

# Charlestown High School

“Student Achievement and Pirate Pride”

## 2022-2023 Handbook



### School Phone Numbers

Main Office ..... 812-256-3328  
Fax..... 812-256-7274

### Web Sites

Charlestown High School .....[chs.gccschools.com](http://chs.gccschools.com)  
Greater Clark County Schools ..... [www.gccschools.com](http://www.gccschools.com)  
PowerSchool Home ..... <http://classroom.powerschool.com>

### School Hours

8:00 am – 2:55 pm  
Doors Open: 8:00 am

1 Pirate Place  
Charlestown, IN 47111

School Number: 0821

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Welcome to Charlestown High School. This handbook is provided to students and parents 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 [click here](#)

## **MESSAGE FROM THE PRINCIPAL**

### **TO STUDENTS**

The faculty and staff would like to welcome you to Charlestown 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.

Charlestown 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 access the handbook online and any information pertaining to the school please visit our website at: <http://chs.gccschools.com>.

## **ACADEMIES OF CHARLESTOWN HIGH SCHOOL**

GCCS has partnered with Ford Next Generation Learning to establish the Academies of Greater Clark to ensure that our students are prepared for the rapidly changing College and Career opportunities. Academy Model provides 'Small Learning Communities' in our large urban school which are focused on student's interests. We've connected learning to the Labor Market demand; All students will develop Critical Thinking, Creativity, Communication, & Collaboration skills.

### **ADMINISTRATION**

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### **SCHOOL STAFF**

Claudia Blankenship	Family & Consumer Science	<a href="mailto:cblankenship@gccschools.com">cblankenship@gccschools.com</a>
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### **SUPPORT STAFF**

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Debbie Lyons	Administrative Assistant (Main Office)	<a href="mailto:dlyons@gccschools.com">dlyons@gccschools.com</a>
Nancy Wiles	Attendance Secretary (Student Services Office)	<a href="mailto:nwiles@gccschools.com">nwiles@gccschools.com</a>

\*This list was accurate at time of printing; however, it is natural that staff will change throughout the year.

### **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.

## **“Building a Bridge to Tomorrow”**

### **VISION**

The Charlestown High School community is dedicated to providing quality opportunities for all students to learn and develop while striving to reach their own levels of individual excellence as they prepare for their future in an ever-changing society. A safe and orderly environment, utilizing the continuous support of the entire school community, will best provide these opportunities.

### **MISSION STATEMENT**

Charlestown High School students can best meet their achievement needs and goals when all members of the school community are committed to establishing a consistent framework of communication, varied teaching strategies, appropriate curriculum, teamwork, collaboration, offerings in the latest technology, and recognizing the importance of ethical behavior and self-motivation in the development of individual life skills.

### **BELIEF STATEMENTS**

Foundations of our bridge include the following beliefs:

- ◆ All students can learn, grow, and develop.
- ◆ Communication is most effective when it includes on-going interaction among all members of the school community.
- ◆ The school community best supports students when quality teamwork, collegiality, and collaboration are utilized in working relationships.
- ◆ A safe and orderly school climate is best developed when there is a consistent and fair approach to discipline and expectations of behavior.
- ◆ Basic competencies in life skills and communication technologies are essential ingredients for student success in all post-secondary life choices.
- ◆ Teachers can best assist learning, growth, and development when they provide quality instruction that includes a diverse array of motivating, creative, and varied teaching strategies that reach all learning styles.

### **MOTO**

Student Achievement and Pirate Pride

### **ALMA MATER**

On our city's northern border, Reared against the sky,  
Proudly stands our Alma Mater, As the years roll by.

Onward ever be our watchword, Conquer and prevail,  
Hail to thee our Alma Mater, C.H.S., All Hail.

'Round your halls old Alma Mater, Memories sweet shall throng,  
And we'll all be back there with you, As we hear this song.

When with moments swiftly flying, Ages roll between,  
Sons of yet unborn will hail thee, Alma Mater, queen.

### **FIGHT SONG**

We will fight, fight, fight for C.H.S., And be a victor over all.  
For it's the blue and white that we adore, And we love it best of all.

We will boost our school up to the top,  
And we will work and work and never stop.  
For it's the school of schools that marches on,  
Marches on to V-I-C-T-O-R-Y

## **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 Standard for Success Graduation Pathways, a web-based program that helps students manage their college and career search. As early as 6th grade, students are exposed to the 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 Charlie Natrass, 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 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. Charlestown High School has a 7 period day. All students attending Charlestown High School are required to have a full schedule of classes (7 classes). 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. 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 documenting the need/reason for the absence; meet with probation officer; 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 10:00 a.m. (one call for an extended absence is sufficient). A message may be left by calling 256-3328 by pressing #7 after the recorded message comes on or by pressing ext. 11258. 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.

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.

### **ABSENCE 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. Unexcused
  5. 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**

1. Invalidation of Driver's License or Learner's Permit
  - A. See GCCS Student's Rights and Responsibilities
2. In addition to the above provisions from the state, the school may issue consequences.

#### **HABITUAL TRUANT**

Indiana Code 9-24-2-1 provides that the bureau of motor vehicles shall suspend the driving privileges or invalidate the learner's permit of any individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and is determined to be an habitual truant under Indiana Code 20-33-2-11.

Indiana Code 20-33-2-11 provides that the bureau of motor vehicles, after receiving the following information from the school corporation, may not issue a driver's license or a learner's permit to drive a motor vehicle until the individual is eighteen (18) years of age if the individual who is at least fifteen (15) years of age and less than eighteen (18) years of age is a habitual truant under this section. Such persons are entitled to a periodic review as provided for in this section.

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**

CHS is a closed campus and a student may not leave school at any time w/o 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.

## **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*, 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 e-mail his/her teacher for make-up work.***

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

Charlestown High School maintains a closed campus, and 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 through Student Services.

Vocational students attending Prosser must arrive and depart CHS 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 office at CHS, and the student **must** sign in and/or out with an attendance clerk to avoid being marked absent.

Students may not leave the school without school and parental consent for school-related activities such as class or club responsibilities, field trips, etc.

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.

## **PROCEDURES FOR SIGNING IN & OUT OF SCHOOL**

**A parent or guardian must call attendance personnel (812-256-3328 ext. 11258) or appear in person to sign a student out of school. Please leave a message of voice mail, if we are unable to answer immediately.**

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.

### **Students arriving to school late or leaving early must sign-in or sign-out through Student Services.**

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**

- **Fever:** Return when fever free for 24 hours (without requiring the use of fever reducing medications)
- **Diarrhea and/or vomiting:** Return 24 hours from last episode of vomiting/diarrhea
- **Pink eye or other bacterial infection:** Return 24 hours after start of antibiotics
- **Other:** If you are unsure if your child has an illness that may be contagious to others, please reach out to their healthcare provider for return to school guidance.

### **TARDY POLICY**

A tardy is defined as a student not being in his/her assigned classroom when the bell rings. This policy will be enforced in every classroom and through Student Services for those late to first period. Students reporting to class five minutes after the period has started without a signed pass will be counted as absent/truant and not admitted 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 CHS student handbook.

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

The intent of Charlestown 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**
2. **Teacher removal from class**
3. **Detention**
4. **Lunch Detention**
5. **Friday Evening School**
6. **In School Suspension**

7. **Out of School Suspension**
8. **Alternative Education Program**
9. **Expulsion**

### **DETENTION**

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

#### **DETENTION GUIDELINES**

- No eating or drinking.
- No talking.
- No radios/ electronic devices, cell phones.
- No note passing.
- No sleeping.
- The student must remain on task.

*There will be one warning for talking or misbehavior, the second offense will result in dismissal and no credit will be received.*

### **LUNCH DETENTION**

Administrators may assign a lunch detention to be served during the next possible lunch. Students will sit at an assigned table outside of the lunch room.

### **FRIDAY EVENING SCHOOL (FES)**

Friday Evening School (FES) meets approximately once per month from 3:00 to 6:00pm. While in FES, students are expected to follow the rules listed below. Failure to attend an assigned FES or cooperate with the adult supervisor will result in the assignment of further disciplinary consequences.

#### **FES GUIDELINES**

- No eating or drinking.
- No talking.
- No radios/ electronic devices, cell phones.
- No note passing.
- No sleeping.
- The student must remain on task.

*There will be one warning for talking or misbehavior, the second offense will result in dismissal and no credit will be received.*

### **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.

#### **ISS GUIDELINES**

- Student must bring all textbooks to ISS Room.
- No sleeping or talking allowed.
- Excessive disruption, misbehavior or not following directive of monitor will result in OSS.

### **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*. 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.

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 extra-curricular 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.

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 OSS, the student will be arrested and the process for expelling that student will begin.
- B. 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. 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.

### **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 twenty-one (21) 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 or any other matter or substance that contains tobacco.

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

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

- The first offense results in a 3 day out of school suspension. School Resource Officer may be involved.
- The second offense results in a 5 day out of school suspension. School Resource Officer may be involved.
- The third offense results in suspension with a recommendation for expulsion.

### **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 35-31.5-2-86, 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 35-47-8-1), 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.**

### **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 School Resource Officer is not merely a “Cop on Campus,” he/she 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/She 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.

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 (including transgender status, sexual orientation and/or gender identity), race, color, religion, national origin, age, disability, ancestry, marital status, familial status, 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 (4150) or Discipline and Dismissal of Certified Staff Policy (3139), 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 5500/5600/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 Trustee's 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 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.gccschools.com>.
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 and preplanned professional development days. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

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, Google Meet sessions, email and other electronic digital media to ensure uninterrupted instruction.

eLearning days come in two forms: asynchronous and synchronous.

### **Asynchronous eLearning Days:**

- All assigned work and lessons will be communicated through Google Classroom.
- Assigned work will align to the district sequencing guides.
- Students will work at their own pace to complete the assigned work.
- Some teachers may still deliver face to screen instruction via Google Meet or pre-recorded video opportunities.
- Attendance will be taken via a Google Form on asynchronous eLearning days.

### **Synchronous eLearning Days:**

- All assigned work and lessons will be communicated through Google Classroom.
- The lessons and assigned work will align to the district sequencing guides and students will remain on pace with their GCCS classroom.
- Students will be expected to interact with their teachers according to their school's published schedule.
- Attendance will be taken during the scheduled teacher interaction time. If students are not in attendance during the scheduled time, the student will be marked absent but still expected to complete the work.

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 impact period, sent out by e-mail in the afternoon. Announcements to be read should be e-mailed to Mr. Cox and Ms. Wiles by 8:00 am each morning.

## **FOOD SERVICE**

Charlestown 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.

Please refer to the district or school website for the most up-to-date information regarding breakfast and lunch prices.

## **BREAKFAST**

Breakfast begins at 7:30am and ends at 8:10am. Students are responsible to be in class on time.

## **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. Lunch is considered a part of period 4 for attendance and tardy purposes. An absence from lunch is considered an absence from period 4. Also, a tardy to lunch is considered an incidence of tardiness and applies to the allowable limit.

CHS 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 outside in the area adjacent to the cafeteria and in front of the windows of the cafeteria.

## **FOOD**

Food or drinks, excluding water, are not permitted outside of the cafeteria/vending machine area.

## **VENDING MACHINES**

Food and soft drink machines are located in D wing 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 Student Services office.

The vending machines will be turned off during lunch.

Eating snacks is a privilege. All snacks (food and drinks) will be consumed in between the Cafeteria and Media Center area. 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.

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

All items found on school property that do not belong to you must be turned into the main office or student services. Lost articles may be claimed from the main office or student services. Articles will be disposed of if not claimed within a reasonable length of time. A student should report any loss to student services 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 safe-keeping and will not be liable for loss or damage to personal valuables**

## **MEDIA CENTER**

Hours of the Library: 8:00 – 3:30 M-W-F

8:00 – 4:00 T-Th

Closed: Tuesday and Thursday First 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:
  - No food or drink in library.
  - Talk in quiet voices.
  - Cell phone use is prohibited unless approved by a teacher
2. Classes that have scheduled library time take precedence.

### **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 sex (including transgender status, sexual orientation and/or gender identity), age, race, color, disability, family status, national origin or religion. 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**

The city of Charlestown has an ordinance prohibiting the riding of skateboards on school property; therefore no skateboards will be allowed at Charlestown 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.

### **STUDENT FEES AND CHARGES**

Students who park on campus must have a valid parking permit that hangs on the rearview mirror of his/her car. 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 Student Services 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:

- To check out materials and books in the library
- To attend dances
- 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!**

- Students are not to give their locker combinations to another student or friend.
- Students are not to tamper with, deface, or use another person's locker.
- Lockers belong to Charlestown High School and students are responsible for taking good care of their lockers.
- 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.
- The Principal or other member of the administrative staff of a school may search a locker and its contents at any time.
- Other than a general search of locker of all students, any search conducted shall be, where possible, in the presence of the student whose locker is the subject of the search.

- 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 Student Services office for emergencies only. 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 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.

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 Charlestown 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 Charlestown 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**

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

## **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.

### **Grading Scale**

A 90-100    B 80-89    C 70-79    D 60-69    F 0-59

### **Grade Reporting Schedule**

<b>Grading Period</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
<b>Dates</b>	July 27 - Sept 30	Oct 17 – Dec 16	Jan 3 – Mar 17	Apr 3 – May 25
<b>Mid Term Progress Reports</b>	Aug 29 – Sept 2	Nov 14 – 18	Jan 30 – Feb 3	May 1 - 5
<b>Grading Period Ends</b>	Sept 30	Dec 16	Mar 17	May 25
<b>Grades Posted to PowerSchool Parent Portal</b>	Oct 4	Dec 20	Mar 21	May 30
<b>Parent/Teacher Conferences</b>		Nov 8		

## **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.

Charlestown 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 CHS 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**

Charlestown High School recognizes that there may be times when it is in the best interest of a student to re-take 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**

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

The 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 creating a parent account using the Access ID and Access 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.

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

Indiana law requires parents/guardians to furnish no later than the first day of school attendance, proof of the student’s immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. 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 (Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable).
- 1-2 doses Meningococcal (MCV4) (Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4)

## **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.

**Medication Forms:** Authorization forms for giving medication at school may be obtained from the school Health Office. Under no circumstances should a child take prescription or over-the-counter medications to class. They must be turned in to the office so they can be administered properly. Safety is our first priority.

## **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 on-line 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**

### **PRIDE Program**

The PRIDE program addresses common expectations (Persistence, Respect, Initiative, Dependability, and Efficiency) while also teaching social emotional learning skills. The PRIDE program encompasses the systems of routines and positive school culture practices that allows the main focus to be on literacy and numeracy in all content areas via expectations, culture and climate, restorative accountability, interventions, and partnerships. Teaching these expectations and measuring student performance will lead to strong employability skills and provide the data to determine each student's college and career readiness. Schools will incorporate PRIDE into their building level plan and matrices. Students will be recognized with a Work Ethics Certificate for mastery of CCR/PBIS/Work Ethic at grade 12.

## **WORK ETHIC CERTIFICATE**

Our PRIDE program 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. Seniors have the opportunity to earn a Work Ethic Certificate (WEC). In order to earn the WEC as a senior, students must have at least 98 percent attendance (including tardies, sign-ins, and sign-outs), at least a 2.0 GPA and have met criteria for graduation, not more than 1 discipline referral, 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 Night, 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





# SCHOOL CALENDAR/SCHEDULE AND TIMES



JULY 2022						
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 2022						
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 2022						
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			

JANUARY 2023						
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				

MARCH 2023						
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	

MAY 2023						
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			

AUGUST 2022						
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			

OCTOBER 2022						
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					

DECEMBER 2022						
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

FEBRUARY 2023						
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				

APRIL 2023						
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						

JUNE 2023						
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	

- July 2022**  
 22 Teacher Only Day  
 25 Teacher Only Day/Opening Day/  
 Classroom Prep/Elementary Back to  
 School Night  
 26 Teacher Only Day/Building Meetings/  
 Classroom Prep/Secondary Back to  
 School Night  
 27 Student First Day

- September 2022**  
 5 No School – Labor Day  
 6 eLearning Day/PD (No Preschool)  
 30 End of 1<sup>st</sup> Quarter (47 days)

- October 2022**  
 3-14 Fall Break

- November 2022**  
 8 Teacher Only Day – Election Day  
 Parent/Teacher Conference Day  
 23-25 Thanksgiving Break

- December 2022**  
 16 eLearning Day (No Preschool)  
 End of 2<sup>nd</sup> Quarter (41 days)  
 19-30 Winter Break

- January 2023**  
 2 Winter Break  
 16 No School – Dr. Martin Luther King, Jr.  
 Day

- March 2023**  
 17 End of 3<sup>rd</sup> Quarter (53 days)  
 20-31 Spring Break

- May 2023**  
 2 eLearning Day/PD – Election Day  
 (No Preschool)  
 25 Last Student Day  
 End of 4<sup>th</sup> Quarter (39 days)  
 26 Last Teacher Day

- June 2023**  
 6 New Washington HS Graduation 7pm  
 7 Charlestown HS Graduation 7 pm  
 8 Jeffersonville HS Graduation 7pm

- Student First/Last Day
- No School
- Teacher Only Day
- eLearning Day
- Graduation

## DAILY SCHEDULE

7:25 – 7:55 “O” Period for faculty  
**8:00 – 8:10** Passing from Cafeteria to Class - **8:08** Warning Bell  
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 from Cafeteria to Class – 10:08 Warning Bell  
**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 - 11:25 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**

## **BEFORE SCHOOL HOURS**

The main entrance door opens at 7:25am. Upon arrival, students are to go to the cafeteria. At 8:00am students are permitted to locker areas and classrooms. Classes begin at 8:10am.

School ground sidewalks, drives, parking lots, etc. will be under video surveillance. Adults will be strategically assigned locations on the school grounds starting at 7:50am to ensure that students are supervised as they transition from the school grounds into the building and to their assigned area in an orderly manner. Students must get a pass to go to their locker or to see a teacher. 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 8:08. This is two minutes 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 5 minutes between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. 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.

## **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. Students will stack trays neatly in the wash window. Students are not to cut in front of others in the food 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 courtyard. Permission is required to leave the cafeteria for any reason.

## **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 walkers, drivers or not riding a bus must be with a coach, 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. The building is closed to students at 3:30pm.

## **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).

## STUDENT ACTIVITIES

### ATHLETICS

Charlestown High School is part of the Mid-Southern Athletic Conference. Our colors are Royal Blue/White/Black.

All students involved in athletics must have a completed physical form and cardiovascular pre-participation screening on file before participating.

Charlestown High School is a member of the Indiana High School Athletic Association (I.H.S.A.A.) and abides by the rules and regulations of the organization. Academic eligibility is of particular importance. Each participant must have earned a passing grade in the equivalent of five (5) solid subjects during the preceding semester of enrollment in high school and must currently be passing in five (5) or more solid subjects. Any student who is ineligible at the end of a semester is ineligible for the first grading period the following semester. The same applies on a 9-week grading period basis. For additional information about interscholastic athletics please refer to the "GCCS High School Athletic Handbook". A copy of the handbook is posted on the school website.

### ATHLETIC GUIDELINES & EXPECTATIONS

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

Participation in an athletic program is a **privilege** which carries with it varying degree of responsibility, recognition, and reward. Participating student athletes represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school and their community.

Contestants' conduct, in and out of school and season, shall be such as (1) not to reflect discredit upon their school, team, or family, and (2) not to create a disruptive influence on the discipline, order, moral, or educational environment of Greater Clark County Schools.

This policy shall become effective for all athletes in all sports on the first day of fall practice (IHSAA selected date) of an athlete's freshman year and continue until our teams are eliminated from the state tournament in the spring season of an athlete's senior year.

### 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 Charlestown 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 all required forms completed in Final Forms.

## **EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES**

CHS is proud to offer a wide variety of clubs and extra-curricular activities to our students to meet many interests. All activities of clubs and organizations are to be approved by the Principal and the sponsor of the club or organization. Being part of a club or organization is a privilege. Students who participate, are held to the highest standards of behavior while representing our school.

## **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. Fund raising projects are to be submitted for school board approval. Charlestown High School encourages each student to participate in clubs and student activities.

## **PROM**

The Junior-Senior Prom is for Charlestown 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 20 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 CHS prom.
5. Charlestown High School students and guests must abide by all Charlestown High School rules and regulations.
6. All students attending prom who are not JHS students must complete a guest permission form.

## **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 Charlestown 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**

### **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 counselors 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. Charlestown 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

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Listed below are the styles or manners of dress expected during school hours.

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. Shirts may not expose the side, midriff, cleavage, or back. Strapless, off the shoulder, one-shoulder and spaghetti strap garments are not allowed.
4. Pajamas are not allowed.
5. 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!**
6. No caps, hats, bandanas, hoods, or durags will be worn unless authorized by school officials.
7. No heavy jackets, long coats, or blankets are to be worn during the school day.
8. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
9. Shorts and skirts must be mid-thigh length when standing. Holes in pants, shorts, or skirts must not be above mid-thigh.
10. "Sagging" is not permitted.
11. Bags larger than 5x7 are not allowed to be carried during the school day. All bags larger than 5x7, backpacks, and string backpacks must remain in the locker during the school day.
12. Sunglasses or other non-prescription eyewear.
13. 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.
14. Final determination regarding student dress and grooming will be determined **by the administration**.

### PLAGIARISM/CHEATING

The following will be considered plagiarism at Charlestown 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 Charlestown 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**

At Charlestown High School, we expect that personal touching is limited to holding hands. **Anything beyond holding hands is not allowed at Charlestown High School.**

## **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. An announcement will state: "Attention students and staff at this time please move to your tornado shelter areas."
- 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.
- 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. Teachers and students are advised to follow the "Avoid, Deny, Defend" protocols in the case of a real emergency.

## **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

### **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.

### **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.

## **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.

## **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.

## **PERMANENT RECORDS AND TRANSCRIPTS**

A permanent record is maintained on each student documenting a student's academic progress each year of their education at Charlestown 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.

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

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

## **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).

## **WITHDRAWING/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/withdraw 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 Charlestown High School, 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.

## **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

Computers that need repair will be taken to the Media Center before and after school, during passing time or with a pass from a teacher. 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 principal in writing. 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. 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.
2. 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).**
3. 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.**
4. For safety reasons, students must be at their assigned stop location five (5) minutes before the scheduled pickup time.
5. 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).
6. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: <https://www.gccschools.com/home/our-district/departments/transportation/>. For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.
7. 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 provide 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.

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

All students who drive to school must obtain a parking permit. All spaces are numbered and students will be assigned a space. Students may obtain a parking permit for a \$5.00 fee in Student Services during or after school. Students must have their driver's license with them to purchase a parking permit.

Students are not to park in the faculty/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 reassignment
4. Seniors will have the spaces in rows one through four. Spaces 1-100 will be for seniors or assigned parking only. The rest of the spaces will be first come, first serve.
5. Students are responsible for knowing the Charlestown 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 may subject you to all of the following: (1) Two demerits, (2) license plate number reported to Charlestown Police Department.
8. Autos with no parking permit or 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 at least fifteen (15) years of age and less than eighteen (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 fifteen (15) years of age but less than eighteen (18) 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.

### **FIELD TRIPS**

It is the intent of Charlestown High School to offer as many educational opportunities as possible. As a result, field trips are offered to students through their Academy or specific program throughout the year. During field trips, student's personal belongings including backpacks, book bags, athletic bags, and purses are subject to search. Students violating school policy or found to be in possession of illegal substances are subject to disciplinary action and will be turned over to proper authorities. Students participating in field trips will be counted present at school. The school will provide transportation with a signed permission slip and a possible fee.

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

Now that you have read the CHS 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 CHS 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.