

MAXWELL INTERMEDIATE SCHOOL

Dear Students and Parents:

Welcome to the opening year of Maxwell Intermediate School. We are very excited about the opportunity that this “tier” has in store for your children. This handbook has been developed to acquaint you with information about your school. It would be impossible to answer all questions you may have, but an effort has been made to answer those questions most frequently asked. If you have a question about something in the handbook, or something not included in the handbook, please feel free to call (326-3121) or visit our school.

Your child will develop educationally at his/her maximum rate when there is a close, working relationship between school-child-parent. All children are individuals and must be treated as such. Our goal is to meet every child where they are in their educational development and work from that point forward. Another factor that must be considered is the social and emotional development of your child. Your continued cooperation will benefit the most important people in the world – YOUR CHILDREN.

Sincerely,
Jobie Whitaker, Principal
Maxwell Intermediate School

SCHOOL INFORMATION

Name: Maxwell Intermediate School
Principal: Mr. Jobie Whitaker
Assistant Principal: Dr. Christina Hilton
Social Worker: Mr. Scott Stroud
Address: 102 North Main Street
Maxwell, IN 46154
Phone: 317-326-3121
Fax: 317-326-4711
Grade Levels: Fourth - Sixth
Population: 530
Website: <http://www.gcsc.k12.in.us/~maxwell>

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EMERGENCY EARLY DISMISSAL

While such dismissals are infrequent, it is important that every student knows what he/she is expected to do in such cases. Arrangements should be made in advance with a friend or neighbor if you work or are frequently away from the home. In case of early dismissal, calling the school for arrangements is strongly discouraged. Having students call home or your workplace in cases of early dismissal is not an option. Please complete the early dismissal card that is sent home at registration and return it to your child's teacher.

MAXWELL INTERMEDIATE DROP OFF/PICK UP PROCEDURES

1. Students are to be dropped off along the north side of the school. Use the far north bus drive and circle back around to the school. Do not use the entrance south of the building because our buses use this for student drop-off/pick-up.
2. Doors will open at 7:40. Students are not to be dropped off prior to this time as adult supervision will not be available until this time. Student dismissal is at 2:10 pm.
3. School staff members are on duty before and after school to ensure student safety and to enforce safety rules. Students are to follow their directions.
4. Please do not ask your child to cross in front of other cars. Students WILL wait until your car is along the curb to be picked up.
5. Cars waiting to pick up students after school should form a line facing east along the north side of the school. PARK "single-file" and students will be released in the order you arrive.
6. After your student enters the car, please proceed carefully.
7. Students will not be permitted to cross between cars

STUDENT RECOGNITION

Outstanding achievement and good behavior will be recognized throughout the school year. Each school has developed its own specific recognition program to meet the individual needs of its student body.

Outstanding achievement will be recognized throughout the school year. In addition to recognition for perfect attendance, students will be recognized for HONOR ROLL achievements.

The Honor Roll program recognizes student academic achievement in grades 4 – 6. The Honor Roll will be of two types: "A Honor Roll" and "A – B Honor Roll." All *academic subjects* are considered for these awards.



Maxwell Intermediate School Expectations Matrix

	RESPECT	POSITIVE ATTITUDE	RESPONSIBILITY
	Treating others the way you want to be treated no matter what	Showing leadership by being flexible, cooperative and a team player.	Doing the right thing at the right time
Classrooms	<ul style="list-style-type: none"> * I will use appropriate and kind language * I will speak at appropriate times * I will respect my environment and the property of everyone in the classroom 	<ul style="list-style-type: none"> * I will show tolerance toward others and be helpful to them * I will participate and give my best effort * I will encourage other's efforts 	<ul style="list-style-type: none"> * I will be present (mentally/physically) * I will participate appropriately in class activities * I will come prepared for class
Hallways	<ul style="list-style-type: none"> * I will use appropriate and kind language * I will respect that other classes are in session * I will respect other's personal space * I will respect all property in the hallways * I will go directly to my intended destination 	<ul style="list-style-type: none"> * I will use appropriate and kind language * I will be a friend and help others when necessary * I will watch where I am going and look out for other people (Safety) * I will report Bullying 	<ul style="list-style-type: none"> * I will keep my locker neat and help keep the hallways clean * I will get my materials and return to class in a timely manner * I will maintain appropriate noise levels, personal space, and pace at which I move
Bathrooms	<ul style="list-style-type: none"> * I will respect other's personal space and privacy * I will use the bathroom for its intended purpose * I will respect all property in the bathrooms 	<ul style="list-style-type: none"> * I will model good hygiene * I will be patient and wait my turn in the bathroom * I will report Bullying 	<ul style="list-style-type: none"> * I will pitch in to help with clean up * I will be sure to dispose of trash in the trash can * I will report any problems * I will use my time efficiently
Cafeteria	<ul style="list-style-type: none"> * I will follow established procedures * I will respect all adults in the cafeteria * I will respect property (food) of others * I will use good manners while in the cafeteria 	<ul style="list-style-type: none"> * I will include all * I will say "Please" and "Thank You " * I will be patient and wait my turn * I will listen to directions of adults 	<ul style="list-style-type: none"> * I will follow directions of adults * I will use appropriate table manners * I will clean up after myself
Recess	<ul style="list-style-type: none"> * I will speak kindly of others and include everyone * I will follow directions given by adults * I will use equipment properly 	<ul style="list-style-type: none"> * I will play fair and include everyone * I will do my best to get along with others * I will share equipment * I will have fun 	<ul style="list-style-type: none"> * I will share playground equipment * I will return equipment to the appropriate area * I will be sure to help take care of equipment * I will play safely
Office	<ul style="list-style-type: none"> * I will report to the desk and address the staff politely * I will wait quietly * I will use please, thank you, excuse me 	<ul style="list-style-type: none"> * I will use appropriate language * I will do my best to get along with others 	<ul style="list-style-type: none"> * I will always tell the truth * I will come directly to the office when asked * I will follow directions when given
Buses	<ul style="list-style-type: none"> * I will use appropriate language * I will respect other students, their property and their space 	<ul style="list-style-type: none"> * I will listen to the bus driver's directions * I will be patient when waiting to enter and exit the bus 	<ul style="list-style-type: none"> * I will remain in my seat at all times * I will not throw objects from the window * I will approach and leave the bus in a safe manner

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION INTERMEDIATE SCHOOL INFORMATION

The mission of the Tier 2 – Intermediate Level School is to ENGAGE students:

All students and schools stakeholders will understand learning as a valuable development of questions and pursuit of answers through engaged analysis and critical thinking.

2012 –2013 GREENFIELD – CENTRAL SCHOOL CALENDAR

July 31	Teacher Work Day
August 1	First Student Day
September 3	Labor Day – No School
October 8	Fall Break Begins – No School (Make-Up Days 10/8-12/2012)
October 19	Fall Break Concludes – No School
November 22	Thanksgiving Vacation – No School
November 23	Thanksgiving Vacation – No School
December 24	Christmas Vacation Begins – No School
January 4	Christmas Vacation Concludes – No School
January 7	Teacher Workday
January 21	Martin Luther King, Jr. Day – No School
February 18	President’s Day – No School
March 18	Spring Break Begins – No School (Make-Up Days 3/18-22/2013)
March 29	Spring Break Concludes – No School
May 29	Last Student Day
May 30	Start of Make-Up Days, If Needed

GRADING PERIOD DATES

- 1st Nine Weeks: August 1 - October 5
- 2nd Nine Weeks: Oct. 22 - December 21
- 3rd Nine Weeks: Jan. 8 - March 15
- 4th Nine Weeks: April 1 - May 29

SCHOOL CORPORATION GRADING SCALE

The following is the grading scale that will be used throughout the school year:

100 -- 99	A+	The scale used for Effort and Conduct Rating is:	
98-93	A		
92-90	A-		1. Outstanding
89-87	B+		2. Good
86-83	B		3. Average
82-80	B-		4. Poor
79-77	C+		5. Unsatisfactory
76-73	C		
72-70	C-		
69-67	D+		
66-63	D		
62-60	D-		
59-BELOW	F		

PARENTAL INVOLVEMENT

Parental involvement is essential to ensure individual student academic success as well as overall school success. Parents, and other adult family members, are encouraged to become active participants in the academic careers of students. Refer to all methods of school communications for opportunities to become involved.

CELEBRATIONS

Celebrations at school will fit within the curriculum and be a part of the learning experience. Class time will not be set-aside for birthday parties.

CONCERNS

Parental concerns about academic or behavioral issues should be addressed to the student's teacher. If the parent still has concerns, the parent is encouraged to contact a school administrator. Academic success takes the combined effort of both school and home.

Greenfield-Central Community School Corporation Bring-Your-Own-Device (BYOD) Policy

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. Greenfield-Central Community School Corporation is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

General Info

Access to the Greenfield-Central Community School Corporation public wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). All devices connected to the public wireless will be filtered with the same LightSpeed student filtering profile students have on Corporation owned equipment. Access to files can be obtained through the Corporation WebAccess page, and moodle system.

Access to the Greenfield-Central Community School Corporation Public wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the signed Acceptable Use Policy. The use of the public wireless network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Guidelines for use

1. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
2. The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.
3. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
4. The use of personal devices falls under the Greenfield-Central Community School Corporations' Acceptable Use Policy, found in the student handbook
5. Students will refrain from using personal devices outside of their classroom unless otherwise directed by their teacher
6. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
7. Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online)

Consequences for Misuse/Disruption (one or more may apply):

1. Device taken away for the period
2. Device taken away and kept in the front office until parent picks it up
3. Student is not allowed to use personal devices at school
4. Disciplinary Referral resulting in ISS or OSS

School Liability Statement

Students bring their devices to use at Greenfield-Central Community School Corporation at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

Greenfield-Central Community School Corporation is in no way responsible for:

1. Personal devices that are broken while at school or during school-sponsored activities
2. Personal devices that are lost or stolen at school or during school-sponsored activities
3. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

FIELD TRIPS

Field trips of an educational value are a lasting learning experience. Sometimes during the year, an occasion arises when a class or classes plan to take a field trip. It is necessary that permission slips be signed for each activity. Field trips will be planned to correlate with the curriculum for that classroom. **Students without properly signed permission slips will not be allowed to attend the trip.** Responsibility for returning permission slips lies with the student. Students may be denied attending a field trip due to previous discipline problems, excessive tardiness, or excessive absences.

HOMEWORK

Parents must be the major force in providing the students with a well-organized routine in completing homework assignments. The following recommendations are for students and their parents:

ROLE OF THE STUDENT

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment should:

1. Make sure he/she understands the assignment - its purpose, when it is due, and how it should be done.
2. Learn to budget his/her time so that there is time to do homework. When study time is provided during the school day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
3. Analyze his/her study habits and take advantage of available study helps. Although research shows that there is no best way to study, all students do need effective study skills.

ROLE OF THE PARENT

Cooperation by parents is a necessary factor in a meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: a quiet well-lighted place, ample workspace and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustrations.

ITEMS FROM HOME

With the exception of normal school items, no one is to bring items from home unless the item has

been previously discussed with the teacher and administration. No pets can be brought from home. The school is not responsible for items brought from home.

NON-SUFFICIENT FUNDS

If a payment is returned due to Non-Sufficient Funds "NSF" in your checking account you will be charged an additional \$20 NSF fee plus the amount of the original check. If more than one NSF check is received, the school may request payments to be made in cash only. Outstanding money owed the school, including NSF charges, may be turned over to a collection agency if not paid in a timely manner.

PARENT-TEACHER ORGANIZATION (P.T.O.)

The school P.T.O. serves to provide a richer learning environment. The P.T.O. helps to promote the welfare of students in the home, school, and community. The school recognizes three functions of the P.T.O.: 1. Financial backing; 2. Classroom support; 3 and Parent Leadership. All of these elements in conjunction help achieve success for all involved parties.

STUDENT INFORMATION CARDS

These information cards are kept in the office for teacher use and emergencies. It is important that you keep information on those cards up to date. If there is a change in address, place of work, emergency contact, doctor, etc. please notify the office IMMEDIATELY.

VISITATION AND CONFERENCES

Visitations to classroom and parent/teacher conferences are to be arranged in advance by contacting the teacher. When arriving at the school, you are to sign in at the office and obtain a VISITOR badge. Conferences will be set at a time convenient for both the parent and teacher. *It is important that these conferences be arranged in advance to avoid interruption of valuable class time.*

If an urgent problem arises and you need to see the teacher, please stop by the office to make arrangements.

VOLUNTEERS

Corporation Policy requires **ALL** volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form.

ATTENDANCE

Good school attendance is an important ingredient in achieving success in school. We expect each child to be in school every day unless they are sick. Each day lost can really never be regained, even though all assignments are made up. Students achieving **PERFECT ATTENDANCE** and **OUTSTANDING ATTENDANCE** will be recognized each year with special awards to honor their achievement.

We do recognize that absences are unavoidable in certain instances. The only excused absences recognized are:

- Personal illness
- Quarantine of the home
- Observance of religious holiday
- Required court appearance or probation appointment
- An emergency or set of circumstances as approved by the principal
- Illness in the family
- Death of a relative
- Attendance at 4-H related activities at the Indiana State Fair as approved by the principal

Parents must contact the school when their student will be absent. Absences are to be reported to the office or by leaving a message in the Attendance Voice Mailbox. If a telephone call is not feasible, please send a note upon the student's return to school. More than five (5) days of absences in a semester, will require doctor documentation.

Keeping up with schoolwork is important. Parents may call the office and arrange to pick up work at the end of the day if a student will be absent for more than two days. Students will be given one day for each day absent to make up assignments missed due to absences. It is the student's responsibility to turn in the make up work.

All other absences not listed above will be considered unexcused. This includes family vacations while school is in session. Class participation is an integral part of teaching and learning. It is consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived.

While medical and dental appointments during the school day are sometimes unavoidable, we do ask they be scheduled after school hours or toward the beginning or end of the school day to minimize the school time missed. We also ask that vacations and other special days be scheduled when school is not in session.

Excessive absenteeism is considered to be anything over five (5) days per semester or more than one day of unexcused absence per semester. Excessive tardiness to school is considered to be three (3) or more tardy days per semester. Excessive tardiness or absences may be subject to disciplinary action.

ATTENDANCE PROCEDURES

Recorded tardy: A student will be marked tardy if entering school after **7:50AM**.

Medical tardy: A student will receive a medical tardy when arriving to school late/or leaving school early due to a doctor's appointment. Documentation must be provided.

Recorded absence (Full day): A student shall be recorded absent if out for a full day.

Recorded absence (Half day A.M.): A student shall be recorded absent in the A.M. if they arrive after **10:55AM**.

Recorded absence (Half day P.M.): A student shall be recorded absent in the P.M. if leaving school prior to **10:55AM**.

TARDINESS

Prompt attendance is essential for academic success and is part of learning a sense of responsibility. Regular attendance and punctuality are very important qualities all individuals should develop early in life. School Corporation policy states that three tardies per semester are excessive, and may warrant an attendance contract.

HANCOCK COUNTY ATTENDANCE PROTOCOL

Beginning in the fall of the 2012-2013 school year, the Hancock County School Attendance Protocol will be put into effect. This new initiative unites the K-8 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to legitimate medical reasons will receive:

- Phone calls from the student's home school
- Attendance violation letters from the student's home school
- Notice of a Student Attendance Contract
- Invitation to attend required meetings between principal (or designee) and parents/guardians
- Attendance violation letter from the Hancock County Prosecutor's Office
- Formal referral to the Hancock County Prosecutor's Office

Parents/guardians may be required to submit a Certificate of Incapacity signed by a licensed physician under Indiana Code 20-33-2-18 at request for continued absences.

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE
GREENFIELD, INDIANA 46140

MAIN TELEPHONE: (317) 477-1139
CHILD SUPPORT TELEPHONE: (317) 477-1713
FACSIMILE: (317) 477-1180

MICHAEL GRIFFIN
PROSECUTING ATTORNEY

TAMI NAPIER
CHIEF DEPUTY PROSECUTING ATTORNEY



SHELLI POPPINO
CHILD SUPPORT ADMINISTRATOR

CATHY EVANS
OFFICE MANAGER

Dear Parents and Guardians,

Your child's school has partnered with me to enforce school attendance laws. This letter gives you notice, and a brief description, of our partnership.

Our partnership is focused on absence from school for reasons other than legitimate medical reasons. Our partnership uses a disciplinary ladder, with stronger steps for each additional absence. At the tenth unexcused absence, your school will refer the situation to my office for investigation and prosecution.

There are many reasons why you must do everything you can to make sure that your child attends school **every day**:

1. Indiana law makes it your legal responsibility to ensure that your child attends school, and failing to keep that responsibility is a crime.
2. Failing to Ensure School Attendance is a class B misdemeanor. A conviction for a class B misdemeanor carries a sentence of up to 180 days in jail and a fine of up to \$1,000.00. Educational Neglect of a Dependent is a class D felony. A conviction for a class D felony carries a sentence of up to three years in jail and a fine of up to \$10,000.00.
3. Regular school attendance is critical to your child's success in life. Children who do not attend school regularly are at an increased risk of falling behind in educational development; failing classes; dropping out of school; becoming involved with various kinds of crime; excessive use of alcohol and/or use of illegal drugs; and failing to obtain or maintain employment.

I urge you to comply with the law and do everything that you can do to make sure that your child attends school. Your child's future, and yours, is worth it.

Sincerely,

Michael Griffin
Prosecuting Attorney

ACTIVITY FEE

Students involved with Extracurricular Clubs and Organizations should be current on all state required immunizations. Beginning in 2010-2011, students will be required to pay an Activity Fee. The Activity Fee is a \$10 payment for each activity students choose to participate in. This may include K-Kids, Student Council, academic teams and any other school-sponsored extracurricular activity. Band and choir students are not required to pay the Activity Fee because these activities are co-curricular. A *Fee Appeal Form* will be required for students who may be unable to pay the fee. Please see the Assistant Principal regarding the appeal form, or any questions you may have regarding the Activity Fee.

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

Some students may find it convenient to ride bicycles to school. This is considered a privilege and may be revoked if students riding bicycles do not obey the safety rules for bicycles. Students are to place their bikes in the bicycle racks. Students are expected to obey all traffic rules that pertain to bicycle safety. When crossing the street with the aid of the crossing guard, bicyclists are to walk their bikes across the streets. The school is not responsible for damage to or theft of bicycles while they are at school. Students are not permitted to ride scooters, skateboards or skates at school during regular school hours. Normal looking shoes with wheels in the heels may be worn if the wheels are in the locked up position or the wheels are removed. Wheels may not be used on school property.

CAFETERIA AND LUNCH

The school cafeteria serves lunch every day school is in session. Menus are published weekly. Lunch fees for the week should be paid the first day of the week. Enclose payment in a sealed envelope with your student's name on the front. Students may charge their USDA Type A lunch for three days. All other food and drink items must be paid for at time of purchase. Drinks are available for students who bring their lunch. Charges for milk are not allowed. Adult lunches are available for staff, parents, and guests.

FREE AND REDUCED LUNCHES

Each year during registration of students and anytime during the school year, families may request an application for free and reduced lunches. The application may be secured from any school office and filed with the office of the superintendent.

FOOD ALLERGIES

In the case of allergies, or any other dietary needs, the cafeteria will need a note from a state licensed physician to alter the lunch tray. Due to a severe peanut allergy, the MIS kitchen will be peanut-free. A peanut butter substitute sandwich will be available for purchase.

PARENTS BRINGING LUNCH IN TO STUDENTS

Occasionally, parents choose to bring food in to their children for lunch. If you choose to do this, you may bring food for your child only.

CLOSINGS, DELAYS, EMERGENCY EARLY DISMISSALS, CANCELLATIONS AND MAJOR SCHOOL SAFETY ALERTS

The Honeywell Instant Alert System is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how Instant Alert messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the Instant Alert system. A \$5 annual charge per family per school for this service will be included in the fees portion of textbook rental & fees.

You may also listen to: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or the following radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. You

may also call the school Voice Mail System for cancellations and delay of school announcements. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

CO-CURRICULAR ACTIVITIES

Along with our regular classroom activities, students may participate in special programs. These programs are often after school hours and student participation is expected. The program director should be notified of any conflicts immediately. If appropriate, a student will be allowed to make-up for the missed activity.

DRESS CODE

There is a direct relationship between dress, grooming, conduct, and the wholesome living and thinking of students. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Students must refrain from wearing tight or revealing attire or any style of dress which will disrupt the educational process or poses a reasonable threat of injury or risk to safety. Students will not be permitted to wear clothing to class which has imprints, writing, etc. which is suggestive of, or endorses violations of, policy and immoral or illegal actions, including clothing which advertises tobacco and alcohol products. Students are not permitted to wear hats or coats to class unless special permission is granted. Sunglasses are not permitted during the school day. Appropriate dress is left to the discretion of school administration and it may be necessary to have a conference with a student and the student's parents if the student wears extreme variations of clothing that disturbs the educational atmosphere at school. The following list of appropriate and inappropriate dress may be of help:

<u>Appropriate</u>	<u>Inappropriate</u>
Clean neat jeans/pants	Slashed, tight pants, saggy pants, pants with holes above the knees and skin showing, sleepwear. Tights or leggings should not be worn solely as pants.
Tops which reach to the beltline.	Tank tops and clothing that permits display of stomach or exceedingly low neckline.
Shorts in which the hemline extends to the finger tips.	Excessively short shorts.
Tank tops with at least 3" wide strap.	Spaghetti straps, exceedingly revealing.
Clothing which contains appropriate sayings and pictures.	Clothing or buttons with suggestive sayings or advertise alcohol, cigarettes, violence or drugs.
College sweatpants and shirts.	Slashed, ripped sweatpants and shirts.

An easy way to determine if a student's appearance is appropriate is to remember the 4 Ds:

Damaging – students should not wear any clothing or accessories that could damage school property.

Dangerous – students should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you (hanging straps on pants).

Distracting – appearance should not distract you or others around you.

Drug Related – students should not wear clothing or accessories that display any kind of alcohol, nicotine product and/or illegal drug.

EVACUATION DRILLS

Evacuation and fire drills are held on a regular schedule, and every room has a specific pattern of evacuation. Each student should be familiar with the pattern for any room he/she occupies. The PA system or warning bell will be used in case of tornado or disaster drills. If the PA is inoperative, a portable unit will be used according to the predetermined plan.

HEALTH POLICIES

In order to be in compliance with Indiana law (IC 20-33-8-13), and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following policies.

PRESCRIPTION MEDICINES

These medications must be brought to school in the container in which they were purchased. This container bears the original pharmacy label showing the prescription number, date filled, physician's name, directions for use, name of medication, and the student's name. A parental note must accompany this medication. Medicine may not be administered if it does not comply with the guidelines.

ALL OVER-THE-COUNTER MEDICINES

Over-the-counter medications must be sent to school in the original container in which they were purchased. The student's name should be attached to the container. A note from the parent with directions for administration must accompany the medication. This includes cough drops, cough syrup, Tylenol, etc. Over-the-counter medicines cannot be administered if they do not comply with the guidelines.

Whenever possible, it is recommended that medical dosages be placed on a time schedule to be taken at home. (For example, medication to be taken three times a day could be given at breakfast, after school and at bedtime.)

All medications need to be kept in the office for dispensing. Students may not carry medication on their person or in their desk. If it is necessary for a student to keep medication with him/her, a written note from the doctor is required annually. (For example: Inhalers)

IMMUNIZATIONS

If your child is new to the school, you must provide an immunization record ON THE DAY OF ENROLLMENT.

Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the host school fax this information to the school that your child will be attending.

MEDICAL COVERAGE for STUDENTS

Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy doesn't provide medical or accident insurance on students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school. Student insurance forms are available at registration and upon request.

ACCIDENT/ILLNESS AT SCHOOL

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and then contact a parent or guardian of the child. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on the student enrollment card. If this is not possible, or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

FEVER

Students who have a temperature above 100 degrees will be sent home from school. Students with a fever should be kept at home until such time as the student has remained fever free for 24 hours.

HEAD LICE

If you are contacted by the school's health assistant that your child has lice and nits (eggs), you will need to have your child cleared to attend school. Even if your child has no lice, but nits are visible, your child might not be allowed to attend until cleared; this is most likely to happen if there are several nits close to the scalp.

To be cleared, you will need to bring your child to the school health clinic and if the health assistant or school nurse determines your child to be free of lice and nits, he/she will be readmitted to school. If your child still has evidence of lice and nits, he/she will be sent back home with you at the time.

Please do not hesitate to ask us or your physician for guidance in treating the problem. The county health nurse can also assist you, and we will be glad to help you arrange an appointment to meet with her.

HEALTH SCREENINGS

Each year, students in grade 4 are given a hearing screening. The students in grade 5 and all new students are given a vision screening. Parents will be notified if the screenings indicate a potential area of concern.

LIVE ANIMALS IN THE CLASSROOM

Indiana Code requires that live animals (with the exception of fish in aquariums) shall be in classrooms for educational purposes only. At no time will animals considered dangerous be brought into the classrooms.

LOST AND FOUND

A "Lost and Found" area is located in the office. To avoid loss and confusion, student's names should be on all personal belongings.

MEDIA CENTER/LIBRARY

The school media center is open each school day and contains many interesting educational materials. Students will have the opportunity to check out and use materials throughout the year. The normal check out period for a book is one week and may be renewed. Items should be returned promptly and in good condition.

RELEASE OF STUDENTS

Students needing to leave school early for any reason should be signed out in the main office. Students

will not be released to anyone other than a parent or guardian unless prior arrangements have been made in the office by the parent or guardian.

Parents are not to pick up students in the bus area. Parents should report to the office to pick up their student.

SPECIAL PROGRAMS

Student Support Services

Our school social worker is one component of a plan designed to address the needs of students. Students experiencing any circumstance that may be affecting school performance can meet with the social worker. One area that social workers will work in is helping to improve a child's social, emotional, and behavioral adjustment through individual/small group counseling and classroom discussions. A student may be referred to a school social worker through a parent, teacher, or school administrator referral. Parental permission is a part of a student's participation in the program. Parents and school personnel are kept informed of a student's progress during his/her work with the school social worker.

QUEST/STRETCH

These programs enable students identified as academically talented in the area of language arts to participate in enrichment and exploratory activities beginning in third grade.

TELEPHONE

Parents may leave messages 24 hours a day using the school's voice mail system. Each teacher has a voice mailbox where parents can leave a message.

The main office telephone is mainly for the use of official school business and emergencies. Student use is discouraged.

TESTING

The Greenfield-Central Community School Corporation provides a formal testing program. These tests measure the student's aptitude as well as their skill development. The ISTEP+ given to Indiana students in grades 3, 4, 5, 6, 7, and 8 is one component of the testing program. The major purpose of this testing program is to provide teachers and parents information to help students learn. All test results will be shared with the parents via the Department of Education Turnleaf website. If you would like a copy of a parent report, please contact the office.

TEXTBOOK RENTAL

Book Rental is due the day of registration for grades 4-6. Parents are expected to pay the full amount unless special arrangements are made with the principal.

If payment is not made within a reasonable time frame, late fees will be added and court action by the Greenfield-Central Board of Education will be taken. Applications for free textbook assistance are available in the school office. *Students who qualify for free and reduced lunches qualify for textbook assistance.*

TEXTBOOKS AND SCHOOL PROPERTY

The Greenfield-Central Community School Corporation furnishes textbooks to all students. The care of these is the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay the cost of the replacement. Each student is expected to take good care of school property. Any student who damages school property is responsible for payment.

TRANSPORTATION

Walking to/from School

1. School rules are in effect.
2. Students are to cross with the crossing guards when applicable.
3. Stay off other's property.

4. Walk directly home.

IDLING VEHICLES

Indiana Code prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility.

TRANSPORTATION RULES FOR BUS SAFETY

The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

STUDENT DISCIPLINARY PROCEDURES FOR BUS TRANSPORTATION VIOLATIONS

Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:

- Step 1. First Documented Violation: Student Issued a Warning
- Step 2. Second Documented Violation: Student Dismissed from the Bus for One (1) Day
- Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days
- Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days
- Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days
- Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The bus driver shall contact the student's parent/guardian prior to turning in the Bus Conduct Report Form to the principal and this contact shall be noted on the form. The principal shall sign the form, respond as needed and forward a copy of the form to the parent and Director of Transportation.

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. The parents and principal shall be notified before implementation.

BUS RULES FOR PUPIL SAFETY

The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, s/he should proceed onto the bus.

Transportation is provided for students in the morning and afternoon. (Kindergarten students are provided transportation only one way.) School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

AFTER SCHOOL TRANSPORTATION CHANGES

If there is a change in your child's school transportation routine (baby-sitter or going home with friends), **a note must be provided to the school** stating where, when, and how often this is to occur. Please date and sign the notes to both the bus driver and office. **CHILDREN WILL NOT BE**

ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE WITHOUT SUCH A NOTE. We also ask that such arrangements not be made over the telephone. A **Special Transportation Request form may also be required for long-term changes.**

CYBERBULLYING

Maxwell Intermediate School staff will not tolerate any type of cyberbullying on school grounds. We do not support social media entries that are cruel, harmful or demonstrate a great likelihood of causing a substantial disruption to the school day or any school-sponsored event. The administration reserves the right to investigate such entries that might cause a disruption to the school setting. Parties involved will be contacted, along with parents who author offensive entries. If there is a clear link to a substantial disruption of the school day/event, the administration may take formal action through suspension or expulsion. The school will consider all facts before taking any discipline steps. Students should be reminded that individuals can pursue civil remedies for defamation and/or intentional infliction of emotional distress.

STUDENT DISCIPLINE POLICY

The following is the approved student discipline policy for the school corporation.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8 (formerly 20-8.1-5.1), administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day, if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five school days. (10 school days if an expulsion request is filed.)

The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the

- (1) interference with an educational function or school purposes: superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rules in sections C and D listed under the grounds for Suspension and Expulsion in this policy.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A: below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function or event

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. If the student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or a flammable substance.
25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
26. Engaging in inappropriate use on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event;
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying is overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Harass - to disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute.

Ridicule - to deride; make fun of.

Intimidate - to force into or deter from some action by inducing fear

Humiliate - to cause (a person) a painful loss of pride, self-respect, or dignity; mortify.

Harm - physical injury or mental damage; hurt

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. POSSESSION OF A FIREARM OR A DESTRUCTIVE DEVICE

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
6. For purposes of this rule, destructive device is:
 - An explosive, incendiary, or over pressure 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 above.
 - 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 diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT 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.
4. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the

superintendent if the circumstances warrant such reduction.

5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on School property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - * a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or can ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - * an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

In addition, a student committing an act that violates Indiana or Federal law at any time or place maybe suspended or expelled if the unlawful act is directed toward a school employee, student or board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of the suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of their right administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal, (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and make a recommendation to the superintendent for appropriate action to be taken.
6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON DISCRIMINATION STATEMENT

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

FAMILY EDUCATION AND PRIVACY RIGHTS ACT

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

The Board of School Trustees of the Greenfield-Central Community School Corporation has approved this Handbook and therefore this Handbook is a component of Board Policy. Should there be a contradiction, Board Policy prevails.

All information contained in this handbook was accurate and complete as of its printing. However, additions and changes to this information will likely occur during the school year. Any additions and/or changes that are made will be communicated to students and subsequently students are responsible for all information contained in this handbook and any information that might be added to or changed in this handbook.

