege. Adherence to the following guidelines is essential to maintaining an appropriate academic environment. Abuse of this privilege will result in the consequences outlined in the corresponding paragraphs.

Wireless Communication Devices (WCD’s) are **prohibited** in the following settings:

- A. Any National Exam or Assessment (SAT, ACT, PSAT, etc....)
- B. Any State Exam or Assessment (ECA, ISTEP, Accuplacer, etc....)
- C. Classroom Exam or Assessment (Unless otherwise directed by Classroom Teacher)

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA’s), Blackberry’s/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may use wireless communication devices (WCDs) as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

- A. During instructional time, these devices are solely allowed when authorized by the classroom instructor for educational purposes related directly to classroom curriculum.
- B. Students using personal devices in school, on school property, and at school functions are required to follow the behavior expectations outlined in our Student Handbook, and violations are subject to disciplinary action. Under no circumstances may personal devices contain/store or be used to share or view pornography or any other material that is obscene, objectionable, inappropriate and/or harmful to minors or in violation of state and federal laws.

**WHEN DIRECTED BY THE ADMINISTRATION, STAFF OR SPONSOR, WCDs SHALL BE COMPLETELY POWERED OFF AND STORED OUT OF SIGHT.**

Guidelines:

High School Students and Middle School Students may use WCDs (including cell phones for non-verbal communication) at the following times:

- Before and after school
- During passing periods
- At lunch in the cafeteria
- During class time for instructional purposes ONLY if the classroom teacher gives explicit permission. Examples of instructional use would include, but not be limited to, using the calculator function (when applicable), using the calendar function to record an assignment, using a website at a teacher's request, etc.

Students must follow the guidelines below:

- The use of electronic communication devices is prohibited at all times in school offices.
- The Media Center (Library) functions as a classroom – therefore WCDs and cell phones may not be used UNLESS the supervising teacher has given permission.
- The use of cellular phones for any voice communication is not permitted during school hours.
- WCDs and cellular phones may not be used in any circumstance in the hallway when using a hall pass. From the time the bell rings for class to begin, to the time the bell rings to end class, cell phone and iPod usage in the halls is prohibited.
- Cell phones must remain on silent all day and be turned off if directed to do so by the classroom teacher.

Students are prohibited from using WCDs to capture or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Unless authorized by the building principal, using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may face disciplinary action.

No expectation of confidentiality or privacy will exist in the use of WCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian. WCDs in the school's custody will not be searched or otherwise tampered with unless school officials reasonable suspect that the search is required to discover evidence of a violation of the law or school rules. If multiple offenses occur, a student may be required not to possess his/her WCD at school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their WCDs. The school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that communication through wireless communication devices with their child is not permitted during instructional time. Parents are encouraged to notify the office for emergency situations in order for the school to assist the children when necessary.

Students may not communicate with their parents through wireless communication devices during instructional time.

Electronic music devices (MP3, iPod, etc.) are allowed to be used in the school building only prior to the beginning of the school day (devices must be powered down after the 5-minute bell in the morning), at lunch in the cafeteria, and at the conclusion of the school day.

The following guidelines must be followed, concerning the use electronic music devices:

- The earphones/earpiece must be plugged into the device.
- One, and only one, earphone/earpiece may be worn at a time.
- The music being played must not be loud enough to be heard by another person.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where the reasonable expectation of privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and

any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

A building principal has the authority to make determinations as to specific locations and situations where the possession of a WCD is prohibited.

Students using cell phones/WCDs or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of the schools cheating policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may be reported to law enforcement authorities.

Use of a Wireless Communication Device (WCD) in an unauthorized manner in violation of these rules may result in loss of privilege, additional disciplinary action or confiscation of the WCD.

If a WCD is confiscated, it will only be released/returned to the student's parent/guardian after the student complies with any disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves illegal activity.

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted when the above guidelines are followed. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced without vibration as directed by Administration and/or Staff).

## **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 communiqués; 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**

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, making gestures of weaponry, 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. Students are encouraged to inform an adult at the school so that action can be taken. Harassment/Intimidation 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 displays of affection between students in school should not be excessive. Students who bring attention to themselves in this way will receive a warning. Should this behavior persist, students will be disciplined and parents notified. Students engaged in acts of sexual misconduct will be subject to suspension and recommended for expulsion.

## **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. High School Students and Middle School Students 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.

## **HIGH SCHOOL AND MIDDLE SCHOOL 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.

## **MISSED SATURDAY SCHOOL**

Failure to attend an assigned Saturday School is grounds for disciplinary action, up to and including suspension.



**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.

**SEXUAL MISCONDUCT**

Students engaging in Sexual Activity or lewd acts on School property are subject to disciplinary consequences up to and including recommendation for expulsion.

**STUDENT IDENTIFICATION CARDS**

All students are to have their school identification card on them. They must be able to present their ID when asked by a faculty member. ID's are to be carried during the school day and at all school functions. Failure to carry an ID may result in school discipline. Replacement ID's will cost \$5.00. Students arriving to school late must report to Door A and sign-in with the Receptionist. Additionally, students arriving late to school must present their school ID to the Receptionist upon arrival.

**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**

See the tardy policy listed earlier in the handbook.

**TARDY SWEEP**

Tardy Sweeps are conducted at random. As soon as the bell rings for students to be in class, an announcement is made for teachers to lock their doors. At that time, any student who is in the hallway without a pass shall be considered tardy. All students will be instructed to report to a designated area where they will receive the appropriate discipline (based on their total number of tardies).

**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/vaping 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, pepper spray, mace and any other item that could reasonably be considered and used as a weapon dangerous item will be grounds for suspension and/or expulsion

## GRIFFITH ELEMENTARY SCHOOL-DISCIPLINE PROCEDURES CHART

	Level One	Level Two	Level Three	Level Four
Academic Dishonesty	Parent Contact by Teacher/ Zero on Assignment	Parent Contact / Zero on Assignment /1-3 Day(s) ISS	Parent Contact/ Zero on Assignment/ 1-5 Day(s) OSS	Parent Contact/ Zero on Assignment/ 1-10 Day(s) OSS
Bullying	Warning/Parent Contact	1-5 Day(s) OSS	6-10 Days OSS/ Possible Expulsion	Possible Expulsion
Bus Misconduct	Detention/Bus Conduct Report	1-3 ISS or OSS/Bus Conduct Report	Permanent Removal from Bus	
Cafeteria Misconduct	Cafeteria Conduct Report	Detention/Cafeteria Conduct Report	1-5 Day(s) ISS or OSS	Add'l Suspension
Disrespect	Detention/1-3 Day(s) ISS)	1-5 Day(s) ISS or OSS	3-10 Days OSS	5-10 Days OSS
Disruptive Behavior	Detention/1-3 Day(s) ISS	1-5 Day(s)ISS or OSS	3-10 Days OSS	5-10 Days OSS
Dress Code	Warning/Parent Contact	Detention/Change of Cloths	1-3 Day(s) ISS	Add'l Suspension
Drinking/Alcohol (Possession/Use)	Expulsion			
Drugs (Possession/Use) Drug Paraphernalia (Possession/Use)	Expulsion			
Electronic Devices- Cell Phone and WDC	Teacher Confiscation and returned to student/ Parent Contact by Teacher	Admin. Confiscation and returned to student/ Parent Contact by Admin	Admin. confiscation and parent pick up/ Parent Contact by Admin	See Repeated Rule Violation
False Reporting/Forgery	1-3 Day(s) ISS	3-5 Days OSS	5-10 Days OSS	Possible Expulsion
Fighting	3 Day(s) OSS/ Possible Expulsion	5 Days OSS/ Possible Expulsion	10 Days/Possible Expulsion	Expulsion
Gang Involvement	1-10 Day(s) OSS/ Possible Expulsion	Expulsion		
Hall Misconduct	Warning/Parent Contact	Detention	1-3 Day(s) ISS	Add'l Suspension

Harassment/Intimidation	Warning/Parent Contact	1-3 Day(s) ISS or OSS	3-5 Days OSS	5-10 Days OSS/ Possible Expulsion
Illegal Actions		1-3 Day(s) OSS	3-5 Days OSS	5-10 Days OSS/ Possible Expulsion
Improper Use of School Electronics & Equipment	Warning/ROP		ROP/1-3 Day(s) ISS	ROP/3-5 Days OSS
Inappropriate Display of Affection	Warning/Parent Contact		Detention	1-3 Day(s) ISS or OSS
In-School Suspension Misconduct		1-3 Day(s) OSS	3-5 Days OSS	5-10 Days OSS
Insubordination		1-3 Day(s) ISS or OSS	3-5 Days OSS	5-10 Days OSS
Missed Detention (s)		2X Detention	3X Detention	1-3 Days ISS
Profanity Pornography/Obscenity		Detention/ 1-3 Day(s) ISS or OSS	3-5 Days OSS	5-10 Days OSS
Reckless Endangerment		1-3 Day(s) ISS or OSS/ Restitution	3-5 Day(s) OSS/ Restitution	5-10 Days OSS/ Restitution
Repeated Rule Violation		1-3 Day(s) ISS	3-5 Days OSS	5-10 Days OSS
Sexual Misconduct		1-3 Day(s) OSS	3-5 Days Oss	5-10 Days OSS
Tardiness		See Policy	See Policy	See Policy
Theft/Vandalism		1-3 Day(s) ISS/ Restitution	3-5 Days OSS/ Restitution	5-10 Days OSS/ Restitution
Tobacco (Possession/Use)		1 Day Suspension	3 Days Suspension	5 Days Suspension
Truancy		1 Day Suspension	3 Days Suspension	5 Days Suspension
Weapons/Dangerous Items		1-10 Day(s)/ Expulsion		

ISS---In---School Suspension

OSS---Out---of School Suspension

ROP---Restriction of Privilege

Add'l Suspension ---Additional Suspension

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

The Corporation uses the following criteria for selection within the ranges of possible penalties when imposing disciplinary sanctions.

- Prior offenses of any nature (established behavioral pattern)
- Multiple behavioral offences occurring during the offense
- Behavior plan, 504, or IEP
- Age and grade level of the student
- Medical attention sought
- Warnings given prior to the offense occurring

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 the school resource office.

### GRIFFITH MIDDLE SCHOOL/HIGH SCHOOL- DISCIPLINE PROCEDURES CHART

Violation	Level One	Level Two	Level Three
Academic Dishonesty	Zero on assignment /teacher contacts parent	Zero on assignment / WF in course / Possible Suspension	Suspension
Bullying	Warning/parent contact	3-10 days of suspension/Possible Expulsion	Expulsion
Bus Misconduct	Detention	1-10 days of suspension	Permanent removal from bus
Cafeteria Misconduct	90-minute detention	1-3 days of suspension	Suspension/Expulsion
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		
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	Saturday School	1-3 days of suspension	3-10 days of suspension/Possible expulsion
Harassment/intimidation	Warning/conference/parent contact	3-10 days of suspension/Possible Expulsion	Expulsion
Illegal actions	1-3 days of suspension	3-5 days of suspension/Possible Expulsion	Expulsion
Improper use of Electronics & Cell Phones	Saturday School	1-3 days suspension	5-10 days suspension/Potential Expulsion
Inappropriate display of affection	Warning	1 day of suspension	Additional suspension
Insubordination	1-5 days of suspension	3-10 days of suspension	Expulsion
Missed Detention(s)	Wednesday Detention/Conference/Parent Contact	Wednesday Detention/Conference/Parent Contact	1-10 days of suspension/Possible Expulsion
Missed Saturday School(s)	1 day of suspension		

Missed 50-minute detention(s)	90-minute detention		
Profanity/Obscenity	Detention	1-3 days suspension	3-10 days suspension/possible expulsion
Pornography	3-10 days 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
Sexual Misconduct	10 days of suspension / Expulsion		
Student parking	Warning	Vehicle towed @ owner's expense	Suspension /Revocation of driving privilege
Tardiness	See Policy	See Policy	See Policy
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 day of suspension	3 day 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.

The Corporation uses the following criteria for selection within the ranges of possible penalties when imposing disciplinary sanctions.

- Prior offenses of any nature (established behavioral pattern)
- Multiple behavioral offences occurring during the offense
- Behavior plan, 504, or IEP
- Age and grade level of the student
- Medical attention sought
- Warnings given prior to the offense occurring

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

## **ATHLETICS**

### **GRIFFITH HIGH STUDENT/MIDDLE SCHOOL-ATHLETE ACADEMIC EXPECTATIONS**

Student-athletes are students first and foremost and must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. The Griffith Athletic Department has created the following standards to maximize the possibility of student-athletes meeting their academic goals. Student-athletic academic progress is monitored on a weekly basis by conducting grade checks of all in-season athletics.

#### **AGE REQUIREMENTS**

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state

finals in a sport shall be ineligible for interschool athletic competition in that sport, ( a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool athletic competition in that sport).

IHSAA By-Laws: Rule 4-1 Age

### **IHSAA CERTIFICATION OF ELIGIBILITY**

In addition to the eligibility requirements established by IHSAA (applicable to athletes), to be granted initial eligibility for any athletic or extra-curricular activity, all students must have a 2.0 overall grade point average with no more than 2 D's in any class and no F's on the first official day of IHSAA and/or Club Sport sanctioned practice, or extra-curricular activity.

For Fall ONLY Athletic or Club Sports and any other extra-curricular activity occurring during the fall season only of 2020/21 school year, the first check of eligibility requirements will occur at the end of Quarter 1. All participants will be grandfathered in and not held to the above paragraph requirements.

**Note: It is the student's athlete's responsibility to enroll in at least 5 classes for eligibility.**

#### **GRADING PERIOD END**

Friday – October 9, 2020

Friday– December 18, 2020

Friday - March 12, 2020

Thursday – May 27, 2020

#### **ELIGIBILITY DATE**

Thursday – October 15, 2020

Friday – January 8, 2020

Friday – March 19, 2020

Friday – June 4, 2020

If there have been snow days, etc. allowances may be granted by the IHSAA. However, generally they will enforce the 8-day rule from the last day of actual classes for a grading period.

### **NCAA ELIGIBILITY**

Student athletes who are college bound planning to enroll in college for the fall of 2018 or later must register with the NCAA Clearinghouse. The NCAA Eligibility website is: [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org). The Eligibility Center will aid student athletes with registration, academic and amateurism certification process.

## **Athletic and Extracurricular Code of Conduct**

### **I. POLICY STATEMENT**

It should be recognized by both the student/athlete and the Griffith Public School Corporation that the enjoyment of and the participation in high school athletics is a privilege, which carries with it varying degrees of responsibility, recognition, and reward. Participating student/athletes represent their school and other members of the student body, so it is their duty to conduct themselves in a matter that is positive for themselves, their families, their school, and their community.

Local and State laws related IHSAA regulations, the GPS Student Handbook, the GPS Athletic Code and disciplinary action by the principal or his designee (Athletic Director) shall govern participants in GPS's extracurricular athletic activities.

This code applies to all students who are members of school sponsored extracurricular sports. A student/athlete is governed by this code from his/her first sport participation at GPS to completion of his/her last sport season at GPS during his/her high school career.

This code and its penalties shall serve as the minimum standard. Each coach may impose individual rules and penalties regarding his/her particular sport (grooming, attendance, curfew, etc.). Each student/athlete will be informed of these additional rules prior to the start of that particular season.

### **II. ATTENDANCE**

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

1. Full school days- Students MUST attend the ENTIRE school day.
2. Partial school days – attend the entire school 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) – athlete may not participate in all activities following that date (Saturday) unless exceptions from #3 apply.

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

meet, or contest.

### **III. 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.

### **IV. 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. Athletes may not participate in another sport until fee is paid.

### **V. 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. 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.....	50 pts
Total - .....	750 pts

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

<b>Semester 1</b>	<b>Semester 2</b>
Bowling (B&G)	Baseball
Cheerleading	Basketball (B&G)
Cross Country (B&G)	Cheerleading
Dance Team / Pantherettes	Dance Team / Pantherettes
Football	Golf (B)
Flag Corps	Softball
Golf (G)	Swimming / Diving (B&G)
Marching Band	Tennis (G)
Soccer (B&G)	Track (B&G)
Tennis (B)	Wrestling
Volleyball	

## VI. SUSPENSIONS

Students that have received suspension(s) for the day may not attend or participate in any after school athletic activities.

## VII. VIOLATIONS

**CATEGORY A:** It is a violation of the GPS Athletic Code if...

- A student/athlete is found to be in possession of or using any kind of tobacco product.
 

Rationale: a) The use of tobacco is injurious to one's health.  
b) It is illegal to purchase tobacco products under the age of 18.
- A student/athlete is found to be in attendance at a place where illegal consumption or possession of alcohol and/or a controlled substance is taking place.
 

Rationale: a) Student/athletes are to conduct themselves in a manner that is positive for themselves, their family, their school and their community.
- A student/athlete is found to be engaging in conduct that
 

a) reflects discredit upon GPS or the IHSAA.  
b) creates a disruptive influence on the discipline, order, moral or educational environment of GPS.

Rationale: a) Rule 8, Section 1 of the IHSAA by-laws.

Contestants' conduct, in and out of School shall be such as (1) not to reflect discredit upon their School or the Association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the School.



NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their School.

**CATEGORY B:** It is a violation of the GPS Athletic Code if...

1. A student/athlete is found to be in possession or consuming any alcoholic beverage.

Rationale: a) The use or possession of alcoholic beverages by any person under 21 years of age is illegal.

b) Alcohol reduces maximum physical and mental performance and is injurious to one's health.

2. A student/athlete is found to be in the unauthorized possession of a controlled substance as defined in the Indiana Controlled Substance Act.

Rationale: a) The use or possession of a controlled substance is illegal.

b) Their use reduces physical and mental performance and is injurious to one's health.

**CATEGORY C:** It is a violation of the GPS Athletic Code if...

1. If a student athlete is found to be engaging in the act of hazing

Rationale: National Federation of High Schools Resolution

The National Federation defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

a) Indiana Code 34-30-2-150.

b) Indiana Code 35-42-2-2.

**CATEGORY D:** It is a violation of the GPS Athletic Code if...

1. If a student athlete is arrested or charged with an act constituting a crime (felonies or serious misdemeanors) and/or juvenile delinquencies and status offenses as defined by the Indiana Penal Code.

Rationale: a) Rule 8, Section 1 of the IHSAA by-laws.

Contestants' conduct, in and out of School shall be such as (1) not to reflect discredit upon their School or the Association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the School.

NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their School.

**CATEGORY E:** It is a violation of the GPS Athletic Code if...

1. A student/athlete is found guilty of committing an act constituting crimes (felonies or serious misdemeanors) and/or juvenile delinquencies and status offenses as defined by the Indiana Penal Code.

Rationale: a) Rule 8, Section 1 of the IHSAA by-laws.

Contestants' conduct, in and out of School shall be such as (1) not to reflect discredit upon their School or the Association or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the School.

NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their School.

## VIII. PENALTIES

Violation Category	1st Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
A	Level 1	Level 2	Level 3	Level 4
B	Level 2	Level 3	Level 4	
C	Level 3	Level 4		
D	Level 3	Level 4		
E	Level 4			

**Penalty Level 1:** The athlete will not be allowed to continue to participate in inter-school competition until he/she has served a suspension of 25% of the regular season contests of the varsity season of his/her sport, regardless of the level at which the athlete participates. A report must be filed in the Athletic Office.

**Penalty Level 2:** The athlete will not be allowed to continue to participate in inter-school competition until he/she has served a suspension of 50% of the regular season contests of the varsity season of his/her sport, regardless of the level at which the athlete participates.

**Penalty Level 3:** The athlete will be suspended from participation and practice in all sports at GPS for 1 calendar year.

**Penalty Level 4:** The athlete will be denied the privilege of participating in sports at GPS for the remainder of their high school career.

## **IX. ENFORCEMENT PROCEDURES AND CLARIFICATION**

A. The athlete and his/her parents and/or his/her coach will be informed of the violation and the penalty by the Athletic Director at an informal hearing to be held in the Athletic Office.

B. The athlete must complete the season with the athletic team under which he/she is serving suspension. If the athlete quits the team before the season is completed, the entire suspension will be served on the next team on which he/she plays.

C. At the head coach's discretion, the athlete may be allowed to practice with the team and accompany the team to contests during a Level 2 suspension.

D. Although practice during the suspension period is up to the individual coach, an athlete may begin practice up to 10 days before the end of a Level 3 suspension, in order to get the ten (10) days of practice in to be able to participate when the Level 3 suspension has been completed.

E. Any "jamboree" or "controlled scrimmage" will constitute an athletic contest.

F. In regular season tournaments, the minimum number of contests will be counted in the suspension. Example: in a double elimination tournament, the participating team, regardless of the number of actual contests played, will count the tournament as two (2) contests for the purpose of suspension.

G. If a suspension period includes a fraction of a contest, all fractions greater than or equal to .5 will be rounded up. Example: 5:75 = 6 games, 8.33 = 8 games.

H. All suspension periods will be calculated based on the length of the varsity schedule of that sport. Example: a freshman basketball player with a 16 game schedule would serve a Level 2 suspension of 5 games based on the varsity's 20 game schedule.

I. If an athlete has not completed his/her suspension before IHSAA tournament competition begins, then she/he will not be eligible for any part of the tournament. For suspension purposes, the entire IHSAA tournament will count as one regular season contest.

J. Cause of suspensions will be established by charges of law enforcement officials or agencies, by investigations by members of the GPS administration, faculty, paid or volunteer members of the athletic staff, or by the admission of the athlete.

## **X. PARENTAL ASSISTANCE**

Any parent seeking help or assistance involving his/her child's use of drugs, alcohol or tobacco, prior to a report or investigation by the school or any involvement with law enforcement, should contact school administration. As a result, the athlete/participant will receive a lesser consequence than what is outlined above. This consequence may include an athletic/participation suspension, or drug/alcohol counseling. The Athletic Director and Principal will determine the severity of the consequence.

## **XI. SELF-REPORTING**

Athletes are encouraged to seek help and to self-report. An athlete may reduce, but not eliminate the penalty for a first offense under Category B (alcohol and Drugs) if 1) he/she reports the conduct to the Athletic Director, Head Coach or Counselor prior to the first school day following the incident. 2) the student will be referred to their guidance counselor to determine if counseling services are needed. The guidance counselor will make recommendations on services available in the community. By self-reporting this will still count as a Level 2 Penalty and, if there is a repeat offense, the athlete will receive a Level 3 Penalty, which is suspension from athletics for one (1) calendar year. Agencies and counseling resources are attainable from the high school guidance counselors. Any counseling services will be at the expense of the parent or guardian.

## **XII. COUNSELING**

An athlete who did not self-report and who is found to have violated the Code under Category B for the first time will be offered the opportunity to reduce his/her penalty by 50% by the successful completion of a substance abuse program. Agencies and counseling resources are attainable from our guidance counse-

lors. Any counseling or services will be at the expense of the parent or guardian. Reduction of penalty through counseling can only be implemented on a first offense.

### **XIII. SOCIAL NETWORKING AND MEDIA POLICY**

As an educational institution, Griffith Public Schools supports and encourages the rights of individuals to free speech. However, student/athletes should be concerned with any behavior that might embarrass themselves, their families, their teams, their community and/or Griffith Public Schools. This includes any activities conducted online through social networking sites (i.e. Facebook, Snapchat, Friendster, podcasting, blog sites, You Tube, Twitter, Instagram, or chat rooms among others). This also includes the practice of sexting which is a term coined by the media that generally refers to youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and or distributing those photos.

Participation in athletics at GPS is a privilege, not a right. As a student/athlete at GPS, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life. Keep the following guidelines in mind as you participate in any of the aforementioned public media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of your control at the moment it is placed online, even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, your team, the Athletic Department, or GPS. This includes items that may be posted on your page by others.
3. You should not post your address, phone numbers, date of birth, or other personal information. You could be opening yourself up to predators or stalkers.
4. Exercise caution as to what information you post on your website about your whereabouts or plans. This will help prevent stalkers or other criminally minded individuals from gaining access to you.
5. Be aware of who you add as a friend on your site. Many people are looking to take advantage of the student/athletes or seek connection with student/athletes to give them a sense of membership on a team.
6. Coaches and athletic department administrators may monitor these websites. Disparaging remarks about teammates, coaches, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as possible legal ramifications.
7. Student/athletes will face disciplinary measures for violation of team policies, athletic department policies, state athletic association guidelines and/or State and Federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student/athlete's website will subject him or her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student/athlete's website will be subject to a full investigation.

Also keep in mind that local police or sheriff's offices or other law enforcement agencies may check these websites regularly. Be cognizant of the fact that many employers and colleges also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or prevent you from attending the college of your choice.

\*As adapted from CPHS modified by GPS.

### **XIV. APPEAL PROCESS**

- A. An athlete has the right to appeal any imposed penalty.
- B. The appeal must be made in writing to the Athletic Director within five (5) school days following the hearing.
- C. The Board of Appeals will consist of 7 members:
  - a. Athletic Director
  - b. Two Head Coaches
  - c. Two Teachers
  - d. Counselor

- e. Assistant Principal
- D. The Board of Appeals has the following options:
  - a. Affirm the penalty
  - b. Change the penalty
  - c. Reverse the penalty
- E. The Board of Appeals will vote and announce its decision to the athlete immediately following the appeal. Once the Board of Appeals has rendered its decision, the student-athlete may appeal that decision to the court of local jurisdiction.

#### **XV. ACKNOWLEDGEMENT OF RECEIPT**

By reviewing and signing the Student Handbook consent form, students/parents/athlete acknowledge the rules, policies, and expectations of GPS and the Athletic Code and agree to comply with those rules and provisions.

## **GRIFFITH PUBLIC SCHOOLS DRUG TESTING PROGRAM – 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 grades 6-12 and students participating in extracurricular activ-

ities 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.

If a student refuses to participate, in a GRAD test, when selected to do so, it will be considered a positive test result and discipline will be administered according to the handbook.

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

Students who drive to school and park on school property:

Football	Basketball	Track	Baseball
Softball	Wrestling	Golf	Swimming/Diving
Soccer	Volleyball	Tennis	Cross Country
Cheerleading	Drama	Pantherettes	Student Council
SADD	Art Club	International Club	Student Parking Permit Holders
Bowling Club	Academic Comp	FCCLA	Nat. Honor Society
Robotics	DECA	Booster Club	

**\*GPS reserves the right to add or remove groups on a year-to-year basis as new student groups form.**

**\*\*Students involved in multiple activities (at the time of a positive test) will serve suspensions for each activity.**

## CONSENT

It is mandatory that each student-athlete in grades 6-12 and their parent/guardian, prior to being allowed to participate in extracurricular activities must sign the consent form. Failure to comply will result in non-participation. Such students and their parents/guardian shall be provided with a consent form prior to the beginning of each school year (renewable annually), which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is consenting to participate in the drug-testing program (GRAD) and abide by the stipulations outlined in the Griffith Public Schools Athletic and Extracurricular Code of Conduct. It is the responsibility of the student to be aware of the contents of this Code of Conduct

and that they will be held accountable for the behavior and consequences outlined in the Code of Conduct at school and at school-related activities, including school sponsored travel and for any school-related misconduct, regardless of time and location. A copy of the consent form will be kept on file in the Athletic Director's Office. Once a form is submitted the consent to participate in the program is for the duration of the entire school year.

**DISCLAIMER**

A student-athlete who is alleged to have violated the Griffith High School Athletic Code will be suspended from practice and inter-school competition until the school is completed with the internal investigation and the findings of the investigation have been communicated to all relevant parties.