



**Greencastle
Community Schools
Student/Parent
Guide**

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IF YOU HAVE ANY QUESTIONS.....

When a citizen or a school patron has a question involving the operation or programs of the schools, he/she should contact the office or person most directly responsible for the area in which the problem exists. Where the question involves an individual student or class, the **classroom teacher** and or the **principal** are the proper persons to contact. **School counselors** are also ready to assist you.

When the question involves the overall program of the schools or the welfare of all students in the corporation, a member of the **Central Office Staff** may need to be contacted.

If your question cannot be answered or a response to your concern made when you call, your call will be returned as soon as possible.

Central Office

1002 Mill Pond Lane
Superintendent: **Mr. Jeffrey Gibboney**
Curriculum Director: **Dr. Jennifer French**
Telephone: 765-653-9771

Deer Meadow Primary School

1000 Deer Meadow Lane
Principal: **Mr. Michael McHugh**
Home/School Liaison: **Mrs. Joanna Muncie**
Telephone: 765-653-3518

Ridpath Primary School

711 Central Avenue
Principal: **Mrs. Emily Johnson**
Counselor: **Mrs. Megan Ward**
Telephone: 765-653-3315 or 765-653-7101

Tzouanakis Intermediate School

500 Linwood Drive
Principal: **Mrs. Jennifer Rhoades**
Assistant Principal: **Mrs. Katherine Asbell**
Counselor: **Mrs. Jamey Landry**
Telephone: 765-653-4700

Greencastle Middle School

400 Percy L. Julian Drive
Principal: **Mr. Scott Weltz**
Assistant Principal: **Ms. Alicia Cupp**
Guidance Director: **Ms. Jessica Briones**
Counselor: **Mrs. Kimberly Handy**
Telephone: 765-653-9774

Greencastle High School

910 East Washington Street
Principal: **Mr. Chad Rodgers**
Assistant Principal: **Mrs. Yolanda Goodpaster**
Athletic Director: **Mr. Doug Greenlee**
Guidance Director: **Ms. Rose Stephens**
Counselor: **Mr. Kevin Kendall**
Telephone: 765-653-9711

Special Services

1002 Mill Pond Lane
Director: **Mrs. Kimberly Sullivan**
Telephone: 765-301-4882
Telephone: 765-653-9771 ext. 120

Area 30 Career Center

1 N. Calbert Way
Director: **Ms. Lora Busch**
Telephone: 765-653-3515

W. Central IN Education Services Center

1 N. Calbert Way
Director: **Mr. Rusty King**
Telephone: 765-653-2727

Food Service Department

1002 Mill Pond Lane
Director: **Mrs. Debbie Carrico**
Food Services Assistant: **Mrs. Billie Bumgardner**
Telephone: 765-653-9711 ext. 116

Transportation Center

800 Tennessee Street
Transportation Coordinator: **Mr. Kyle Clearwaters**
Administrative Assistant: **Mrs. Jennifer Beck**
Telephone: 765-653-6840

SCHOOL CALENDAR

Please see the most up-to-date school calendars by clicking the 'Calendars' link at <http://www.greencastle.k12.in.us>

STUDENT HOURS

Start and dismissal times vary by building. A schedule covering the times will be available at registration.

Middle School and High School students are required to remain at school during the 30-minute lunch period.

Greencastle Community Schools are dedicated to utilizing professional learning communities (PLC) in order to positively and significantly improve student learning. Research shows, "Schools that provide time and empowerment for teachers to work in self-managing teams have students who achieve at a higher rate."

In order to provide professional learning time for all teachers, the daily schedule will be adjusted in each building on Monday of each week. On Mondays, teachers will begin 15 minutes earlier and students will begin 30-35 minutes later. The actual arrival time for each building can be found in the building level handbooks. The end of the day dismissal time will not be affected. Because each of the Greencastle Community Schools has extra time built into their daily schedules, the reduced student day on Mondays will still be in compliance with all Indiana Department of Education requirements for instructional time.

The late start schedule for Mondays will reduce the amount of time that teachers will be out of the classroom for professional development. This will increase the amount of quality instruction that each student receives. Additionally, GCSC will improve student achievement by building capacity of teachers to improve instructional practices.

As a result of PLC inclusion within the school day, 100 percent of the teachers will participate in professional learning to improve student instruction. Students lose only five minutes of instructional time per subject area each week while the professional learning hours increase by as much as 32 hours per year.

ADMISSION TO SCHOOL

Indiana law requires a record of certain immunizations and testing is on file in the school for all students, including those enrolling in kindergarten, unless a parent presents a written objection. I.C. 20-34-3-2, 20-34-3-3, 20-33-2-10. Forms to be completed by the child's physician are distributed throughout the elementary school offices. Students enrolling in kindergarten must be 5 years old prior to August 1st.

Please go to the Indiana Department of Health website at www.in.gov for information on how to obtain a certified copy of your birth certificate.

TRANSFER OF CREDITS

Credits from other public schools in Indiana or those in other states which have been fully accredited by their respective State Department of Public Instruction will be accepted at face value.

Credits from private schools will be accepted at face value if the school is commissioned and accredited by the Department of Public Instruction's Accreditation Division or its equivalent where the school is located.

On-line courses through Indiana Online Academy, Plato, or other accredited online high school programs are offered to high school students. Students must obtain prior approval before enrolling and are responsible for payment of the course fees. A student may take no more than twelve (12) months to complete an online course. Permission to take courses is given under any of the following circumstances:

- The course is not offered through the high school.
- The course is offered but student is unable to take it due to scheduling conflicts.
- The course is a supplement to summer school and extended homebound instruction.
- The principal and parents agree the student requires the differentiated or accelerated learning environment.

If the private school is not accredited, the student's placement will be determined by a battery of tests and evidence of credit equivalency, including evaluation of the student's teachers' licenses and a detailed course of study from the private school for each course for which the credit is requested. The superintendent of schools and the principal of the student's prospective Greencastle School will place the student based upon findings of the described procedures

PARENT CONFERENCE

Parents/guardians may request a parent/teacher conference at any time during the school year by contacting the student's teacher.

TITLE I GRADES K-2

The Greencastle Community School Corporation annually applies for Title I funds to the Division of Compensatory Education of the Indiana Department of Education.

Title I funds serve primary students who are having difficulty developing fundamental reading and mathematics skills. Parent notification is required for participation in the Title I program.

The program provides diagnosis of student needs, remedial or developmental instruction, and evaluation of student progress. Parents are encouraged to be actively involved in the development of the program and the academic growth of their child.

Title I – Parents Right to Know

In accordance with the Federal Title I requirements, each Title I school is required to notify all parents that they may request the following information on the student's classroom teachers:

Requirement: Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

Response: All Deer Meadow and Ridpath Primary Schools' contracted teachers are licensed and highly qualified.

Requirement: Whether the teacher(s) is/are teaching under any emergency or provisional status in which the State requirements have been waived.

Response: All Deer Meadow and Ridpath Primary teachers are licensed. No teachers are teaching under a special emergency permit.

Requirement: The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

Response: This information is on file at the Central Office. Title I teachers will provide parents with a copy of their resumes at Parent Conferences each year.

What are Indiana's Academic Standards and how were they developed?

Indiana's Academic Standards are specific skills that have been identified as necessary for students to know and be able to do in each subject, at each grade level.

The Indiana Department of Education adopted new standards in the 2014-15 school year in the areas of English/Language Arts and Mathematics. GCSC will be using all State of Indiana adopted standards. All standards can be found at this web address: <http://www.doe.in.gov/standards/>

ILEARN TESTING

Students in grades three through eight and ten must participate in Indiana's summative accountability assessment called ILEARN. In addition, all students enrolled in Biology at GHS will be taking the Biology ILEARN test. As required by the Indiana Department of Education, all students in these grades will take the language arts and mathematics portions of the test in the spring. In addition, students in grade five will take a social studies ILEARN exam, and students in grades four and six will take a science ILEARN exam.

The spring ILEARN tests will be given in one testing window at the end of the academic year. The Indiana Department of Education now requires that all students test on-line. We accomplish this with the students' device.

The results of these tests provide a continuing record of each child's academic progress in comparison with students locally and statewide. They can also be valuable to your child's teachers and counselors as they assess individual strengths and weaknesses in order to provide realistic guidance and individualized instruction.

What is the score needed to pass?

The passing score is set by the Indiana State Board of Education, based upon recommendations by math and English teachers and the State Standards Task Force. When students receive their test results from the Indiana Dept. of Education, the information will also include the required passing score.

How can a student prepare for the test?

Students can best prepare for ILEARN or any test by keeping current with their schoolwork. Parents should attend parent-teacher conferences and be aware of how well their child is doing in each course. In addition, parents can set up their Skyward accounts to send them periodic updates on grades and attendance. Contact your child's school for assistance setting up this option. Please check Skyward routinely to monitor progress.

What if my child is enrolled in special education?

All students are required to demonstrate that they have met the achievement standards measured by the Graduation Test in order to graduate. If your child receives instructional accommodations in the classroom, he or she can expect to receive similar accommodations during testing. If you have additional questions, please consult with your child's guidance counselor.

Students in grades 3-8 whose case conference committee determines their eligibility will participate in state approved alternative testing if available. GCSC will follow all mandates of the Indiana Department of Education in respect to tests. Current information on testing can be found at: Indiana Department of Education website for updates as they consider changes that may be made at www.in.gov/assessment/welcome.html

SCREENING TESTS

Students also receive hearing, vision, speech and language development screening tests at appropriate intervals during their school years. The results of all tests are available to parents. In order to identify students with hearing losses, hearing tests will be given to all students in the 1st, 4th, 7th and 10th grades, all students in special education, all students transferred from other school districts and all students suspected of having hearing losses. If you do **not** want your child's hearing screened, you must return a written note to your child's school office immediately, stating your refusal. Please address the note to the speech and language pathologist.

Dyslexia Screening

Senate Act 217 requires that all kindergarten through second grade students are annually screened for dyslexia. The purpose is to identify students who have tendencies of dyslexia in order to provide intervention services. The purpose of this screening is not to diagnose students as dyslexic. Diagnosis can only be provided by a medical professional.

Teachers and parents may have concerns about students in grades 3-12 having dyslexic tendencies. If parents consent, a reading specialist may administer the Gallistel-Ellis (reading test) to students. The reading specialist will also provide information to the parents about dyslexia, including characteristics, resources, and information on available Orton-Gillingham tutoring.

PUPIL PROGRESS REPORTS

Progress reports are issued each nine weeks for all grades. In middle and high school report cards are distributed electronically on the Wednesday following the close of each grading period or given to parents at the corresponding parent-teacher conference. In grades K-5, the printed paper report cards should be inspected, signed, and returned to the teacher no later than the following Monday.

Students and parents can access student grades online through the Skyward program. A username and log in will be issued to each student and his/her parent when enrolling. The Skyward program can be accessed via the school's webpage at www.greencastle.k12.in.us.

STUDENT MEALS

Greencastle Community Schools encourages families to file the lunch assistance application at the beginning of the school year even if they are unsure if they will qualify. Please check our website and on-line registration for the latest update for this possible change. Application(s) may be printed from the GCSC website. The registration page is updated each June and on-line registration begins in mid-July.

Parents of elementary students are requested to send money for lunches or milk in an envelope marked with the child's name, grade, and days the lunch or milk is desired.

Parents can log on to Skyward to view current account balances, review purchase history, set up low balance alerts and pay on-line. GCSC covers fees for parents so that making on-line payment via credit or debit card is encouraged.

ILL OR INJURED STUDENTS

In cases of serious illness or accident, the school will conscientiously attempt to contact parents/guardians as soon as practical and possible. In cases of serious accident or illness when the school nurse, principal and/or supervisor judge the situation to be life-threatening, emergency medical service personnel will be contacted concerning further emergency medical treatment and/or the decision to transport the ill or injured student to a doctor or hospital. In case of accident or illness which is not life-threatening but results in considerable discomfort or risk of escalation of illness to a serious level, the school nurse or principal will conscientiously endeavor to contact the student's parents to direct the student's medical care. When it is not possible to contact the student's parent or guardian, the school nurse and/or principal will follow the advice of emergency medical personnel concerning the decision to transport a student to a doctor or hospital.

Each year a parent signature is required on the registration form for permission to treat/transport in case of an emergency.

STUDENT INSURANCE

The Greencastle Community School Corporation is not authorized to carry general medical insurance on its students at taxpayers' expense. Students participating in athletic programs in the middle and senior high schools are required to have insurance provided by their parents. Accident insurance for students is made available to them at their own expense through the school.

MEDICATION IN SCHOOL

Indiana state law mandates that prescription medications be maintained in the school office and dispensed by school personnel. These prescriptions must be in the original container and include the pharmacy label. Only medications approved by the FDA will be dispensed by school personnel. The medications must be administered in accordance with the written order of the physician, and with written permission of the student's parent or legal guardian, except in the case of a life-threatening emergency.

In addition school corporation policy dictates that over-the-counter medications also be kept in the school office and be administered by school personnel. Over-the-counter medication must be brought to the school office in the original container. Parents must provide written permission and instructions for administering the medication, including the name of the medication and the frequency of provision.

The only medication a student may possess at school or at a school function is a medication the student is permitted to self-administer for a chronic disease or medical condition. A physician must provide a written authorization to confirm the nature of the disease or condition, that the medication has been prescribed, and that the student has been instructed in how to self-administer the medication. No other medication may be possessed by a student at school or at a school function.

Students who may require administration of an emergency medication may have such medication stored in the Nurse's office and administered in accord with this policy.

ALL medications must be brought to the school office by an adult. No students should possess or carry any medications (prescribed or over-the-counter) onto school property, except as permitted by IC 20-33-8-13 for a student with a chronic disease or medical condition that requires emergency administration of a medication, and the student's physician has certified the existence of the acute or chronic medical condition for which the physician has prescribed the medication, the student has been instructed in how to self-administer the medication and described the nature of the disease or medical condition requiring emergency administration of the medication; and the student's parents have submitted a written authorization for their child to possess and self-administer the medication.

INCOMPLETE IMMUNIZATION RECORDS

I.C. 20-34-4-5, requires parents of all children enrolled in a school corporation to furnish the school an updated record showing proof of the child's immunizations unless such a statement is already on file with the corporation.

Immunization records are necessary for diphtheria, tetanus, whooping cough, polio, measles, rubella, mumps, hepatitis B, varicella and meningococcal conjugate.

Parents with questions or concerns regarding this law should contact the school nurse for assistance, as failure to comply will necessitate their child's exclusion from school until the requirement has been met. See I.C. 20-34-3-2 and I.C. 20-34-3-3 for exceptions.

MENINGOCOCCAL DISEASE

A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18)

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available and the Indiana Department of Health requires meningococcal immunizations for students entering the 6th grade.

Quick Facts about Meningococcal Disease

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis. The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions: Illness often starts with a sudden fever, headache, stiff neck, a rash, and possible nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately. Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings. The disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often. Two vaccines are available to prevent this infection: Meningococcal Conjugate Vaccine (MCV4), which is Menactra. This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for young adolescents at the pre-adolescent visit (11-12 years old); adolescents at high school entry (about 15 years old); groups that have a higher risk of meningococcal disease, such as students that will be college freshmen

living in dormitories. The second vaccine is Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune. This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

TRANSPORTATION

Bus service is available to all students in the corporation who live outside short walking distance to the building. Parents should check with the transportation department for walking areas. Contact the supervisor of transportation at 765-653-6840 for specific bus routes. Parents can also see bus assignments, pick-up locations, and times in Skyward.

Parents and students should familiarize themselves with the following school bus rules and regulations. Students who do not follow directions of the bus driver will/may lose their riding privilege.

Bus Rules

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus. Keep the bus clean.
4. Keep noise levels at a minimum
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Accept the bus driver's authority to assign seats.

A major incident can cause the removal of a student on the first offense. The following are defined (but not limited to) as major incidents. Any major incident may result in forfeiture of bus riding privileges.

- Use of illegal drugs
- Use of alcohol or tobacco
- Destruction of property
- Possessing a weapon
- Occupying the bus in a manner which prohibits proper use for others
- Starting a fire
- Fighting
- Engaging in other acts of violence
- Attacking another student
- Intentionally causing bodily injury
- Disrespect to the driver
- Other incidents which in the judgment of the Bus Driver/Supervisor/Principal are a major disruption to the safe operation of the bus

Fan Buses

Students riding the fan bus must sign the Fan Bus Passenger Form upon boarding the bus. The form:

- registers the passenger's presence.
- states the student has parent permission to ride the fan bus.
- acknowledges the student's understanding that he must return to the point of departure on the fan bus.
- acknowledges the student's understanding of conduct expectations on the bus and at the event.

Student conduct expectations are the same on fan buses as at school, whether on a bus or at an "away" event. Appropriate disciplinary measures for students will be applied under the guidelines of student due process.

Fan bus supervisors do not have the authority to permit fan bus passengers to return home by any means other than the fan bus. Requests for special considerations are to be referred to the principal, who must have sufficient time to consider the

request before the event. Emergency exceptions which arise at the event must be handled by the principal or his designee attending the event.

EMERGENCY CLOSING OR CANCELLATION OF SCHOOL

All extra-curricular school events, including practices, will be canceled when school is closed due to inclement weather. Exceptions will be made at the discretion of the Superintendent or his/her designee.

When the schools are confronted with an emergency such as extreme conditions of snow and ice or mechanical failures which necessitate the closing of school, we will rely on our school notification system which calls and/or emails every student and parent/guardian in our database. In addition, closings and cancellations are reported on local radio and television stations. We appreciate very much the help of the media during those emergency situations.

You may also check our school corporation's web site at www.greencastle.k12.in.us. GCSC also tweets out a Twitter message if you would like to follow us on Twitter – TBD

We always do our best to have school closings announced by 6:30 a.m. Please do not allow children to call the radio station or school personnel. This causes inconvenience and ties up important telephone lines. Announcements are made immediately when decisions are made.

MAKEUP OF LOST DAYS DUE TO EMERGENCY SCHOOL CLOSING

In accordance with applicable law, days missed for emergency school closing or any other reason must be made up. If school must be rescheduled, selected days will occur in the second semester or at the end of the school year. Refer to the school calendar for scheduled make-up days. School must be open to students a minimum of 180 educational days. Starting with the 2017-2018 academic year GCSC will be utilizing E-Learning day for school closings.

SNOW ROUTES

When snow routes are in effect, school buses pick up students, but not in problem areas on certain routes. Students who do not live on a snow route will receive a letter to advise parents of the nearest main road on which the bus will run on days snow routes are in effect. On these days, the school notification system, **"Greencastle Community Schools are open but buses will run on snow routes"**.

FIELD TRIPS

A parent permission form must be received for each student prior to the activity. The permission form will clearly indicate the date and time of the trip, mode of transportation, supervision, destination, meal arrangements, and educational objectives of the trip.

Each bus for field trips will be supervised by at least one adult who holds teacher certification.

Student conduct expectations are the same on field trips as at school, whether on a bus or at a field trip destination. Appropriate disciplinary measures for students will be applied under the guidelines of student due process.

Students are not permitted to drive vehicles to transport themselves or other students to or from field trip destinations.

School-sponsored, organized groups such as cheerleader squads or teams are not permitted to drive vehicles to transport themselves or other students to or from "away" events.

NON-SCHOOL SPONSORED EVENTS

Teachers who wish to sponsor trips during non-school time such as foreign summer trips must take the necessary steps to assure that both students and parents clearly understand that such activities are not sponsored by the school corporation, and that the school corporation assumes no responsibility for the trip, the activities or for any liability regarding such trip. Any verbal or written representation concerning sponsoring of such a non-school trip may not state or imply that such trips are school sponsored or that the school corporation will be responsible for accidents or for any liability arising from participation

in the trip, and must contain or be consistent with the following disclaimer "I am sponsoring this trip as an individual -- not as an employee of the Greencastle Community School Corporation."

All meetings with students and parents regarding such trips must be held off school property. Fundraising may not take place on school property or use the school name. Furthermore, organization of any such stated activity may not occur on school property.

HAZARDOUS MATERIAL AND TOXIC WASTE

Asbestos

The purpose of this section is to notify you, in accordance with Federal and State regulations concerning the Asbestos Hazard Emergency Response Act, that the Asbestos Inspection and Management Plan of the Greencastle Community School Corporation is available at each school of the Greencastle Community School Corporation for your inspection.

Regular inspections and maintenance are conducted at all schools in compliance with E.P.A. regulations concerning asbestos. Asbestos will be removed as required or advisable in accordance with E.P.A. requirements.

Toxic Waste

The Greencastle Community School Corporation complies fully with the E.P.A. regulations governing the handling and disposal of hazardous waste which apply to Indiana small-quantity hazardous waste generators.

Pesticide Applications

Greencastle Community School Corporation complies with the Indiana Pesticide Review Board policy on application of pesticides. Greencastle Schools will maintain a notification registry to contact individuals at least 48 hours prior to application in accordance with 357 IAC 1-16-8. Please contact the Greencastle Community School Corp. Central Office at 765-653-9771 ext. 100 to be added to the notification list.

SUMMARY OF POLICIES ON STUDENT RECORDS

As a student advances in the educational structure, it is important that accurate records be kept of his or her educational record. The parent, legal guardian or adult student (18 years or older) has the right to examine the student record. Administrators, secretaries, counselors, and teachers who have responsibility for supervising, instructing, or helping a student shall have access to that student's permanent record.

Certain data from a student's permanent record are considered public information and will be released as such unless directed by the parent, legal guardian or student who is 18 years of age or older within thirty (30) days from the date of this notification that s/he will not permit distribution of any or all of such information. This data includes the student's name, address and telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, date of attendance, date of graduation and awards received.

If a student moves, his/her record will be transferred to the new school upon written request of the parent or the receiving school. A student's record will be transferred to a college, a prospective employer or anyone else only upon the written request of the parent, guardian or student, if age 18 or older. Forms for this purpose are available in the school office. If a student's record is subpoenaed by a court, and under certain other exceptional conditions, such as if failing to do so would probably result in a threat to a student's health or safety or that of others, the record may be released without permission. If a parent, guardian or student, age 18 or older has reason to believe that some portion of the record is in error or violates his/her rights in some way, he/she should discuss the matter with the principal of the school. If the matter is not resolved, instructions on how to further appeal for correction can be obtained from the Office of the Superintendent, Greencastle Community School Corporation, 1002 Mill Pond Lane, PO Box 480, Greencastle, IN 46135.

TITLE IX COMPLIANCE

Greencastle Community School Corporation does not discriminate on the basis of sex in the educational programs which it operates either in admission thereto, or programs or employment therein, in accordance with Title IX.

SPECIAL EDUCATION

The Federal Act requires that each state provide free and appropriate education to all its disabled children. A special education director is in charge of the Special Services Program.

A copy of the federal code citation for Individuals with Disability in Education Act (IDEA), as amended, is available at the Office of the Superintendent of Schools, 1002 Mill Pond Lane, Greencastle, IN 46135.

TUITION STUDENTS

Any child who legally resides outside the boundaries of the Greencastle Community School Corporation district and who wishes to attend school within the district must obtain a legal transfer and must meet all transfer criteria per corporation policy. Applications must be completed and turned in by July 31st of each school year. Approval is only for 1 school year and a new application must be submitted each year prior to July 31st of that year.

Greencastle Community School Corporation reserves the right to extend or withhold permission to transfer, and to designate the schools which legal transfer and cash tuition pupils shall attend.

SCHOOL SAFETY PLAN

The Greencastle Community School Corporation in accordance with state guidelines has developed and formally adopted a School Safety Plan for each of its buildings. This was developed in cooperation with all of the appropriate local authorities and agencies. The plan will be tested periodically and adjusted as needed.

ENROLLMENT DOCUMENTATION

NOTICE TO INDIANA CLEARINGHOUSE FOR INFORMATION ON MISSING CHILDREN

Sec.10(a) Each public school shall and each private school may require a student who initially enrolls in the school to provide:

- 1) The name and address of the school the student last attended; and
- 2) A certified copy of the student's birth certificate or another reliable proof of the student's date of birth (i.e. passport).

(b) Not more than fourteen (14) days after initial enrollment in a school, the school shall request the student's records from the school the student last attended.

(c) If the document described in subsection (a)(2):

- 1) is not provided to the school within thirty (30) days of the student's enrollment; or
- 2) appears to be inaccurate or fraudulent; the school shall notify the Indiana Clearinghouse for information on missing children established under I.C. 10-13-5-5 and determine if the student has been reported missing.

(d) A school in Indiana receiving a request for records shall send the records promptly to the requesting school. However, if a request is received for records to which a notice has been attached under I.C. 31-36-1-5, the school:

- 1) shall immediately notify the Indiana Clearinghouse for information on missing children;
- 2) may not send the school records without the authorization of the Clearinghouse; and
- 3) may not inform the requesting school that a notice under I.C. 31-36-1-5 has been attached to the records.

STUDENT/PARENT COMPLAINT PROCEDURE

The Student/Parent Complaint Procedure encourages students to discuss their complaint(s) informally with the faculty member involved prior to utilizing the more formal grievance procedure outlined below. It is expected that the majority of complaints will be settled in this manner. If not, the following procedure shall apply.

Student/Parent complaints generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions:

Academic

a. If a student (or group of students) feels s/he is not being treated fairly with respect to academic matters such as scheduling, examinations, marks, etc., and cannot resolve the questions with the faculty member involved, s/he may appeal in writing to the principal.

b. If the principal's decision is still unsatisfactory to the student, s/he may appeal step-by-step to the Superintendent and the Board.

c. Whenever an appeal is made at or beyond the principal's level, it shall be made in writing.

Disciplinary

If a student (or a group of students) feels that disciplinary action applied to him/her is unfair, s/he may file a written request with the principal, asking for a review of the action. If the decision is unsatisfactory to the student, the student may follow the steps of appeal described above.

Social, Physical, or Operational

If a student (or group of students) feels that a particular social, physical, or operational condition in the school should be modified or provided, s/he should follow the same procedure used to grieve a disciplinary matter.

GCSC ATTENDANCE POLICY

Importance of Regular Attendance

The function of schools is to educate children. There is no substitute for attendance at school. Instruction is a vital part of a student's learning experience. Teacher lectures, class discussion, films, field trips, contributions of resource personnel, and many other school experiences cannot be repeated, and often cannot be duplicated. Attendance is a must for the student to learn. The business of school is a person's first job in life. The attitudes and habits for all jobs the rest of the student's life are started in school. **Attendance is one factor in determining the retention of students each year.**

Attendance Responsibilities

Parents

Parents will see that their child attends school unless the child is ill, there is a family emergency, or state law provides an excused absence.

Parents must call the school the morning their child is absent.

Greencastle High School	765-653-9711
Greencastle Middle School	765-653-9774
Tzouanakis Intermediate	765-653-4700
Deer Meadow Primary	765-653-3518
Ridpath Primary	765-653-3315

It is advisable that parents notify the school early in the morning to ensure the child's safety and to provide staff ample time to gather class work/homework assignments for pick-up.

Parents will work with school authorities to help find solutions to their child's attendance problems. Some of the solutions may include counseling the child, changing family routine or disciplining the child. Parents who suspect their child is avoiding school should contact school officials.

Students

Students are expected to follow all GCSC attendance rules. Please reference the complete list of excused absences below. Students must have a written excuse unless the parent has contacted the school explaining the reason for the absence.

School Officials

Teachers and office personnel will keep accurate attendance records. All attendance records are available for review by parents through Skyward. Log-ins and passwords will be provided to parents each July. The school will contact parents if notification has not been received on the day of an absence.

The teachers and/or school nurse will inform the principal/counselor of illnesses that may possibly become a problem for large numbers of students. The teachers will help students as much as possible to learn new skills taught while the child was absent. The teachers will notify the principal if a child is experiencing an attendance problem.

The principal/counselor will work with teachers and parents in order to find a solution to a student's attendance problems. The principal will contact the proper legal authorities if a student's attendance problem persists. The principal will inform the school corporation nurse of any illness that may affect a large number of students.

Attendance Letters

All GCSC students are required to follow all GCSC attendance rules once they are enrolled. Failure to comply with the Attendance Policy may require the school to file Educational Neglect and Truancy papers with appropriate legal authorities. Notice to appropriate legal authorities concerning unexcused absences may be made at any time, if the teacher or other school officials have reasonable cause to believe that applicable laws governing compulsory attendance, child abuse, or delinquency are being violated.

Attendance letters will be emailed or UPSP mailed to the parent/guardian of a student who has been absent seven (7) and again after eleven (11) days during a given year. This is official notification for parents that the school is concerned about a child's attendance. When a child has been absent eleven (11) times, s/he will be placed on "doctor's excuse". This means that every time the student is absent, s/he must present an official GCSC absence form (see page 16) signed by a physician upon returning to school. The doctor's excuse should indicate that the student was physically or mentally unfit to attend school. I.C. 20-33-2-18 states if a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it requires a parent to produce a certificate of the illness or incapacity of a student not later than six (6) days after the certificate is demanded. The certificate required under this section must be signed by an Indiana physician or an individual holding a license to practice osteopathy or chiropractic in Indiana or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. I.C. 20-33-8-10 states that a principal may take action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes and also allows a principal to write regulations that govern student conduct.

All Greencastle Community School Corporation students who have not been present the last four periods of the school day, will not be allowed to participate in sporting activities or attend extra-curricular activities.

Excused Absence

The following absences are considered excused absences:

1. Student is mentally or physically unfit for school attendance or must be absent for a professional appointment.
2. Student is affected by death within the immediate family.
3. Student is granted permission by the school to serve in the state legislature.
4. Student is under medical or health quarantine.
5. Student is specifically authorized by state law, including, but not limited to a court appearance pursuant to a subpoena, certain election activities pursuant to IC 20-33-2-15, religious instruction in accordance with IC 20-33-2-19, active duty with the Indiana National Guard, and civil air patrol participation in accordance with IC 20-33-2-17.2.
6. Student is approved for excused absence by the principal or principal's designee.

Unexcused Absence

All other non-appearances are deemed "unexcused absences." All absences are subject to the principal's review. The principal will make the final decision for determining excused absences.

Vacation is an unexcused absence. It is important that vacations be planned when school is not in session. It is our experience that making up assignments is not as profitable as completing the work in class. Makeup work for a vacation is the responsibility of the parent and student.

Head Lice

Students should return to school the next day after treatment. Failure to do so will result in an unexcused absence.

GCSC Student Absence Report Form

Student's Name _____

Grade _____ Homeroom Teacher (Period 1) _____

Parent/Guardian's Name (Please print) _____

Date(s) of Absence _____

Reason for Absence _____

GCSC Policy states, "When a child has been absent eleven (11) times, s/he will be placed on "doctor's excuse". This means that every time the student is absent, s/he must present an official GCSC absence form signed by a physician upon returning to school. The doctor's excuse should indicate that the student was physically or mentally unfit to attend school. I.C. 20-33-2-18 states if a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it requires a parent to produce a certificate of the illness or incapacity of a student not later than six (6) days after the certificate is demanded."

The following section is to be completed by a licensed physician.

The student named above was seen and treated for the following reason:

The student may return to school on _____.

The physician's signature below affirms that he/she did examine the student and did complete the absence reason statement above.

Physician's Signature (No Stamps)

Date

Parent/Guardian's Signature

Date

All absences are subject to the principal's review. The principal will make the final decision for determining excused absences.

The above named student's absence has been deemed _____ excused _____ unexcused.

Principal's (Designee) Signature

Date

Tardy Policies

Tardy letters will be mailed to the parent/guardian of all Deer Meadow Primary, Ridpath Primary and Tzouanakis Intermediate School students who have been tardy to school five (5) times during a given year. A student who is tardy at the beginning of school must report to the office before going to class. All primary and intermediate school students are to arrive at school between 8:00 a.m. and 8:15 a.m. Classroom instruction begins at 8:15 a.m. Students who are late to school not only disrupt the class for the teacher and other students, but also miss out on valuable learning opportunities for themselves.

Tardy letters may be mailed to the parent/guardian of Greencastle Middle School and Greencastle High School students at the discretion of the administration of each school. The classroom teacher will report tardiness between classes. Any student tardy to class more than fifteen minutes will be considered absent and/or truant from that class depending upon the circumstances. Excessive tardiness will result in disciplinary consequences.

Make-Up Work

Make-up work for an "excused absence" is the responsibility of the individual student not the teacher. The student is responsible to initiate contact with each teacher to determine the work that may be made up and when the work is due, in accordance with requirements specified by individual teachers.

Make-up work for an "unexcused absence" is the responsibility of the student, but at the option of the classroom teacher the student may not be given credit for the work made-up; provided however, major projects and major exams are exceptions to the rule, and students will be allowed to make-up major projects and exams after return to school whether the student's absence is excused or unexcused.

Students who are truant from school will lose credit for all work missed.

HOMEWORK POLICY

Education is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs not only in the classroom, but in the home and community as well. Homework is one means of teaching the necessary skills for learning outside the school. Homework broadly defined, is considered to mean consistent assignments that encourage students to investigate for themselves well as with others. "Homework" includes not only written work, but also related activities such as viewing specific television programs, news reporting, recreational reading, independent work related to a curriculum subject, or other activities which apply or adapt the classroom experience but which are assigned to be done at home.

Homework Objectives:

1. To complete work started in class.
2. To expand and/or enrich regular classwork.
3. To make-up work missed due to absence.
4. To increase learning time and aid in the mastery of skills.
5. To create and stimulate interest on the part of the student.
6. To build interest in reading and learning.
7. To provide an opportunity to pursue special interests or ability areas.
8. To teach students responsibility and organizational skills.
9. To encourage self-discipline and independent study.
10. To encourage parents' awareness of student learning.

Parents, students, administrators, and teachers are partners in the education of the student. Their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership. Consistent with this partnership is recognition that there are many other learning activities in the life of a student besides homework. Such things as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers.

A student's study habits and grades reflect a total attitude toward school. It is each student's responsibility to become the best student he can possibly be. This can only be accomplished through a dedicated attitude and hard work. Developing study skills and doing homework is each student's responsibility. Homework should be designed to teach responsibility, organization skills, and to reinforce skills learned at school.

It Is The Responsibility Of The Teacher To:

1. Follow current policies regarding homework.
2. Remind students frequently of the due date of long-term assignments.
3. Return graded assignments as soon as possible.
4. Make meaningful assignments.
5. Make specific homework assignments and to make sure students know what is expected of them.
6. Make homework assignments within each student's abilities.
7. Provide for broad enrichment activities.
8. Take time to make parent contacts (conferences and phone calls) when necessary.
9. Develop minimum requirements for each class, subject to the approval of the department chairman and the principal.
10. Help students develop good work and study habits and demonstrate positive attitudes.

It Is The Responsibility Of The Student To:

1. Get assignments, understand them and know the due date.
2. Make sure all make-up work is obtained, completed and submitted to the teacher.
3. Take advantage of all study time provided by the teachers during the school day.
4. Bring books, pencils, completed assignments and all supplies to class daily.
5. Develop good work and study habits and positive attitudes.
6. Complete assigned work and hand the work in when due.
7. Do his/her best on each homework assignment.
8. Take home any materials and information needed to complete the assignment.
9. Do his/her own homework with the help of parents or friends only when needed. This does not include having it done for him/her or copying.

It Is The Responsibility Of The Parent To:

1. Help budget time between homework and extra-curricular activities.
2. Take time to make teacher contacts (conferences and phone calls) when necessary.
3. Create an environment conducive to study.
4. Provide motivation for the student to accomplish homework.
5. Encourage their children by showing interest and fostering positive attitudes towards schoolwork.
6. Encourage regular school attendance, which is important for each child's continued learning.
7. Encourage the student to do his/her own work.
8. Contact the school for make-up work when the student is absent.
9. Help the student develop good work and study habits and demonstrate positive attitudes.

It Is The Responsibility Of The Administration To:

1. Support the teachers in following the homework policy.
2. Assist with problems among student, teacher and parents.
3. See that parents have a copy of the homework policy.
4. Provide avenues for parents and teachers to communicate.
5. Provide an overview of chronic homework problems.
6. Provide, when possible, time, space and supervision for students unable to do homework at home.

STUDENT CONDUCT POLICY

Handbooks with detailed behavior expectations are provided to all students at each school building, are posted on the school website or delivered email to students and parents.

I. TOBACCO/VAPING

Use of tobacco products is recognized by medical authorities as a health hazard both to the user and to other individuals in the proximity of the user. Students are not permitted to use or knowingly possess tobacco (chewing or smoking) on the school grounds, in the building, or on a bus at any time. Students who are under the direct supervision of school personnel on field trips or any school-sponsored event and are gathered together as a group wearing school uniforms, shall refrain from the use of tobacco. Matches, lighters, or any form of tobacco paraphernalia may be confiscated if in sight. The penalties for use, possession or being an accessory to the use of tobacco could include suspension or expulsion.

II. STUDENT FIGHTS

Students that engage in a fight on or near school property will be severely disciplined. Such actions will not be tolerated and may result in possible suspension or expulsion from the school.

III. THREATS

Students are expected to refrain from engaging in bullying, which is defined by Indiana Code, as “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.
- (b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
- (1) Participating in a religious event.
 - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - (3) Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
 - (5) Participating in an activity undertaken at the prior written direction of the student’s parent.
 - (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.”

IV. FAILURE TO COMPLY

Refusal to carry out a direct order from a teacher will be considered insubordination and will result in disciplinary actions. Refusal to follow the rules of the Student-Parent Guide or the student’s school handbook will be considered insubordination and violations will result in disciplinary actions including possible suspension or expulsion from school.

V. DRESS

Students are expected to come to school clean, neat, and dressed in a manner which is accepted as being in good taste. Any type of attire which attracts undue attention to the wearer and thus causes a disturbance in the school is in bad taste and not acceptable. Clothing displaying indecent, vulgar, profane, or obscene language, sexual or racial connotations, alcohol or tobacco promotions, or promotes illegal drug use or gangs is considered inappropriate attire. Caps, shirts, other apparel, insignia, emblems, and other such trappings identified and associated with gangs will not be worn in school or on school premises. Students observed wearing such items will be asked to remove them. The wearing of such items may be cause for suspension. Repeated wearing of such items after official warning **SHALL** result in suspension or expulsion from

school in accordance with statutory due process procedures. When a student's appearance is felt to be inappropriate, a conference will be arranged. Students will be given an opportunity to correct an inappropriate appearance. When a student's appearance continues to cause a disturbance in the school, disciplinary measures will be exercised by the school administration. Sunglasses are not appropriate for use in the building unless they are prescription glasses. Hats are not to be worn in the building.

VI. STUDENT COURTSHIPS

Students are expected to use good judgment and good taste in their expressions of affection in school. Kissing, hugging, and embraces are not allowed.

VII. DESTRUCTION OR DEFACING OF SCHOOL PROPERTY

Writing on the walls, defacing desktops, and destruction of school property will not be tolerated. Students will make restitution, if possible, and may face suspension or expulsion for this type of behavior.

VIII. PROPER SCHOOL LANGUAGE

Obscene language is forbidden. Use of language that is obscene will result in punishment, including suspension or expulsion.

IX. HALL CONGESTION

In keeping with the demands of the State Fire Marshal and the company insuring the schools, we must insist that students refrain from sitting on the floor in the halls, stairs, and blocking areas of heavy traffic. The danger that this congestion creates is not acceptable to the Fire Marshal, the insurance company, or the administration of the school.

X. STUDENT DRIVING AND HIGH SCHOOL PARKING LOT REGULATIONS

Students driving cars, motorcycles, trucks, or bicycles must follow safe driving procedures in the school parking lot and in the street adjacent to the school if they wish to maintain the privilege of driving to school. All students will use the student parking lot when driving to school rather than parking in the street adjacent to the school.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent to the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The following student driver regulations must be adhered to in order to maintain a safe school environment. Accidents on school property will be subject to the laws of the State of Indiana.

The following are expressly prohibited:

- Unnecessary noise, such as deliberate tire squealing, muffler devices, horns, radios, etc.
- Excessive speed and reckless driving in the school parking lots and adjacent streets.
- Students in the parking lot during school hours except when leaving or returning to school.
- Aimless cruising around the school neighborhood before or after school hours.
- Students parking in the faculty lots.
- Improper parking in the student lot (on yellow lines, in restricted areas, behind other cars, handicapped areas, etc.)
- Bicycles are to be parked in the provided rack and used only before and after school, and then as transportation only on the street, not the sidewalks.

Violations of the above regulations will result in a conference with the school administration and the student. The student will face detention, suspension or revocation of parking privileges, or suspension or expulsion from school. The penalties for violations are:

First Offense - Warning letter to parents, (if violation is serious enough, possible suspension of driving privileges will be issued.)

Second Offense - Minimum of two (2) weeks suspension of driving on school property.

Third Offense - Suspension and/or expulsion from school.

Middle School students, if of age, cannot drive to school.

XI. IN-SCHOOL SUSPENSION/SUPERVISION

A student may receive an in-school suspension/supervision for violation of school rules. The suspension may be for up to five (5) days. This time will be spent in an assigned area. The administration will notify each teacher and the student will be responsible for securing assignments to complete during this time.

The student may take tests or submit required work. Class work not completed during the suspension period may not be made-up unless required to receive credit for the course. A student shall be allowed to take tests and submit required work if the failure to receive credit for the test or work would result in failure of the student to receive credit for the course.

XII. LONG AFTER SCHOOL DETENTION

Long after School detention may be used by the administration as a form of discipline. Students assigned to a Long After School detention will attend the three-hour session from 3:15 p.m. to 6:15 p.m. A staff member will inform the parents prior to a student attending. The school will decide the day of the Long After School Detention.

XIII. SUSPENSION AND EXPULSION

At times the school must resort to suspension and expulsion. Suspension is a temporary dismissal from school for up to ten days; expulsion is a permanent dismissal for a semester or school year. Students may be expelled or suspended for the use of violence, force, noise, coercion, threats, intimidation, passive resistance, or any other conduct, which interferes with school purposes. They may be expelled for inciting other students in the above conduct. Damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, or patrons, failure to comply with the directions of teachers and/or rules of the school, all are grounds for expulsion. A student may also be expelled for possessing, using, or being under the influence of drugs or alcoholic beverages on school grounds both during and immediately before or after school hours, on school buses, on or off the school grounds during any school-sponsored function, and going to and from school by bus, car or on foot. A student may also be expelled for engaging in unlawful activity on or off school grounds, including an unlawful activity during weekends, holidays, or school breaks, and summer vacation when the student may not be attending classes or after school functions if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to protect persons on school property. Suspension concerning smoking is dealt with under that section of this manual. Parents are notified of all pending suspensions and expulsions. Discipline of handicapped children shall be in accordance with applicable federal and state laws and regulations governing the education of the handicapped.

A student may also be expelled from school if the student's legal settlement is not in the attendance area of the Greencastle Community School Corporation.

Students may be suspended and expelled or otherwise disciplined for violations of school rules or law as authorized by state statute.

The Greencastle High/Middle Schools may choose to participate in a community out of school suspension program operated by the Putnam County Community Corrections called GRASP.

WEAPONS

A student caught in possession of any type of weapon shall be subject to suspension or expulsion. Any student who is proven to have brought a firearm as defined by IC 35-41-1-5 to school or on school property, or is in possession of a firearm on school property shall be expelled for a period of at least one calendar year with the return of the student to be no sooner than the beginning of the first school semester at the end of the one year period, subject to other applicable law. The superintendent may, on a case-by-case basis, modify the period of such expulsion.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of School Trustees to maintain an educational and work environment that is free from all forms of unlawful harassment, including sexual harassment. The commitment applies to all school corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problem. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation or destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- a. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- b. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- c. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Any sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether considered welcome or not by the individuals involved, shall be considered sexual misconduct, if the conduct is between a student and an adult staff member, volunteer, vendor, or visitor.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical and/or sexual assault;
- C. Threats or insinuations that a person's academic grade, promotion, classroom work, or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature;
- K. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Note: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relationships with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

REPORTS AND COMPLAINTS OF HARASSING CONDUCT

Students and members of the School Corporation community are required and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's complaint processes set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

Anti-Harassment Compliance Officers

The following individual serves as "Anti-Harassment Compliance Officer" for the Corporation. He is hereinafter referred to as the "Compliance Officer".

Donovan Garletts, Assistant Superintendent - phone (765)-653-9771 – address – 1002 Mill Pond Lane, Greencastle, Indiana 46135

The names, titles, and contact information for the Compliance Officers will be published annually on the Corporation Website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age

eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint wither directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendation by a designee. All members of the School Corporation community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Confidentiality

The School Corporation will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

Investigation and Complaint Procedure (see Form 5517 F1)

Any employee or other member of the School Corporation community or third party (e.g. visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitive nature surrounding complaints of unlawful harassment, time lines are flexible for initiating the complain process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office of Civil Rights (OCR), the Indiana Civil Rights commission (ICRC) or Equal Employment Opportunity Commission (EEOC).

Informal Process for Addressing Complaints of Harassment

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the Corporation community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of harassment involving a Corporation employee, any adult member of the School Corporation community, or a third party against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such

direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1.) to a teacher, other employee, or building administrator; 2.) directly to one (1) of the Compliance Officers; and/or 3.) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below or his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officers may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

One of the Complaint Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy 8310, Policy 8320 and Policy 8330).

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education or Office for Civil Rights (OCR).

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. Interviews with the Complainant;
- B. Interviews with the Respondent;
- C. Interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. Consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent 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 final decision.

In attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives 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. The decision of the Board will be final.

If either the Complainant or the Respondent is not satisfied with the Board's decision, wither party will have an additional sixty (60) days to appeal the decision to the United States Department of Education, Office of Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC).

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Corporation community or third party alleging the unlawful harassment/retaliation pursues the compliant investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School Corporation will respect the privacy of the Complainant, the Respondent (that is the individual(s) against whom the complaint is filed), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

The Compliance Officer shall maintain all public records created as a part of an investigation of a complaint of harassment in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of Federal Law.

SANCTIONS AND MONITORING

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior sanction has been imposed against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevents it recurrence, and remedy its effects.

Remediation

In cases where the complaint investigation results in a finding that allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination or employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or alleged victim, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

EDUCATION AND TRAINING

In support of this Anti-Harassment Policy, the Board promotes preventative education measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment will be age and content appropriate.

DRUG, ALCOHOL AND TOBACCO EDUCATION AND TESTING PROGRAM

The Board of School Trustees of the Greencastle Community School Corporation recognizes the health risks and dangers associated with the use of unlawful, illicit drugs, tobacco, and/or alcohol. Drug, tobacco and alcohol abuse at school is a threat to the safety and health of both our employees and our students. It jeopardizes the efficiency of our operations and the quality of our educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addiction, the contraction of associated diseases through the use of common or unsterilized paraphernalia, modification of behavior, death or other conditions which substantially inhibit a person from performing to his or her fullest natural ability.

Alcohol, tobacco and drug abuse are serious problems in today's society, and schools are not immune to such problems. It is statistically predictable and it is within our experience, that some students have used alcohol, tobacco products, or have experimented with "street drugs" such as marijuana and cocaine, or may do so during their middle or high school careers. Also, some student athletes may be attracted to the use of so-called "performance enhancing" drugs, such as various steroids, in misguided efforts to increase strength and endurance. The Greencastle Community School Corporation recognizes that serious attention is being given to alcohol and drug abuse problems not only here, but also in other school systems, in private business and industry, in government, and in the colleges throughout the country.

Wide publicity continues to be given to testing and education programs being implemented at all levels. The most recognizable are associated with mandatory testing programs established in the Olympics, professional sports leagues, and the National Collegiate Athletic Association. Equally wide publicity is given at times to those individuals who are declared ineligible due to positive test results or continued abuse of these harmful substances.

The athletic and related programs of the Greencastle Community School Corporation are an integral part of the school system and the community. The recognized value of participation to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in such programs, but believes the opportunity for such participation is not an absolute right. Rather, it is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student and his custodial parent or guardian to submit to testing for the use of drugs, tobacco and alcohol, if selected in accordance with these procedures.

Similarly, operation of a motor vehicle while under the influence of alcohol or other illegal drug is dangerous to the student driver, his passengers and all members of the public.

The random drug-testing program adds a new dimension to the athletic and student conduct codes already established by the school to guide student conduct. The education and testing program is intended to be a helpful part of the overall physical and mental education and conditioning programs of the Greencastle Community School Corporation. The program is intended to be primarily a medical diagnostic aid in disclosing possible drug related problems and as an extension of our regular drug education program. However, as indicated by the risks outlined in the opening paragraph, drug use is inconsistent with the purposes of participation in interscholastic athletics and other events and programs and with the purposes of the school in general. The program, therefore, includes appropriate procedures for dealing with such problems in areas which the schools have been given legal parameters to implement such policies.

PROGRAM IMPLEMENTATION

The program will be applied to all high school and middle school interscholastic sports teams, male and female, and is intended for all students who try-out for or become members of a Greencastle High School or Greencastle Middle School interscholastic athletic team. This includes students who try-out for or become members of all cheerleading squads. Such students shall be referred to herein, collectively, as "student athletes". Student athletes are respected and admired by a large segment of the school and the community. Accordingly, in order to participate in athletics as representatives of the school, these student athletes are expected to hold themselves as good examples of conduct, sportsmanship, and mental and physical training, which includes avoiding the use of alcohol, tobacco products, and unlawful, illicit drugs. A student athlete who uses such items is a danger to himself, his teammates, and his opponents. Greencastle High School and Greencastle Middle School will offer eligibility for participation only to individuals who are drug free, and student athletes are entitled to drug free participation by their teammates.

Driver education students and those students seeking parking authorization are also included in this mandatory drug-testing program.

In addition to those students described above, the school will test any student who volunteers to participate in the program, students under the age of eighteen (18) whose parents wish to have them included in the program at the parent's expense, as well as any student administrators have reasonable suspicion to believe may be under the influence. Students and parents must provide the school with their consent to participate in writing. (See page 31) The results of these tests will be shared only with the parents, and will be exclusively for the purpose of identifying students who may be in need of assistance. Once consent is given for testing on a voluntary basis it shall be in effect for the remainder of the school year, unless specifically revoked in writing.

Students who elect to participate will receive instruction in the dangers of drug, alcohol and tobacco use as a part of the program to educate and encourage students to respect their bodies, to develop and pursue both mental and physical abilities, and to continue throughout their lives to participate and exercise in a healthy, drug free environment. The elimination of drug and alcohol abuse shall be a part of this program.

The implementation of this program shall not affect the policies, practices or rights of the Greencastle Community School Corporation in dealing with drug, alcohol, or tobacco possession or use where reasonable or probable cause is obtained by means other than the random sampling provided herein.

1. The principal or his designee will provide all prospective participants a packet of material explaining this policy and program.
2. Each prospective participant shall receive a consent form, a copy of which is attached hereto, which shall be dated and signed by the student and by a custodial parent or guardian before such student or athlete is allowed to practice or participate in any activity of the organization or team. The consent shall be to provide, at any time requested, an oral sample to be tested for drugs, tobacco and alcohol.
3. The selection of students to be tested will be conducted by the building principal or his designee. Selections may occur at any time during the "season", including conditioning, tryouts, and Saturday practice sessions. At the beginning of each season or grading period for non-athletes, each student will be assigned a number. One cross-referenced list of names and numbers will be maintained by the principal or his designee in a secure place. The school nurse shall use this list to assist in verification of identification during the collection of samples. The selection of students to be tested shall be done by number drawn randomly.
4. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school nurse of this fact at the time of the taking of the sample. Refusal to provide the sample will be treated as a positive test result.
5. The collection of the samples will be done in a non-offensive manner which insures the integrity of the sample. (See Collection Procedure page 32). A school official or vendor employee will supervise the sample collection. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected, including verification signatures by both the student and the supervising official. The samples will then be turned over to the testing laboratory, and each sample will be tested for alcohol, tobacco, unlawful drugs as listed in the controlled substance provisions under Indiana state law, and, if necessary, performance enhancing drugs known as steroids. Testing shall be done by a competent and accredited laboratory selected by the Greencastle Community School Corporation.
6. The laboratory shall report the results of the test to the school nurse or principal who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the nurse will make contact with the testing lab to determine if there are any medical explanations for the substance to be in the student. If the participant is taking any over-the-counter or prescription medication which may contribute to a positive test result, it would be in the student's best interest for that student and the student's parent or guardian to inform the school nurse of this fact at the time of the taking of the oral sample. If the nurse verifies that there is no medical reason for the positive result, she will contact the principal or his designee who will then contact the student and the student's parent or guardian.
7. All test results shall be kept by the school nurse. The parents or guardians of a student who tests negative will be notified by mail within five (5) days of the receipt of the information. Positive test results without medical explanation shall be made known only to the principal or his designee, the student, and the student's parent or guardian. The principal or his designee shall maintain a record of occurrences for the duration of a student's middle and high school career. These records shall be destroyed at the beginning of the school year immediately following a student's graduation from high school. These records shall not become a part of the student's permanent record, nor shall they be transferred if a student leaves the corporation to attend another school. If a student is, or would have been declared ineligible for participation at Greencastle Community High School or Greencastle Middle School, this information will be sent to the receiving school.
8. If any participant under this program is determined to be "positive" by the laboratory and the school nurse, the student and the student's parents or guardians shall be advised of the test results, told of the type of substance which was found, and the health hazards involved in the use of such substance. If the student, or the student's parent or guardian desires, they may request to have a new test. Such request must be received by the principal or his designee within twenty-four (24) hours of the first notification. The student and the student's parent or guardian shall bear the responsibility and the cost of testing done at their request. The school shall only be responsible for initial testing, re-analysis and/or any other test required by the school through this program. Greencastle Community School Corporation reserves the right to continue testing at any time during the practice

or participation "season" of any activity in which a student participates throughout the remaining school year for any student who tests "positive" and did not supply satisfactory explanation for this result. **IN ADDITION, GREENCASTLE COMMUNITY SCHOOL CORPORATION RESERVES THE RIGHT TO TEST ANY STUDENT WHO AT ANY TIME EXHIBITS BEHAVIOR OR APPEARANCE THAT ESTABLISHES REASONABLE SUSPICION TO BELIEVE THE STUDENT HAS CONSUMED OR USED DRUGS OR ALCOHOL AT SCHOOL OR IS UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.**

9. Apart from this drug-testing program, the coaching staff and sponsor of each sport or activity may establish additional training and participation rules and requirements which include prohibitions concerning the use of alcohol, tobacco and drugs. Coaches and sponsors have the necessary authority to enforce these rules. It is the purpose of this program to prevent participation while the student has drug residues in his or her body for the protection of the student, other participants and members of the public. It is also the purpose of this program to educate, help and direct student participants away from drug, tobacco and alcohol abuse and toward a healthy, drug-free style of participation.
10. Any athlete or cheerleader testing positive for drug, tobacco or alcohol use will be prohibited from participating in athletics or practice for 15 days or until a second drug test is given and a negative result is obtained, whichever event occurs last. This is in addition to penalties imposed under the Athletic Code.
11. Any driver education student or student with a parking pass who tests positive for drug or alcohol use shall be prohibited from participating in driver education or using the student parking privilege for 15 days or until a second drug test is given and a negative result is obtained, whichever event occurs last. A positive test for tobacco use shall not result in suspension of the student parking privilege or suspension of participation in driver education.
12. The fact of testing and the results of testing of any student shall not be made known to any school official other than as above stated, and no student shall be expelled, suspended or disciplined as the result of any "positive" test result obtained through the testing program other than as stated herein.
13. Being a student participant is considered a privilege and not a right. Training rules and other participation rules are not to be broken. Any student who violates these rules by testing "positive" without satisfactory explanation will be subject to appropriate consequences as established herein.

**GREENCASTLE COMMUNITY SCHOOL CORPORATION
DRUG, ALCOHOL AND TOBACCO TESTING PROGRAM
CONSENT FORM**

I have received and have read and understand a copy of the Greencastle Community "School Corporation Drug, Alcohol and Tobacco Education and Testing Program." I, _____ desire to participate in this program and in the athletic programs, driver education program, or am requesting parking privileges of the Greencastle Community School Corporation and do hereby, voluntarily agree to be subject to its terms. I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of this program. I, the student, agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for in this program. This consent is given pursuant to all state and federal privacy statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures authorized in the program.

Date: _____, 20____.

Student Signature

**Custodial Parent or Guardian Signature

** The parent or guardian must sign if the student is less than eighteen (18) years of age. Signature by Custodial Parent or Guardian indicates consent for child or ward to participate in Drug, Alcohol and Tobacco Testing Program.

COLLECTION PROCEDURES

Procedures must provide for the collection site to be secure. Chain of custody forms must be properly executed by authorized collection site personnel upon receipt of specimens. The handling and transportation of specimens from one authorized individual or place to another must always be accomplished through the use of chain of custody procedures. No unauthorized personnel shall be permitted in any part of the collection site where specimens are collected or stored. The testing procedure will be done in the presence of the nurse, the principal and/or his designee.

1. Verify the ID of the donor and mark accordingly.
2. Print donor's name.
3. Print donor's ID or cause number. (if applicable)
4. List medications recently (1 week) taken; prescription and over the counter.
5. Proof of prescription medication will be required before or after testing in the event of a positive related to a listed medication.
6. Confirm or mark reason for testing.
7. Donor should print their name then sign and date.
8. Collector should print his/her name then sign and date.
9. The specimen will be collected and then properly sealed in the collection container. The donor must initial and date the applied seal.
10. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
11. In order to maintain confidentiality, the container which holds the specimen to be tested will not have the name of the student on the container. Return confirmation sheets from the vendor laboratory will make reference to the individual test by student random identification number and specimen ID number only.

COLLECTION CONTROL

Collection site personnel shall always attempt to have the container for the specimen within sight before and after the individual has completed the test. The containers shall be properly sealed and labeled. A chain of custody form approved by the Agency shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purpose for transferring possession noted. Every effort should be made to minimize the number of persons handling specimens.

TRANSPORTATION TO LABORATORY

After collection of specimens, collection site personnel shall arrange to ship the specimens to the drug-testing laboratory.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

The Greencastle Community School Corporation is pleased to provide its students and staff access to the district computer network for electronic mail, lessons, and internet. The purpose of the district-provided Internet access is to facilitate communications in support of research and education. Access to telecommunications will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. Access entails responsibility. Since GCSC is in the midst of conversion from print text to digital text, the use of electronic devices is replacing the cost and use of printed textbooks in a six year cycle. Vastly more information will be at the hands of our students. To this end, it is vital that students use the digital devices that are provided to them by the school. Consequences of misuse can be applied as in any other behavioral decision.

Staff, students, and parents of students will be required to sign agreement and device usage forms during the online registration process.

Users of the Internet should use safety precautions. Don't give out important information such as your name, address, digital addresses, and telephone number. Users of the Internet who receive unsolicited on-line contact, which might be scary or cause concerns, should immediately discuss that contact with their parent, teacher, counselor or administrator.

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. Files and messages may be reviewed to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- A) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material
- B) to transmit obscene, abusive, or sexually explicit language
- C) to violate any local, state, or federal statute
- D) to intentionally vandalize, damage, or disable the property of another individual or organization
- E) to access another individual's materials, information, or files without permission
- F) to violate copyright or otherwise use the intellectual property of another individual or organization without permission
- G) to intentionally waste limited resources beyond school guidelines: paper, ribbons, etc; and,
- H) to use the network for commercial purposes
- I) to transmit racially offensive objects, pictures, videos, audios, electronically distributed media or literature, placed in the educational environment, which may reasonably be expected to embarrass or offend individuals.
- J) to post graffiti with racially offensive words or images in the school environment by sending or posting messages over the internet or telephone that substantially interfere with the function of the school.

Any violation of district policy and rules may result in consequences befitting the inappropriate decision. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Greencastle Community School Corporation makes no warranties of any kind 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 hard drives or servers; nor for the accuracy, nature, or quality of information gathered through district--provided Internet access. The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

The Greencastle Community School Corporation 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 which point students to those sites which have been evaluated prior to use; however, there is no way to preview all information available on the web.

Students utilizing district-provided Internet access must first have the permission of the school's professional staff; however, the educational value of the Internet by students is the joint responsibility of students, parents, and staff members. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Outside of school, families have the 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. Parents who desire more information about Internet services at home may contact the media specialist at each school.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the Greencastle Community School Corporation shall be entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

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

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

No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship.
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister;
8. or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

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

LEGAL REFERENCE: I.C. 20-30-5-17