

# **New Washington Middle/High School**

“Small school identification, world-class education.”

## **2020-2021 Handbook**



### **School Phone Numbers**

Main Office ..... 812-293-3368  
Fax..... 812-293-5803

### **Web Sites**

New Washington Middle /High School ..... [nwmhs.gcs.k12.in.us](http://nwmhs.gcs.k12.in.us)  
Greater Clark County Schools ..... [www.gcs.k12.in.us](http://www.gcs.k12.in.us)  
PowerSchool Home ..... <http://classroom.powerschool.com>

### **School Hours**

8:10 am – 2:55 pm  
Doors Open: 7:45 am

226 Highway 62 North  
New Washington, IN 47141

School Number: 0809  
SAT/ACT CEEB code 152600

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Welcome to New Washington Middle/High School. This agenda book is provided to every student and parent as a quick reference to information necessary to understand the daily operations of our school. If you or your parents have any questions concerning the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator.

**This handbook serves as an abbreviated version of Greater Clark County Schools *Student Rights and Responsibilities Handbook* and Student Discipline Policy. In the event there is a discrepancy between languages contained in this student handbook and GCCS Policies or Indiana law, as amended, relating to students' rights and responsibilities, the state law and/or GCCS Policy language takes precedence.**

To see the entire Students Rights/Responsibilities visit [http://students.gcs.k12.in.us/?page\\_id=15](http://students.gcs.k12.in.us/?page_id=15)

## **MESSAGE FROM THE PRINCIPAL**

### **STUDENTS**

The faculty and staff would like to welcome you to New Washington Middle/High School. We are confident that your overall experience here will be of great value to you as you prepare for life after high school. This student handbook has been developed so that you can be well informed and organized throughout the school year. Your commitment to academic achievement, time management, self-discipline and social responsibility will help ensure your success. We hope this handbook serves you well and that you have a productive and enjoyable year.

### **TO PARENTS**

This handbook contains the Greater Clark County Schools Student Rights and Responsibilities Handbook and Student Discipline Policy. This is also available for viewing on the website. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language takes precedence.

New Washington Middle/High School uses PowerSchool. This is a website link for parents/ guardians to view important school information regarding their child such as attendance, schedule, homework and grades.

To view any policy changes that may occur throughout the school year, teacher email addresses, school calendar, PowerSchool, counseling website, and other important information visit us online at: <http://nwmhs.gcs.k12.in.us/>

### **NEW WASHINGTON MIDDLE/HIGH SCHOOL ADMINISTRATION**

Ginger Whitis.....	Principal
Jonathan May.....	Dean of Students/Athletic Director
Jill Sceifers.....	Academy Coach/Academic Improvement Coord.
Rose Andes.....	Administrative Assistant
Kathy Holloway.....	Admin. Assistant (Guidance & Assist. Principal)
Cathy Braun.....	Treasurer
Dustin Martin.....	Guidance Counselor
Kevin Simms.....	School Resource Officer
Dana Miles.....	Health Assistant
Alison Bell.....	Attendance
Lori Zavala.....	College and Career Center
Cassie Norman.....	Media Clerk
Della Cox.....	Cafeteria

### **AUTHORITY OF STAFF**

The administrative staff, teachers, and paraprofessionals of this school are vested with legal public authority. Refusal on the part of a student to respect this authority shall be considered insubordinate conduct and dealt with accordingly. According to the law, all educators may act in the place of a parent, *in loco parentis*, in the best interest of the student.

## **VISION**

Greater Clark County Schools will be the premier provider of education and a valued asset of the community.

## **MISSION STATEMENT**

The mission of Greater Clark County Schools is to guide students toward their maximum intellectual, social, cultural, and physical potential by using all available resources to support the educational process. To that end, Greater Clark County Schools is committed to cooperating with students, parents, businesses and the community at large to provide a nurturing, safe and orderly learning environment that promotes success for all students.

## **BELIEF STATEMENTS**

- The Greater Clark County School System believes in:
- Acknowledging the ability of all children to learn and in challenging them to achieve at their highest level.
- Addressing the educational needs of our community as a proactive leader.
- Cooperating with the home and community to encourage positive character development.
- Learning as a lifelong pursuit.
- Making education the foundation that will develop productive members of society.
- Preparing students to function responsibly in a culturally diverse world.
- Promoting partnerships for education that are open and inclusive.
- Providing a safe and orderly environment that fosters quality teaching and learning.
- Providing students with a nurturing environment that encourages educational excellence.

Using all available resources to support the educational process

## **MOTTO**

“Small school identification, world-class education.”

## **SCHOOL SONG**

“Fight on New Washington our team will win  
Fight to the finish, never give in  
You do your best boys/girls; we’ll do the rest boys/girls  
Fight on New Washington High  
Oh, when New Washington Mustangs fall in line  
We’re going to win this game right on time  
For the NWHS I love so well  
And for the school of schools I’ll yell, I’ll yell, I’ll yell.  
We will fight, fight, fight for every man  
And let those (opposition nickname) beat us if they can  
For we will win this game right on time, right on time  
Rah, Rah, Rah”

## **ACADEMIC INFORMATION**

### **COLLEGE AND CAREER READINESS INITIATIVE**

Our mission is to assure that every student graduates accepted to a post-secondary opportunity. In order to meet that goal, students must not only have academic skills, but also the soft skills necessary to succeed in their chosen post-secondary setting. Through our College and Career Readiness Initiative, students and their families have access to Naviance, a web-based program that helps students manage their college and career search. As early as 6th grade, students choose one of four pathways based on career interest: Business & Entrepreneurship, Engineering & Manufacturing, Health Service, or Public Service. In grades 9-12, students are provided with multiple opportunities to explore post-secondary opportunities, including Classroom Guest Speakers, College Visits, Career Focused Field Trips, Job Shadows, and Career/College Fairs. During the student's senior year, they also have the opportunity to gain work experience through our Work Based Learning Internship Program. For additional information, contact Mrs. Jill Sceifers, Academy Coach.

### **CREDIT RECOVERY**

The credit recovery program is computer based and individualized. A student is recommended by the high school administration and must be approved prior to admission.

### **IMPACT PERIOD**

Impact is a nontraditional 25 minute class that meets daily. The purpose is to develop, support, and enrich skills a student needs for success. Topics will focus on remediation for Tier 2, 3 students, and the development of reading and college testing for Tier 1 students.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of each semester or upon enrolling. The schedule is based upon the student's needs and available class space. New Washington Middle/High School has a seven period day. All students attending New Washington Middle/High School are required to have a full schedule of classes which is a seven class schedule. Any changes in a student's schedule should be handled through their Guidance Counselor. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation must be approved, and the student's schedule must be officially changed.

### **SCHEDULE CHANGES**

Once a student has turned in his/her Course Request for a school year, as approved by parents and guidance counselors, the student is expected to honor their chosen courses. Course schedule changes will be made in the first ten days of the semester. On the 10th day of classes each semester, all students' course schedules will be made FINAL. Any course dropped after the drop/add period will be posted on the student transcript as a "WF". Course schedule changes will be made only under the following conditions:

1. Student will obtain a Course Schedule Change Form from the office which must be signed by the parent, teacher, and guidance counselor.
2. Schedules may only be changed because of an error in the schedule, failure of a previous course, or administrative approval.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE**

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Designated school personnel shall maintain accurate attendance records for each student. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the disciplinary procedures.

When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

A parent/guardian must notify the school if the student is going to be absent, tardy, or will be leaving school early for an appointment. Parents are expected to call the school on the day of absence by 9:00 a.m. (one call for an extended absence is sufficient). A message may be left by calling 293-3368 by pressing #2 after the recorded message comes on or by pressing ext. 19100. Parents unable to call on the day of the absence **MUST** call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an **unexcused absence**.

### **ABSENTEEISM CONSEQUENCES**

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear; it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- A. When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern, shall contact the parent.
- B. When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the first legal notice.
- C. When a student has been absent (unexcused) a total of twenty-five (25) days in a school year, the principal or his/her designee will send the second legal notice, the Administrator completes a "Truancy Affidavit," and will refer student to truancy advocate.
- D. Attendance policy may be adjusted due to COVID-19

An undocumented absence is defined as an absence without a written verification from a medical or legal provider.

**Special Note about Prom: Students who accumulate 10 or more unexcused/undocumented/unverified absences may not be permitted to attend prom.**

## **ATTENDANCE DEFINITIONS**

Absences from school will be counted as half days or full days per state code and will fall into one of five categories:

1. Exempt
2. Excused
3. Truancy
4. Out of School Suspension

1. **Exempt Absences** are absences from school, class or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include:

- A. Service as a page for/or as an honoree of the Indiana general assembly
- B. Service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town special and primary election at which the student works
- C. Appearance in court in response to a subpoena to serve as a witness in a judicial proceeding
- D. Active duty service with the Indiana National Guard for not more than ten days in a school year
- E. Member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol, which includes international air cadet exchange program for the length of the program and emergency service operation for not more than five days in a school year
- F. Service as a member of the state standards task force upon appointment jointly by the governor and the superintendent of public instruction.

2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:

- A. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
- B. Medical or dental Appointments with documentation that cannot be scheduled outside of the school day.
- C. Death of immediate family member or other relative.
- D. Religious observances. Advance notification of the principal or his designee by parent/guardian and church official is required for approval.
- E. Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
- F. Service as a page in the Indiana General Assembly.

3. **Truancy** is defined as absence from school, class, or assigned activity without the permission of parent/legal guardian or principal/designee. A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or the school without the proper permission of school authorities. In dealing with truancy, the term "instance of truancy" shall be used. This term defines a period of truancy that may vary in length. For example, two consecutive days could be an "instance of truancy."

## **CONSEQUENCES RELATED TO TRUANCY**

When a student is expected to be in class and is found off campus or anywhere in the building without permission, that student will be considered truant.

1. Invalidation of Driver's License or Learner's Permit
  - A. See GCCS Student's Rights and Responsibilities

2. Revocation of Work Permit
3. In addition to the above provisions from the state, the school will issue the following consequences:
  - A. First offense- 1 day of ISS
  - B. Second offense- 3 days of ISS
  - C. Third offense- 5 days of ISS.
  - D. After the third offense the administration will discuss alternative corrective actions.

### **HABITUAL TRUANT**

Indiana Code 9-24-2 provides that any person under the age of eighteen (18) who is determined to be an habitual truant, as defined by school board policy, may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age, except as noted in Section III, D of Policy 5113.2 (Driver's License/Permit Restriction). Such persons are entitled to the procedure described in IC 20-33-8.

4. **Out-of-School Suspension** is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' Student Rights and Responsibilities Handbook or Indiana law.

### **ATTENDANCE INCENTIVES**

Although all students are expected to be at school each day, we feel it is important to reward and acknowledge those students whose attendance is exemplary. We have several programs that recognize these efforts. Some combine a student's attendance with their academic achievement while others just reward their attendance efforts.

### **CLOSED CAMPUS**

NWMHS is a closed campus and a student may not leave school at any time without permission from Administration and parent. Students are **not** allowed to leave for lunch.

### **COLLEGE VISITS**

A college visit will be considered an excused absence if verification is brought from the institution on their letterhead along with the students name and date listed.

### **EARLY DISMISSAL/SIGN-OUT PROCEDURE**

Students may leave prior to dismissal time **ONLY WITH** permission from parent or guardian. The parent or guardian must do one of the following two choices to have their student released.

- ♦ If the student does not drive the parent or guardian must come to the school attendance office to personally request the release. **To ensure the safety of our students, anyone who is coming to the school to pick up their student must show identification.**
- ♦ Parent or guardian must call the main office.

### **FAMILY TRIP POLICY (VACATIONS)**

Vacations during school time are discouraged. Days missed for vacation are absences and fall under the Greater Clark Attendance Policy guidelines.



### **HALLFREEZE**

It is important that our students are in class and on time. A hall freeze means anyone in an area outside of the classroom without authorization or a pass will receive a lunch detention on the following day. This is done at random to encourage students to be in class on time.

### **HOMEWORK (MAKE-UP WORK) FOR ABSENCES**

The responsibility of verifying absences rests with the parent and the student.

1. A student who has been absent must initiate the request for make-up work upon his/her return to class and the teacher has the option to offer an alternative assignment if the original assignment is difficult to replicate.
2. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due.
3. In the case of *OSS/SAS*, the student will be given the number of school days the suspension is assigned after return to make up work missed.

**Homework for Extended Absences:** Students may email his/her teacher for make-up work.

### **LEAVING THE BUILDING FOR SCHOOL RELATED PURPOSES**

New Washington Middle/High School maintains a closed campus. Students are to remain inside the building except when directed by a school official. If a student needs to leave the building, he or she must sign out in the front office.

Vocational students attending Prosser must arrive and depart NWMHS at the designated areas and times. In the event that a student is unable to attend AM or PM Prosser, the parent/guardian **must** call the attendance at NWMHS, and the student **must** sign in and/or out with an attendance clerk to avoid being marked absent at NWMHS.

Students may not leave the school without school and parental consent for school-related activities. Only students with approved permission slips will be allowed to drive to Prosser, Internships or other learning experiences as part of their school curriculum. All other students must use school provided transportation. This includes all vocational programs, exploratory teaching, School to Work, as well as any other program that may require, or allow, a student to transport himself / herself to an off-campus site.

### **SIGN-IN/LATE TO SCHOOL**

Acceptable reasons for signing in or out of school include illness, family emergencies, doctor or dental appointments that cannot be scheduled after school hours, funerals, legal appointments, or other reasons covered in the exempt and excused absence explanation. Written verification must be provided within 48 hours when signing in or out for appointments. The documentation must be signed by the provider and/or representative. All other reasons for leaving the building must also be approved.

Whenever a student arrives late to school (whether arrival time is during the first class of the day, throughout the day, or the last class of the day), the student must report to the Main Office to sign in to school and to receive an **admittance pass** to class. A student who arrives late to school is not allowed to enter class without the proper admittance pass from the office. Also, if the late-to-school student misses **5 minutes or more** of class, the student **is additionally considered absent** from that class. Students who arrive late to school with proper documentation will not be counted late to school or tardy.

If a student is more than 5 minutes late to first period it is considered a late arrival and the student is required to sign-in. Habitual late arrivals/sign-ins will result in school consequences.

### **Sick at Home**

Due to COVID-10 concerns, please follow these CDC guideline to promote healthy habits and protect your family:

- If your child is sick with any illness, keep them at home and contact your healthcare provider.
- Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

### **TARDY POLICY**

Any student, who arrives to class late, as determined by the teacher, is considered tardy to class. It is expected that students arrive to class on time. Multiple tardies will result in school consequences.

## **DISCIPLINE INFORMATION**

### **STUDENT BEHAVIOR STANDARDS**

We ask that students and parents read and become familiar with the rights and responsibilities listed in the student handbook. Although the student handbook covers some specific items related to behavior and reasonable expectations thereof, it does not and is not intended to cover every possible situation. We urge you to also become familiar with the Greater Clark County Schools Students Rights and Responsibilities handbook and student discipline policy as it provides additional expectations not specifically covered in the NMHS student handbook, such as important issues related to:

- ♦ Expectation of privacy
- ♦ Search and seizure
- ♦ Sexual Harassment
- ♦ Physical and/or verbal threats
- ♦ Weapons/Firearms/Explosives
- ♦ Fire Alarms/911 Calls/Bomb Threats
- ♦ Drug and Alcohol Possession and use
- ♦ Gang-related clothing/actions/symbols
- ♦ Possession of electronic devices on school grounds

### **DISCIPLINE POLICY (CONSEQUENCES)**

The intent of New Washington Middle/High School's discipline policy is for **the safety, protection and best interest of all students who attend our school, not punishment**. However, there are times when disciplinary measures are needed and required by law. This section gives a general summary of the actions and consequences when disciplinary measures are needed and required by law. Below actions are a guideline and do not have to be sequential. **Changes will be made per Administration discretion and severity of action by student.**

1. Teacher/Principal Verbal Warning of violation
2. Lunch Detention
3. In-School Adjustment Period (ISAP)
4. In School Suspension

**5. Alternative to Suspension**

**6. Out of School Suspension**

**BEFORE AND AFTER SCHOOL DETENTION**

Teachers/Administrators may assign detention before and after school hours. Students will be given a 24-hour notice of this assignment.

**LUNCH DETENTION**

Teachers/Administrators may assign a lunch detention to be served during the next possible lunch. Students will sit at an assigned table in the lunch detention room, which is next to the lunch room.

**IN-SCHOOL ADJUSTMENT PERIOD (ISAP)**

In the event that a student continues to misbehavior or disrupt teaching and learning, a teacher may ask the student to leave the room immediately so that the educational process may continue. The student who has been dismissed will report to the ISAP room for the remainder of the period. He or she will rejoin instruction in the very next class provided the student is ready to return to the classroom.

**These are the rules to be followed in ISAP:**

1. Student must bring educational materials to ISAP Room.
2. No sleeping or talking allowed.
3. Excessive disruption, misbehavior or failure to follow directive of monitor will result in OSS.
4. 4 assignments to ISAP by a teacher will result in all day in-school suspension.

**IN-SCHOOL SUSPENSION (ISS)**

A student is not allowed to attend classes for the length of the suspension and will report to the ISS Room. If misbehavior occurs while in ISS immediate suspension will result.

**ALTERNATIVE TO SUSPENSION SITE (SAS)**

In-School Suspension can also be assigned to an alternative site for more serious infractions. The alternative site for GCCS is located at 630 Meigs Ave., Jeffersonville, IN 47130. This is an alternative educational placement and attendance is mandatory. Parents are required to provide transportation for their child. Failure to comply with this assignment will result in a referral being made to the Clark County Probation office as a truancy charge.

**OUT OF SCHOOL SUSPENSION (OSS)**

OSS: is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' *Student Rights and Responsibilities Handbook*. (See page 42 for further information related to suspension.) Upon the 2<sup>nd</sup> suspension during the school year, the Indiana Bureau of Motor Vehicles will be notified and permits or drivers licenses will be withdrawn. Students suspended for multiple days will be assigned to attend school at an alternate site.

Parents or guardians will be notified in writing of the action taken. Students are not to be on school property or attend or participate in extracurricular activities during the suspension period. The student will be counted absent from school, but the days will not be counted into the total of excessive absences. If a student has a second instance of suspension in one school year, the administration is required by Indiana Law (IC 9-24-2-1) to notify the Indiana Bureau of Motor Vehicles. A student may be required to bring his/her parents in for a conference in order to be readmitted to school.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the

student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

### **EXPULSION PROCEDURES**

An expulsion is a disciplinary action that causes a student to be separated from school attendance for more than ten days, or suspended from attending school for at least one school year. This would prevent a student from completing in the normal time his/her overall courses of study in any school in the school corporation. In addition, a student would face the temporary loss of their driver's license/permit per Indiana law.

### **DRUGS, TOBACCO, ALCOHOL**

The Board of School Trustees promotes drug and smoke-free schools for all students. Considering the health dangers involved and other negative consequences of tobacco, alcohol and other drug use, our school system promotes enforcement of drug-free policies, provides drug education and enhances the development of life skills that keep youth from ever resorting to drugs.

While it is clear that most youth do not use drugs, a policy is necessary for the students who do. It is also acknowledged that students who are using or abusing alcohol, tobacco, or other drugs may need professional assistance to become drug free. Consequently, this policy will afford them the opportunity for voluntary enrollment in a program designed to help them become alcohol, drug, and/or tobacco free.

### **ALCOHOL OR OTHER DRUGS**

- A. If a student possesses, handles, transmits or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be suspended for no fewer than five days (SAS), the student will be arrested and the process for expelling that student will begin.
- B. In the event of a first time\* offense, the parent(s) and student will be advised of various assessment/treatment programs and offered the opportunity to participate in an approved program in lieu of expulsion. If a student goes for an assessment and completes any prescribed educational program offered there, the same will serve as an alternative to expulsion for first time offenders. (\*Note: Refer to paragraph Section 1. Rule F. for students who transmit drugs or alcohol.)
- C. The assessment/educational program as an alternative to expulsion will be offered only one time while a student is enrolled in the school corporation.
- D. Students must provide verification that he/she has successfully completed the prescribed assessment as well as the prescribed number of educational sessions, if applicable. Parents will be responsible for any costs of the assessment, education program and for transporting the student to and from the area for assessment/education.
- E. Students who opt for the assessment/education program as an alternative to expulsion are eligible to receive an expulsion waiver to return to classes after the five days of out-of-school suspension.
- F. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student will be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, will be immediately suspended and processed for expulsion. The assessment/educational program as an alternative to expulsion is not available to students who are identified as transmitting drugs or alcohol.

- G. Any adult employee of the school corporation who observes or who has reasonable suspicion that a student may be transmitting, possessing, using or under the influence of drugs or alcohol should convey that information to his/her immediate supervisor or the person in charge of the school function, whichever is appropriate.
- H. If a student chooses assessment and education as an alternative to expulsion, an administrator should follow the steps on the Drug and Alcohol Possession/Use "Checklist for Administrators". This will include giving the parent the Drug and Alcohol Possession/Use "Parent Information Sheet," completing the "School Referral Form" and making the "Agency Report Form" available to personnel at the assessment agency so that it can be returned to the school.

### **TOBACCO**

Federal Legislation entitled "Goals 2000: Educate America," bans smoking in all facilities where education services are being provided to children. The law speaks to all individuals, students and adults. Based on the above law, students are not to possess or use any tobacco substances during the school day. The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (nonsmokers). In addition, the Board of School Trustees recognizes that any student under the age of eighteen (18) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5). Students found *possessing or utilizing* tobacco products will be afforded the opportunity of voluntary enrollment in a local program that is designed to help people deal with their tobacco usage. E-Cigarettes will be considered in the same manner as tobacco.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), electronic nicotine delivery system (ENDS), cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **POSSESSING OR USING TOBACCO PRODUCTS**

The following steps will be adhered to when processing tobacco violations:

1. The first offense results in a 3 day suspension to the alternative site. School Resource Officer may be involved.
2. The second offense results in a 5 day suspension to the alternative site. School Resource Officer may be involved.
3. The third offense results in suspension with a recommendation for expulsion to CCMHS.

**High School:** Tobacco offenses will be **cumulative** over the course of the student's high school career.

**Middle School:** Tobacco offenses will not be cumulative over the course of the student's elementary and middle school enrollment. Elementary and middle school students will be afforded the first, second and third offense procedures each school year.

**References:** IC 35-46-1-10.5

**Revised:** April 8, 2014

### **WEAPONS AT SCHOOL**

Effective Schools Research indicates that teaching and learning occur at high levels in a safe and orderly environment. Any student who knowingly possesses, uses, and/or transmits a weapon in any of the following described locations constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building or any school property or at any school sponsored or school related activity, regardless of the location of the function or activity.

Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the law of the State of Indiana, where such use causes an interference with school purposes or educational functions will not be tolerated.

Weapons are defined as any of the following or anything represented to be any of the following: explosives, fireworks, laser devices, mace, any type of gun (including pellet guns, air guns and BB guns), firearms as defined by IC 35-47-1-5, destructive devices as defined by IC 35-47.5-2-4, deadly weapons as defined by IC 35-41-1-8, knives, switchblade knives, straight razors, metal knuckles, chains, stars, ice picks or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm and/or intimidation. Small pocket items that are designed and normally used for personal grooming or trimming are not prohibited, but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the provisions of this policy will be applied.

### **Rules**

1. The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as identified above or defined by state law. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
2. If the finding is that the student was possessing, using, and/or transmitting a weapon (with the exception of a firearm, deadly weapon, or destructive device), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a causal conference prior to any recommendation for expulsion. A student with disabilities (as defined in Indiana Code) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.
3. In compliance with Indiana Code, a student who is:
  - a. Identified as bringing a firearm (IC 35-47-1-5) or destructive device (IC 35-47.5-2-4) to school or on school property; or
  - b. In possession of a firearm or destructive device on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first School semester after the end of the one (1) year period.
  - c. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection 4.b. for a student who is expelled under this section.
4. In compliance with Indiana Code, a student who is:
  - a. Identified as bringing a deadly weapon to school or on school property; or
  - b. In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
5. In compliance with Indiana Code, a superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in item #3. The superintendent may give similar notice if the student engages in behavior described in item #4.
6. In addition to the statutory requirements of the Indiana Code, building principals or their designee will notify the superintendent and appropriate local law enforcement agencies if the incident involving a weapon includes any expressed or implied threat by the possessor of the weapon.
7. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be



turned over to authorities. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.

8. A firearm for purposes of this policy is defined as: any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.
9. A destructive device for purposes of this policy is defined as:
  - a. An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described herein.
  - b. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore of more than one half inch in diameter or a device that is substantially similar to an item described herein.
  - c. A combination of parts designed or intended to use in the conversion of a device into a destructive device.
  - d. The term “destructive device” does not include a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
10. A deadly weapon for purposes of this policy is defined as:
  - a. A weapon, taser (as defined in IC 35-47-8-3), or electronic stun weapon (as defined in IC 53-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - b. An animal (as defined in IC 35-46-3-3) that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.

**References: The GCCS Policy Manual and the Greater Clark County School Student Rights and Responsibilities Handbook and Student Discipline Policy are revised annually and are on the Greater Clark County School Corporation website. [GCCS Student Rights and Responsibilities](#)**

### **FIGHTING**

If student conduct results in physical contact the school resource officer will be involved. If warranted, they have the authority to place the student/students under arrest.

### **SCHOOL RESOURCE OFFICER**

The SRO advises school officials on law-related matters. The School Resource officer will be forwarded Major Disciplinary Information and by Criminal Law, criminal charges may be filed. Any issue of physical violence against another person may result in the involvement of the SRO.

### **USE OF DOGS**

Trained, certified search dogs will be utilized at various times by law enforcement agencies to search for illegal drugs in the school building and on school grounds.

## **SEXUAL HARASSMENT OF STUDENT(S) BY A STUDENT**

It is the policy of the Greater Clark School Corporation to maintain a learning environment that is free from sexual harassment.

It shall be a violation of this policy for any student of the Greater Clark County School Corporation to harass another student through conduct or communications of a sexual nature as defined in Section I.

### **Rules**

#### **I. Definitions of Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student:

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
4. Such conduct has the purposes or effect of substantially interfering with an individual's academic performance or extra-curricular participation or creating an intimidating, hostile, or offensive educational environment.

#### **II. Complaint Procedures**

When a student or his/her parents or guardian believe a violation of this policy has occurred, they may file a formal complaint under the procedure established by the school corporation. To file such a complaint, contact the principal, Title IX Complaint designee or Superintendent's designee.

## **ANTI-HARASSMENT/BULLYING POLICY: STUDENT POLICY**

Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex, race, color, religion, national origin, age, disability, ancestry, marital status, familial status, sexual orientation, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.

It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.

This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.



Greater Clark recognizes the need to address situations of bullying, harassment and/or intimidation in an educational format. This format needs to include educational information for students and parents in the areas of prevention, intervention and discipline.

### **RULES**

1. No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
2. No employee, student or any person on school district property or associated with a school district event shall create an intimidating, hostile, or offensive work or academic environment in connection with any school activity, event, trip, meeting or other operation of the school district.
3. No person shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation, or proceeding relating to a complaint of harassment.
4. The above rules apply when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

### **DISRUPTIONS**

1. Any parent, guardian, or patron who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of others; willfully causes property damage; uses offensive language; or who has established a continued pattern of unauthorized entry on school property will be directed to leave school district property promptly by the Superintendent or designee.
2. Any parent, guardian, or patron who uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner will be politely asked by the person to whom the remarks or directed or who overhears the remarks being made to communicate in a courteous manner. If corrective action is not taken by the abusing party, the meeting or telephone conference will terminate. If the meeting occurs on school district property, the offending person will be directed to leave the property.
3. Any parent, guardian, or patron who intentionally displays force that would give victims reason to fear or expect immediate bodily harm will be instructed to leave the school district's premises or event and shall be immediately reported to the appropriate legal authorities.
4. If an individual refuses to leave upon request, the appropriate law enforcement officials will be notified. An Incident Report should be completed for the situations set forth in paragraphs 1, 2 and 3.
5. If behavior of the type identified in paragraphs 1, 2, and/or 3 is exhibited by employees and/or volunteers, discipline will be handled in accordance with the Discipline and Dismissal of Classified Staff Policy (4362/4362.01) or Discipline and Dismissal of Certified Staff Policy (3362/3362.01), as applicable.
6. If behavior as identified in paragraphs 1, 2 and/or 3 is exhibited by students, discipline will be handled in accordance with Policy 5517/5517.01/Student Discipline.

## **COMPLAINT PROCEDURES**

1. Any employee, volunteer or student making an allegation that he/she has been the subject of harassment/bullying may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, building principal, or Title IX Complaint Designee for the school corporation. Filing of a complaint or otherwise reporting harassment/bullying will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
2. Any non-employee/patron making an allegation that he/she has been the subject of harassment/bullying may also use the complaint procedure explained below or may complain directly to a building administrator, the Superintendent or designee.
3. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become part of any regular personnel file or student education record. However, any official disciplinary actions by the Superintendent, designee, or the Board will become a part of any regular personnel file or student education record.

## **REPORTING HARASSMENT/BULLYING**

All reports of harassment/bullying shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the corporation unless the complainant is unable to reduce the report to writing. If the complainant is unable to reduce the report to writing, the complainant's statement will be dictated into a recording device and then reduced to writing.
2. Reports must name the person(s) charged with the harassment/bullying and state the facts.
3. Reports must be presented to the building principal/supervisor unless the person making the complaint is a non-employee or the person charged with the offense is the building principal/supervisor or the complainant feels that the report will not adequately be addressed by that person. In those instances, the report shall be presented to the Title IX Complaint designee. The building principal/supervisor shall inform the superintendent or designee of all filed reports.
4. The complainant shall be entitled to representation at his/her own expense and choice at any meeting concerning the complaint brought under this policy.
5. The building principal/supervisor who receives a report shall thoroughly investigate the alleged harassment/bullying.
6. The report and results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation, if there is a reasonable basis for the same, to the Board of School Trustees of any action deemed appropriate.
7. The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate with consideration of such due process rights as may apply. The alleged victim's name will not be released to the public unless required by law. The Board of School Trustees' action will be considered final in this matter.

### **SANCTIONS FOR MISCONDUCT**

1. A substantiated charge against an employee shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge. (See Policies 4362/4362.01 and 3362/3362.01)
2. A substantiated charge against a student shall subject such student to disciplinary action including but not limited to suspension or expulsion in accordance with Policy 5517/5517.01 and Indiana law.
3. A substantiated charge against a non-employee shall subject such person to disciplinary action including but not limited to being banned from coming on or about school property, activities, or events, the filing of restraining orders or law enforcement notification.
4. Such disciplinary action will fit the circumstances of the incident and will be designed to cause the harassment/bullying to stop.

### **FALSE REPORTING**

Any person who knowingly files false charges against another in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action as is set out above in the applicable paragraphs for Sanctions for Misconduct.

### **EDUCATIONAL OPPORTUNITIES AND NOTIFICATION OF THIS POLICY**

1. *For employees:* Notice of this policy will be circulated and posted in all buildings and work sites for the Greater Clark County School Corporation.
2. *For Students and Parents:* Notice of this policy will be included as part of the Student's Rights and Responsibility and Due Process Handbook.
3. *For Patrons:* This policy will be posted on the Greater Clark Website <http://www.gcs.k12.in.us/gccs>.
4. In-service education for employees and students on this policy and the issue of harassment will be conducted in conjunction with the implementation of this policy and throughout the school year.

### **STUDENT BULLYING/HARASSMENT POLICY**

Upon the first reported issue, a school counselor will document the incident. At that time, counselor will meet with the reporting student (victim) and decide if the reporting student will attempt to resolve conflict on their own, or put the other student(s) on "notice" to end bullying or harassment behavior. The reporting student can choose to confront the accused in a counselor led session if so desired. Administration will be notified depending on the severity of the issue. Upon second incident, a school counselor will refer the students involved to administration. The administrator will call home and assign consequences if counselor has already warned the student(s) involved to end reported behavior. Upon third incident, administrator will assign progressive consequences. If a situation moves to a fourth incident, progressive consequences will be assigned, the school will hold a parent meeting and formal paperwork may be filed.

## **E-LEARNING**

Greater Clark County Schools will provide students with the opportunity to educationally engage outside of the traditional school setting through the implementation of eLearning days. The use of eLearning days will enhance the district's ongoing 1:1 computer initiative by providing students with instruction during school cancellations. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

What is eLearning?

eLearning utilizes electronic technologies to access curriculum outside of the traditional classroom. Greater Clark County Schools believes that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students' success. Therefore, our schools will provide the opportunity for students to interact with their teachers through the use of personal devices, Google Classroom, email and other electronic digital media to ensure uninterrupted instruction. More information regarding eLearning days can be found on the Greater Clark County Schools website.

## **GENERAL SCHOOL/STUDENT INFORMATION**

### **DAILY ANNOUNCEMENTS**

Daily announcements will be given over the public address system during the first and last periods. Announcements to be read should be sent to the office or to Mrs. Holloway.

### **FOOD SERVICE**

New Washington Middle/High School provides a full service cafeteria for students and staff at a reasonable price. Free and reduced price meals are available for students who apply and meet specific guidelines.

### **BREAKFAST**

Breakfast begins at 7:45 and ends at 8:10am. Students are responsible to be in class on time.

#### **Price:**

- Paid: Daily \$1.50, Weekly \$7.50
- Reduced: Daily \$.30, Weekly \$1.50
- Adult: Daily \$2.10, Weekly \$10.50

### **LUNCH PERIOD**

Students will walk to the lunch lines. All lunches must be eaten in the cafeteria. Please keep the lunchroom clean by depositing litter in the wastebaskets, returning all trays and utensils to the dishwashing area, and by leaving your table clear for others. NWMHS is a closed campus-No students may leave campus for lunch and no commercial deliveries at lunch will be accepted. Students may bring lunch from home if they do not purchase food in the cafeteria. Delivery of lunch to a student during the day is not encouraged. Seniors may eat lunch in the area designated as the senior area.

#### **Price:**

- Paid: Daily \$3.15, Weekly \$15.75
- Reduced: Daily \$.40, Weekly \$2.00

- Adult: Daily \$4.00, Weekly \$20.00
  - Ala Carte pricing on milk for all levels: \$.55
- Pricing is subject to change based on USDA requirements.*

## **FOOD**

Food or drinks, including water, are permitted by the cafeteria and in the main hallway by the vending machines. All other areas of the school should remain food and drink free.

## **VENDING MACHINES**

Dry food and soft drink machines are located in the main hallway for the use of all students. There will be no refunds. Tampering with any machine is prohibited and subject to consequences. A student should report any problem with a machine to the main office.

The vending machines will be turned off during lunch.

Eating snacks is a privilege. All snacks (food and drinks) will be consumed in the main hallway by the vending machines. No drinks will be allowed in the classroom other than water. Food is not allowed in classrooms.

## **HALLWAYS**

Any student that is out of class should have a hall pass with written permission to be out of class. Running in the hallways is prohibited.

## **LIBRARY (MEDIA CENTER)**

Hours of the Library: 8:00 – 3:30 Monday-Friday

Closed: During Second Lunch

The library is a place where students will be encouraged to utilize the facility and its resources for studying, researching projects and recreational reading. Students may use the media center during class time with permission and a written pass from their teacher and during lunch time with a pass. The library offers the following for student use: books, magazines, pamphlets, occupational materials, and computers.

1. There are a few rules that will be beneficial to all:
  - a. No food or drink in library.
  - b. Talk in quiet voices.
  - c. Cell phone use is prohibited unless approved by a teacher
2. Classes that have scheduled library time take precedence.

## **LOST AND FOUND-PROPERTY PROTECTION**

All items found on school property that do not belong to you must be turned into the main office. Lost articles may be claimed from the main office. Articles will be disposed of if not claimed within a reasonable length of time. A student should report any loss to the office as soon as it is discovered.

Keep your locker combination secret and print your name (in ink) in or on tablets, gym suits, shoes, and books which you own. Lock your car and do not bring items of great value or large sums of money to school. **It is the sole responsibility of the student to secure their valuables from theft. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.**

## **POLICY OF NONDISCRIMINATION**

It is the policy of Greater Clark County Schools to maintain and operate a learning environment free from discrimination and harassment on the basis of gender, age, race, disability, family status, national origin, religion, or

sexual orientation. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational or student activity.

### **SKATEBOARDS**

No skateboards will be allowed at New Washington Middle/High School.

### **SOLICITATION OR SELLING OF PRODUCTS**

Solicitation of food/drinks or selling of products, other than those approved as fundraising projects by the GCCS School Board, will not be allowed on the school premises.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer is not merely a “Cop on Campus,” he is a visible law enforcement presence on campus. The SRO advises school officials on law-related matters and helps assess school safety needs. There are times the SRO will instruct classrooms with law-related and safety related topics. He will serve as a conflict mediator to students. The SRO serves as a role model to students and students are encouraged to seek advice from the SRO to prevent situations from developing into more serious problems.

### **STUDENT FEES AND CHARGES**

Students rent textbooks from the school and are responsible for taking care of rented property. Students will pay for damaged or lost books.

### **STUDENT IDENTIFICATION**

Students will be given a school ID at the beginning of the year. A new student ID will be issued in the office. Students who have lost or had their ID card stolen are responsible for the replacement of their ID card. ID's are needed for the following:

1. To check out materials and books in the library
2. To attend dances
3. To take various standardized exams

### **STUDENT LOCKERS**

Lockers are the responsibility of each student. They are to be kept in the same condition as they are received. Each student is assigned a locker. It is the student's responsibility to keep his/her locker neat, locked, and free of graffiti. Use only your own locker at all times. All personal items and books, when not in use, are to be kept in lockers. **LOCKERS ARE NOT TO BE SHARED WITH OTHERS!**

1. Students are not to give their locker combinations to another student or friend.
2. Students are not to tamper with, deface, or use another person's locker.
3. Lockers belong to New Washington Middle/High School and students are responsible for taking good care of their lockers.
4. A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or its contents.
5. The Principal or other member of the administrative staff of a school may search a locker and its contents at any time.
6. Law enforcement agencies may, at the request of the school principal, assist the school administrators in searching a locker and its contents.

### **USE OF SCHOOL TELEPHONES**

A school phone is available for students to use in the office. Students must have a pass from their teacher to use the phone. School telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

### **VISITORS AND SCHOOL SECURITY**

All visitors should report to the main office. All visitors to our school will be asked to show driver's license. For protection of our students a new security system is in place that identifies individuals who are on a list of offenders not allowed to have contact with our student body. It is called the Raptor System. All visitors must wear a visitor's badge. Students who are from other schools will not be allowed to visit. Children and babies should not be brought to school at any time unless they are included in a class assignment.

All doors into the school will be locked and secured as soon as first period begins. Any person who enters the building after that time will be REQUIRED to enter at the main entrance outside of the office. Students who intentionally "block open" a door to allow other students to enter the building are risking the security of New Washington Middle/High School and will be subject to school discipline including suspension or expulsion.

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

Video monitoring equipment is in use at New Washington Middle/High School to monitor student behavior and the property of Greater Clark County schools. See GCCS policy 7440.01. Any tampering with electronic security or safety devices is subject to disciplinary action.

### **WORK PERMITS**

Any student desiring a work permit must pick up an "Intent to Employ Form" from the office and have his/her employer fill it out. Return this form to the office and a work permit will be issued.

Pursuant to Indiana Code 20-33-3-13, an employment certificate may be denied due to poor grades or attendance. A student may appeal the denial of a certificate to the principal. Indiana Code 20-33-3-20 also allows the revocation of an employment certificate due to a decrease in grades or attendance. A student whose employment certificate is revoked is entitled to a periodic review of the student's grade record or attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year. If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student. A student may appeal the revocation of an employment certificate or the refusal to reissue an employment certificate to the school principal.

## **GRADES AND EVALUATIONS**

### **ALTERNATIVE SUPERVISED PHYSICAL EDUCATION (ASPE)**

Greater Clark County Schools' students may earn physical education credit through an alternative supervised program (ASPE) during the fall, winter or spring sessions. ASPE does not count toward minimum course load requirements and IHSAA eligibility.

1. ASPE has been approved only for the following activities:
  - a. All IHSAA School Sponsored sports
  - b. Cheerleading
  - c. Marching Band\*, Winter Guard, Dance Team, STEP Team
  - d. JROTC\*
2. The application for ASPE is available from counselors or on the GCCS website. The application must



- be completed and signed by the student, parent, counselor, and coach/instructor.
3. Students may earn a maximum of TWO (2) credits for ASPE (Physical Education II)
  4. Students must apply for each credit. Students will be limited to one (1) credit per sport season. Credit will be issued at the end of the semester.
  5. To receive one (1) credit, the student must participate in sixty (60) hours of direct instruction and **complete the entire sports season and finish the season in good standing.**
  6. The total sixty (60) hours and application must be completed and submitted to the guidance counselor by the due dates established at the school.
  7. All students who complete the sixty (60) hours of direct instruction and complete the application process will receive an A for the physical education course and the grade will be issued by a licensed Physical Education teacher.
  8. Failure to provide the proper documentation, failure to meet the indicated deadlines, or participation in an activity/sport different from what was approved will result in no credit being issued.

\*Students must choose whether to apply credit in the band/ROTC activity OR PE. Students may not be awarded credit in both simultaneously.

### **GRADING**

Grades are given for each class a student is enrolled in as a representation of a student's knowledge and achievement in that class. The final determination of a student's grade lies with the teacher who will justify each grade by means of scores and results from varied learning experiences based on the GCCS policy of 70% of the final grade derives from assessments and 30% of the final grade derives from assignments. Grades will not be changed after they have been given unless an error has been made.

<b><u>Grading Scale</u></b>				
A 90-100	B 80-89	C 70-79	D 60-69	F 0-59

### **GRADUATION AND DIPLOMAS REQUIREMENTS**

Each student must pass specific **required** courses in order to graduate. All students should select other courses (**electives**), which are needed for career and/or post-secondary education. Students should always consult with their counselor and parents when selecting these courses.

New Washington Middle/High School currently offers the Indiana Core 40, Indiana Academic Honors, Indiana Technical Honors, and General Diplomas which are endorsed by the IDOE. Questions and/or concerns regarding any program of studies should be directed toward the student's academy counselor. The NWMHS course description guide outlines the diploma requirements, courses offered and program information.

### **GRADUATION EXERCISES – HIGH SCHOOL**

Each spring, near the conclusion of the school year, commencement services are held for the graduating class. To be eligible to participate, students must have completed all necessary GCCS graduation requirements and meet the Indiana Graduation standards.

**Please remember that it is a privilege, not a right, to participate in the graduation ceremony or other celebratory events. Any violation of the rules set out in this handbook, contained in the Students Rights and Responsibilities Handbook, or state law could result in losing the privilege to participate in one or more of these ceremonies.**

Students who will have completed seven semesters and met all other requirements for graduation may graduate at mid-term of their senior year if they apply to graduate early. The intent of a senior to graduate at mid-term should be declared when the student registers for his/her senior year. Mid-term graduates must be enrolled in a college/university or armed forces during the spring semester.



### **GUIDELINES FOR RETAKING A COURSE**

New Washington Middle/High School recognizes that there may be times when it is in the best interest of a student to retake a specific course.

The guidelines for re-taking a course are as follows: Only a course when a student receives a grade below a “C” can be repeated. Additional credit for re-taking the class will not be given. **Both grades** will be counted when calculating the student’s grade point average. This aligns with the Indiana Department of Education Guidelines for determining eligibility for the Indiana Academic Honors Diploma.

### **WEIGHTED FACTOR FOR ACADEMIC PROGRAMS**

A “weighted” factor will be added to each identified Honors and Advanced Placement course. The weight is not scaled to a grade for the course, but is simply added to the final grade provided the student has earned credit for the course. If a student is in a combined Honors and Advanced Placement course, the weight will be applied to the course title under which the student enrolled. Advanced Placement credit will be awarded only if the student sits for the AP test in the applicable course.

**Weighted Factor: All Honors courses--- 1.0 All AP courses--- 2.0**

### **POWERSCHOOL INFORMATION**

#### **Access to PowerSchool from Home:**

PowerSchool Unified Classroom is the district’s web-based student management system where student information is collected and stored.

The Unified Classroom Parent Portal increases parent engagement and connects the home to the classroom with easy visibility to grades, assignments, and progress. From the parent dashboard, parents have access to class schedules, assignments, grades, attendance and communication tools to enhance the education experience. Parents can also choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by using the username and password supplied by the school.

Please note that at the beginning of each term, you may see zeros or wild shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. The gradebook instantly recalculates the overall grade as every assignment is entered.

If you need assistance in setting up your parent account or in accessing your current account, please contact the school office.

#### **For Student Login:**

1. Connect to the internet and type the following address into your browser’s address window:  
<https://classroom.powerschool.com>
2. Click on “Sign In With Google” at the bottom of the page.

#### **For Parent/Guardian Login:**

Parents may use the Single Sign On feature that allows parent(s)/guardian(s) to have one login for multiple students for whom they have legal and parental rights. Each parent can have a unique login, provided each parent has their own email address. Parents can create their own accounts by choosing “Create an Account” and using the Access ID provided through the guidance office.

You and your son/daughter may track academic progress from any device that has internet access. Parents and students should utilize PowerSchool: Unified Classroom to monitor grades-in-progress throughout each grading period. If you have any questions regarding the use of PowerSchool, please contact the school office

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

Indiana law requires parents/guardians to furnish a written statement of immunizations. This must be provided by the student's physician, the health department, or any other form of official documentation. The statement must show that the student has received these immunizations:

- 5 doses of DTP (diphtheria, tetanus and pertussis)
- 1 dose Tdap
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps and rubella)
- 2 doses of Hepatitis A vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine (unless the student has already had chickenpox, then physician documentation of disease history including month and year is proof of immunity for children entering preschool through 11<sup>th</sup> grade)
- 1 dose Meningococcal (required for grades 6-12 with one additional dose for grade 12)

### **MEDICATION AND HEALTH**

It is school board policy that prescription medications and/or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication:

- The following form must be completed in detail by the parent/guardian and signed by the prescribing healthcare provider **each school year**: *Permission Form for Medication During School Day #5330.1 or #5330.2*. These forms can be obtained in the health office or on the website.
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in the original container and labeled with the student's name.

### **Health Office Visits**

Students should obtain a pass from his/her teacher prior to reporting to the health office. If necessary, the parent/guardian will be notified and can take appropriate action. The school does not permit a sick student to leave the building without a parent or guardian consent. Please keep the student's Health Office Information Form up to date with all medical and emergency contact information (found in online enrollment).

The school nurse can provide to a student with a documented medical need a pass for accommodations such as: elevator use, extended passing time, bathroom privileges, etc. These passes can only be issued when the parent/guardian has contacted the school nurse and appropriate documentation has been obtained.

## **PRIDE**

### **Positive Behavior Intervention Support**

PBIS (Positive Behavior Intervention and Supports) is a systems change method that promotes positive behaviors in students. Strategies are developed that manage student behavior in classroom settings and outside of classroom settings. It is an all-encompassing system of behavior management where all parties involved are on board, so that behavior management is not produced in a piecemeal way. Instead, all students in a school are accountable with support to behave in ways that positively affect them personally, academically, socially, and from a health perspective. PBIS is designed to positively affect not only the student behavior, but student quality of life. The three systems of support that are part of PBIS are Primary (School wide), Secondary (Classroom), and Tertiary (Individual). Programs are behaviorally-based on practices that research has shown to be effective (Positive Behavior Interventions and Supports).

### **NWMHS PRIDE Rewards**

- Semester Field Trips
- Kona Ice
- PRIDE Breakfast
- Student of the Month
- Random Redemptions

## **WORK ETHIC CERTIFICATE**

Our PRIDE team works to build the soft skills that students need to be successful in their chosen post-secondary setting. Students are taught Persistence, Respectfulness, Initiative, Dependability, and Efficiency; and are expected to demonstrate these skills on a daily basis. Our 12<sup>th</sup> grade students have the opportunity to earn a Work Ethic Certificate (WEC). In order to earn the WEC a student must have at least 98 percent attendance (including tardies, sign-ins, and sign-outs), at least a 2.0 GPA, and not more than 1 discipline referral. A senior must have met criteria for graduation, have 6 hours of community service, and 3 faculty members to verify that they demonstrate: Persistence, Respectfulness, Initiative, Dependability, and Efficiency. Seniors that earn the WEC are recognized at Honors Day, receive a certificate signed by Governor Holcomb, and wear a PRIDE sash at the graduation ceremony.

Greater Clark County Schools Have

# PRIDE



## PERSISTENCE

Persevere Through Challenges, Problem-Solve



## RESPECTFULNESS

Accept and Serve Others, Possess a Positive Attitude, Communicate Clearly



## INITIATIVE

Self-Starters, Critical Thinkers



## DEPENDABILITY

Academic Readiness, Reliable, Demonstrate Responsibility and Teamwork



## EFFICIENCY

Organized, Punctual, Self-Management





## PRIDE Work Ethic Certificate - High School

Student Name: \_\_\_\_\_ School \_\_\_\_\_  
First M.I. Last

Students wishing to obtain the GCCS Work Ethic Certificate will be measured in nine areas of academic and work ethic competency. Five subjective measures (PRIDE) will require three teachers each to sign stating that a student has met these requirements. Four additional objective competencies will be obtained from the student management system to indicate competency in measurable areas.

**Instructions:** Please read the following statement, complete this form and return it to your counselor.  
*I have received, read and understand the standards and requirements for the GCCS Work Ethic Certification Program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the Work Ethic Certification.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I verify that I am a senior in high school and I am eligible to apply for participation in the Work Ethic Certification Program.

**P**      **Persistence** - Student is able to persevere through challenges and problem-solve.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**R**      **Respectfulness** - Student accepts and demonstrates service to others, possesses a positive attitude and communicates clearly.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

     **Teamwork**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

     **Community Service**      **Service Hours Completed**

Student has completed a minimum of six hours of service this school year.

**I**      **Initiative** - Student is a self-starter and a critical thinker.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**D**      **Dependability** - Student is reliable and demonstrates responsibility and teamwork. Student also demonstrates academic readiness.

     **Academic Readiness**      **GPA**      **Meeting Requirements** **Yes or No**

Student has a GPA of 2.0 or higher and will have met criteria for graduation.

     **Reliability**      **Attendance Rate**      **Number of times tardy to school**

Student attendance rate is 98% or higher AND has fewer than four times tardy to school.

     **Responsibility**      **Number of Referrals**

Student has one or fewer discipline referrals for the school year.

**E**      **Efficiency** - Student is organized, punctual and demonstrates self-management.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Work Ethic Certificate Student Score**      /9

A student **must** earn 9/9 Work Ethic Points to obtain the GCCS Work Ethic Certificate.

# SCHOOL CALENDAR/SCHEDULE INFORMATION



JULY 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## July 2020

July 24: Teacher Only Day  
 July 27: Teacher Only Day  
 July 28: Teacher Only Day  
 July 29: First Student Day

AUGUST 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## September 2020

September 4: eLearning Day/Staff PD  
 September 7: No School – Labor Day  
 September 8: eLearning Day/Staff PD  
 September 25: Quarter 1 Ends (42 Days)  
 September 28: Quarter 2 Begins

## October 2020

October 5-16: eLearning Days

OCTOBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## November 2020

November 3: Teacher Only Day/  
 Parent-Teacher Conferences (11:30-7:00)  
 November 23 & 24: eLearning Days  
 November 25-27: No School:  
 Thanksgiving Break  
 November 30: eLearning Day

## December 2020

December 1-4: eLearning Days  
 December 4: Quarter 2 Ends (46 Days)  
 December 7-31: No School – Winter Break

DECEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Student First/Last Day
	No School

	eLearning Day
	Teacher Only Day
	Graduations

**The Semester 2 calendar will be published no later than December 1, 2020**



### **DAILY SCHEDULE**

7:25 – 7:55 “Zero” Period for faculty  
**8:00 – 8:10 Passing**  
8:10 – 8:55 Period 1  
**8:55 – 9:00 Passing**  
9:00 – 9:45 Period 2  
**9:45 – 9:50 Passing**  
9:50 – 10:35 Period 3  
**10:35-11:05 IMPACT PERIOD**  
11:10-11:15 Passing to 1<sup>st</sup> Lunch or 4<sup>th</sup> Period

#### **1st lunch**

11:05 – 11:35 Lunch  
**11:35 – 11:40 Passing**  
11:40 – 12:25 Period 4

#### **2nd lunch**

11:05 – 11:10 Passing  
**11:10 – 11:55 Period 4**  
11:55 – 12:25 Lunch

12:25 – 12:30 Passing  
**12:30 – 1:15 Period 5**  
1:15 – 1:20 Passing  
**1:20 – 2:05 Period 6**  
2:05 – 2:10 Passing  
**2:10 – 2:55 Period 7**  
2:55 End of Teacher Day

### **2 HOUR DELAY SCHEDULE**

10:00 Passing  
**10:10 – 10:43 Period 1**  
10:43 – 10:48 Passing  
**10:48 – 11:20 Period 2**  
11:20 - 12:27 Period 3/Lunch/Passing

#### **1st Lunch**

11:20 - 11:50 Lunch  
**11:50 – 11:55 Passing**  
11:55 – 12:27 Class

#### **2nd Lunch**

11:20 – 11:25 Passing  
**11:25 – 11:57 Class**  
11:57 – 12:27 Lunch

12:27 – 12:32 Passing  
**12:32 – 1:04 Period 4**  
1:04 – 1:09 Passing  
**1:09 – 1:41 Period 5**  
1:41 – 1:46 Passing  
**1:46 – 2:18 Period 6**  
2:18 – 2:23 Passing  
**2:23 – 2:55 Period 7**

### **SCHOOL CLOSING INFORMATION**

Announcements concerning school closing because of weather or other emergencies will be carried on all local television stations along with the Greater Clark County Schools website [www.gccschools.com](http://www.gccschools.com).

### **BEFORE SCHOOL ROUTINE**

School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:30AM to ensure that students are supervised as they transition from the neighborhood on to the school grounds. The main entrance door opens at 7:45am. Students will transition from the school grounds into the building and to their assigned area in an orderly manner. Students are either in the auxiliary gym or the cafeteria. Students must get a pass from the office to go to their locker or see a teacher, (exception, students can take Band instruments to the band room). Students must leave food in the cafeteria. All students must keep moving in the hallway – no loitering.

### **MORNING ROUTINE**

The bell will sound at 8:00 dismissing students from their morning areas. Students are to transition to their classrooms in an orderly manner from their morning area. Students are to move quickly to their lockers and then proceed directly to their classes. A warning bell tone will be sounded at 8:09. This is one minute before the late bell to alert staff and students that there is one minute left to proceed to class as quickly as possible. The expectations and goal is that **all students should be in their seats and instruction should begin when the late bell sounds**. The late bell rings at 8:10.

### **HALLWAY AND PASSING TIME ROUTINE**

Students will have time between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. A warning bell tone will be sounded one minute before the late bell to alert staff and students that there is one minute left to proceed to class as quickly as possible. The expectations and goal is that **all students should be in their seats and instruction should begin when the late bell sounds**. Any student in the hallway during a class is expected to have a signed pass from their assigned teacher. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action.

### **RESTROOM USE ROUTINE**

To avoid last minute emergencies, students are strongly encouraged to use the restroom within the first 3 minutes of passing time. Middle school students use the downstairs restrooms. High school students use the upstairs restrooms. All students quickly use the restroom, wash hands, and exit. All students should report any messes.

### **LUNCH/CAFETERIA ROUTINE**

Students will enter the cafeteria and get in line to pick up their lunches. Students will exit the serving line and immediately go to their table. Students not eating school lunch will go immediately to their table. The process of taking up the trays will occur prior to students exiting the cafeteria. Students will stack trays neatly in the wash window. Students are not to cut in front of others in the food line (exceptions, seniors may cut to the front of the line). Students will clean area around their table before exiting the cafeteria. Students must go to the cafeteria and remain there until dismissed (exceptions, seniors may take food to balcony; teachers must provide a list of students who are reporting to them).



### **DISMISSAL ROUTINE**

At 2:55 all students will exit the classroom as directed by their classroom teacher. Students will be required to exit the classroom in an orderly manner. **Students who are not riding a bus must be with a coach or teacher, or sit in the front lobby and wait for a ride. No students are allowed to roam the building after school hours.**

### **AFTER SCHOOL HOURS**

All students are encouraged to become involved in extracurricular school activities. Unless students are involved in a supervised activity after school, they are expected to leave the building immediately after the last bell. Students waiting for a ride must wait in main lobby.

## **STUDENT ACTIVITIES**

### **ATHLETICS**

New Washington Middle/ High School is part of the Southern Athletic Conference. Our colors are Royal Blue/White/Gold.

### **ATHLETIC ELIGIBILITY**

In accordance with the IHSAA a student must have met the following basic requirements in order to participate or practice in athletics at New Washington High School (see IHSAA Athletic Eligibility form for a complete listing).

1. Must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects that a student can take (e.g. at least 5 of 7 periods) and must be currently
2. **Enrolled in at least** (70%) of the maximum number of full credit subjects that a student can take (e.g. at least 5 of 7 periods). Semester grades take precedence.
3. Consent and Release Certificate (IHSAA Physical Form): Between April 1 and the student's first practice in preparation for interschool athletic participation, the student shall have a physical examination by, or shall provide certification from, a physician holding an unlimited license to practice medicine, a nurse practitioner or a physician assistant, who shall clear the student for athletic participation using the current IHSAA pre-participation evaluation form.
4. Must have a transfer form on file (if the student has transferred from another high school in the last 365 days).
5. Must not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals in a sport.
6. **Students who are absent for more than half (4 class periods) of the school day are prohibited from participating in any athletic activity on the day of the absence.**
7. Must have a signed "athletic policy handbook form" on file with the athletic director acknowledging receipt of the GCCS Athletic Handbook.

### **EXTRA CURRICULAR AND CO-CURRICULAR CODE OF CONDUCT**

All students involved in extra-curricular and co-curricular activities must be enrolled in the Greater Clark County School system and follow all school rules and regulations according to the Student Handbook. All activities of clubs and organizations are to be approved by the assistant principal and the sponsor of the club or organization. Fundraising projects are to be submitted for school board approval. New Washington Middle/High School encourages each student to participate in clubs and student activities.

## **EXTRA CURRICULAR ACTIVITIES**

New Washington is proud to offer students many opportunities to participate in sports, groups, clubs, and various other activities. These include:

### **SPORTS/COACHES HIGH SCHOOL**

#### **FALL:**

Cross Country (Female) .....	Courtney Isaac
Cross Country (Male).....	Courtney Issac
Golf (Female) .....	TBA
Tennis (Male) .....	Logan Miles
Volleyball (Female) .....	Michelle McCutcheon

#### **WINTER:**

Basketball (Female) .....	Kirsti Holloway
Basketball (Male) .....	TBA
Wrestling.....	TBA

#### **SPRING:**

Baseball (Male) .....	Jonathan Aaron
Golf (Male).....	Bret James
Softball (Female) .....	Amy Curtis
Tennis (Female).....	Logan Miles
Track (Female) .....	Courtney Isaac
Track (Male) .....	Courtney Issac

**Cheerleading:** Cheerleading is winter season. Cheerleading tryouts will be held in the spring of each year for the following winter season. Coach: Stephanie Lobo Guerrero

### **CLUBS/PROGRAMS-SPONSORS**

Band .....	Roberta Johnson
Choir .....	Roberta Johnson
Freshman Class Sponsor .....	TBA
FCA.....	Kathy Holloway
Junior Class Sponsor .....	Sherry Logsdon and Heather Daily
National Honor Society (NHS) .....	Tonja Brading
Senior Class Sponsor .....	Kathy Holloway and Cathy Braun
Sophomore Class Sponsor .....	Sandra Schurr and Lori Zavala
Student Council .....	TBA
Theater .....	Sandara Schurr
Yearbook .....	Megan Chapman

### **SPORTS/COACHES MIDDLE SCHOOL**

#### **FALL:**

Cross Country (Female/Male).....	TBA
Tennis (Male).....	Austin Isaac
Volleyball 7 <sup>th</sup> Grade (Female).....	TBA
Volleyball 8 <sup>th</sup> Grade (Female).....	Cindy Stone

#### **WINTER:**

Basketball 7 <sup>th</sup> Grade (Female).....	Jay Thompson
Basketball 8 <sup>th</sup> Grade (Female).....	Mike Lawrence

Basketball 7<sup>th</sup> Grade (Male).....Adan Diaz  
 Basketball 8<sup>th</sup> Grade (Male).....Joe Wood  
 Wrestling.....Luke Franklin

### **SPRING:**

Tennis (Female).....TBA  
 Track (Female)..... Kim James  
 Track (Male).....Kim James

**Cheerleading:** Cheerleading is winter season. Cheerleading tryouts will be held in the spring of each year for the following winter season. Coach: Stephanie Lobo Guerrero

### **PROM**

The Junior- Senior Prom is for New Washington High School juniors and seniors and approved guests. Students classified as Freshmen are not allowed to attend prom. The guidelines for attending prom are as follows:

1. All guests must be less than 21 years old at the time of prom.
2. A student cannot attend prom if he/she has been expelled or is recommended for expulsion at the time of prom.
3. A student cannot attend prom if he/she is suspended from school at the time of prom.
4. Students who have withdrawn/dropped out of high school are ineligible to attend the NWHS prom.
5. New Washington High School students and guests must abide by all New Washington High School rules and regulations.

All students attending prom who are not NWHS students must complete a guest permission form that must be signed by an administrator at the attending school and/or a supervisor at the place of employment.

### **SPECTATOR GUIDELINES**

The purpose of the event is to enjoy extra-curricular activities. Your presence at the event is to give support and provide spirit for our students. This should always be done by positive comments. Avoid comments or gestures which are degrading to you and New Washington Middle/High School.

1. Although seats may not be reserved, please respect other people and avoid pushing, or moving people out of a seat.
2. Interfering with the visiting team or their fans in any way distracts from our position as a good host school. You are expected to stay in your seat and be a good spectator.
3. Everyone is expected to stand and be respectful during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your respect and attention for their sacrifices.
4. Please support our school in a positive and productive way with encouraging comments.

If you cannot follow these few simple guidelines, please stay home. Our student support must be positive and this is what we expect from you.

## **STUDENT ASSISTANCE PROGRAMS**

### **PRIDE**

1. **PERSISTENCE:** Student is able to persevere through challenges and problem solve
2. **RESPECTFULNESS:** Student is accepting and demonstrates service to others, has a positive attitude and communicates clearly.
3. **INITIATIVE:** Student is a self-starter and a critical thinker.
4. **DEPENDABILITY:** Student is reliable and demonstrates responsibility and teamwork. Student demonstrates academic readiness.
5. **EFFICIENCY:** Student is organized, punctual, and demonstrates self-management.

### **TEACHER/STUDENT/PARENT CONFERENCES**

If a parent/student wishes to confer with his/her instructors, conferences may be arranged before or after school. Students and parents are encouraged to talk with their teachers about the improvement of their classroom progress or any other problem which may be confronting them. Parents can call or e-mail the student's guidance counselor and/or teacher to arrange a conference. An attempt will be made to answer all questions in regarding to the educational progress of the student.

## **STUDENT CONDUCT AND SAFETY**

### **CELL PHONE POLICY**

Cell phones are not to be seen or heard during instructional time. Students needing to call home during the school day must do so in the main office during lunch or in the classroom with his/her teacher's permission. Students failing to abide by this policy will be subject to school discipline. Earbuds/Headphones are to be put away unless requested by teachers.

### **STUDENT USE OF CELL PHONE/ELECTRONIC DEVICES/WIRELESS COMMUNICATION DEVICE (WCD)**

New Washington Middle/High School cannot and will not be responsible **for security or protection from theft** of any electronic devices that are brought to school

### **DRESS AND GROOMING**

While fashion changes, the reason for going to school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The following styles or manners of dress apply to academic hours. Minor modifications will be made for non-academic activities such as the Prom, Athletic Events, etc.

1. All State health and safety standards must be observed. Personal hygiene and sanitation are strongly stressed.
2. Shoes or sandals must be worn at all times.
3. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not expose the side, midriff, cleavage, or back.
4. Clothing with obscene markings or advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
5. No caps, hats, bandanas, hoods, or durags will be worn unless authorized by school officials.

6. No heavy jackets, long coats, or blankets are to be worn during the school day.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
8. Shorts (when standing) must be to the top of the knee in length. The knee rule also applies to girl's skirts and pants with holes in them.
9. "Sagging" is not permitted.
10. A student will be required to change clothes that are unacceptable, or may be required to wear school provided clothing items to conceal non-compliant or inappropriate attire. Class time missed will be unexcused.
11. Final determination regarding student dress and grooming will be determined **by the administration.**

### **PLAGIARISM/CHEATING**

The following will be considered plagiarism at New Washington Middle High School.

1. Copying another student's (or author's) work or class assignment.
2. Putting your name on someone else's paper, project, or essay.
3. Copying another student's answers on an individual quiz, test, or assignment.
4. Using a "cheat sheet" on any quiz, test, or assignment.
5. Stealing and/or selling quizzes, tests, or assignments or answers.
6. Taking of any student or professional writings (published or unpublished) and using it as your own. This would include items downloaded from the World Wide Web.

If plagiarism is suspected, a teacher at New Washington Middle High School has a duty to investigate. If the evidence indicates that a student has cheated on any item the following consequences are possible:

- Give a warning
- Contact guardian
- Redo the assignment/exam
- Receive a 0 or F on the assignment
- Report to the appropriate agency when cheating occurs on a standardized test

\*Administration and/or teacher have discretion regarding to the severity of the plagiarism or cheating. The consequences do not have to be in sequence and will be adjusted based on the severity of the offense.

### **PDA-PUBLIC DISPLAYS OF AFFECTION**

PDA stands for Public Displays of Affection. If you have a boyfriend or girlfriend at New Washington, then you need to know what our expectations are for you and what the consequences are if you do not meet those expectations. We expect that boyfriends and girlfriends will treat each other with RESPECT and concern for the reputation of the other person.

What does that respect look like? Respect takes the form of never putting each other in a place, position, or activity where others might think less of you or your boyfriend or girlfriend. Respect is limiting personal touching and affections. At New Washington Middle/High School, we expect that boyfriends and girlfriends limit personal touching to holding hands. **Anything beyond holding hands is not allowed at New Washington Middle/High School.**





## **SAFETY PROCEDURES**

### **SEVERE WEATHER PROCEDURE/EMERGENCY DRILLS**

Indiana schools are required to have Emergency Drills throughout the year. Fire Drills and Tornado Drills will be held on a regular basis and at least one evacuation drill will be held during the school year.

- ◆ Tornado drills require students to move to an assigned safe place in the building as quickly and quietly as possible. The signal for a tornado drill is a whistle being blown through the public address system.
- ◆ Fire Drills require an orderly exit from the building to an assigned area for each class outside the building. An announcement will be made over the intercom alerting the students of a drill followed by the fire alarm heard throughout the building.
- ◆ In the case of a fire alarm signal without the alert of an announcement, students will be required to follow the directions of a teacher to pause and assess.
- ◆ Emergency evacuation: All staff and students will be advised to exit the building and move quickly to the assigned location. The notice to evacuate will be by announcement.
- ◆ Emergency lock-down drill: All students are to be in a classroom and the doors are to be locked from the inside. Students are to move away from the door and windows and go to the “hard corner” in the classroom.

# Show **PRIDE** & Be **SAFE**: GCCS Safety Protocols

PROTOCOL	EXAMPLES	TEACHERS	STUDENTS
	Bullying Child Abuse Threats Possible Weapon Possible Bomb Drugs/Alcohol Gang Activity Power Outage Water Advisory	Follow Protocol  Share with building administrator  Record a statement  Maintain confidentiality	Share with trusted adult  Be honest and accurate  Maintain confidentiality
<b>Shelter</b> 	Severe Weather Heat Index Earthquake Medical Emergency Community Concern Hazardous Materials Contaminates Investigation	Follow announcements  STAY calm & stay with your students  Close doors and windows  Take attendance, LISTEN and follow directions from personnel in charge	Tornado - Move to safe area  Earthquake - Drop, cover and wait  Hazmat - Help seal the room  Other emergencies: Stay calm, LISTEN and follow directions from the teacher in charge
<b>Lock Down</b> 	Person on school grounds with weapon and intent to harm	Follow AVOID, DENY, DEFEND  STAY calm and stay with your students  Take Attendance/Report Information  LISTEN and follow directions from personnel in charge	Avoid the Confrontation Deny access to your location Defend yourself  STAY calm and silent  LISTEN and follow directions from the teacher in charge
<b>Evacuation</b> 	Following an emergency  Following an earthquake  Hazardous Materials or Contaminates inside the school	STAY calm and stay with your students  Take a copy of class enrollment and emergency plans for your students  Take your purse, house keys, car keys, phone, walkie talkie, etc. with you  LISTEN and follow directions	STAY calm & STAY silent  Take your phone and keys  Leave your stuff  LISTEN and follow directions from the teacher in charge
<b>Fire</b> 	Fire	Pause and Assess  Exit Following Fire Evacuation Route	STAY calm & STAY silent  Leave your stuff  LISTEN and follow directions from the teacher in charge



## **STUDENT RECORDS AND PERSONAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the school are required to enroll with their parents or legal guardian. Enrollments are by appointment only. Parents must call to schedule an appointment. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights (if needed)
- C. Custody (if needed)
- D. Proof of residency
- E. Proof of immunizations
- F. Current IEP (if Special Needs)
- G. Transcript from former school

### **PERMANENT RECORDS AND TRANSCRIPTS**

A permanent record is maintained on each student documenting a student's academic progress each year of their education at New Washington Middle/High School. Contained in this record are courses taken, grades earned, standardized test scores, days present and days absent, immunization records, and any other pertinent information.

Transcripts provide post-secondary educational institutions, the military, apprenticeship programs, and prospective employers with relevant information regarding a student's educational achievement. Official transcripts must be sent directly to the institution or organization as requested and cannot be hand carried. Direct all transcript requests to the guidance secretary.

### **3<sup>RD</sup> PARTY LEGAL SETTLEMENT**

When a student does not reside with a parent or legal guardian, a student is required to have a 3<sup>rd</sup> Party Legal Settlement document. This document confirms that the person who is responsible for the student is responsible for educational requirements of the student. This includes the welfare of the student, including school attendance and the financial obligations of the student as they relate to the school.

### **LEGAL RIGHTS OF BIOLOGICAL PARENTS**

Biological parents have equal access to all educational records of their student. Unless a parent supplies a court document that prevents access, each biological parent will have equal access to all educational records.

### **WITHDRAWING INFORMATION-TRANSFERRING OUT OF THE CORPORATION**

Students transferring to another school must have parents notify the guidance department and make arrangements to fill out and sign a transfer/withdrawal form. This form starts the process for parents and student to return books, pay fees, transfer school records, and other important procedures. This must be done before official transcripts can be sent. Students who have been withdrawn for disciplinary or attendance reasons will be notified in writing and upon return to New Washington, a conference with an administrator will be required.

Under Indiana law (20-33-2-9), any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age and can show hardship for financial reasons, has an extended illness or through court order, may withdraw from school prior to graduation. This requires an Exit interview with the student, the parent or guardian and the principal. Parent or guardian consent and principal approval of the withdrawal must be given.



The principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from school for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

### **SPECIAL EDUCATION**

Students are entitled to a free appropriate public education in the "least restrictive environment". The school provides a variety of special education programs for students identified as having a disability as defined by the individuals with Disabilities Education Act (IDEA).

### **DIRECTORY INFORMATION**

Federal law stated that directory information which is information that is generally not considered harmful or an invasion of privacy if released can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, schools are required to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the school that they do not want their student's information disclosed without their written consent. If you do not want the school to disclose directory information from your child's educational records without your prior written consent, you must notify the school in writing by the first student day of the semester.

### **HOMELESS STUDENTS**

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

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

The Corporation maintains many student records including both directory information and confidential information.

## **TECHNOLOGY/CHROMEBOOK INFORMATION**

### **COMPUTER/NETWORK POLICY**

Every student is required to abide by the Greater Clark County Schools Acceptable Use policy in regards to computers and other devices that are property of GCCS.

### **CHROMEBOOK PRIDE:**

I will:

- ☐ Use digital devices, networks and software in school for educational purposes and activities.
- ☐ Bring Chromebook to school each day charged and ready for use.
- ☐ Leave protective case/shell on Chromebook at all times.
- ☐ Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- ☐ Show respect for myself and others when using technology including social media.
- ☐ Give acknowledgement to others for their ideas and work.

- Report inappropriate use of technology immediately.

### **STUDENT RESPONSIBILITY FOR COMPUTER DEVICES**

1. Each student is personally responsible for his/her computer at all times.
2. The computer is the property of Greater Clark County Schools.
3. Each student will have signed an Acceptable Use Policy and any other necessary document.
4. Students must keep laptops charged.
5. Students must follow teacher direction regarding laptops at all times.
6. Any deliberate misuse of the laptop, including, but not limited to, network removal, installation of unapproved software, intentional physical damage or defacing the computer will result in loss of the computer for a period of time.
7. Any of the issues below may result in a loss of internet, computer, or both for a period of time;(the list is not all inclusive)
  - a. Using proxy sites
  - b. Inappropriate use of websites
  - c. Using profanity
  - d. Providing false information
  - e. Taking pictures or videotaping when not related to an assignment
  - f. Using computer when not allowed by teacher
  - g. Refusing to give computer to teacher when requested
  - h. Cheating in any form is unacceptable
  - i. Profanity is never appropriate in any form
  - j. Threatening, or bullying, is never acceptable
  - k. Hacking the laptop or network

The first referral will result in the loss of the computer and/or internet for a number of days to be determined by an administrator.

The second referral will result in parent notification and loss of computer and/or internet for a number of days determined by an administrator and ISS or OSS.

Some referrals may result in day-use only of the device.

Computers that need repair will be taken to the Media Center during IMPACT period only.

It is the responsibility of the student to have his/her Chromebook charged at all times.

## **TRANSPORTATION INFORMATION**

### **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct at the bus stop or on the buses may result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses; **any student desiring to ride a bus that he/she is NOT assigned to will need a written note from a parent/guardian and authorization by the main office. If the student is being transported to another student's home, a note from that parent/guardian is also required. Authorization will be given in cases of emergency only.**

While on the bus, students should keep hands and head inside the bus at all times. Horseplay is not permitted around or on the school bus. Bus riders are not permitted to leave their seats while the bus is in

motion. Students who are transported to school are NOT permitted to leave the school property once they get off the bus.

Misconduct reports from bus drivers may result in a student being denied bus-riding privileges from one to five days (or longer, depending upon the number of bus conduct reports a student acquires).

### **Transportation Guidelines and Procedures:**

1. Transportation eligibility is determined by a student's home address.
2. GCCS does not allow alternating addresses during the week. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different, but both addresses must be within the assigned school boundary and must be consistent each day.
3. Pre-school and special education students must have a designated, responsible greeter at the stop when the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child will be taken back to the school or to the nearest police department as a safe haven. Repeated failure to greet students at the stop may result in the loss of transportation. **Note: all other students, Kindergarten to 12<sup>th</sup> grade, will be dropped at their stop; it is the responsibility of the parent/guardian to decide if they need to greet their child(ren).**
4. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee. Bus drivers are not authorized to assign or change bus stops. **Students are prohibited from riding to (or from) another student's home/ bus stop. Parents must make alternative arrangements for transportation if an emergency arises.**
5. For safety reasons, students must be at their assigned stop location five (5) minutes before the scheduled pickup time.
6. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a Level 6 Felony. (I.C. 35-43-2-2).
7. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: <http://transportation.gcs.k12.in.us>. For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.
8. For those eligible, all bus stops shall be within .3 mile of a student's home for elementary and middle school students and .4 mile for high school students.
9. If you reside in a No Transportation Zone (NTZ), GCCS will not provide transportation. If you reside in a Limited Transportation Zone (LTZ), GCCS will provided limited pick up points.

### **DRIVING AND PARKING**

Driving to school is a privilege not a right. Students should remember that any vehicle driven to school becomes part of the school zone and, by law and school policy, can be searched by school personnel if there is reasonable suspicion the student is in violation of a school rule or public law.

Students may obtain a parking permit for a \$5.00 fee in the administrator's office during or after school. Students must have their driver's license with them to purchase a parking permit.

When you drive on the school lot you should park, lock your car, and immediately enter the building.

Students are not to park in the staff/visitor parking lots. One warning will be given and the car will be towed at the owner's expense for a second violation.

1. Students must present a valid driver's license to obtain a parking permit.

2. Students must not return to their cars during the school day without permission of one of the school administrators.
3. Parking violations:
  - a. will be reported to the proper authorities;
  - b. may result in parking space assignment.
4. Seniors may park in the lot by the baseball field all other students must park in the other lots.
5. Students are responsible for knowing the New Washington High School parking regulations.
6. Parking lot rule violations may result in the student's driving privileges being suspended.
7. Parking in a handicap space will result in your license plate number being reported to the Clark County Police Department.
8. Repeat rule violations may be towed at the owner's expense.

#### **DRIVER'S LICENSE/PERMIT RESTRICTIONS**

1. Indiana Law (I.C. 9-24-2-1) states the BMV shall suspend a driver's license or a learner's permit to an individual less than 18 years of age who meets any of the following conditions:
  - a. Is a habitual truant under GCCS Policy 5200.
  - b. Is under at least a second suspension from school for the school year.
  - c. Is under an expulsion from school.
  - d. Is considered a dropout under I.C. 20-33-2-28.5.
2. Indiana Law (IC 20-33-2-11) provides that when a student is at least thirteen (13) years of age but less than fifteen (15) years of age and is a habitual truant as defined under GCCS Policy 5200, a driver's license or a learner's permit to drive may not be issued until the student is at least eighteen (18) years of age. A student who has not been issued a driver's license or learner's permit to drive is entitled to a periodic review of the student's attendance record to determine whether the prohibition on the issuance of the license or permit shall continue. The periodic reviews may not be conducted less than one (1) time each school year.

### **GREATER CLARK COUNTY SCHOOLS STUDENT RIGHTS AND RESPONSIBILITIES**

Now that you have read the NWMHS Student Handbook, we encourage you to continue reading and become familiar with the rights and responsibilities of your student. The Greater Clark County Schools Students Rights and Responsibilities Handbook provides additional expectations not specifically covered in the NWMHS student handbook. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language controls.

#### **AHERA Notification**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Greater Clark County Schools is available for review and copying by students, staff and guardians during normal business hours.

