

# **Charlestown High School**

Excellence is an Attitude, Success is a Choice

## **2026-2027 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 ..... <https://pschool.gcs.k12.in.us/public/>

### **School Hours**

8:00 am – 2:55 pm  
Doors Open: 7:30 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**

|                 |                     |                                                                          |
|-----------------|---------------------|--------------------------------------------------------------------------|
| Randy Gianfagna | Principal           | <a href="mailto:jgianfagna@gccschools.com">jgianfagna@gccschools.com</a> |
| Rebecca Cambron | Assistant Principal | <a href="mailto:rcambron@gccschools.com">rcambron@gccschools.com</a>     |
| Sara Pickering  | Assistant Principal | <a href="mailto:spickering@gccschools.com">spickering@gccschools.com</a> |
| Chad Gilbert    | Athletic Director   | <a href="mailto:cgilbert@gccschools.com">cgilbert@gccschools.com</a>     |
| Khris Harris    | Counselor           | <a href="mailto:kharris@gccschools.com">kharris@gccschools.com</a>       |
| Tyler Brafford  | Counselor           | <a href="mailto:tbrafford@gccschools.com">tbrafford@gccschools.com</a>   |
| Amber Anderson  | Academy Coach       | <a href="mailto:aanderson@gccschools.com">aanderson@gccschools.com</a>   |
| Jeffrey Ganote  | AIC                 | <a href="mailto:jganote@gccschools.com">jganote@gccschools.com</a>       |
| Kevin Fisher    | SRO                 | <a href="mailto:kfisher@gccschools.com">kfisher@gccschools.com</a>       |

### **SUPPORT STAFF**

|                |                                                     |                                                                        |
|----------------|-----------------------------------------------------|------------------------------------------------------------------------|
| Jennifer Allen | Administrative Assistant - Principal & Main Office  | <a href="mailto:jallen@gccschools.com">jallen@gccschools.com</a>       |
| Jami Lee       | Treasurer                                           | <a href="mailto:jlee@gccschools.com">jlee@gccschools.com</a>           |
| Nancy Wiles    | Attendance Secretary - AP & Student Services Office | <a href="mailto:nwiles@gccschools.com">nwiles@gccschools.com</a>       |
| Nicole Grayson | Administrative Assistant - Guidance Office          | <a href="mailto:ngrayson@gccschools.com">ngrayson@gccschools.com</a>   |
| Anne Bottorff  | Administrative Assistant - Athletic Director        | <a href="mailto:abottorff@gccschools.com">abottorff@gccschools.com</a> |
| Cindy Blanton  | Cafeteria Manager                                   | <a href="mailto:cblanton@gccschools.com">cblanton@gccschools.com</a>   |
| Tessa Hewitt   | Health Assistant                                    | <a href="mailto:thewitt@gccschools.com">thewitt@gccschools.com</a>     |

\*This list was accurate at the time of approval; 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.

## **“Unleash the Power of Your Potential”**

### **VISION**

Our vision is to be a beacon of excellence in education, where every student is empowered to realize their full potential and become lifelong learners. Through collaboration, innovation, and dedication, we aim to create a nurturing and supportive environment that inspires creativity, critical thinking, and personal growth, providing students the power to unleash their potential.

## **MISSION STATEMENT**

Our mission is to inspire every student to achieve their highest potential. We are committed to fostering a dynamic learning environment that promotes academic excellence, personal growth, and social responsibility. Through innovative teaching, rigorous curriculum, and a supportive community, we strive to equip our students with the knowledge, skills, and values needed to succeed in college, career, and life.

### **MOTTO**

Excellence is an Attitude, Success is a Choice

### **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 with an acceptance 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 Amber Anderson, 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.

**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.

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

**Grade Reporting Schedule**

| Grading Period                             | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4 <sup>th</sup> |
|--------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Dates                                      | July 30 – Oct 2 | Oct 12 – Dec 18 | Jan 5 – Mar 19  | Mar 29 – May 19 |
| Mid Term Progress Reports                  | Aug 31 – Sept 4 | Nov 9 – 13      | Feb 8 – 12      | Apr 19 – 23     |
| Grading Period Ends                        | Oct 2           | Dec 18          | Mar 19          | May 19          |
| Grades Posted to PowerSchool Parent Portal | Oct 5           | Dec 21          | Mar 22          | May 21          |
| Parent/Teacher Conferences                 |                 | Nov 3           |                 |                 |

**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**

**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. Beginning with the class of 2029, the New Indiana Diploma and six honors seals will also be offered. 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**

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.

**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.

**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 guidance 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.

**SCHOOL CALENDAR/SCHEDULE AND TIMES**

**DAILY SCHEDULE**

**7:25 – 7:55** “0” 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 – 10:40 Passing*  
**10:40-11:05** IMPACT PERIOD  
*11:05-11:10 Passing*

**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**  
*3:05 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 - 11:50 Lunch**  
*11:50 – 11:55 Passing*  
**11:55 – 12:27 Class**

**2nd Lunch**  
*11:20 – 11:25 Passing*  
**11:25 – 11:57 Class**  
**11:57 – 12:27 Lunch**

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

## **Before School Hours**

The main entrance door opens at 7:30am. Upon arrival, students are to go to the cafeteria or main spine. 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 7:25am 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.

## **Breakfast**

Breakfast begins at 7:30am and ends at 8:05am. Students are responsible to be in class on time.

## **Morning Routine**

The bell will sound at 8:00am 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 8:08am. 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 8:10am.

### **Hallway & 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. Running in the hallways is prohibited.

### **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 are not to cut in front of others in the food line. 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. Students must go to the cafeteria and remain there until dismissed. Permission is required to leave the cafeteria for any reason.

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.

### **Dismissal Routine**

At 2:55pm 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 3:15pm.



| JULY 2026 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     |     | 1   | 2   | 3   | 4   |
| 5         | 6   | 7   | 8   | 9   | 10  | 11  |
| 12        | 13  | 14  | 15  | 16  | 17  | 18  |
| 19        | 20  | 21  | 22  | 23  | 24  | 25  |
| 26        | 27  | 28  | 29  | 30  | 31  |     |



#### July 2026

27 Teacher Only Day  
Elementary Back to School Night  
28 Teacher Only Day  
Secondary Back to School Night  
29 Teacher Only Day  
30 First Student Day

#### September 2026

7 No School – Labor Day  
8 Teacher Only Day/PO

#### October 2026

2 End of 1<sup>st</sup> Quarter (45 days)  
5-9 Fall Break

#### November 2026

3 Teacher Only Day – Election Day  
Parent/Teacher Conference Day  
25-27 Thanksgiving Break

#### December 2026

18 End of 2<sup>nd</sup> Quarter (46 days)  
21-31 Winter Break

#### January 2027

1 Winter Break  
4 Teacher Only Day/PO  
18 No School – Martin Luther King Jr. Day

#### February 2027

15 No School – Presidents' Day

#### March 2027

19 End of 3<sup>rd</sup> Quarter (52 days)  
22-26 Spring Break

#### April 2027

12 Teacher Only Day/PO  
30 No School – Oaks Day

#### May 2027

4 No School - Election Day  
19 Last Student/Teacher Day  
End of 4<sup>th</sup> Quarter (35 days)  
22 New Washington HS Graduation 11am  
Charlestown HS Graduation 1pm  
23 Jeffersonville HS Graduation 1pm

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

Weather Make-up Days  
(if necessary): 2/15, 5/20, 5/21

| AUGUST 2026 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| 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 2026 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| SUN       | MON | TUE | WED | THU | FRI | SAT |
|           |     | 1   | 2   | 3   | 4   | 5   |
| 6         | 7   | 8   | 9   | 10  | 11  | 12  |
| 13        | 14  | 15  | 16  | 17  | 18  | 19  |
| 20        | 21  | 22  | 23  | 24  | 25  | 26  |
| 27        | 28  | 29  | 30  |     |     |     |

| SEPTEMBER 2026 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| 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 2026 |     |     |     |     |     |     |
|---------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|------------|-----|-----|-----|-----|-----|-----|
| 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 2027 |     |     |     |     |     |     |
|----------|-----|-----|-----|-----|-----|-----|
| 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  |     |     |     |     |     |

## 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 10:00am (one call for an extended absence is sufficient). A message may be left by calling 812-256-3328 by pressing #1 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:

- When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee shall mail a Letter of Notice and contact the parent/guardian to set up a conference.
- When a student has been absent (unexcused) a total of ten (10) days in a school year, the principal or his/her designee shall mail a Letter of Notice to the parent/guardian. At this point, all future absences must be documented with a doctor's note or other appropriate documentation within two days of the child's return to school.
- 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 to the parent/guardian.
- When a student has been absent (unexcused) a total of twenty (20) days in a school year, the principal or his/her designee will send the Final Legal Notice to the parent/guardian. The administrator will complete a Truancy Affidavit and refer student to the truancy advocate. In addition, a report will be made to the Department of Child Services for students in grades K-8.
- When the Clark County Prosecutor's Office receives a Truancy Affidavit, they review the affidavit and make a decision to file charges.
  - For Kindergarten -8<sup>th</sup> grade, the prosecutor files a formal charge against parent(s)/guardian(s). I.C. 20-33-2-27(a)
  - For 9<sup>th</sup>-12<sup>th</sup> grade, the prosecutor files a formal charge against the child. I.C. 31-37-2-3.

## **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. Servicing as a page or honoree of the Indiana general assembly (IC 20-33-2-14)
  - B. Serving on the precinct election board or as a helper to a political candidate or party on the date of a municipal, primary or general election (IC 20-33-2-15)
  - C. Subpoenaed to testify in court (IC 20-33-2-16)
  - D. Serving as an active duty member of the armed forces, including the National Guard for at least 15 days in a school year (IC 20-33-2-17)
  - E. Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
  - F. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes. The student must be in good standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days. (IC 20-33-2-17.7)
  - G. The student participates in a scheduled competition, exhibition or event offered by the National FFA Organization, Indiana FFA Association or 4-H Club (IC 20-33-2-17.8)
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.
  - B. Medical or dental appointments with documentation that cannot be scheduled outside of the school day.
  - C. Death of an immediate family member or other relative.
  - D. Religious observances. Advance notification of the principal or his/her designee by parent/guardian and church official is required for approval.
  - E. Other extenuating circumstances that will be determined by the principal in advance of the absence.
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. **Unexcused Absence** is defined as absence from school, class or assigned activity without proper parent communication, written documentation from medical or legal provider, or is not defined by one of the excused or exempt absence categories.
5. **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 without permission from Administration and parent. Students are **not** allowed to leave for lunch.

## **COLLEGE VISITS**

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

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

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

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

## **FAMILY TRIP/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 after treatment has begun, or symptoms have ceased.
- **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.

### **SICK AT SCHOOL**

Generally, your child will be sent home if he/she shows any of the following: elevated temperature (100.4+), respiratory symptoms, vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice), diarrhea, etc. Students should be fever-free for 24 hours prior to returning to school for the safety of all students. In the event that we cannot reach the parent/guardian the school will begin contacting the student's listed emergency contacts in PowerSchool. Please make sure that the home, cell and work phone numbers of parents and emergency contacts are kept up-to-date in PowerSchool. Please contact the office if any of these change during the school year.

### **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.

1. **Excused Tardies** are defined as late sign-ins or early sign-outs with proper documentation of:
  - a. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian.
  - b. Medical or dental appointments with documentation that cannot be scheduled outside of the school day.
  - c. Death of an immediate family member or other relative.
  - d. Religious observances. Advanced notification of the principal or his/her designee by parent/guardian and church official is required for approval.
  - e. Other extenuating circumstances that will be determined by the principal in advance of the absence.
2. **Unexcused Tardies** are defined as a late sign-in or an early sign-out from school, class, or assigned activity without written documentation from a medical or legal provider, or other highly extenuating circumstances that will be determined by the principal in advance of the tardy.

## **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. In School Suspension
6. Out of School Suspension
7. Alternative Education Program
8. Expulsion

### **Detention**

Teachers/Administrators may assign detention 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.

### **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 may be notified and permits or drivers licenses will be withdrawn (IC 9-24-2-1).

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. 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**

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, ALCOHOL & TOBACCO**

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 may be arrested and the process for expelling that student may begin.
- B. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student may be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, may 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).

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.

### **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.

### **HARASSMENT/BULLYING 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.

- 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.
- 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.
- 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.
- 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.

### **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 in the Students Rights and Responsibilities 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 in the Students Rights and Responsibilities 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.

### **Investigation Procedures**

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.

## **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 or generated using AI.

If plagiarism is suspected, a teacher at Charlestown High School should report the incident to the school administration for investigation. 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/assessment
- Receive a 0 or F on the assignment/assessment
- Report to the appropriate agency when cheating occurs on a standardized test

\*Administration has the 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.

## **SEARCH AND SEIZURES**

In general, any staff member can confiscate items that are a violation of school rules, can disrupt the educational process, or may be a hazard to persons in the building. Items such as book bags or coats and jackets may be searched when there is reason to believe they contain contraband.

The following rules clarify other searches:

- Lockers are the property of the School Corporation and may be searched by the principal or his/her designee when necessary.
- Police and police dogs may be used to help administrators search lockers.
- Luggage, bags, etc. that students take on overnight fieldtrips are subject to search.
- Electronic surveillance may be used in buildings and buses to ensure student safety.

## **SEXUAL HARASSMENT**

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.

### **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.

### **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.

## **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.

## **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.

- 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.
- 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.
- In compliance with Indiana Code, a student who is:
  - 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
  - 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.
  - 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.
- In compliance with Indiana Code, a student who is:
  - Identified as bringing a deadly weapon to school or on school property; or
  - In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
- 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.

- 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.
- 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.
- 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.
- A destructive device for purposes of this policy is defined as:
  - 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.
  - 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.
  - A combination of parts designed or intended to use in the conversion of a device into a destructive device.
  - 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.
- A deadly weapon for purposes of this policy is defined as:
  - A loaded or unloaded firearm.
  - A destructive device, weapon, device, 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.
  - 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.
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.
- GCCS Board Policy 5772: The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a). This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

**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.**

## **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 (IDOE) encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives. IDOE limits schools to holding no more than three asynchronous eLearning days per school year.

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**

### **COMMUNICATION EXPECTATIONS:**

GCCS is committed to partnering with families to support student learning at home, school and in the community. We acknowledge that students, parents and school staff all have a role in making schools safe and must cooperate to achieve this goal. When school staff and parents work together as partners, they create important opportunities for children to develop social, emotional and academic competencies. As role models, parents and school staff should exhibit the behaviors they would like to see students emulate to be successful in school and in society. Parents are encouraged to talk with their child's teacher(s) and other school staff about issues that may affect student behavior. School staff should keep parents informed of their child's behavior and enlist parents as partners in addressing concerns. Meetings between parents and school staff are encouraged to solve problems, prevent behavior problems, and support behavior change and skill development.

### **Critical attributes of effective, ongoing, two-way communication include:**

- Consistent focus of student achievement and well-being
- Courteous and respectful interactions between all stakeholders at all times
- Open minded exchange of ideas and information between student, family and staff related to achievement, organization and/ or behavior

### **Expectations for two-way communication:**

- Teacher-Parent Apps (Remind, Class Dojo, etc.) may be used for quick announcements, reminders, and celebrations.
- Phone and email communication will be used for specific discussion related to student performance and/or well-being.
- In-person and/or phone conferences will be used for extended discussion related to student performance and/or well-being. Parents may initiate a parent-teacher conference at any time of the school year. There is also an annual parent-teacher conference day set aside for all schools to conduct conferences.

### **Staff Responsibilities for Communication**

- Schools staff will:
  - Greet visitors to the school in a positive and professional manner.
  - Provide a high-quality up-to-date website that includes a calendar of events
- Teachers will:
  - Foster positive relationships with parents to insure open communication.

- Maintain up-to-date and accurate records of student grades and attendance in PowerSchool. Teacher gradebooks are to be updated on a weekly basis.
- Keep parents/guardians informed of upcoming academic areas of focus.
- Reach out to the parent/guardian via phone call or email when a concern or question arises regarding a student.
- With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.
- School administrators will
  - Foster positive relationships with parents to insure open communication.
  - Provide a weekly parent/guardian update via School Messenger for announcements, reminders, and important dates.
  - Maintain an up-to-date school event calendar via Event Link and encourage parents and staff members to subscribe to the school's calendar.
  - Provide separate School Messenger messages to school families regarding specific and/or timely information as needed.
  - With the exception of an emergency, phone or email messages will be responded to within 24 hours except on weekends and school breaks. A response could include acknowledgement of receipt with an indication that more time is needed to fully answer or address concerns.
- District administrators will:
  - Assist parents/guardians and/or school staff who are unable to resolve issues at the school-level.
  - Provide important district level information via School Messenger.

### **Parent Responsibilities for Communication**

- Parents should:
  - Contact the school when children are going to be absent or tardy.
  - Provide the school with up to date contact information or any significant changes which could impact the student.
  - Communicate with the teacher via phone call or email when a concern or question arises regarding your child. If a resolution is not reached, or more clarity is needed, then reach out to a school administrator.

### **DAILY ANNOUNCEMENTS**

Daily announcements will be given over the public address system during the impact period and sent out by e-mail in the afternoon. Announcements to be read should be e-mailed Mrs. Allen by 8:00 am each morning. To maintain clear communication and support school-wide safety procedures, students and staff will pause and listen attentively to all announcements throughout the school day.

### **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.

### **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:

- Birth certificate or similar document
- Court papers allocating parental rights (if needed)
- Custody (if needed)
- Proof of residency
- Proof of immunizations
- Current IEP (if needed)
- Transcript from former school

## **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.

## **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 outside the cafeteria 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 the Cafeteria. No drinks will be allowed in the classroom other than water. Food is not allowed in classrooms.

## **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 – 2:55 M- F

Closed: Closed during lunches

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
2. Classes that have scheduled library time take precedence.

## **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 may 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.
- The student to whom the locker is assigned is responsible for the contents of the locker.
- 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.

### **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.

### **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.

## **HEALTH SERVICES**

### **IMMUNIZATIONS**

Indiana law requires parents/guardians to furnish no later than the first day of school attendance, a record of vaccination. This must be provided by the child's physician, the health department, or any other form of official documentation. The *record* must show the child has received these immunizations, and *be considered fully vaccinated as set forth by the State of Indiana*, against the following:

- (1) Diphtheria;
- (2) Pertussis (whooping cough);
- (3) Tetanus;
- (4) Measles;
- (5) Rubella;
- (6) Poliomyelitis;
- (7) Mumps;
- (8) Varicella;
- (9) Hepatitis A;
- (10) Hepatitis B; and
- (11) Meningitis

### **Required and Recommended School Immunizations**

Your child will not be permitted to attend school without providing verification of required immunizations or a Religious Objection letter.

Your child's attendance in school is very important to all of us. Please contact your child's school health office to discuss how this interruption of your child's education can be prevented. Failure to address this problem in a timely manner may be deemed child neglect. School Attendance Protocol will apply.

This action is necessary and taken under the terms of Indiana Code 20-34-4-5, which states:

- (a) "Each school shall require the parent of a student who has enrolled in the school 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.
- (b) The statement must show, except for a student to whom I.C. 20-34-3-2 or I.C. 20-34-3-3 applies, that the student has been immunized as required under Section 2 of this chapter. The statement must include the student's date of birth and the date of each immunization.
- (c) A student may not be permitted to attend school beyond the first day of school without furnishing the documentation described in subsections (a) and (b) unless:
  - a. The school gives the parent of the student a waiver; or

- b. The local health department or health care provider determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (a) may not be granted for a period that exceeds twenty (20) school days. If subdivision (b) applies, the parent of the student shall furnish the written statement and a time schedule, approved by a health care provider who is authorized to administer the immunizations or the local health department, for the completion of the remainder of the immunizations."

## **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.
- At the end of the school year, any remaining medication must be picked up by the parent/guardian, or it will be destroyed.
- Special circumstances may cause need for a student to carry medication on them. Please speak to the school health office staff in this situation.

**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 PROGRAM & WORK ETHIC CERTIFICATE**

### **PRIDE Program**

The PRIDE program addresses common expectations (Persistence, Respect, Initiative, Dependability, and Efficiency) while also teaching Indiana Employability Skills Standards. 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.

### **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 the Honors program, receive a certificate signed by Governor Holcomb, and wear a PRIDE sash at the graduation ceremony.

Greater Clark County Schools Have

# PRIDE



## PERSISTENCE

Persevere Through Challenges, Problem-Solve



## RESPECTFULNESS

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



## INITIATIVE

Self-Starters, Critical Thinkers



## DEPENDABILITY

Academic Readiness, Reliable, Demonstrate Responsibility and Teamwork



## EFFICIENCY

Organized, Punctual, Self-Management



## PRIDE Work Ethic Certificate - High School

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

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

**Instructions:** Please read the following statement, complete this form and return it to your counselor.

*I have received, read and understand the standards and requirements for the GCCS Work Ethic Certification Program. I fully understand the guidelines for the successful completion of all established criteria necessary for awarding of the certificate. I am committing to pursue the Work Ethic Certification.*

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

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

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

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

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

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

**\_\_\_ Teamwork**

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

**\_\_\_ Community Service** **\_\_\_ Service Hours Completed**

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

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

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

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

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

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

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

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

**\_\_\_ Responsibility** **\_\_\_ Number of Referrals**

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

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

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

**Work Ethic Certificate Student Score** **\_\_\_/9**

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

## STUDENT ACTIVITIES

### 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, including sports identified as emerging.
  - b. Cheerleading
  - c. Marching Band\*, Winter Guard, Dance Team, STEP Team, Archery and Bowling
  - 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.

## 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 IHSA a student must have met the following basic requirements in order to participate or practice in athletics at Charlestown High School (see IHSA 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 (IHSA 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 IHSA 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 IHSA 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 CHS students may be required to complete a guest permission form.
7. Additional expectations may be put into place at the principal's discretion.

### **SPECTATOR GUIDELINES**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic programs of the Greater Clark County School Corporation, as well as for the individuals who participate. Good sportsmanship is viewed by the National Federation as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

The following are expectations for spectators of Greater Clark County student-athletic programs/events:



- Realize that a ticket is a privilege to observe a contest and support school activities. It is not a license to verbally assault anyone or act in an outrageous manner.
- Realize that athletics are part of the educational experience and that its benefits go beyond the final score of the contest. Place the emotional and physical well-being of student athletes ahead of any personal desire to win.
- Respect the decisions made by officials and learn the rules of the game to better understand their decisions.
- Participate in positive cheers and refrain from encouraging those who take away from the spirit of the contest.
- Respect and support the task of the coaches. Respect the coaches' authority during games by not confronting them at the game site. Discuss any issues or concerns with coaches at an agreed upon time and place.
- Respect opponents as students, and acknowledge them for striving to do their best. Discourage any behaviors or practices that would endanger the health and wellbeing of athletes.
- Support a drug, tobacco, and alcohol-free sports environment for their child and refrain from their use at all events.
- Be a spectator/parent your child would be proud of. Be a fan, not a fanatic!

Accordingly, an event supervisor may request any person involved in misconduct at a school-sponsored activity to leave the premises if deemed necessary. The Greater Clark County Schools Board of Trustees has adopted a policy that supports such action by school personnel.

### **9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the Corporation, but the Board also acknowledges its duty to maintain order and preserve the facilities of the Corporation during the conduct of such events.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors.

If a person is asked to leave or is removed from a school event, no admission fees shall be refunded.

Further, if a person is asked to leave or removed from a school even more than one (1) time in a school year, or if the severity of the incident leading to removal warrants, the Superintendent may, after either meeting with the person or offering to meet with the person but the person refuses to meet or fails to respond to the offer to meet, ban him/her from attending school events for the remainder of the school year.

The Indiana High School Athletic Association requires its member high schools to monitor spectator behavior at all school-sponsored activities.

#### ***IHSAA By-Law 3-6: Member School Responsible for Control of Athletic Program and Supporters***

*The member school's responsibility for the conduct of its athletic program includes responsibility for the actions of its staff members, its participants, and any other individual or organization actively engaged in activities promoting the athletic interests of the member School. A member School's "responsibility" includes the responsibility of instituting full and complete team and crowd control measures at all Contests in which such member School participates, assuring that the participants, staff and boosters of the member School conduct themselves at all times in a proper and sportsmanship like manner, and ensuring full compliance by participants, staff and boosters of the member School of all association rules, including those involving eligibility and undue influence.*

#### ***IHSAA By-Law 8-4: Contest Ejection***

*c. Any coach, Contest Administrator, School Administrator or Fan who is ejected from a Contest for an unsportsmanlike act the first time during a sports season shall be suspended from the next Two (2) interschool Contest (Home Contests for a Fan) at that level of competition and all other interschool Contests (Home Contests for a Fan) at any level in the interim, unless an IHSAA sport-specific rule or policy provides a different protocol or penalty for ejection.*

*d. Any coach, Contest Administrator, School Administrator or Fan who is ejected from a Contest for an unsportsmanlike act a second time during a sports season shall be suspended for the next Four (4) Contests (Home Contests for a Fan) at that level of*

*competition and all other Contests (Home Contests for a Fan) at any level in the interim, unless an IHSAA sport-specific rule or policy provides a different protocol or penalty for a second ejection.*

## **STUDENT ASSISTANCE PROGRAMS**

### **MENTAL HEALTH SERVICE PARTNERSHIPS:**

Greater Clark County Schools understand the critical role that mental health plays in the overall well-being and academic success of our students. As part of our commitment to fostering a supportive and nurturing environment, we have established partnerships with dedicated mental health providers. Wellstone Regional Hospital provides an immediate acute assessment if a student is in need of that critical care. Our partnership with Centerstone Mental Health Services provides some limited school-based therapy sessions. Referrals for either partnership are made through the school at the request of staff and/or parent/guardian.

### **PARENT/TEACHER 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 regard to the educational progress of the student.

### **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 parent/guardian 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 staff email. Parents can 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 extreme 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. This is common and will regulate as more assignments and/or assessments are added to PowerSchool. 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.

## **STUDENT CONDUCT AND SCHOOL SAFETY**

### **CELL PHONE POLICY**

To support a distraction-free learning environment, the Indiana General Assembly has passed Senate Bill 78, which requires all K-12 schools to implement a “bell to bell” ban on personal wireless communication devices during the school day.

A “wireless communication device” includes any personal device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, smartwatches (portable, wearable computer that resembles a wristwatch), smartglasses (eyewear equipped with computer technology), gaming devices, and/or any device capable of connecting to a cellular network or the Internet.

Pursuant to Indiana Code 20-30-2-2, “school day” means the entirety of the time a student is present on school property for a student instructional day. Accordingly, the requirements of SEA 78 apply throughout the entire school day, from bell to bell,

including instructional time, passing periods, lunch periods, and all other periods during which students are under school supervision. Teachers do not have the authority to provide exceptions. This guidance does not apply to afterschool hours.

Students may bring devices to school; however, all devices must remain stored, powered off, and inaccessible (stored in the student's locker or in a teacher identified secure classroom location) to the student throughout the entire school day.

Per statute, students must be permitted to use a wireless communication device during instructional time if the wireless communication device is:

- Included in the student's Individualized Education Program (IEP)
- Included in the student's 504 Plan;
- Necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
- Authorized by the superintendent or the superintendent's designee at the appropriate time during an emergency; or
- Necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto school property. The school/school district assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Students who violate this policy will be subject to the consequences outlined below:

- 1st Offense: Wireless communication device will be confiscated and returned to the student at the end of the day by the front office.
- 2nd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front office and 1 day of In School Suspension will be issued.
- 3rd Offense: Wireless communication device will be confiscated, a parent/guardian must pick up the wireless communication device from the front and 3 days of In School Suspension will be issued.

Students who use a wireless communication device to violate the privacy rights of another person will have their device confiscated and held until a parent/guardian picks it up and will also be suspended for no fewer than five days of Out of School Suspension (OSS), the student may be arrested and the process for expelling that student may begin. In addition, the student may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated wireless communication device may be turned over to law enforcement.

## **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. Clothing with obscene markings or advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
5. No caps, hats, bandanas, hoods, or durags will be worn unless authorized by school officials.
6. No heavy jackets, long coats, or blankets are to be worn during the school day.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
8. Shorts and skirts must be mid-thigh length when standing. Holes in pants, shorts, or skirts must not be above mid-thigh.
9. "Sagging" is not permitted.
10. 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.
11. Sunglasses or other non-prescription eyewear.

12. 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.
13. Final determination regarding student dress and grooming will be determined **by the administration**.

### **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.**

### **SAFETY PROCEDURES**

In accordance with state laws and Greater Clark County School's Emergency Preparedness Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach students how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school. The three types of required drills are fire, tornado, and man-made disaster. Our district has chosen to adopt the Standard Response Protocols to utilize for our safety plan.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

These emergency drills will be done under the direction of the principal with records of these drills being kept in the principal's office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. We must be prepared. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the-minute reports. If severe weather occurs at dismissal time, we will hold the buses until the transportation department deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.



**Secure** is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



**Hold** is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



**Lockdown** is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



**Evacuate** and may be followed by a location, and is used to move people from one location to a different location in or out of the building.



**Shelter** State the **Hazard** and **Safety Strategy** for group and self protection.

### **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).

## **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.

## **VISITORS AND SCHOOL SECURITY**

All visitors should report to the main office. For the protection of our students, Greater Clark County Schools uses a visitor management software known as Raptor. When visiting a GCCS building, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick check on the visitor to identify individuals who are on a list of offenders not allowed to have contact with our student body. Once the visitor is approved, the office staff will issue a visitor's ID badge. All visitors must wear a visitor's badge. Students who are from other schools will not be allowed to visit.

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.

# **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.

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. Students may 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 result in your license plate number being reported to the 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.