

# GREENDALE MIDDLE SCHOOL

## 2020-2021

### Student Handbook

**Jayme Herbert**

Principal & School Safety Specialist

**Brice Darling**

Assistant Principal & Assistant Athletic Director

**Leigh Ann Craig**

Guidance Counselor

**200 Tiger Boulevard**  
**Lawrenceburg, IN 47025**

Phone: 812-537-7259

Fax: 812-537-6385

GMS Website: <http://www.greendale.lburg.k12.in.us>

Corporation Website <http://www.lburg.k12.in.us>

**Safe Schools Reporting**

Call or Text (812) 496-4470

Email [1685@alert1.us](mailto:1685@alert1.us) or Website <http://1685.alert1.us>

### BELL SCHEDULES

Normal	2 Hour Delay	Early Release
1 7:45-8:37	1 9:45-10:15	1 7:45-8:21
2 8:41-9:26	2 10:19-10:48	2 8:25-9:00
3 9:30-10:17	3 10:52-11:21	3 9:04-9:39
4 10:21-11:06	5 11:21-12:51	4 9:43-10:18
5 11:06-12:36	4 12:55-1:24	6 10:22-10:57
6 12:40-1:25	6 1:28-1:57	5 10:57-12:27
7 1:29-2:14	7 2:01-2:30	7 12:31-1:06
8 2:18-3:05	8 2:34-3:05	8 1:10-1:45

# Greendale Middle School Staff Directory

Name	Position	Contact Information
		Emails                      Direct Line/Extensions

## Office Staff

Herbert, Jayme	Principal	jherbert@lburg.k12.in.us	537-7260
Brice Darling	Asst.Principal & Athletic Director	bdarling@lburg.k12.in.us	537-7261
Craig, Leigh Ann	Guidance Counselor	lcraig@lburg.k12.in.us	537-7285
Ferguson, Judy	Secretary	jferguson@lburg.k12.in.us	
Watson, Kellie	Treasurer/Secretary	kwatson@lburg.k12.in.us	Ext. 1201
Cash, Jenny	Nurse	jennifer.cash@lburg.k12.in.us	Ext. 1250

## Teaching Staff

Berglund, Michelle	Math Resource Room	mberglund@lburg.k12.in.us	
Billig, Heather	Science (7/8)	hbillig@lburg.k12.in.us	
Biloudeau, Carrie	Biology Honors LHS	cbiloudeau@lburg.k12.in.us	
Bray Carol	Math (8), Algebra	cbray@lburg.k12.in.us	
Browning, Lanise	Resource	lbrowning@lburg.k12.in.us	
Cox, Jeana	Social Studies (6)	jcox@lburg.k12.in.us	
	Social Studies (7)		@lburg.k12.in.us
Fischer, Jennifer	Math (7)	jfischer@lburg.k12.in.us	
Florimonte, Karissa	LArts Resource Room	kflorimonte @lburg.k12.in.us	
Gast, Pam	Choir	pgast@lburg.k12.in.us	
Hetzel, Kelly	Language Arts (7)	khhetzel@lburg.k12.in.us	
Jones, Emily	Band, General Music	ejones@lburg.k12.in.us	
Kaffenberger, Lori	PE/Health	lkaffenberger@lburg.k12.in.us	
Knigga, Ryan	Technology	rknigga@lburg.k12.in.us	
Lawson, Evan	Science (6)& Biology 1A	elawson@lburg.k12.in.us	
Cutter, Brad	PE/Health	bcutter@lburg.k12.in.us	
Manford, Mike	Science (7 Hon, 8)	mmanford@lburg.k12.in.us	
McFadden, Kelly	Math (6)	kmcfadden@lburg.k12.in.us	
McMullen, Sarah	Speech	smcmullen@ lburg.k12.in.us	
Pratt, Mike	Social Studies (8)	mpratt@lburg.k12.in.us	
Reade, Lauren	Language Arts (8)	lreade@lburg.k12.in.us	
Reynolds, Jackie	Art	jreynolds@lburg.k12.in.us	
Scribner, Heather	Librarian	hscribner@lburg.k12.in.us	
Sexton, Amanda	Spanish	asexton@lburg.k12.in.us	
Sheeley, David	Business	dsheelley@lburg.k12.in.us	
Stafford, Gayle	Reading	gstafford@lburg.k12.in.us	
Stevenson, Jim	Geometry LHS	jstevenson@lburg.k12.in.us	
Thompson, Jeff	Biology 1A	jthompson@lburg.k12.in.us	
Tremain, Nick	PE/Health	ntremain@lburg.k12.in.us	
Walker, Jennifer	Language Arts (6)	jwalker@lburg.k12.in.us	
Weston, Heather	French	hweston@lburg.k12.in.us	
Wilson, Jeremy	Math Enrichment	jwilson@lburg.k12.in.us	

## Support Staff

Eckstein, Chris	Head Custodian	ceckstein@lburg.k12.in.us	
Stoops, Anna	Study Skills Instructor	astoops@lburg.k12.in.us	
Sharpshair, Diana	Study Skills Instructor	dsharpshair@lburg.k12.in.us	
Stegemiller, Debbie	Food Services	dstegemiller@lburg.k12.in.us	
Technology Dept.	Chromebook Issues		<b>Submit a Student Ticket</b>

# Welcome to Greendale Middle School

Welcome! The Greendale Middle School staff extends our best wishes to you, our students, for a successful year. Please remember that our priority at Greendale Middle School is to assist you in the further development of your education in every way, including academics, athletics, and the relationships with your teachers and classmates. This handbook lists the rules, policies, and procedures that govern student conduct at Greendale Middle School. Also, each teacher will have a room management plan regarding individual expectations of student behavior in the classroom. These rules of conduct are designed to promote an atmosphere conducive to learning, as well as to promote a healthy and safe environment where students develop an understanding of and respect for themselves and others.

We appreciate the support of our families as we strive to provide our students with a positive experience at Greendale Middle School. During middle school years, children often experience extreme physical, social, emotional, and intellectual changes. Because of the profound nature of these changes, and the speed with which they occur, it is of the utmost importance that our school responds to the unique needs of the whole child. May we all work together to promote a love of learning now and in the future. This handbook is intended, in general terms, to describe some of the rights and responsibilities of students at Greendale Middle School and to set forth appropriate regulations governing school behavior. The Board of Education and the Superintendent of Schools may establish written policies, rules, and regulations of general application governing student conduct in all schools.

## **EQUAL EDUCATION OPPORTUNITY**

Educational services, programs, instruction, and facilities will not be denied to anyone in the Greendale Middle School as the result of his or her race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact: Superintendent of Lawrenceburg Community School Corporation or Principal of Greendale Middle School. Any person who believes that the school or any staff person has discriminated against a student on the basis of the Protected Class of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

**Nondiscrimination and Anti-Harassment Coordinator:  
Business Manager Lawrenceburg Community School Corporation  
300 Tiger Blvd.  
Lawrenceburg, IN 47025  
812-537-7200**

## **MISSION STATEMENT**

The staff at GMS is devoted to academic success through a safe, positive, and challenging environment. The faculty and staff of Greendale Middle School strive to give the students a wide range of valuable experiences, both curricular and extracurricular. The responsibility for producing responsible citizens of tomorrow is jointly shared by students, staff, faculty, administration, parents, and the community.

## **CORE CONVICTIONS**

1. Make students responsible and accountable for their choices
2. Help students build educational & life skills to maximize their full potential
3. Develop lifelong learners
4. Create appreciation for diversity
5. Create a safe and challenging learning environment
6. Create cooperation, collaboration, and communication with the school community
7. Create opportunities

## ACADEMIC INFORMATION

### GRADING SCALE

94 – 100	A	80 – 82	B-	69	D+
90 – 93	A-	77 – 79	C+	66 – 68	D
87 – 89	B+	73 – 76	C	65	D-
83 – 86	B	70 – 72	C-	60 – 64	F

**Extra Credit:** Board Policy is NO extra credit will be given by teachers.

### HONOR ROLL

Following each grading period, an Honor Roll list will be compiled of the names of those students who have accomplished outstanding work during the grading period. The Honor Roll Program recognizes students for the following accomplishments: "A" Honor Roll—All A's; no grade lower than 90% and "A-B" Honor Roll—All A's and B's; no grade lower than an 80%

### RESPONSE TO INTERVENTION (RTI)

The Lawrenceburg Community School Corporation is committed to providing high quality instruction to all students; therefore, we utilize a general education initiative called Response to Intervention. RTI represents a systematic method for evaluating the needs of all students and for fostering positive student outcomes through carefully selected and implemented interventions.

RTI is a framework that is to be used for every student in a school, from the low achieving to the high performing students, and everyone in between. This implies that high achieving students may be "at risk" by not reaching their full potential in a particular area. Thus, "at risk" is not a terminology that is used solely with students who are considered to be low performers; rather it is a term that may be applicable to any student.

The IDOE (2009) defines all learners to include; low incidence students, high ability students, minority students, English language learners, children of poverty, students who may be disproportionately placed in special education, as well as those students who do not hold unique characteristics and perform at grade level in the regular classroom.

### HOMEWORK POLICY

#### Philosophy/Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Greendale Middle School staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students' individual needs (i.e. IEP, 504 Plans). The main purposes generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To prepare students for the next day's lesson
- To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources
- To allow for more in-depth exploration of topics that is not possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

#### Expectations

Homework is most beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teachers, students and parents with regards to homework are listed below:

#### Weight of Homework

Homework may be weighted according to the individual teacher for no more than 30% of the grade. Assessments will be 70% of the final grade. Please refer to classroom management plans for specific policies.

#### Missing Assignments/Late Work Penalties

Students are required to turn assignments in on time. The following policies will be followed in regards to late/missing assignments:

1. **Turned in before the beginning of next period = Full Credit**
2. **Turned in next school day by class period = Teacher discretion up to 50% deduction or 10% deduction per day on large projects**
3. **Later than one day late = Teacher Discretion**  
**Teacher can make a requirement that all work is completed at school in HW Help or other time designated**

## **Cheating/Copying**

Cheating is considered a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated and a discipline policy will be followed. Any student allowing another to copy his/her work will also receive a zero on the assignment. See Discipline for consequences.

## **HOMEWORK ASSISTANCE**

**Homework Help:** Homework Help is available for all students Monday through Thursday for Greendale Middle School from 3:15 - 4:30. This activity is moderated by GMS teachers/staff. Students may attend this activity free of charge and snacks/drinks are provided.

**1-877- ASK ROSE-** Math and Science Homework

**Lawrenceburg Public Library -<https://www.lpld.lib.in.us/young-adult-homework-help>. Free Public Wifi**

**Lawrenceburg Community Center - Free Public Wifi**

## **MAKE-UP WORK**

Students absent from school are responsible for all work and information missed in each class. Upon returning to school the first day after the absence, it is the student's responsibility to seek make-up work from each teacher. Students have one day for each day out to submit all make-up work for full credit. Extended absences will be handled on an individual basis.

Students who are absent and wish to receive their homework should check Google Classroom or email their child's teachers directly with the exception of pre-arranged absences. Those parents not having internet access may call the office. Work or materials must be picked-up in the office by 3:30 p.m. or sent home with a student.

## **Incomplete Make-up Work**

This policy is used for absences occurring at the end of each of the first three grading periods. Students will be given an incomplete "I" until work is turned into the teacher. If work is not completed within five days, the incomplete work will be changed to "zeros" and a grade will be declared. There is no make-up period for the end of the year. It is the student's responsibility to arrange for all of his/her make-up work.

## **VACATION PLANNING**

Please keep the dates below in mind as possible make up/remediation days. They are currently scheduled off but it is possible that the dates below will be used/extended due to inclement weather. Please allow for this in your planning as most cases are the end of a grading period. Vacation days throughout the school year may or may not be excused as determined by a review of the student's attendance history. Vacation days at the close of the year may not be excused. Days that may be subject to change due to snow make up are: November 25, 2020, January 18, 2021, February 15, 2021, March 15-19, 2021, and April 2, 2021. Any additional days start June 1, 2021.

## **PARENT ACCESS TO GRADES**

Lawrenceburg Community School Corporation has the PowerSchool online system and App. PowerSchool Parent Portal and App allows students' families the ability to access important information about their student directly from a computer—anytime, anywhere. Parents and students can view grades, class schedules, and attendance records. Parents are notified via text messages to make sure to check grades at midterm and finals. Parents can call and request grades at any time. At the end of the school year, grade reports will be sent home with all students.

## **GRADE REPORTS**

During the year, students receiving a D or F may need to get the report signed by a guardian or may receive discipline. Our goal is to transition students from elementary to high school expectations. We will issue paper copies of midterms and final grades for all terms in 6th grade. We will issue paper copies of report cards in January and May for 7th grade. We will not issue paper copies for 8th grade during the year. We will send home a hard copy of the final report in May with all students.

## **ACADEMIC PROBATION**

Students receiving two or more F's in non-honors courses and/or a C in an honors course will be placed on Academic Probation. Students on Academic Probation will be advised by the counselors of the possibility of supplementary instruction, removal from honors class, and/or retention. Parents will also be notified. If failures continue to exist, the student's schedule may be altered.

**NOTE:** Grades of D or F in honors is cause for immediate removal.

## **RETENTION**

1. Four Semester F's – Recommend Supplementary Instruction
2. Two Semester F's in Language Arts or Math – Required Supplementary Instruction.
3. Five Semester F's – Required Supplementary Instruction.
4. Six Semester F's – Retention Considered

Any student meeting retention qualifications may be assigned to the next grade. This decision will be made by the building principal. The principal will take into consideration all factors related to the student (i.e., previous retentions, age, ILEARN scores, semester F's, etc.).

## **8<sup>th</sup> GRADE PROMOTION CEREMONY REQUIREMENTS**

1. Academic Requirements- Students will be considered for non-participation of the ceremony for low academic effort or progress.
2. Behavior Requirements- Students will be considered for non-participation of the ceremony for habitual or severe discipline.
3. Attendance Requirements- Students will be considered for non-participation of the ceremony for excessive absenteeism and/or tardiness.

## **EXAM EXEMPTION**

Students may qualify for a final exam exception during either semester using the following criteria:

1. Academic Requirements - Students will be considered if they have an 80% or above average for each 9 weeks in the exemption class.
2. Behavior Requirements- Students must maintain positive discipline. Students with an ACDC or ISS or habitual Friday School A and B will be ineligible. Not limited to the exemption class.
3. Attendance Requirements–Students will be considered if they have 2 or less absences in the exemption class. ALL absences count against the two days except school sponsored trips and state exempted days (pages, election worker, subpoenaed by court, and state fair family exhibit)
4. Timeliness- Any student who has excessive tardiness to class or school will lose exemption privilege.
5. Students taking high school credit classes follow the high school exemption criteria.

## **ATTENDANCE POLICY INFORMATION**

Next to student effort in the classroom, regular attendance is the most important thing students can do to ensure optimum academic achievement. Parents must assume primary responsibility for student attendance. Parents must communicate a high level of expectation regarding attendance and notify the school whenever the student is absent. Attendance and punctuality is an important life skill; so it shall be the policy of Greendale Middle School to hold students to high standards. In those situations where parents choose to ignore their responsibilities in demanding good school attendance and punctuality school officials will intervene. Absences are recognized when a student is not in attendance at school for any reason.

**The maximum number of absences allowed per semester is 4 maximum 8 per year.** The first 4 absences per semester will not be penalized unless a student has already reached their maximum for the year. Any absence above maximum unless cleared by building administration (see list below) will result in the student being required to makeup time outside of the normal school hours. Any student going over the maximum days may be placed on an attendance contract. Students who are absent will be allowed to make up academic work for credit. See Makeup Work Policy for timelines.

### **School responsibilities**

1. When students are absent from school, the parent/guardian will receive an automated phone call informing them of their child's absence.
2. Attendance letters will be mailed home for students
3. If students exceed the allotted number of absences, school officials may place the student on an attendance contract and/or notify juvenile probation. Indiana law requires the school to contact the local child protective services office if a student exceeds allowable absences.
4. When a student accumulates eight (8) days of absence for the school year, the parents may be reported to the courts for educational neglect.
5. Any student with more than 2 absences or excessive tardiness to school or class will lose exception privilege on finals.

### **Parent Responsibilities**

1. The parent or guardian must call the school before 8:15 a.m. or send a note on the date a student returns. If the school has not received notification or if the notification is thought to not be from the parent or guardian an attendance officer or school representative may call or visit the home to validate the student's absence.
2. In the event a student accumulates more than the maximum number of absences allowed, parents must be prepared to meet with school officials to discuss administrative action to be taken.

### **Student Responsibilities**

1. The student is responsible for asking the teacher for missed work in each class for each absence.
2. Failure to ask for make-up work or failure to satisfactorily complete and turn in makeup work within the allotted time will result in a loss of credit for missed work. See Makeup Work Policy for timeline.

## **ATTENDANCE RULES AND REGULATIONS**

1. In accordance with SE 108, school corporations can deny transfers or discontinue enrollment if a student has a history of unexcused absences and/or tardies the governing body believes that attendance would be a problem.
2. In order for an absence to be considered half day, the student must be present for at least 50% of the school day.
3. Students will be considered tardy to school if they arrive after school has begun for the day without a medical note. Tardy discipline could incur. Parents must sign their student in if late to school.
4. A student absent from school maybe unable to participate in extracurricular or social events on the same day, except on excused absences.
5. When appointments are necessary during the school day, students are expected to return to school following the appointment.
6. No student may leave school property after arriving at school until signed out in the proper manner.
7. If road conditions during inclement weather prevent a school bus from making its regular stop, that student will be counted present.
8. During inclement weather, if a parent chooses not to send a student on the bus, even though it has made its regular stop, the absence will be counted excused.
9. One funeral day with documentation is an excused absence. Additional bereavement days may be excused on an individual basis.
10. Should a student need to leave school during the day, the parent must notify the school, either by phone or a written statement, prior to the leaving.
11. Students will not be dismissed to a person other than those designated by parent/guardian.

## **PERFECT ATTENDANCE**

Student must be in attendance for the entire school day. Sign-in/out will exclude students from achieving perfect attendance.

## **TRUANCY**

The compulsory attendance law of the State of Indiana requires each child who is more than seven years of age, and not more than eighteen years of age to be in school each day that school is in session. The superintendent or his designee may report a child who is habitually absent from school in violation of state law to an intake officer of the juvenile court. The policy regarding truancy at GMS is as follows: Truancy is defined as being absent from school or assigned area without a valid excuse acceptable to the district. See Discipline Section for consequences.

## **BULLYING & HARASSMENT**

It is the intent of all GMS staff to maintain an education and work environment which is free from all forms of bullying and unlawful harassment, including cyberbullying and sexual harassment. This commitment applies to all school operations, programs, and activities. All students, administrators, 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 a school sponsored activity.

Indiana Senate Enrolled Act 208 P.L. 106-2005 defines bullying as overt, repeated acts or gestures, including:

1. Verbal or written communications (includes electronic communication and social media)
2. Physical acts committed
3. Any other behaviors committed by a student or a group of students against another student with the intent to discriminate, harass, ridicule, humiliate, intimidate, or harm the other student.

This rule applies when a student is:

1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group
2. Off school grounds at a school activity
3. Traveling to or from school or other activity, function, or event
4. Using property or equipment provided by the school
5. Use of social media or other electronic communication

Parents or students who suspect that acts of bullying are taking place should report the matter to the Assistant Principal. School personnel will investigate all reports of bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restorations of a positive climate, and support victims and others impacted by the violation. Concerns regarding bullying and harassment of students should be directed to building administration (812) 537-7259. Policies on bullying and harassment can be located on the Corporation Website.

Every student should feel safe, secure, and accepted regardless of race, ethnicity, gender, sexual orientation, popularity, athletic ability, intelligence, religion, and nationality. Bullying is never excusable. Bullying includes REPEATED ACTS of the following:

- a. Physical (pushing, tripping, shoving, spitting, etc.)
- b. Relational bullying (peer pressure, manipulation to isolate a person, hurt feelings, verbal bullying (taunting, threatening, mocking, name calling, teasing, etc.), and
- c. Cyber bullying (using electronic means in the same avenues listed above including social media, email, etc. but not limited to Facebook, YouTube, Snap Chat, text messages, etc.).

This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group.
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.
- e. If the bullying causes a disturbance on school grounds.
- f. If bullying/harassment behaviors off school property are reported to school officials discipline may be issued or referred to authorities

**Reporting:** Anyone believing a student has possibly been or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, administrator, or Superintendent. All staff who observe or receive a report of suspected bullying shall **immediately** notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the building principal or Superintendent.

**Investigation:** Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator.

**Intervention/Responses:** If a report of suspected bullying is substantiated through an investigation, then the School Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The School Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

**Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within one (1) business day after the designated school administrator receives the report of suspected bullying.

## **STUDENT HAZING**

The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal and the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. The Superintendent shall distribute this policy to all students and Corporation employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs. I.C. 35-42-2-2

## **SEXUAL HARASSMENT**

This topic includes all unwelcome sexual advances, requests for sexual favors, verbal contact, or physical contact of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability. The Greendale Middle School will follow the Sexual Harassment Policy as detailed in the Lawrenceburg School Corporation Policy 4.0-50. This policy is circulated to all schools and departments of the Lawrenceburg Community School Corporation and is available upon request.

## **SAFE SCHOOLS REPORTING & TIP LINE**

Safety is one of our district's top priorities, that's why we're now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:**           **812.496.4470**
2. **Text:**             **Text your tip to 812.496.4470**
3. **Email:**           **1685@alert1.us**
4. **Web:**             **<http://1685.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1685.alert1.us>. This tip line notifies staff via email. If you feel threatened, know of a possible act of violence, know about a weapon or other school safety concern but are unable to confide in a trusted adult you can do so anonymously by leaving a detailed message and we will investigate your concern. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **GENERAL SCHOOL INFORMATION**

### **HOURS FOR STUDENTS**

During a regular school day, classes will meet from 7:45 a.m.-3:05 p.m. The main entrance will open at 7:00 a.m. Students who arrive earlier than 7:38 a.m. need to report to the gym or cafeteria if eating until the 7:38 a.m. bell. The school building closes to students each day when the buses leave. The only students permitted to remain in the building are those with their assigned sponsor or coach in the area designated for the scheduled meeting or practice. Also, students attending HW Help.

### **CAFETERIA**

General Procedures— The cafeteria opens at 7:05 am for breakfast. Students will line up to purchase food in an orderly manner. When going through the food line, students are not to wear hats, hoods, or headphones. Once students are finished with their meals, they are to return their tray to the dish room, throw all trash away, and make sure their tables are clean and litter free. All items purchased must be in clear view of the cashier. The cashier, kitchen staff, or school administration will ask students to empty their jackets or pockets if there is suspicion of a concealed item. Soft drinks and energy drinks are not permitted at any time during the school day. Drinks during the day (other than lunch) are limited to water. USDA guidelines apply, so for breakfast, they must choose a fruit or fruit juice and milk. Lunch selections must include three of the five identified food components, one of which must be a fruit or vegetable. The LCSC Food Services Policy (8500) may be found on the corporation website.

**Student Prices BREAKFAST Paid \$1.35 Qualified Reduced \$.30 LUNCH Paid \$2.60 Qualified Reduced \$.40.**  
**Ala Cart Menu items are not offered at a reduced cost.**  
**Adult Prices BREAKFAST Paid \$2.00 LUNCH Paid \$3.25.**

A computerized system is used at GMS for the purchasing of food from the cafeteria. Every student has an account which is accessed with the student's ID number. This account carries over from school to school; therefore, any money on the account left from their previous school will be transferred. To add funds to the account, parents may send cash as needed. Cash must be in an envelope with the student's name. Students can deliver the money to the cafeteria or the office. Cafeteria employees will add the money to the account. Students are not permitted to use other students' accounts to pay for their food. If a student's account is in the negative by more than \$6.00 they are given an alternative state reimbursable lunch and no extras or a la cart items can be purchased. Families can apply for assistance using the online application.

### **CLASSROOM MATERIALS**

Greendale Middle School has a dispensing machine available for all students providing notebook paper, pens, pencils, and erasers. This is located in front of the main office. The students are responsible for having all required materials. Discipline could be issued for not bringing materials to class. Headphones/earbuds are needed for class activities and are required. Students will need two sets of listening devices one for class and one for state testing.

### **COMMUNICATION**

Communication between school and home is vital for student success. If concerns arise, parents are encouraged to contact the teacher first as they will have the most information concerning their classroom. If the situation remains unresolved, the next step is to contact the building principal. Due to teaching responsibilities and off-site training opportunities, the school expects a response will be issued within 48 hours. Staff are also not required to check or respond to emails in the evenings or weekends.

**Classroom or Assignment Concerns:** Please contact the teacher with classroom concerns, especially those dealing with assignments. Google Classroom, PowerSchool, and the agenda are great sources of information for assignments. Please keep in mind teachers are teaching during the day the expectation is they answer within 48 hours. Staff are also not required to check or respond to emails in the evenings. Parents should refrain from calling a teacher at home or cell phone to discuss school business or concerns.

**School and Corporation Websites:** has a wide range of information <http://www.greendale.lburg.k12.in.us> and <http://www.lburg.k12.in.us>

**Twitter:** [@GreendaleLCSC](https://twitter.com/GreendaleLCSC)

**Release to Use Student Name/Picture** Student's names and/or pictures may be displayed in school related articles, newsletters, social media, videos or official educational websites. See Protection and Privacy of Student Online Use (Children's Online Privacy Protection Act (COPPA) information later in this handbook.

**Newsletters:** Grade levels provide a weekly email newsletter of assignments and upcoming grade level events. The email list is created using the primary email you registered in PowerSchool. If you want the newsletter to go to a different email or multiple emails contact the office.

**Announcements:** Parents can sign up to receive an email of the daily announcements. If you want the announcements to go to a different email or multiple emails contact the office.

**PowerSchool:** PowerSchool and the corresponding app allows parents and students the ability to view grade information in real time. Parents can access PowerSchool at any time to view their child's progress in courses. Grades are updated at least once a week on Mondays. Please contact the teacher with questions on grades. If you notice grades not being updated, please contact guidance counselor or principal.

**Parent-Teacher Conferences:** Parent-teacher conferences will be held during an evening in October. Conferences can be requested anytime throughout the year by contacting the teacher for individual requests or the office for team requests. Due to instruction, teachers have limited availability throughout the day so usually 48 hours notice is necessary.

**Automated Messages:** In case of emergency or other situations warranting parental notification, the Lawrenceburg Community School Corporation has an automated system for notifying stakeholders of these events. The alert system will automatically call or text the main contact numbers listed on the student's registration card. Therefore, it is critically important that parents provide the school with the correct and current telephone number for the primary notification. Please make sure your contact information is always up to date as we utilize automated messages for a wide variety of information (i.e. attendance, school closings, delays, early releases, postponement of events, important reminders, sport announcements, etc.).

### **DELIVERIES**

Due to the classroom interruption, deliveries of flowers, balloons, etc., must be delivered to the main office at Greendale Middle School. Deliveries need to remain in the office until the end of the day.

### **FEES/FINES**

**Book and Chromebook Rental Fees:** All textbooks, devices, and accessories are the property of the Lawrenceburg Community School Corporation and are on the rental plan. Rental Fees and insurance must be paid prior one week of school starting, or upon enrollment of new students during the school year. For parents who cannot make full payment by the due date, payment options are available. Contact the school treasurer to discuss those options. Parents who fail to make full payment by the due date or make arrangements for a payment will be notified regarding their failure to comply. After the school sends a second overdue notice, the Corporation may file suit in small claims court to collect the overdue book rental.

Each student is responsible for the care, custody, and control of the books, Chromebooks, and accessories they are issued. In order to insure all books, devices, and accessories are well cared for (other than normal wear) a fine is levied for damages while checked out to the student. They should also not decorate or damage books or devices. Insurance is available for **accidental** damage. Fees are based on repair/replacement costs. Students are responsible for the cost of all books, devices, accessories not returned or damaged. Due to the number of textbooks, textbooks for home use are limited. **Check Return Fee:** Banks charge fees for payments with insufficient funds. The parent will be charged \$20. If the bank raises the fee we will adjust our fee as well.

### **FIELD TRIPS**

Prior to the field trip, students should make arrangements with each of their teachers for make-up work. Students with failing grades and/or habitual or severe discipline may not be able to participate. If for any reason a student has paid to attend a field trip and cannot attend, the school cannot make refunds. **NOTE:** The 8<sup>th</sup> Grade Trip is considered a school sanctioned field trip so severe or habitual behavior could cause them to not be allowed to attend.

### **8<sup>th</sup> GRADE CLASS TRIP**

The 8<sup>th</sup> grade trip is a privilege that we want all students to be able to participate. Please contact the school with any financial concerns so we can address them as early as possible.

Due to the nature of the trip, GMS requires a student be in good standing behaviorally. If a student has severe discipline he/she will be taken before the DC Committee to determine if the privilege will be removed or restrictions are put in place. A second severe discipline violation could result in removal with no additional meetings of the committee. If a trip is removed for behavior issues refunds will depend on the time of the removal but the nonrefundable deposit WILL be forfeited. Details about refunds are in the paperwork sent out at the start of the year.

### **FUNDRAISING**

Only fundraisers sponsored by Greendale Middle School may be conducted at school during school hours or on the bus unless prior permission is obtained from the building principal. Sponsors must complete a fundraiser application prior to beginning any fundraiser. The School Board acknowledges that the solicitation of funds by or from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the school. For purposes of this policy, "student fundraising" shall include the solicitation and collection of money by or from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event when the profit from this is to be used for school purposes or for an activity connected with the schools. Fundraising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the Superintendent. Fundraising by students on behalf of the school-related organization whose funds are not managed by the Corporation may not be permitted on the school grounds by the Superintendent.

In accordance with IC 4-32-9-34, no student under the age of eighteen (18) may play, participate in, or sell tickets for any of the following types of fundraising events: bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull-tabs, punch boards, tip boards, and the like. All other fundraising shall be done in accordance with Lawrenceburg Community School Corporation Board of Trustees.

### **SCHOOL COUNSELING PROGRAM**

The Greendale Middle School counselor, along with the teaching staff, helps students achieve academically, prepare for a career and higher education, and develop good citizenship skills. This includes, but is not limited to, the transition from elementary school to middle school, student scheduling, developing a Career Plan, understanding test scores, problem solving, goal setting, social skills, and transition from middle school to high school. The role of the school counselor is to provide small group counseling services to students on a short term basis.

If students need to see the guidance Counselor for something that is an emergency they need get permission from their teacher to come to the office. To avoid missed class time, if it isn't an emergency they need to come to the office on their own time (between classes, before school, lunch, after school).

### **HALL PASSES & RESTROOMS**

Students must be in the classroom unless given permission to be in an alternate location. Students are expected to use the restroom during passing periods. All students should have either the teacher designated hall pass or a pass should have a teacher/staff member's signature and the time. Students needing to use the restrooms during classes must have permission from the teacher. It is expected that restrooms will be kept clean. Food should not be taken in the restrooms. Students may not remain in the restrooms during class, lunch, or before school. If this occurs, disciplinary action for unassigned area will occur.

### **INTERNET USE**

Lawrenceburg School policy requires that all persons, students and adults, who utilize the Internet at school have a signed Internet usage form on file with the appropriate school. The usage form is included in this student handbook. Unfortunately, there is material on the Internet that is inappropriate. We will do everything reasonable to insure that these sites are avoided. Digital citizenship skills should be applied at all times.

### **LIBRARY/MEDIA CENTER**

The media center is located in the middle of the academic wing of the school building. An orientation at the beginning of each school year familiarizes students with the media center rules and circulation policy. Teachers and students have access to physical books, digital books through Overdrive, magazines, and multiple databases for research. The facility is open during regular school hours for research, class projects, studying, and reading.

Developing a lifelong interest in reading is the main focus of the media center. Students are encouraged to check out books for reading as often as they want, either during a class visit, individually with permission from a teacher, during a passing period, or immediately before or after school.

Students are responsible for any books that are checked out in their names. All books must be turned back into the library at the end of the year. If a book is lost, the student is responsible for paying for both the book and a \$2.00 processing fee. Students may also incur a ten cent a day late fee for overdue books. If a student has outstanding library transactions at the end of the semester, they will not participate in the end of the semester activities.

### **LOCKERS**

All students will be assigned a locker and a lock that the student will use throughout the school year. Students are not permitted to put their own locks on these lockers. To prevent loss or theft, students should not share lockers or combinations with other students. Lockers are a privilege, not a right; therefore, the locker right may be taken away if the use of the locker violates rules and expectations set forth by the school. If a lock is lost, damaged, or stolen, the student/parent is required to pay \$10 for the replacement of the lock.

**Lockers should be kept clean and kept in the same condition as issued.** Opened food and drink containers, writing with markers, balloons, glitter, and stickers are not permitted. Simple locker decorations may be used for special events, clubs, sports, activities, or birthdays with the permission of the school administration.

School facilities, such as lockers and desks, are school property provided for student use by Lawrenceburg Community Schools. All school facilities are subject to the right of the superintendent and his/her designee for inspection at any time. Students shall not have an expectation of privacy in any facility provided by the school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or education function, or which are forbidden by state/federal law or school rules. Greendale Middle School staff will follow procedures regarding locker search and seizure in accordance with Lawrenceburg School Corporation Policy.

## **LOST AND FOUND**

An area is provided for the placing of lost and found articles. The lost and found box is located outside the main office. Articles not claimed at the end of each 9 week period will be donated to charity. **Note on Personal Possessions:** Students should bring only items necessary for class work, school sponsored extracurricular, or sports activities. Valuables, large sums of money, collectors' items, toys, unnecessary sports equipment, etc., should be left at home. If it is necessary to bring such items, make arrangements with the sponsor or teacher for safekeeping. The school will not be responsible for any item damaged, lost or stolen. Anything punishable by the State of Indiana is not permitted at school and will be confiscated. Disciplinary action will be taken.

## **PARENT VISITATION**

Whenever a parent wishes to visit while school is in session, he/she should first make arrangements with the principal's office. Parents and/or grandparents are welcome to eat lunch with their child at any time in a private area. Students are not permitted to bring friends from other schools at any time. All visitors must sign in at the main office upon entering the school. Every visitor planning on entering the building will be required to scan a photo id when they enter the office.

**Parent Volunteers** will need complete a background check. There are two levels of background checks depending on the level of involvement of the parent and presence of a staff member for the event. In order to determine the correct background check contact the building principal.

## **PARENT PARTICIPATION POLICY**

A parent/guardian/custodian of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process code, IC 20-8.1-5.1, as well as the student discipline handbook of this Corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearing, supervising after-school study time, reviewing homework, and ensuring regular attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve a behavioral problem of a student, the parent shall be notified by written or telephone contact by a school official in advance of the meeting, conference, or hearing, followed by a letter of confirmation.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or the progress of others may be referred to the Dearborn County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with IC 31-6-4-2(a)(7). The parent, guardian, or custodian may also be referred to the Dearborn County Probation Department or the Dearborn County Prosecuting Attorney's Office

## **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: a student's name, address, telephone number, photograph, 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), dates of attendance, date of graduation, awards received, listing on an honor roll, or scholarships.

Directory information can be provided upon request to any individual, other than for a profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose any or all directory information upon written notification to the Board. Further information about the directory information may be found in the District Policy section (8830) of [www.lburg.k12.in.us](http://www.lburg.k12.in.us). Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records, and can do so by contacting the GMS Main Office. Parents have the right to amend a student record when they believe that any of the information in the record is inaccurate, misleading, or violates the student's privacy. A request for amendment of records must be submitted in writing and if the request is denied, the parent will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the parents, to submit to or participate in any survey, analysis, or evaluation that reveals the information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or the student's family; ex behavior or attitudes; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with : Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20212-4605, Washington, D.C., [www.ed.gov/OM/fpco](http://www.ed.gov/OM/fpco). Informal inquiries may be sent to the Family Policy Compliance Office via the following email address: [FERPA@ED.gov](mailto:FERPA@ED.gov); and [PPRA@ED.gov](mailto:PPRA@ED.gov).

## **PROTECTION AND PRIVACY OF STUDENT ONLINE USE**

### **(Children's Online Privacy Protection Act (COPPA))**

Lawrenceburg Community School Corporation utilizes G Suite for Education. Lawrenceburg Community School Corporation will provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks, and learn 21st-century digital citizenship skills. In compliance with the Children's Online Privacy Protection Act (COPPA), we want to notify you of your parental rights related to any data collected about your student while using G Suite or other educational online tools.

Answers to common questions about what Google can and can't do with your child's personal information can be found on the district website by navigating to this page <http://www.lburg.k12.in.us/technology--165> or by clicking on this link. Please note that Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. Google will not share personal information with companies, organizations, or individuals outside of Google unless one of the following circumstances applies:

- A parent or guardian provides consent
- The individual is an employee of Lawrenceburg Community School Corporation
- For external processing
- For legal reasons

Lawrenceburg Community School Corporation balances the educational value of online resources with any privacy concerns that they may present. On occasion, staff may leverage necessary online educational resources that collect basic information, such as a student's first and last name and email address, based on the provider's policy and practices of safeguarding such information. Student Google accounts will also be used to access other educational tools as deemed necessary for instruction by the school.

By acknowledging receipt of the student handbook I am granting permission to Lawrenceburg Community School Corporation to create and maintain a G Suite for Education account for my child.

## **MEDICAL INFORMATION**

### **HEALTH SERVICES**

The health clinic is located in the main office complex. The school nurse is not in the school all day; but she can be reached at any time during the school day through other school personnel.

A student needing to see the nurse, or wishing to lie down due to illness, must first obtain a pass from his/her classroom teacher and then report to the health clinic. No student may be in the health clinic for more than one period. At that time, he/she must either report back to the class or school personnel will call a parent/guardian to determine if the student needs to go home. If a student feels ill, he/she should not miss a class by going to the restroom and then notifying the office or teacher later. Instead, he/she must report to his/her teacher and then to the health clinic assistant so the student will not be counted absent or tardy.

**Students are NOT permitted to use personal devices to call home and arrange pick-up by someone.** Students are permitted to leave school grounds due to illness ONLY with the approval of the nurse or designated school personnel. If a student uses a cell phone to contact guardians without permission from office staff it WILL be a cell phone a violation. Students should not come to school with a temperature of 100 degrees or above. Students must be fever free for 24 hours without fever reducing medications before returning. In regards to other symptoms of possible contagious nature, students need to be assessed by parents before leaving home. Injuries occurring after school hours need to be addressed by parents and/or the family physician. A reference document for communicable diseases (<https://www.in.gov/isdh/files/2017%20Comm%20Dis%20Ref%20G%20Sch%202017.pdf>).

Students needing to take medication during the school day are required to leave the medication in the health clinic. See the Medication Policy section of this handbook.

**Meningitis Information for Parents/Guardians:** An Indiana law requires each year that parents/guardians be informed about meningococcal disease and its vaccine. 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. The Indiana State Department of Health requires: one (1) dose of a meningococcal conjugate vaccine (MCV4) for 6<sup>th</sup> grade school entry and one (1) booster dose of MCV4 is required for students in grade 12. Please talk with your child's healthcare provider about meningococcal disease and vaccination.

**Latex Allergy Information:** Lawrenceburg Community School Corporation will take precautions to protect known and unknown persons with latex allergies (no latex balloons, gloves, or bandages).

## **Lawrenceburg Community School Corporation Medication Policy**

When it is necessary for a student to take medication during the course of the school day, the procedures set forth in applicable Indiana law will be followed.

Medication should be given at home whenever possible. Only those medications necessary to maintain the student in school will be administered during school hours.

The school board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/ or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student or the student would not be able to attend school if the medication or treatment were not made available during school hours.

No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent of the parent/guardian shall be valid only for the period on the consent form and in no case longer than the current school year. Medication shall be administered in accordance with the parent/guardian's statement (in the case of non-prescription medicine) or the physician's order (in the case of prescription medications). Medications will be kept in a locked, designated area. All consent forms will be kept on file. Records of all medications given will be maintained.

### **PRESCRIPTION MEDICATIONS**

1. Written permission of the student's parent or legal guardian is maintained on file. The pharmacy label will serve as the written order of the physician. The label must show:
  - A. Student's name
  - B. Medication name, dosage, and time
  - C. Directions for administering
2. All medication must be brought to school in the original container or package with the pharmacy label attached. No exceptions to this rule.
3. Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school corporation receives notice of any changes or discontinuation of any medications. Written changes on pharmacy labels by the parent or guardian will not be accepted. Only directions on the original pharmacy label will be accepted and must be current within the last 12 months.
4. The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to school in the original pharmacy labeled container. Medications should be brought to the school clinic or front office.

### **OVER-THE-COUNTER MEDICATIONS**

1. The written permission from a parent or guardian must accompany all over-the-counter medications to be administered at school. The permission statement should include:
  - Student's name
  - Date
  - Name of medication
  - Directions for administering
2. All medication must be brought to the school in the original container with the manufacturer's information and instructions. The school reserves the right to administer medications according to the package label instructions. At no time will the school administer medications in doses higher than those recommended on the package label.
3. In the event, a child needs an over-the-counter medication for a specific health condition, parents can supply the medication for their child(ren). Parents should send the over-the-counter medication(s) in with a note specifying the reason for the over-the-counter medication(s) and specific directions regarding administration. Over-the-counter medication(s) will be kept in the nurse's clinic during the course of the school year in a secured medicine cabinet. Over-the-counter medication(s) should be picked up by the parent at the end of the school year or whenever the parent deems necessary. See "Discarding Medications" for further information on medications left after the end of the school year.
4. Medication changes must also be documented. It is the responsibility of the parent or legal guardian of the student to see that the school corporation receives notice of any changes or discontinuation of any medications. This must be in written form and will be kept on file.
5. The parent or legal guardian of the student is responsible for assuring that the medication arrives safely to school in the original container. Medications should be brought to the school clinic or front office.
6. The school nurse has the right to request clarification of medication instructions by requesting a written order or statement from the attending physician.
7. Lawrenceburg Community Schools will offer the following over-the-counter medications: Ibuprofen, Acetaminophen, Bacitracin (antibiotic ointment), Anti-itch cream, Clear Eyes, and cough drops. Further, for allergic reactions only, Benadryl will be administered. An authorization for administration of medications form must be completed and signed (see attachment A). The dosage, according to age and weight on the manufacturer's label, will be strictly followed.

### **SELF ADMINISTRATION OF MEDICATION**

Students are not permitted to carry medication on their person during school except for certain health conditions (i.e. asthma, severe allergies...). Exceptions may be made when it is in the student's best interest and is specified in either the student's health

care plan or in a written authorization by the health care provider. All students with a diagnosis of asthma, severe allergies, diabetes, and seizures must have a current health care plan on file.

All criteria under "Prescription Medication" administration will be followed. Also, the following criteria will be followed.

1. Consent statement signed by the parent/guardian must identify that the medications will be self-administered by the student.
2. The student should communicate to the school nurse or designated person (teacher, secretary, aide) when self-administering medication in order to monitor the effectiveness of the medication.

### **QUALIFIED IMMUNITY**

Lawrenceburg Community Schools does not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications. If a school employee is not a practitioner or licensed as a nurse and is responsible for administering medications or performing medical treatments, the employee must obtain training from the school nurse or practitioner that is appropriate to provide the service.

A person administering medication to a student is not liable for child damages as a result of the administration, except for an act of omission amounting to gross negligence or willful and wanton misconduct.

In each building where there is less than a full-time school nurse assigned, access to medication and treatments will be under the authority of the principal. The principal will also designate employees in each building who are authorized to administer medications and treatments in the event that the school nurse or practitioner is not available. Those employees who are designated will be trained at the beginning of each school year.

### **DOCUMENTATION**

A medication flow sheet will be maintained by the school nurse. All persons administering medication will document that a student received their medication or prescribed treatment. The flow sheet shall include the student's name, medication name, dosage, time medication to be given, date, and route. Also, the signature and initials of the person administering the medication or supervising the student in self-administration will be documented on the flow sheet.

### **DISCARDING MEDICATIONS**

All medication shall be sent home at the end of the treatment regime. If it is not picked up by the end of the school year, it will be destroyed in the presence of a witness. The medication will be destroyed in a manner as to ensure no other person can obtain possession of it.

### **REQUIRED IMMUNIZATION INFORMATION**

These vaccines are required to attend school. The immunization requirements are a state law and all immunizations must be completed **BEFORE FIRST DAY OF SCHOOL**. Please provide the school with an updated copy of your child's immunization record.

All students in grades 6 to 11 must have the following immunizations:

- 3 Hepatitis B
  - 5 Dtap
  - 4 Polio
  - 2 MMR
  - 1 Tdap
  - 1 MCV4
  - 2 Hepatitis A
  - 2 Varicella or documentation from a physician of having chicken pox\*\*
- Recommended: Annual Flu Shot and HPV Grades 6-11

\*\*Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12.

## **SAFETY AND SECURITY**

### **BUS EXPECTATIONS**

#### **General Transportation Information**

Students are expected to be waiting at their designated boarding station when the bus is to arrive. Bus drivers will strive to keep a consistent day-to-day schedule; however, snow or other circumstances beyond the driver's control may affect pick-up times. Drivers cannot be expected to wait for students.

Students may ride a bus to which he/she is not assigned only by presenting the driver with a permission slip signed by the parent and the principal/designee. The parental signing may be waived if a note is supplied along with the permission slip.

#### **Bus Conduct Rules**

Safety in the transportation of our students is a paramount concern. Consequently, strict adherence to rules and procedures is expected from students aboard our buses at all times. A school bus is an educational setting and the grounds for suspension or expulsion listed in this handbook apply to discipline situations aboard buses and at bus stops as they do in a school's classrooms. Students may be suspended or expelled from school as a consequence of their behavior aboard a bus or at a bus stop. Video cameras are available on each bus and may be used to monitor students at any time. In addition, Indiana Code provided that upon the recommendation of the bus driver, school authorities may deny the privilege of riding a bus to any pupil whose behavior so warrants. Minor offenses of student discipline aboard the buses include, but are not limited to the following:

1. Failing to stay seated properly while the bus is in motion.
2. Using loud, boisterous, or profane language.
3. Using hands, feet, or body in an objectionable or aggressive manner.
4. Possessing nuisance materials and objects such as radios, toys, pets, balls, aerosol containers, etc. Students may carry such objects and materials to and from school with the driver's permission, provided that the driver's instructions for doing so are followed closely.
5. Opening windows without permission.
6. Other violations of the school discipline code and rules of conduct, or laws of the State of Indiana.
7. Eating or drinking on the bus.

Major offenses of student discipline aboard buses include, but are not limited to:

1. Moving about the bus in any fashion that endangers themselves and/or other students.
2. Throwing any objects or placing any body part out of the window on the bus.
3. Opening emergency exits without reasonable cause and/or permission.
4. Fighting
5. Vandalism
6. Other violations of the school discipline code and rules of conduct, or the laws of the State of Indiana.

See Discipline Policies for consequences

### **EMERGENCY DRILLS**

In compliance with 511 IAC 6.1-2-2.5, Lawrenceburg Community School Corporation has developed and implemented Comprehensive Safety and Crisis Intervention Plans at the district level and for each individual school. Greendale Middle School has established procedures for dealing with a wide range of crises and emergency events. Routine drills and practice sessions will be conducted periodically to ensure our preparedness. Drills and practice sessions are intended to teach students proper behavior and appropriate responses in emergency situations (i.e. fire, tornado, earthquake, and intruders). Students are expected to take all drills seriously including listening closely to adults and following their directions quickly during all emergency drills. Discipline could be issued.

### **STUDENT DROP-OFF**

Parents who bring their child to school at the beginning of the day should not use the drive in front of the middle school when buses are present. After 7:00 a.m., parents are expected to drop students off at the flagpole corner of the school building. Do not drop off a child in the passing lane or from a parking spot where a child would have to cross moving traffic. Staff is not on duty until 7 a.m.

### **STUDENT PICK-UP**

Students can only be picked-up early by persons listed on their Health Information Sheet. A photo ID may be required. Parents may park in front of the school in the afternoon for pick-up. Do not pick-up a child in the passing lane where a child would have to cross moving traffic.

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the School Board authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Corporation to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

### **LCSC TECHNOLOGY ACCEPTABLE USE POLICY**

Lawrenceburg Community School Corporation is committed to the effective use of technology, which offers vast, diverse, and unique resources to our students and staff. This includes incorporating activities and programs aimed at promoting educational excellence by facilitating resource sharing, research, innovation, and communication. The "Technology System" referred to in this document includes all devices and systems referenced in the corporation policies.

The Acceptable Use Policies Overview has been established so students and staff are aware of the responsibility governing the use of technology systems in the Lawrenceburg Community School Corporation. Self-discipline, responsibility, and cooperation are encouraged for the efficient operation of the technology environment. Students, parents, and school personnel share the responsibility for effectively implementing and reinforcing the Internet as an educational tool. Noncompliance with the corporation policies will result in sanctions and/or prohibition of the technology services and be subject to disciplinary action by school administration. The use of the technology services is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. These guidelines require the ethical and legal utilization of the technology resources provided by the Lawrenceburg Community School Corporation.

Access to computer hardware and software is provided to students and staff for the purpose of enhancing curriculum, instruction, and assessment, as well as promoting the efficiency of school operations. Any media produced, transmitted, or stored as a result of

the technology system will remain the property of Lawrenceburg Community School Corporation. Accordingly, the Lawrenceburg Community School Corporation reserves the right to inspect and monitor any and all aspects of the technology system at its sole discretion, including files, e-mail, and other electronic transmissions, produced or stored within the system. The Lawrenceburg Community School Corporation reserves the right to revoke a user's access at any time and may confiscate any media or copies of any media produced, transmitted, or stored as a result of the technology system. The Lawrenceburg Community School Corporation is responsible for enforcing corporation policies, the authorization of user access to the system, and the maintenance of all software and hardware licensing documentation, in compliance with Federal and State laws.

All users have a responsibility to acknowledge and abide by these policies. Each individual has the obligation to report potential or actual violations of these policies to school personnel. The use of the Internet resources which violates any local, state, or federal laws is prohibited. Violations of these policies may result in disciplinary action, including termination of technology system access rights, and/or legal action if there is a violation of the law. Users may also be held personally liable for their actions.

### **Terms and Conditions**

All users are responsible for complying with software license agreements, copyright, and other Federal and State laws governing property rights. Users are also responsible for safeguarding their passwords for the technology system and for any and all transactions made using those passwords. Lawrenceburg Community School Corporation does not assume any liability in the event that users reveal personal information such as address, phone numbers, credit card numbers, or information about themselves or other students, faculty, and staff on any electronic devices.

Users requiring access to the technology system must obtain permission from and be supervised by school personnel. Illegal or unauthorized access to the technology system will not be tolerated. Users will be assigned network space for saving data; accessing other areas, or attempting to access other areas, on the network is a violation of corporation policies. It is strictly forbidden to use the Internet resources to access another person's materials, information, or files without that person's permission. The technology system is intended to be used for educational and school business-related purposes only while on campus. Any media produced and/or transmitted by electronic communication must comply with Federal and State laws, as well as school policies. Using the corporation's technology system for product advertising, political lobbying, and/or solicitation are strictly prohibited.

Users are not to utilize the system in such a way that it restricts, inhibits, or disrupts other system users, services, or equipment. Accessing, transmitting, uploading, downloading, or distributing of defamatory, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegally discriminatory, or other illegal materials is prohibited.

All hardware and software installations on Lawrenceburg Community School Corporation equipment will be performed or supervised by authorized school personnel. Only approved school corporation software will be supported. The Lawrenceburg Community School Corporation maintains the right to remove any non-approved software from a corporation device. Violating copyrights or otherwise using another person's property without prior approval or proper citation is not allowed. Transmitting of any material in violation of any local, State, or Federal statute, rule, regulation, code, ordinance, or other authority is prohibited. This includes, but is not limited to the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected by trade secrets.

Using non-approved materials or software for the purpose of damaging hardware and data, as well as introducing computer viruses into the system environment is a serious violation. Vandalism includes, but is not limited to any attempt to harm or destroy data, the Corporation's networking system, or any of the agencies or other networks connected to the technology system, which includes the Internet. This includes uploading, downloading, or the creation of computer viruses. Removing or rearranging permanent computer equipment and software without prior approval is considered vandalism. Users are not permitted to take equipment off-site without permission from an administrator. Vandalizing, damaging, stealing, or disabling the property of another individual, organization, or school is a serious violation and subject to strict disciplinary action according to corporation policies, as well as local, State, and Federal laws.

E-mail systems and all media produced, transmitted, and/or stored will remain the property of the Lawrenceburg Community School Corporation. School personnel will inspect and monitor the technology system and the media produced, transmitted, and/or stored as deemed appropriate to ensure compliance with corporation policies.

Lawrenceburg Community School Corporation cannot guarantee privacy, confidentiality, or prevent access to inappropriate material on the technology system, which includes the Internet. Every precaution will be taken to prevent unsolicited materials from being placed on the system. Therefore, only authorized school Internet accounts are permitted for use on the technology system. Strict adherence to the provision of the Acceptable Use Policies Overview will ensure that Internet transmissions are consistent with the corporation's standards of ethics and conduct. Lawrenceburg Community School Corporation will make available all Internet-related policies and procedures for review by all parents, guardians, school employees, and other community members. Parents or legal guardians may request, in writing, alternative activities not requiring Internet access.

In consideration for the Lawrenceburg Community School Corporation providing access to the technology system, the user and parents or guardians will agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the user's violation of these terms and conditions. Lawrenceburg Community School Corporation will make no warranties of any kind, whether expressed or implied for the service it is providing.

This overview of the corporation policies adopted by the Lawrenceburg Community School Corporation Board of Trustees is to cover the acceptable use of the corporation provided technology system. These policies and administrative guidelines are located on the district website: [www.lburg.k12.in.us](http://www.lburg.k12.in.us). The specific policies and administrative guidelines are listed as follows:

Policies 5136 – Wireless Communication Devices, 7530 – Lending of Corporation-Owned Equipment, 7530.01 – Staff Use of Wireless Communication Devices, 7530.02 – Staff Use of Personal Communication Devices, 7540 – Computer Technology and Networks, 7540.01 – Technology Privacy, 7540.02 – Corporation Web Page, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 7541 – Electronic Data Processing Disaster Recovery Plan, 7542 – Network Access From Personally-Owned Computers and/or Other Web-Enabled Devices, 7543 – Remote Access to the Corporation's Network, 8351 – Security Breach of Confidential Databases.

Administrative Guidelines 5136 – Cellular Telephones and Electronic Communication Devices, 7530 – Personal Use of Corporation Equipment/Facilities, 7530a – Technology Equipment Security Procedures, 7530c – Cellular Phones, 7540 – Computer Technology and Networks, 7540.01A – Technology Privacy, 7540.01B – At-Home Access to Corporation Technology, 7540.02 – Web Page Specifications, 7540.03 – Student Network and Internet Acceptable Use and Safety, 7540.04 – Staff Network and Internet Acceptable Use and Safety, 8351 – Security Breach of Confidential Databases.

### **Important Notice to Students and Parents Regarding Electronics Content and Display**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, requires persons convicted of or adjudicated as a juvenile delinquent of violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school district.

## **CORPORATION LEVEL INFORMATION**

### **SAFETY (Building and Grounds)**

**Asbestos Statement:** The Lawrenceburg Community School Corporation has complied with the AHERA regulations 40 CER Part 763 with the completion of management plan, tri-annual and periodic inspection of Asbestos as required by the Act. These reports have been filed with the Environmental Protection Agency designee and the Indiana Department of Environmental Management. The report is on file in the Administration Building and is available for public inspection during normal business hours.

**Indoor Air Quality:** In accordance with Corporation Policy 8405 - environmental health and safety issues - indoor air quality, animals in the classroom, and idling vehicles on school property, the Superintendent has appointed the Director of Maintenance, as the Indoor Air Quality (IAQ) Coordinator for the school corporation. The IAQ Coordinator shall serve as the lead contact person for matters related to indoor air quality in the facilities operated by the school corporation. 812-537-7200 ext. 1042.

**Policy 8432 Pest Control and Use of Pesticides:** This annual notice of the Corporation's pest control policy invites parents, guardians and staff members to be added to a pesticide notification list (registry) at any time upon request. Those on the registry would be provided notice of planned pesticide applications at least forty-eight (48) hours prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application and the general area where the pesticide is to be applied. John Ferguson, Director of Maintenance, can be reached at [john.ferguson@lburg.k12.in.us](mailto:john.ferguson@lburg.k12.in.us) or 812-537-7290 to be added to the registry or for more information.

## DISCIPLINE

### STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

So that the student body has a frame of reference upon which reasonable conduct can be based, certain rules are considered necessary. All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions and to know the disciplinary measures to be taken when they fail to show this personal responsibility. For this purpose, the following detailed disciplinary code has been developed for students at Greendale Middle School. This code was developed with advice of student groups, parents, and staff. These guidelines are reviewed annually and are designed to guarantee fair and just consideration for all students and should clarify acceptable channels for students to express concerns within the educational process. All situations will be investigated thoroughly before a decision is made about the nature of the violation and the penalty to be administered. Parents will be informed of the results of the investigation in all cases involving suspension or more serious disciplinary actions. This may include legal action and notification of civil authorities.

### STUDENT DUE PROCESS

All students attending Greendale Middle School shall be afforded the right to due process regarding suspensions, expulsions, and exclusions as outlined in the Indiana Code 20-8.1-1-17 (Burns 28-5303 and 38-5390). Such a right entitles the student and his/her parents to a hearing as outlined by the statute in the case of an expulsion or exclusion, which is a period of time exceeding ten days. The Lawrenceburg Community School Corporation Board of Education in conjunction with the Indiana Code have adopted and listed those reasons, which could result in the suspension, expulsion, or exclusion of a student from school which is outlined in this section.

### PENALTIES

The following list of rules and penalties involved, we believe to be fair and reasonable, and thus will be followed as closely as possible. These are some types of misconduct that will lead to disciplinary actions. This list includes examples, of, but by no means exhausts all types of student misconduct. The disciplinary actions that are the result of these misconducts include possible consequences listed and explained below. Grounds for disciplinary action apply when the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from a school activity, function or event. Electronic communications/Social Media content can be penalized according to the GMS Handbook.

Repeated violations of these rules could result in expulsion from school. Students who are suspended (in-school or out-of-school) are excluded from participating in or attending all school activities on the day(s) that the suspension occurs. **NOTE:** *All necessary steps will be taken to correct problems. This includes conferences, detentions, and suspensions, remove participation in student activities, including dances and field trips for discipline referrals. This discipline code will be used as a guide for administrators. The severity of the discipline consequences and steps may vary depending on the situation and the discretion of the administrator. Administrators may use discretion to accelerate the consequences if it is deemed necessary, especially with habitual offenders.*

**REPRIMAND or WARNING** (verbal or written) – Will be used on occasions where teachers or administration feel that stronger measures are not necessary to keep the problem from recurring.

**LUNCH DETENTION-** Students assigned lunch detention will report to a designated area during their lunch time. Failure to attend lunch detention will result in additional lunch detentions or Friday School "A" if excessive. Lunch detentions may be rescheduled in the case of an excused absence from school.

**AFTER SCHOOL DETENTION-** Students receiving After School Detention for discipline offenses will stay after school on an assigned day from 3:10-3:40 p.m. Failure to attend scheduled After School Detention will result in a Friday School "A". Rescheduling of after school detentions may occur for emergency purposes only by contacting the teacher who assigned the detention BEFORE the detention is missed.

**FRIDAY SCHOOL "A" DETENTION** – Students receiving Friday School "A" detention for discipline offenses will stay after school from 3:05-4:05 p.m. on an assigned Friday. Failure to attend scheduled Friday School "A" detention will result in a Friday School "B" Detention. Rescheduling of Friday School "A" detentions may occur for emergency purposes only by contacting the teacher who assigned the detention BEFORE the detention is missed. All school rules still apply during Friday School "A". Students are expected to bring work to complete.

**FRIDAY SCHOOL "B" DETENTION** – Students receiving Friday School "B" for discipline offenses will stay after school from 3:05-5:30 p.m. on an assigned Friday. Friday School "B" Detention may be assigned for more serious infractions. After a student has been assigned eight days of Friday School "B", he/she may become subject to a recommendation for expulsion. Failure to attend Friday School "B" Detention when assigned will result in reassignment of the Friday School "B" Detention + ISS or ACDC/OSS as determined by the principal and/or assistant principal. Rescheduling of Friday School "B" Detention may occur for emergency purposes only by a parent or at the discretion of the principal and/or assistant principal. All school rules still apply during Friday School "B". Students are expected to bring work to complete.

**ISOLATED SUPERVISED STUDY (ISS)** – Students receive ISS for specified disciplinary infractions. Students are issued scheduled and supervised restroom and lunch breaks. Failure to complete assigned course work will result in additional days in ISS, OSS or ACDC, at the discretion of the principal and/or assistant principal. Students will not be allowed to perform or participate in any curricular or extracurricular activities during that period of suspension.

**ALTERNATIVE CLASSROOM FOR DEARBORN COUNTY (ACDC)** is an alternative to suspension program that will serve the needs of all of the secondary schools in Dearborn County. The program is currently housed behind Greendale Middle School. Students who

commit serious infractions may be assigned to ACDC from 1-10 days, rather than out-of-school suspensions. During the time of the ACDC assignment, students will be required to complete all assignments for full credit and perform community service activities under the direction and supervision of the Community Corrections Department. Students are responsible to turn in completed assignments upon their return to the home school or upon completion of the ACDC duration. Transportation to and from ACDC is the responsibility of the parent or guardian. A. Students will not be allowed to perform or participate in any curricular or extracurricular activities during that period of suspension. B. Students under OSS are not to be on school property at any time for any reason unless proper authorization has been received from the principal's office. See student athletic code for additional information.

**OUT OF SCHOOL SUSPENSION (OSS)** –Students may be legally suspended for ten school days if circumstances warrant. In any situation, if a student's presence poses a continuing danger to persons, property, or an ongoing threat of disruption to the academic process, out-of-school suspension may be imposed and/or a recommendation for expulsion. A. Students who are assigned out-of-school suspension will not be allowed to make up any work which occurred during that period of suspension. Likewise, students will not be allowed to perform or participate in any curricular or extracurricular activities during that period of suspension. B. Students under OSS are not to be on school property at any time for any reason unless proper authorization has been received from the principal's office. Students who come on school property during a period of out-of-school suspension are liable for charges of trespassing. C. All out-of-school suspension days are unexcused absences; however, they will not be counted toward further disciplinary action as outlined in the attendance policy.

**EXPULSION** – Removal of student from school for a period exceeding ten days. A student may be expelled for unlawful activity on or off school grounds if the activity interfered with an educational function or school purpose or if the removal of the student is necessary to restore order or to protect the safety of persons on school property. Expelled students may be required to complete supplementary instruction in order to avoid retention for the upcoming school year as determined by the principal and/or assistant principal. There are two general grounds for expulsion or suspensions; student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to:

# VIOLATIONS AND PENALTIES

## **ALCOHOLIC BEVERAGES**

Possession, use of, under the influence, or distribution of alcohol on school property or while participating in Lawrenceburg sponsored events. If participating in extracurricular activities the Student Athletic/Activity Code applies.

**1st Violation:** 5 -10days OSS or ACDC, possible recommendation for expulsion. Law enforcement will be notified.

## **BATTERY**

### **EMPLOYEE**

**1st Violation:** 10 Days OSS or ACDC, recommendation for expulsion. Local law enforcement will be notified.

### **STUDENT**

**1st Violation:** 3-10 Days OSS or ACDC, possible recommendation for expulsion. Local law enforcement may be notified.

**2nd Violation:** 10 Days ISS, OSS or ACDC, recommendation for expulsion. Local law enforcement notified.

**BUS MISCONDUCT** - Not complying with rules of driver as outlined in the GMS Handbook. Includes violations of bus expectations policy above

1. Minor Violations:

1st Offense	Bus Driver Warning
2nd Offense	Referral to school. Depending on severity discipline will occur (minimum Friday School "A").
3rd Offense	Suspension of bus privileges for a minimum of 1 day or Friday School "B".
4th Offense	Suspension of bus privileges for a minimum of 3 days or ISS
5th Offense	Suspension of bus privileges for a minimum of 5 days or ACDC
6th Offense	Suspension of bus privileges for the remainder of the school year

2. Major Violations will be dealt with on a case by case basis.

## **CELL PHONES/ELECTRONIC EQUIPMENT**

Cell phone use is prohibited during the school day due to the disruption of the educational environment. Prohibited uses include but are not limited to calls, text-messages, recording video or audio, taking pictures, listening to music in the hallways, or at lockers between classes. Some violations may fall under the social media consequences (see below). At any time a student is using a device the building administrator, teacher, or other school official has the right to confiscate the student's device.

Students bringing electronic equipment to school, such as e-readers, iPod, iPad, gaming devices, cell phones, etc. do so at their own risk. GMS is not responsible for lost, stolen, or broken devices. **All electronics (including Chromebooks and earbuds/headphones) must be stored and not used without permission from the office and/or teacher.** The permission applies only to the period of time that staff member is supervising. Any distractions or use without permission will be considered a violation of this policy. Any electronics allowed by staff are covered under the technology policy at the front of the handbook. Violations can be issued if used in a way that does not follow the policy (including playing games, inappropriate sites, social media use, creating hot spots, etc.). Parents seeking to contact students should call the office. Students may use the GMS office phone **with permission.**

Violations are if the student is using a device without permission or for unintended purposes. Discipline will occur to the steps below for any violations referred to the office. The policy is based on the school year not per class.

**1st Violation:** Confiscated, turned into the office, and returned at the end of the day

**2nd Violation:** After School Detention, confiscated, and parental pick-up required

**3rd Violation:** Friday School "B", equipment confiscated, and parental pick-up required

**Habitual Violations:** Principal Discretion

**INAPPROPRIATE USE OF CAMERAS AND SOCIAL MEDIA** (Ex: Taking Pictures at school without the permission of the photographed individuals, taking pictures in restricted areas (bathrooms or locker rooms), posting pictures on social media (not including school sponsored events and activities), etc.) **If pictures are associated with bullying or harassing discipline will be increased.**

**1st Violation** Friday School A minimum

**2nd Violation** Friday School B minimum

**3rd Violation** 1-3 Days ISS minimum

**4th Violation** 1-3 Days ACDC minimum

**5th and future violations= Principal Discretion**

## **CHROMEBOOK VIOLATIONS- Minor**

Chromebooks are expected to be charged nightly and ready for class. Office charging station is for emergencies only. Individual Teacher Classroom Management Plans will explain how minor violations will be handled per classroom. Students should not deface their Chromebook (including but not limited to stickers, writing, etc.). **Discipline will depend on what consequences have already been issued by the teacher to remedy the situation.**

## **CHROMEBOOK VIOLATIONS- Major**

Chromebooks are expected to be cared for and used under the rules of the LCSC Technology Agreement. If a student manipulates the Chromebook to bypass security measures or uses the Chromebook in an inappropriate manner discipline will be issued based on the severity of the situation. **Minimum Friday School "B"**

## **CHEATING**

Cheating can range from copying another student's work, plagiarizing work from the internet or other source, using apps or devices that provide steps, etc.. If cheating off another student both students could receive the consequences. LHS policies apply to LHS classes.

**1st Violation:** Parent Contacted by teacher, Referred to counselor, "0" for assignment, documented on student discipline.

**Additional Violations:** Parent contacted by administrator. "0" for assignment, documented on student discipline. Possible "0" for nine weeks in subject area/class.

## **DISRESPECT/INSUBORDINATION**

All students and staff are expected to receive courteous treatment. Failure to do this will result in discipline.

**1st Violation:** 1-2 Days Friday School "B", or ISS

**2nd Violation:** 1-3 Days ISS, OSS or ACDC

**3rd Violation:** 5-10 days ISS, OSS, or ACDC, may recommend expulsion

## **DISRUPTION OF CLASS/NON-COMPLIANCE**

Teachers will provide warnings for minor misbehavior and follow classroom management plan. Violations are if the student is disruptive to the point of removal or repetitive misbehavior or non-compliance. **Teachers can assign a lunch or after school detention for minor classroom misbehaviors. Discipline will occur to the steps below for any violations referred to the office.**

## **DISRUPTION RESULTING IN OFFICE REFERRAL:**

1st Violation: Friday School "A" or "B"

2nd Violation: Friday School "B"

3rd Violation: 1-5 days ISS, ACDC or OSS

4th Violation: Principal Discretion

## **DISRUPTION OF CLASS (Substitute)**

May result in Friday School "A" or Friday School "B" depending on the severity of the offense.

## **DRESS / APPEARANCE**

Proper student dress and appearance are important for creating an educational atmosphere geared for school success and preparing students for post-secondary opportunities. **Each violation of the dress code may require the student to change into acceptable clothes as determined by administration.**

1. Shirts must cover all areas (chest, back, and stomach) avoiding attention to be drawn to the lack of coverage. Undergarments should not be visible. Spaghetti straps are not permitted with the exception of the semi-formal dances.
2. All see through materials must have an item beneath it that provides coverage.
3. Waistband must be worn at the waist.
4. If pants have holes above the knee, they should be covered if above the expected shorts length.
5. Leggings (not tights) will be considered the same as pants.
6. Shorts and skirts must be worn at a length that doesn't cause attention. Students should be aware of the length when they sit down as well.
7. Nighttime attire is not permitted.
8. Appropriate and securely fitting footwear is required.
9. Heavy coats and jackets must be stored in the locker.
10. Clothing which is torn, ripped, or altered in a manner to be revealing or safety issue should not be worn.
11. Body piercings with the potential to harm self or others are prohibited.
12. Hairstyles and tattoos should not cause a school disruption or distraction.
13. The following items are not permitted: items with objectionable language, items referring to drugs, alcohol, tobacco, gangs, sex, illegal activity, death or offensive to school purposes, shoes with wheels, spikes, dog collars, chains, sunglasses, hats, bandanas, and face painting (unless permitted by administration for spirit days).

**1st Violation:** Warning/Reprimand

**2nd Violation:** After School

**3rd Violation:** Friday School "A"

**4th Violation:** Friday School "B"

**5th+ Violation:** ISS or ACDC

**DRUGS** - Possession, admission, use of, under the influence, or distribution of illegal substances or paraphernalia (including but not limited to narcotics, stimulant drugs, inhalants, dietary aids and herbal supplements, vape / inhalant device or product, and any new product introduced/modified to the market that could be used to intake illegal substances, etc. or misuse of prescription drugs on school property or while participating in Lawrenceburg sponsored events:. If participating in extracurricular activities the Student Athletic/Activity Code applies.

**1st Violation:** 10 Days OSS or ACDC, recommend expulsion. Incident reported to local law enforcement agency.

**EATING OR DRINKING OUTSIDE CAFETERIA-** Students are allowed to have WATER BOTTLES. Other than water bottles, students should not eat or drink outside of the cafeteria unless a nurse note is provided or permission is granted. All drinks must be able to be resealed if stored in the locker. Staff have the right to inspect water bottles at any time. Discipline could be increased if students are using the water bottles to hide restricted or illegal items. Due to government nutrition regulations there should be no soft drinks or energy drinks during the school day.

**1st Violation:** Warning or Lunch Detention

**2nd Violation:** After School Detention

**3rd Violation:** Friday School "A"

**4th Violation:** Friday School "B"

**FIGHTING** (Fights resulting in injury may fall under battery and could result in family requesting restitution of bills.)

**1st Violation:** 1 Day ACDC

**2nd Violation:** 3 Days ACDC, Behavior Contract

**3rd Violation:** 5-10 Days ACDC, may recommend expulsion. Local law enforcement may be notified depending on severity of the fight as determined by the administration.

## **FIRES**

**1st Violation:** 5-10 Days OSS or ACDC, restitution for damages, may recommend expulsion. Local law enforcement may be notified. (Possession of Matches, Lighters, Etc. is addressed later in the handbook).

## **FALSE ACCUSATIONS**

Discipline will be handled on a case by case basis depending on severity. Law enforcement may be notified.

## **FIREWORKS, EXPLOSIVES**

Use or Possession:

**1st Violation:** 5-10 Days OSS or ACDC, restitution for damages, recommend expulsion. Local law enforcement may be notified depending on severity of the incident as determined by the administration.

**FRAUDULENT SIGNATURES or PARENT NOTES-** Passes, notes, etc.

**1st Violation:** Friday School "B"

**2nd Violation:** 1 Day ISS

**3rd Violation:** 3 Days ISS, OSS or ACDC

**4th Violation:** 5-10 Days OSS or ACDC

**5th Violation:** Principal Discretion

## **FAILURE TO REPORT FOR LUNCH DETENTION**

Failure to report for lunch detention resulting in the monitor having to locate the student. Violations could result in additional lunch detentions up to a Friday School A. Excessive could result in a referral to the office.

## **FAILURE TO ATTEND AFTER SCHOOL DETENTION**

Failure to attend scheduled After School Detention will result in a Friday School "A". After school detentions may be rescheduled with the assigning teacher.

## **FAILURE TO ATTEND FRIDAY SCHOOL "A" DETENTION**

Failure to attend scheduled Friday School "A" detention will result in a Friday School "B". Friday School "A" detentions may be rescheduled with the assigning teacher.

## **FAILURE TO ATTEND FRIDAY SCHOOL "B" DETENTION**

Failure to attend Friday School "B" will result in reassignment of the Friday School "B" AND possibly assignment of ISS or ACDC as determined by the principal and/or assistant principal. Friday School "B" may be rescheduled for emergency purposes only by a parent no later than noon or at the discretion of the principal and/or assistant principal.

## **HARASSMENT/BULLYING (see full description in handbook)**

Statements (oral, written, digital, or insinuated) or actions that are racial, sexual, religious, "bullying", or of a general nature that are hurtful or are intended to be inflammatory will not be tolerated. Electronic communications/Social Media content can be penalized according to the GMS Handbook.

**1st Confirmed Violation** Student and parent conference. Depending on severity of the offense discipline consequences will occur (minimum Friday School "B").

**2nd Confirmed Violation** Student and parent conference. Depending on severity of the offense discipline consequences will occur (minimum 1-3 Days ACDC).

**3rd Confirmed Violation** Student and parent conference. Depending on severity of the offense discipline consequences will occur (minimum 5 Days ACDC).

**4th Confirmed Violation** Student will be suspended for 10 days with a recommendation for expulsion.

**HORSEPLAY** - Actions that could cause harm to others. Depending on severity of the offense discipline consequences will occur. Horseplay resulting in injury could result in the other parent requesting restitution of bills.

**1st Violation:** Lunch Detentions, After School Detention, Friday School "A" Detention, or Friday School "B"

**2nd Violation:** 1-3 Days Friday School "B" or ISS

**3rd Violation:** 1-3 Days ISS, OSS or ACDC

**4th Violation:** 1-3 Days ISS, OSS or ACDC

**5th Violation:** 5-10 Days OSS, ACDC, may recommend expulsion

**INCITING** - Inciting a problem, fight, disturbance, disruption. The acts of verbally, physically, social media, or through other means encouraging other students to take actions that would violate the rules of the school or classroom.

**1st Violation:** Depending on severity of the offense discipline consequences will occur (minimum Friday School "B")

**2nd Violation:** Depending on severity of the offense discipline consequences will occur (minimum ACDC).

**3rd Violation:** Principal Discretion

**IRRESPONSIBLE ACTIONS** - Actions that could deface property, causing harm to others, etc. Irresponsible Actions resulting in injury could result in the other parent requesting restitution of bills. Minor misbehavior during lunch in the gym/walk and talk could result in suspension of gym/walk and talk privileges.

**1st Violation:** Lunch Detentions, After Schools, Friday School "A" Detention or Friday School "B"

**2nd Violation:** 1-3 Days Friday School "B" or ISS

**3rd Violation:** 1-3 Days ISS, OSS or ACDC

**4th Violation:** 1-3 Days ISS, OSS or ACDC

**5th Violation:** 5-10 Days OSS, ACDC, may recommend expulsion

**PUBLIC DISPLAY OF AFFECTION** – No type hugging, holding hands, kissing, etc. will be tolerated on school property or on school sponsored activities (includes buses and bus stops).

**1st Violation:** Warning

**2nd Violation:** Friday School "A" Detention

**3rd Violation:** Friday School "B"

**4th Violation:** Principal Discretion

**PORNOGRAPHIC/INAPPROPRIATE MATERIAL/SEXTING**

**1st Violation:** 1-5 Days ACDC and notify law enforcement

**2nd Violation:** 5-10 ACDC and notify law enforcement

**3rd Violation:** Recommend Expulsion

Depending upon material confiscated, discipline will be at the discretion of the principal and/ or assistant principal. Local law enforcement may be notified.

**PROFANITY/DEROGATORY/ANTI-INCLUSIVE LANGUAGE**

**1st Violation:** Warning unless severe then Principal Discretion. Any language deemed derogatory or anti-inclusive will be ACDC.

**2nd Violation:** Friday School "A" Detention unless severe then Principal Discretion. A second violation of derogatory or anti-inclusive language will result in 3 Days ACDC.

**3rd Violation:** Friday School "B" unless severe then Principal Discretion. A third violation of derogatory or anti-inclusive language will result in 5 Days ACDC and pending expulsion.

**RUNNING**

Students should not be running in the halls. Students will be warned and if it is excessive put on escort. If running causes harm to others discipline will be issued under irresponsible actions.

**SMOKING/ TOBACCO**—Use, admission or possession of any tobacco product, electronic cigarette, vape / inhalant device or product, chewing tobacco, cigarettes, and any new product introduced/modified to the market that could be used to intake nicotine or other substances, etc. Possession while on school property or while participating in a Lawrenceburg sponsored event. If participating in extracurricular activities the Student Athletic/Activity Code applies.

**1st Violation:** 1 Day ACDC, Ticket may be issued by local law enforcement

**2nd Violation:** 3 Days ACDC, Ticket may be issued by local law enforcement

**3rd Violation:** 5 Days ACDC, Ticket issued by local law enforcement

**POSSESSION OF MATCHES, LIGHTERS, ETC.**

**1st Violation:** 1 Day ACDC

**2nd Violation:** 3 Days ACDC, Behavior Contract

**3rd Violation:** Principal Discretion

## **TARDIES**

Violations are if the student is tardy to class. Teacher discretion can be used to excuse a tardy for emergency situations. Discipline will occur to the steps below for any violations referred to the office. The policy is not per class it is per semester. If a student is tardy to school the parent must come into the building to sign them in for the day. Excessive tardies could result in a decline for transfer status.

**Violation 1-2:** Front Office Warning

**Violations 3:** Lunch Detention

**Violations 4-5:** After School Detention

**Violation 6-9 (Excessive):** Friday School "A" for each occurrence and Attendance Contract written

**Violations 10+ (Excessive):** Friday School "B" for each occurrence

**THEFT - All violations will include the expectation of restitution.**

**1st Violation:** 1-3 Days Friday School "B" or 1-3 days ISS, OSS/ACDC,

**2nd Violation:** 5-10 Days ISS, OSS/ACDC, may recommend expulsion

**THEFT (MAJOR OR FELONIOUS) All violations will include the expectation of restitution.** 10 Days OSS or ACDC, recommendation expulsion. Local law enforcement will be notified

## **THREAT, COERCION, INTIMIDATION**

Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following are only possible examples and not limited to the type of conduct prohibited by this rule:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
- e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
- f. Social Media or other electronic communication

### **Student to Student:**

**1st Violation:** Friday School "B", ISS, OSS or ACDC

**2nd Violation:** ISS, OSS or ACDC

### **Threat to Inflict Serious Harm:**

**1st Violation:** 5-10 Days OSS or ACDC, may recommend expulsion

### **Threat Made on School Personnel:**

**1st Violation:** 10Days OSS or ACDC, may recommend expulsion. Local law enforcement may be notified.

**Threat to School / False Alarm:** School Shooting comments, Fire alarms, Bomb threat, 911 calls, etc. intended to cause disruption or panic.

**1st Violation:** 5-10 Days OSS or ACDC, may recommend expulsion. Local law enforcement will be notified.

**THROWING OBJECTS** Throwing of objects of any kind on school premises and while riding school bus is strictly prohibited. If harm incurs the discipline will be increased. Also, if throwing an object results in injury may fall under battery and could result in the other parent requesting restitution of bills

**1st Violation:** Friday School "A" Detention or Friday School "B"

**2nd Violation:** 1-2 Days Friday School "B"

**3rd Violation:** 1-3 Days ISS, OSS or ACDC

## **TRUANCY (Aka Skipping School/Class)- School or Class – See attendance for full description**

**1st Violation:** Friday School "B" and Notice to parent

**2nd Violation:** Three Friday School "B"s, Referral to Probation, Parent Conference

**3rd Violation:** 1-3 days ACDC Probation will be notified.

**4th Violation:** Student will be declared a habitual truant and expulsion from school may be requested

## **UNLAWFUL ACTIVITY**

A student may be suspended, assigned to ACDC, or recommended for expulsion for engaging in unlawful activity on or off school grounds, if the unlawful activity may be reasonably considered to be an interference with the school purposes, an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes unlawful activity meeting the above criteria that takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

**UNPREPARED FOR CLASS (could include missing work if administration approved)**

Teachers have the discretion to provide warnings for minor issues. Violations are if the student is repetitive or causing disruptions. Discipline will occur to the steps below for any violations referred to the office. The policy is not per class it is per semester. Contact teachers or refer to Classroom Management Plans for individual expectations. **Discipline will depend on what consequences have already been issued by the teacher to remedy the situation.**

**VANDALISM** - Defacing property, causing damage to school or personal property.

**1st Violation:** 1-3 Friday School "B", ISS, ACDC restitution for damages, parent conference

**2nd Violation:** 3-5 ISS, OSS or ACDC, restitution for damages, parent conference

**3rd Violation:** 5-10 Days OSS or ACDC, recommend expulsion

**ACCIDENTAL DAMAGE** - Caused by irresponsibility, requires restitution. Depending on severity of the offense discipline consequences could occur.

**WEAPONS & DANGEROUS INSTRUMENTS** - No student shall possess, handle, or transmit any deadly weapon on school property. An item will be determined a weapon at the discretion of the administration in coordination with Indiana Code IC 20-33-8-16 The following are only possible examples and not limited to the type of conduct prohibited by this rule: Firearms, blades, electronic stun weapons, and chemical substances.

**Possession or Use of Weapons:**

Depending on severity of the offense discipline consequences will occur (minimum 5 Days ACDC). The penalty for possession of a deadly weapon could include a suspension up to 10 days and expulsion from school for a period of time up to one calendar year. Local law enforcement will be notified. The Superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

**Possession of Weapon Look-Alike Item:**

Students should not bring items to school that look like weapons. Discipline could incur if items are brought to school and used to cause panic and/or a disruption.

# STUDENT ATHLETICS AND ACTIVITIES

## CLUBS & ORGANIZATIONS

Greendale Middle School offers a wide range of club and organization opportunities. The primary purpose of the extracurricular program at Greendale Middle School is to promote the physical, mental, social, emotional, and moral well-being of the participants.

The extracurricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities, which are unique to any particular activity. In order to contribute to the welfare of the group, the participant must willingly assume these obligations as the role demands that the individual make sacrifices not required of others.

### Academic Team

Art Club

Band

Bengal Beat

Builder's Club

Dances

Game Club

Student Council

STEM 3D Printer

STEM Bike Club

Talent Show

Class Trip (8<sup>th</sup> Grade Only)

### STUDENT ATHLETIC PROGRAM

Basketball

Cheerleading

Cross Country

Football

Swimming

Track & Field

Volleyball

Wrestling

Dance Team

## STUDENT ACTIVITY SCHEDULES

Team schedules, directions and physical forms are located on the GMS Website. You may also acquire this information in the front office. In times of inclement weather, the hosting school makes the final decision.

## LAWRENCEBURG COMMUNITY SCHOOLS ACTIVITY/ATHLETIC CODE GENERAL INFORMATION

1. **ATHLETIC CODE** – This code is for every student involved in an extra-curricular or co-curricular activity.
2. **APPLICATION OF RULES** – The rules and regulations in this code shall apply to any violations, on and off school premises, and shall include conduct on social media or electronic media. These rules shall be in effect at all times (24 hours a day, 365 days a year), as long as the student is enrolled at Greendale Middle School.
3. **OUT-OF-SEASON VIOLATIONS** – Consequences will take place during the next consecutive athletic season in which a student participates, based on the previous year's athletic team participation. If the student participates in a new sport, not previously participated in or declared, completion of the entire season (participation in all practices and contests) is required, or the suspension must be repeated.
4. **IN-SEASON VIOLATIONS** – If the required suspension cannot be completed in the current athletic season, the remainder of the suspension will be completed in the student's next consecutive athletic season. If the student participates in a new sport, not previously participated in or declared, completion of the entire season (participation in all practices and contests) is required, or the suspension must be repeated.
5. **Activity suspensions** shall be served in 4 consecutive school weeks immediately following the determination by school officials. Events/activities over breaks and/or holidays will be reviewed by administration. Credit for events/activities during breaks and/or holidays will be given on a case by case basis. An active suspension is applied concurrently for all clubs/activities.
6. **VERIFICATION AND ADVISEMENT OF CONSEQUENCE** – Before any consequence provided for under these rules shall take effect, the athletic director, principal and/or assistant principal shall:
  1. Review and independently verify all evidence of the reported, alleged violations.
  2. Interview the student and any witnesses.
  3. Make final determination of violation.
  4. Verbally notify student and attempt notification to parent/guardian of record of violation and consequences.
  5. Follow up with written notification to the student and parent/guardian of record.The consequence shall take effect immediately upon verbal notification to student (step 4).
7. **APPEALS** –The student or their parent or guardian of record may request a formal hearing before the athletic director, principal, and/or assistant principal. This request must be made in writing to the athletic director and be received electronically or through standard mail at the GMS athletic office on or before the 14<sup>th</sup> calendar day following the date of the verbal notification. Once the request is received, the appeal meeting shall be scheduled within 5 school days while the consequence remains in place.

8. Consequences for GMS violations reset for LHS Athletics once they have been served fully. If a punishment has not been served while at GMS, it will be completed during the first athletic season at LHS and then violations will be reset. If a student receives a life-time ban at GMS, the student will be ineligible to participate in all sports, clubs and activities during their freshman year.
9. Activities that are one-time events (8<sup>th</sup> Grade Promotion Ceremony, 8<sup>th</sup> Grade Trip, Destination Imagination, Talent Show, Spelling Bee, etc.) require a clean test prior to participation. In addition, the DC trip requires approval from the 8<sup>th</sup> Grade Trip Committee.
10. "REGULAR SEASON" -- shall mean all scheduled regular season athletic contests plus the first game of any postseason tournament or competition, exclusive of any preseason contests, exhibitions, scrimmages and/or jamborees. This includes IHSAA tournaments and middle school playoffs/postseason.
11. GAMES – shall mean a full contest even when only a partial game is remaining in the suspension. Suspensions shall be rounded up to the conclusion of the final athletic contest. (EXAMPLE: A student is suspended for 50% of a seven game sports regular season, which equals 3.5 games. Rounding up, the student is ineligible to compete for 4 full games.)
12. TERM OF SUSPENSION -- All suspensions shall be served immediately following the notification to the student (see paragraph 6, step 4) and consecutively within the regular season and any and all post season games, tournaments or championships. Any remaining suspension shall be served at the next consecutive athletic season in which a student participates. If the student participates in a new sport, not previously participated in or declared, completion of the entire season (participation in all practices and contests) is required, or the suspension must be repeated. Percentage of season and number of games is calculated using the definition of regular season in paragraph 9. However, those games shall be served in any or all post season games, tournaments or championships.
13. TEAM/CLUB/ACTIVITY RULES – Team/club/activity rules are approved by the athletic director and are administered by the coach/sponsor. Team/club/activity rules are not subject to the appeal process. Team rules and regulations must be in writing and on file in the athletic director's office, and shall be delivered in writing to the student.
14. Athletes who have not completed all possible consequences for violation of the athletic code are NOT eligible to receive awards from the athletic department.
15. Completion of the season is required in order for the student to be eligible for a letter or other team or individual awards. (Exception – injury that limits participation.)
16. No student may quit one sport and try-out for another after the season has begun without the mutual consent of both coaches. The student must meet with the head coach and athletic director concerning this decision.
17. Extra-curricular participants must travel to and from contests/activities, away from Lawrenceburg in transportation provided by the school. The only exceptions are:
  - A. Injury to a participant, which would require alternate transportation.
  - B. Arrangement between the participant's parent/guardian and the coach for the student to ride with the parent/guardian only. Any special exception must be in writing and approved by administration.
18. Any changes to these rules and regulations become effective once approved by the LCSC Board of Trustees. It is the student/parent/guardian of record's responsibility to review and be aware of any handbook updates.

## Policy Regulations

Students participating in extra-curricular or co-curricular activities/athletics must follow the rules regarding eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. that are set down by the Indiana High School Athletic Association (IHSAA), when applicable. Each coach has the responsibility to know, to inform team members and parents, and to enforce school and IHSAA regulations in these matters.

### I. ACADEMIC ELIGIBILITY

To be eligible to participate in any extracurricular athletics/activities, the student must have no more than one failing class at midterm or end of a grading period. If a student receives two or more failing grades at any reporting interval (midterm or 9 week) that student will be required to conference with the Athletic Director or Principal. The student will also be required to participate in a grade tracking program where the student must demonstrate satisfactory grades (no more than one failing grade) each day in which a contest takes place in order to gain eligibility for that contest. Students will no longer be required to participate in the grade tracking program if they demonstrate satisfactory grades at the following reporting interval.

### II. GUIDELINES

- A. ACCELERATION AND CATCH-ALL PROVISION: Discipline will be handled according to the progressive discipline framework outlined in this Handbook. However, if it is determined that the offense merits additional punishment, the progressive discipline process may be accelerated up to and including suspension from participation in all activities/sports for the remainder of the student's career. Any criminal offense, infraction or conduct by a student that is determined by the athletic director, principal and/or assistant principal to be detrimental to the extra-curricular or co-curricular activity program, school, or school district may result in one of the following: suspension for a partial amount of the season, suspension of all activities for the remainder of the season, the school year, or even their entire athletic career.
- B. Any display of unsportsmanlike conduct toward an opponent, official, or school personnel or use of profanity during practice or contest will result in counseling by the coach and possible consequences including suspension from contest(s).
- C. In addition to any other penalty, violations requiring the student to serve ACDC, will result in:
  - a. **1st Violation** - Suspension from one contest
  - b. **2nd Violation** -Suspension from two contests.
  - c. **3rd Violation** – Principal Discretion.
- D. An out-of-school suspension for disciplinary reasons will accelerate the consequence to begin with the 2<sup>nd</sup> Violation in this section and follow the progressive discipline referenced above for any subsequent out-of-school suspensions thereafter.
- E. Students are not to miss/skip a school function (practice or contest) due to participation in a non-school related team or group activity. Violations will result in suspension, or possible dismissal from the team.

### III. SCHOOL ATTENDANCE REQUIREMENTS:

- A. Students are expected to be in school at least half of the school day prior to participating in a contest scheduled for that particular day. A student may be denied the right to participate in the activity that day as determined by the athletic director, principal, or assistant principal. Substantial reasons for absence may include: doctor or dentist appointments verified by doctor statement, funeral, or possible other extenuating circumstances.
- B. A student who has been treated for injury must have a medical release by a physician or LCSC athletic trainer before he/she may participate in practice and/or the actual contest.

## IV. ALCOHOL, TOBACCO, AND DRUG PROGRESSIVE DISCIPLINE POLICY

### A. Violations:

- a. Possession of alcohol, any product/device containing THC or CBD, tobacco, nicotine, electronic cigarettes, vapor pens/devices, paraphernalia, or any controlled substance without a valid and current prescription from a licensed physician; or
- b. A positive result from any breathalyzer or drug test for nicotine, alcohol, THC, or a controlled substance without a valid and current prescription from a licensed physician; or
- c. Admission of guilt for possession and/or use of alcohol, any product/device containing THC or CBD, tobacco, nicotine, electronic cigarettes, vapor pens/devices, paraphernalia, or any controlled substance without a valid and current prescription from a licensed physician.

B. Discipline: Violations will be handled according to the progressive discipline framework outlined below. However, if it is determined that the offense merits additional punishment, the progressive discipline process may be accelerated up to and including suspension from participation in all activities/sports for the remainder of the student's career (see paragraph II(A) above).

### a. 1st Violation –

**Athletics:** The student shall be suspended from dressing or playing in at least 50% of the regular season contests for the current or upcoming athletic season pursuant to the previous definitions.

**Clubs and Activities:** The student will serve a four-calendar week suspension for any participation in non-athletic activities, including co-curricular classes pursuant to the previous definitions.

The student must also complete the Additional Requirements listed below and pass a drug test before returning to participation.

**Self-Reporting Reduction:** A 1<sup>st</sup> violation suspension shall be reduced to 25% for athletic events and/or a two-calendar week suspension from non-athletic activities if the student or the student's parent or legal guardian of record self-reports the violation to the Greendale Middle School athletic director, principal or assistant principal. Students will not be able to self-report once an investigation begins or they have been notified of their selection to be tested through the random drug-testing program. Self-reporting can only be used by a student concerning their 1<sup>st</sup> violation suspension, therefore this exercise cannot be used more than once during their attendance at Greendale Middle School.

### b. 2nd Violation –

**Athletics/Clubs/Activities:** The student shall be suspended from team membership, affiliation or participation in any form in all extra-curricular activities for one calendar year (365 days).

**Co-curricular Activities:** The student will serve a four-calendar week suspension for any participation in co-curricular activities.

The student must also complete the Additional Requirements listed below and pass a drug test before returning to participation.

### c. 3rd Violation-

**Athletics/Clubs/Activities:** The student shall be suspended from team membership, affiliation or participation in any form in all extra-curricular activities for the remainder of the student's career at GMS and their freshman year at LHS.

**Co-curricular Activities:** The student will serve a four-calendar week suspension for any participation in co-curricular activities. The student must also complete the Additional Requirements listed below and pass a drug test before returning to participation.

**Additional Requirements:** The student shall complete the following additional requirements before any suspension has ended for any violation. The student may not return to participation until all of the following requirements are met.

1. **Counseling Program:** The student must agree to complete the counseling program designated by the school. The cost of the program is the responsibility of the student and/or parents or guardians. If the student cannot complete the counseling program requirement within the time of their suspension, the student shall be allowed to resume all activities so long as the student remains fully involved in the counseling program and progress is made according to the counselor.

2. **Additional Drug Testing:** The student may not return to participation in any athletic, nonathletic, or co-curricular activity until they pass a drug screen. Failing this drug screen for an elevated level of the same substance or a new substance shall be treated as a new violation. The initial follow up test is paid for by LCSC. Any additional follow up test costs will be the responsibility of the student/parent/guardian of record.

3. **Administrative Drug Test:** The Lawrenceburg Community School Corporation reserves the right to continue testing at any time during the remaining school year, any participating student who tested "positive" and did not provide a satisfactory explanation. The student agrees to be tested once eligibility has been reinstated (steps 1 and 2 under Additional Requirements completed). The test will take place at the discretion of the administration. The cost of the test is the responsibility of the school. If the student tests positive during this test, it will be treated as a new violation.

## Concussion Information

IC 20-34-7 is legislation that requires schools to distribute information sheets to inform and educate coaches, student athletes, and parents of student athletes concerning the nature and risk of concussion and head injury to student athletes, including the risks of continuing to play after concussion or head injury. The law requires that each year, before beginning practice for an interscholastic or intramural sport, a high school student athlete and the student athlete's parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information. The law further states that a high school athlete who is suspected of sustaining a concussion or head injury during a practice or game, shall be removed from play at the time of the injury and may not return to play until the student athlete has received a written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

Since our students participate in physical education courses along with interscholastic competitions, Greendale Middle School will follow these same guidelines. Any student that is suspected of having a concussion will be removed from participation in class or from the athletic competition. The student may not return to competition or class participation without the written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

### What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

### What should I do if I think I have a concussion?

**DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

**GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

**TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

### How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

**If you think you have a concussion:**  
Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



# HEADS+UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **PARENTS**

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just “not feeling right” or “feeling down”</li> </ul>	<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> </ul>

### How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

### What should you do if you think your child has a concussion?

**SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

**KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**If you think your teen has a concussion:**  
Don’t assess it yourself. Take him/her out of play.  
Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



# SUDDEN CARDIAC ARREST

## FACTS

Sudden cardiac arrest is a rare, but tragic event that claims the lives of approximately 500 athletes each year in the United States. Sudden cardiac arrest can affect all levels of athletes, in all sports, and in all age levels. The majority of cardiac arrests are due to congenital (inherited) heart defects. However, sudden cardiac arrest can also occur after a person experiences an illness which has caused an inflammation to the heart or after a direct blow to the chest. Once a cardiac arrest occurs, there is very little time to save the athlete, so identifying those at risk before the arrest occurs is a key factor in prevention.

## WARNING SIGNS

There may not be any noticeable symptoms before a person experiences loss of consciousness and a full cardiac arrest (no pulse and no breathing).

Warning signs can include a complaint of:

Chest Discomfort

Unusual Shortness of Breath

Racing or Irregular Heartbeat

Fainting or Passing Out

## EMERGENCY SIGNS – Call EMS (911)

If a person experiences any of the following signs, call EMS (911) immediately:

*If an athlete collapses suddenly during competition*

*If a blow to the chest from a ball, puck or another player precedes an athlete's complaints of any of the warning signs of sudden cardiac arrest*

*If an athlete does not look or feel right and you are just not sure*

## How can I help prevent a sudden cardiac arrest?

Daily physical activity, proper nutrition, and adequate sleep are all important aspects of life-long health. Additionally, you can assist by:

Knowing if you have a family history of sudden cardiac arrest (onset of heart disease in a family member before the age of 50 or a sudden, unexplained death at an early age)

Telling your health care provider during your pre-season physical about any unusual symptoms of chest discomfort, shortness of breath, racing or irregular heartbeat, or feeling faint, especially if you feel these symptoms with physical activity

Taking only prescription drugs that are prescribed to you by your healthcare provider

Being aware that the inappropriate use of prescription medications or energy drinks can increase your risk

Being honest and reporting symptoms of chest discomfort, unusual shortness of breath, racing or irregular heartbeat, or feeling faint

## What should I do if I think I am developing warning signs that may lead to sudden cardiac arrest?

1. *Tell an adult – your parent or guardian, your coach, your athletic trainer or your school nurse*

2. *Get checked out by your healthcare provider*

3. *Take care of your heart*

4. *Remember that the most dangerous thing you can do is to do nothing.* Developed and Reviewed by the Indiana

Department of Education's Sudden Cardiac Arrest Advisory Board \ (1-7-15)