

# GIBSON SOUTHERN

## HIGH SCHOOL

### TO THE STUDENT

This handbook contains information about some of the basic services offered by the school and guidelines that students will follow to achieve the best educational experience possible. We encourage you to become a part of the total school program by being involved in many school activities. Students are required to keep this handbook so that they can refer to it when needed. We hope that you have a rewarding and successful year!

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Guidance Counselor .....Mrs. Roberta Silva  
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Technology Tech ..... Mr. Matt Bilderback

### PHONE NUMBERS

High School Office ..... 753-3011  
FAX ..... 753-4862  
School Corporation Office ..... 753-4230  
FAX ..... 753-4081

Corporation Web Site – [www.sgibson.k12.in.us](http://www.sgibson.k12.in.us)

## SCHOOL SONG

GIBSON SOUTHERN, Maroon, gold, and white  
GIBSON SOUTHERN, Ready to fight with might  
United one with strong loyalty  
There is nothing we can't do  
Go you TITANS we back you  
Onward to victory!

GIBSON SOUTHERN, Maroon, gold, and white  
GIBSON SOUTHERN, Proud, bold, and hard to hold  
United one with strong loyalty  
There is nothing we can't do  
Go you TITANS we back you  
Onward to victory!

T-T T-I-T A-A A-N-S T-I-T-A-N-S  
TITANS – TITANS – WE'RE THE BEST

## INTRODUCTION

Welcome to GIBSON SOUTHERN HIGH SCHOOL, the "Home of the Titans," where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride. Your success and the success of our academic and activity programs depend upon your active participation. This student handbook has been prepared to acquaint you with your school. Please read over the rules and policies. Share them with your parents, too! Each has been given careful thought and the faculty, staff, and students feel these rules and policies are essential for the welfare of all concerned. In addition to social dates, the calendar section should be used for homework assignments, due dates, and recording progress for parent review. The South Gibson School Corporation rules are available on the website at [www.sgibson.k12.in.us](http://www.sgibson.k12.in.us)

### MISSION STATEMENT

The Gibson Southern High School Community is dedicated to motivating and educating all students to reach their highest potential as responsible citizens and life-long learners.

### RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled at Gibson Southern High School shall be entitled to inspect those instructional materials that will be used in connection with any survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental complaints.

No student shall be required without prior written consent of the student's parent or guardian to submit to a survey, analysis or evaluation not directly related to the academic instruction which reveals information concerning:

- political affiliations
- religious beliefs or practices
- mental and psychological problems potentially embarrassing to the student or his/her family
- sexual behavior and attitudes

- illegal, anti-social, self-incriminating and demeaning behavior
- critical appraisals of other individuals with whom the student has a close family relationship
- legally recognized privileged or confidential relationships such as those of lawyers, physicians or ministers
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

## **SOUTH GIBSON SCHOOL CORPORATION DENIAL TO PUBLISH STUDENT INFORMATION/STUDENT WORK**

The South Gibson School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary 15 calendar days from the beginning of a school year.

## **NON-DISCRIMINATION**

The Board of School Trustees for the South Gibson School Corporation shall not discriminate on the basis of race, color, gender, religion, ancestry, veteran status, national origin, limited English proficiency or disability in any programs and/or activities of Gibson Southern High School, Ft. Branch, Indiana, including, but not necessarily limited to, employment practices and participation in educational offerings as required by the Indiana Civil Rights Law (I.C. 22-9-1) Title IV and Title VI (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

## **VISITORS**

Gibson Southern High School is a **closed campus**. Students are not permitted to bring visitors to school with them during school hours. Infants and toddler children should remain in the administrative area; the staff member or student will come to the office area for the visit. Interested parents and school officials are always welcome. **All individuals entering the school must enter the north doors and report to the office to sign in.** Approved adults may be issued a visitor's pass to enter specific areas of the building.

## **GENERAL INFORMATION**

### **HEALTH CENTER**

Aid is available, when needed, in the health center. A record is kept on the vision, hearing, immunizations, and other pertinent health information of each student. Students should feel free to consult with the nurse concerning any health problem. If the nurse is not in the health clinic, an ill student should go directly to the high school office for available help. In case of illness, injury, or emergency, a student should notify the nearest teacher immediately. **Before reporting to the health center a student should report to class and obtain a pass.** A student shall not be admitted to the nurse's office without a pass, except in an emergency, at lunch, or before/after school. The pass indicates that the student has reported to class and is absent from the classroom with the teacher's permission. Students should not remain in a restroom or other area while ill. The nurse will write arrival and departure

times on the pass and sign it. The student should return the pass to the teacher. Students who become ill and have a fever will be sent home whenever possible. If there is no fever, a student may lie down in the nurse's office for one (1) period only. Students will be sent back to class after one period. **Students may not leave the school for illness without first reporting to the nurse, attendance officer, counselor, or assistant principal and signing out in the office** - A student in grades 9-12 may be allowed to possess and self-administer an over-the-counter medication. The student must carry the over the counter medicine in its original container and may not dispense the medication to anyone else at school. All prescription drugs must be brought to school by the parent and shall have the pharmacist label.

***Students may not be in possession of any prescription medication or drug at any time including bus travel other than under the listed exceptions in IC 20-33-8-13.***

- (1) The student's parent has filed an authorization with the principal for the student to possess and self-administer the medication. The authorization must include the statement described in subsection (2).
- (2) A physician states in writing that:
  - (A) The student has an acute or chronic disease or medical condition for which the physician has prescribed the medication;
  - (B) The student has been instructed in how to self-administer the medication; and
  - (C) The nature of the disease or medical condition requires emergency administration of the medication.
- (3) The authorization and statement described must be filed with the principal's office annually.

## **IMMUNIZATIONS**

Indiana State Law requires immunizations. No child will be permitted to attend school without furnishing written proof of immunizations. An immunization waiver for medical or religious exemption requires written documentation.

## **COMMUNICABLE DISEASES**

The local health officer may exclude from school a student who has a dangerous communicable disease that (1) is transmissible through normal school contacts; and (2) poses a substantial threat to the health and safety of the school community. A person who objects to the determination made by the local health officer may appeal to the superintendent, who is the ultimate authority. If the local health officer subsequently determines that a student who has been excluded from school does not have a dangerous communicable disease, the local health officer shall issue a certificate of health to admit or readmit the student to school. If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted. A child who is sent home may be readmitted to the school (1) when it is apparent to school officials that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (2) upon certification of a physician that the child is no longer ill, no longer has a communicable disease, or is no longer infested with parasites; (3) upon certification of a physician that the child has a communicable disease but the disease is not transmissible through normal school contacts; or (4) upon certification by a Christian Science practitioner, who is listed in the Christian Science Journal, that based on the practitioner's observation the child apparently is no longer ill, no longer has a communicable disease, or no longer is infested with parasites. If school personnel disagree with the certifying physician or Christian Science practitioner that the child should be readmitted to school, the local health officer shall determine whether the child should be readmitted to school.

## PHYSICAL EDUCATION

Students have required dress for physical education classes. The school strongly recommends that students write their names on each article of clothing. Students need to inform the office about any serious health problem that may affect their participation in physical education. A student must have a doctor's written statement to be excused from participation in physical education for more than one day. Students are responsible for all valuables and are expected to lock up valuables when in class. **A student with five or more "NO DRESSES" will fail the course for the grading period.**

## DISASTER DRILLS

Fire and storm drills will be held periodically throughout the school year. Students should follow the procedures that are posted in each classroom. It is the responsibility of each student to be familiar with the evacuation route or storm drill procedure in each classroom. Students should move quietly and follow the directions of the teacher.

## STUDENT SERVICES AND SCHOOL BUILDING

### SCHOOL CLOSING

In the event of severe weather conditions causing school to be closed or delayed, students should listen to the area radio station WRAY and/or television stations. An announcement will be made as soon as possible and repeated at regular intervals. **You may also check the school website at [www.sqibson.k12.in.us](http://www.sqibson.k12.in.us)**

### BOOKSTORE

The bookstore is open during the day from 8:05 am to noon and 12:30 pm to 3:15 pm. Notebooks, pencils, paper, and other supplies are available for purchase in the bookstore. Students must have a pass from a teacher to go to the bookstore during class time.

### LOCKS AND LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, in physical education, and in athletic dressing rooms, are the property of the school corporation. These lockers are made available to students to store school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state and federal law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents, with or without the knowledge or permission of the student, to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions (open drink containers or food), attempt to locate lost or stolen materials and prevent use of lockers to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol, or tobacco products. **Lockers must always be locked when not in use.** Students should not give their combination to anyone else, nor should they leave money or valuables in their lockers.

### SCHOOL LUNCHES, CAFETERIA, AND LOBBY

Three types of lunches are available to students. A "type A" lunch, consisting of meat, vegetable, fruit or salad, dessert, bread and milk may be purchased. There is an "a la carte" lunch line, which serves sandwiches, French fries, and desserts. Each "a la carte" food item is priced individually. A "type A" salad bar is available daily. Students will pay for their lunches after going through the serving line. Free or reduced "type A" lunches are available for families that

meet the financial requirements. **Applications for free and reduced lunch fees are available in the bookstore.** Students bringing their lunch to school are to eat in the cafeteria. Students are not to take any food out of the cafeteria during lunch periods. Students should limit books in the cafeteria to those needed for lunch time study. To conduct business in the bookstore or guidance area during lunch time, a pass must be obtained from the lunch supervisor. The only drinking and restroom facilities to be used during lunch period are those adjacent to the main lobby/cafeteria area. Food and drinks from the vending machines cannot be purchased during school hours. **No food or drink is to be brought into the academic areas during school hours.** All school rules apply to the cafeteria. Students should clean off the table where they have eaten, dispose of trash, and return trays to the proper area.

## MESSAGES TO STUDENTS

Only emergency messages will be delivered to students during class time. Other messages will be delivered in a timely manner.

## SCHOOL PICTURES

Each year a professional studio takes yearbook pictures of students in grades 9-11. It is important that all students have their pictures taken if they are to appear in the yearbook. The purchase of this picture and/or additional pictures through one of the picture plans is optional. All seniors should have a picture taken with the school's designated photographer (currently Straub). This is the picture that will appear in the yearbook.

## TRANSPORTATION

According to state and national statistics, school buses are by far the safest form of transportation on our roads. School bus safety requires teamwork and we will always rely on parents for support in promoting bus safety. Our drivers have the responsibility to make safe transportation their first priority. Occasionally, a student's misbehavior will distract the bus driver. The bus driver must act promptly to stop such behavior in order to protect the safety of all students being transported. If misbehavior persists, the driver may deny the offending student transportation for the day, and the principal/assistant principal may deny additional days depending on the severity of the problem. In some cases, the school may permanently deny bus transportation services. No rules or guidelines can cover all incidents that will arise. However, the following guidelines are necessary for the safety of all students who ride buses in the South Gibson School Corporation. Any violation of these guidelines may result in the immediate loss of bus-riding privileges:

- a. All riders shall remain seated while the bus is in motion.
- b. All riders will keep their hands, head, legs, feet and possessions within the bus.
- c. Scuffling, horseplay, eating, and drinking are forbidden.
- d. Bus riders will not litter the bus with debris.
- e. The rider shall pay for any damage he causes to the bus or the property of others.
- f. Riders will cooperate with the bus driver at all times.
- g. Student possessions and all other objects must be kept out of the aisles. Safety requires clear aisles.
- h. Riders will apply all school rules regulating student behavior to the bus.

School officials will determine which acts endanger the safety of others and what discipline will be issued.

Students will not be discharged from the bus except at the school in which they are enrolled, at designated exchange points, or at their homes. **Requests for exceptions must be in writing from the parents to the bus driver and building principal.** Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to pupils who

refuse to cooperate and conduct themselves in compliance with school rules.

## **DRIVING PERMITS AND STUDENT DRIVING**

Students who wish to drive to school must park in the student parking areas. Students should park and lock their vehicles and then go immediately into the school. Students may not leave school grounds once they arrive on school property. **All vehicles parked in the student parking area must display a valid parking permit.** Drivers must obtain a permit from the bookstore for a fee. Designed to hang from the rear view mirror, permits may be transferred to any vehicle owned by the registered driver or the registered driver's family. Any noncompliance may result in disciplinary action, the vehicle being towed at the owner's expense and/or the driver losing driving privileges. Students driving to or from school or on school grounds in a reckless manner shall lose the privilege of driving to school. Only properly licensed roadway vehicles are to be driven to school.

## **WORK PERMIT**

A student who is seeking employment must obtain a work permit. Students must be between 14 and 17 years of age to be eligible for a work permit. However, there is a restriction on the type of work 14 year olds are permitted to do. Certain grade and attendance requirements are required to maintain work permits. Any student dropping out of school may lose his/her work permit and drivers license unless documented a hardship.

**The following information pertains to work permits:**

- The student must have a job.
- The student must apply at the High School Office for an "Intention to Employ Card" (to be filled out by the prospective employer) Cards that have been filled out properly and signed by the prospective employer should be presented with a birth certificate to the High School office.
- If a work permit has been issued, it is valid only at the business for which it was requested. Students changing jobs must obtain another work permit through the process outlined in number one.
- Whenever a student leaves a job, the employer is required to notify the school that the student's employment has been terminated by mailing the Termination Notice that is attached to the student's permit.
- Students are now allowed to have more than one work permit as long as the combined hours do not go over that allowed for the age group.

## **GUIDANCE SERVICES**

The Guidance Department of Gibson Southern High School strives to assist teachers, parents, and the students who are concerned with the development of students. The Guidance Department recognizes the physical, mental, and social influences on the total development of all students, separately and as they relate to each other. The Guidance Department attempts to deal with the teenager in his/her most common roles in the home, school, peer group, world of work, and the adult world of which he/she will become a part. The Guidance Department is the starting point of all enrollment, scheduling, schedule changes, or withdrawals.

## **SCHEDULING**

Students are counseled each year by the Guidance Department to insure proper selection of courses for completion of graduation requirements. Scheduling is handled by the Guidance Department. No schedule will be changed during the semester for any reason other than medical verification or upon administrative approval for extenuating circumstances.

## CLASS SCHEDULE CHANGES

Students are expected to follow the class schedule they receive for the entire school year. Class changes in the fall will be limited to the correction of scheduling errors and academic adjustments. Schedule changes **must be made within the first 3 days of the semester**. Schedules will be changed only for the following reasons:

- a. An error in scheduling
- b. A failure in a required course
- c. A definite need for a required course
- d. Administrative decision

## WITHDRAWALS/TRANSFERS FROM SCHOOL

Any student needing to be withdrawn from school for any reason or transferring to another school should consult with the Guidance Department. To complete a withdrawal, a student and/or parent must complete an exit interview with the principal, assistant principal or attendance secretary. A student who is at least sixteen years of age, but younger than eighteen years of age is bound by the requirements of compulsory school attendance. A student may not withdraw from school before graduation unless (1) the student, the student's parents or guardian, and the principal agree to the withdrawal; and (2) at the exit interview, the student provides written acknowledgement of the withdrawal, and the student's parents/guardian and the school principal each provide written consent to the student to withdraw from school. The principal must provide a copy of statistics compiled by the Department of Education concerning the likely consequences of life without a high school diploma. The student reports to the bookstore for return of his/her rental textbooks and payment of any fees that may be outstanding. Transfer of grades will not be complete until the student has paid for any outstanding fees. The student will then return to the office and the withdrawal/transfer will be completed. If the student is withdrawing from school and does not meet financial hardship, the Department of Motor Vehicles and the Bureau of Child Labor may be contacted.

## INSTRUCTIONAL INFORMATION AND SERVICES

### TEXTBOOKS

A book rental fee is established each year for students. This price does not include workbooks and/or assessments for materials in certain courses. Book rental fees and material costs are mailed each semester. Until fees have been paid, report cards, transcripts may be held. Free textbook rental is available for families that meet the financial requirements prescribed by the government. Applications are available in the office. Students are responsible for all books and materials issued to them. If an item is damaged in any way, a fine may be assessed. If a book is lost, it is the responsibility of the student to pay the replacement cost. Students are not to give or loan books to other students.

### COMPUTING RESOURCES

Student users of computing resources are expected to accept and follow certain guidelines including the school's **Acceptable User Policy** in return for the privilege of using the computers, programs, and associated equipment and information. Students are to use only programs and equipment specified by their teachers. Students should not share their individual passwords with others. Students found violating the school's **Acceptable User Policy** will be given consequences deemed appropriate by the administration. Students must have an Acceptable User Policy Form signed and on file in order to receive their user name and password.

## FIELD TRIPS

Field trips are an excellent resource to enhance classroom instruction and provide students with opportunities that are unavailable through the regular school setting. It is necessary to have a signed parent/guardian permission form completed and returned to the instructor. No student will be permitted to attend the field trip without the proper form on file. Students with attendance, behavior, or academic problems may be prohibited from attending. Some teachers may require work to be turned in ahead of time.

## HONOR ROLL

Honor Rolls are based on the student grade average. The "A-B Honor Roll" will include students who have a nine-week or semester grade of 3.0 to 3.49 GPA. "Distinguished Honor Roll" will include students who have a nine-week or semester grade of 3.5 to 4.0 GPA. All courses taken count in determining Honor Rolls.

## TESTING

Gibson Southern provides the following standardized tests to enable the teachers and staff to assess a student's ability:

- **CORE 40:** Beginning with 2012 graduates, students must pass end of course assessments in English 10 and Algebra I to graduate.
- **GQE/ISTEP+:** The 2010 and 2011 graduates must pass the Graduation Qualifying Exam (ISTEP+) to graduate from high school. If a student does not meet the proficiency levels in the 10<sup>th</sup> grade, subsequent testing will be available in the 11<sup>th</sup> and 12<sup>th</sup> grades.
- **P-SAT/NMSQT:** a preliminary aptitude test to the S.A.T. (Scholastic Aptitude Test) This test also serves as the qualifying test for National Merit Scholarships. It is given to juniors during the month of October. The test is optional and a fee may be charged.
- **SAT & ACT:** college entrance examinations, required for admission to all major colleges and universities. Juniors and seniors at various times of the year may take these tests. Gibson Southern High School does not administer the SAT or ACT.

### GRADING SCALE/GUIDELINES

Grade	Percentages	G.P.A. Value
A+	100-97	4.0
A	96-93	4.0
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.0
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.0
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.0
D-	62-60	.67
F	59 and below	0

## FINAL EXAMS

Final exams are given at the end of each semester.

## FINAL EXAM EXEMPTION POLICY

Final Examination Exemption Policy: Any student may be exempt from taking semester finals in subjects where the following applies:

1. The student has missed no more than four days from that class.
2. The student has no unexcused absences or truancy from that class.
3. The student has no more than three unexcused tardies to that class.
4. The student has no suspensions from school.
5. A student may exempt 2 courses that meet the above requirements and have at least 80% in that course. An additional exemption will be given for a course with at least 90%.

The following **DO NOT** count towards the four absences:

1. Serving as a page in the state legislature
2. Working for a precinct election board and/or as a helper to a political candidate on Election Day
3. Following orders to report to active duty with the National Guard
4. School sponsored field trips
5. Court ordered appearances

## GRADING

### INCOMPLETES

A student may receive an "I" for incomplete work. It is the responsibility of the student to complete all work to change an incomplete grade. If extenuating circumstances exist, parents/guardians should contact the school to work out a schedule for completing the work. All incomplete grades not properly completed shall become an automatic failure.

### HOMEPLUS

A HomePlus grading program is available to monitor student grades on-line. Parents have received username and password numbers to monitor, on a daily basis, a student's grades, progress, or problem areas. Parents needing HomePlus username and password should contact the Gibson Southern High School office.

### GRADE REPORTS

Grade reports will be issued at the close of each nine weeks. The semester grade is the grade of record used to compute grade point averages and class rankings. Report cards are normally distributed on the Friday after the end of each nine-week grading period.

## GRADUATION REQUIREMENTS

Students must complete a minimum of forty (40) required credits in order to graduate. To receive credit towards graduation from Gibson Southern High School for courses taken from other institutions (correspondence school, adult night school, etc. . .) approval must be requested from guidance.

Only those students who have earned 38 credits will be authorized to participate in commencement ceremonies.

## EARLY DISMISSAL (SENIORS ONLY)

Senior students who wish to have shortened school days during their second semester must make a request in writing stating the extraordinary or emergency circumstances. The request must be presented to the principal by December 15 of the senior year.

## INDIANA DIPLOMAS AND CERTIFICATES

Using the following criteria, Gibson Southern High School will award one of four different documents at commencement ceremonies.

### Diplomas

- A. Core 40 Academic Honors Diploma
- B. Core 40 Academic Technical Diploma
- C. Core 40 Diploma
- D. General Diploma

Students must meet the Graduation Qualifying Exam (GQE) requirements or qualify for a waiver. 2012 graduates and beyond must meet the CORE 40 end of course assessments requirements or qualify for a waiver.

### Certificates

- A. Certificate of Graduation will be awarded to those students who have completed course requirements but have not met GQE or end of course assessments.
- B. Certificate of Completion will be awarded to non-diploma students who complete the public school educational program prescribed in the student's IEP.

## GRADE CLASSIFICATION

Starting with the Class of 2013, a student's grade classification will be issued according to the number of credits earned at the end of the second semester or the summer school of each year.

Sophomores – 8 Credits  
Juniors – 17 Credits  
Seniors – 26 Credits

The grades classification will determine the locker placement, homeroom placement, and class activities.

## EXTRACURRICULAR PROGRAMS

### ATHLETICS

- Boys in grades 9 through 12 are offered baseball, basketball, cross-country football, golf, soccer, tennis, track, swimming and wrestling.
- Girls in grades 9 through 12 are offered basketball, cross-country softball, soccer, tennis, track, volleyball, cheerleading, swimming, and golf.

Indiana High School Athletic Association rules require that students who compete in sports (including cheerleading) must be **passing five solid classes** for the grading period involved. All subjects for which one credit per semester can be earned are considered solids. Students should check with their counselors to be sure they are meeting these requirements.

The I.H.S.A.A. also requires that students participating in sports must have an **IHSAA physical form on file** in the Activities Director's office before they are eligible to practice. Athletes are advised to carry at least six solid subjects each grading period. All athletes are expected to be good citizens on and off the field or playing course. Students participating in athletics will abide by the established I.H.S.A.A. regulations and the Gibson Southern High School Athletic Handbook. It is the responsibility of the athlete to know all specific athletic rules. All the rules and regulations of the school are to be strictly adhered to as well. Coaches may establish other rules they deem necessary to maintain proper control of their team. An athlete's failure to comply with state, school, and team rules may result in the immediate dismissal from the respective team.

## ATHLETIC CODE OF CONDUCT

All students who choose to participate in athletics and cheerleading at Gibson Southern High School shall abide by the following rules and any other rules as disseminated by their coach or sponsor. These rules of conduct shall begin with a student's entry into the GSHS Program and continue until said association has concluded. Participants and their parents shall be required to review and sign off on the code of conduct each year. This action in no way indicates that these rules are for anything other than a full career. **Alcohol, drugs and tobacco-** At no time of the year when student is not participating in athletic activities is the student allowed to use or be in possession of any form of alcoholic beverage, tobacco, or illegal drugs. Possession includes having alcohol, drugs, or tobacco in a vehicle that you are driving. If upon investigation it is substantiated that any reported violation of these rules has occurred, a penalty will be enforced. **Character-** A student who commits an act which would be a felony or misdemeanor if committed by an adult under any circumstance will also pay the same penalty as those who have abused the alcohol, drugs, and tobacco rules. **Penalty- First offense:** The participant shall be suspended for a minimum of 20% of the contests scheduled for that season. Only the contests that count towards the wins and losses for that athletic season are considered toward the penalty. If the suspension falls near enough the end of the season so that the 20% cannot be assessed, the penalty shall carry over to the next season in which the student participates. The carry-over penalty will be based on a percent of the penalty served and the number of events scheduled in the next season. If the student violates the code while out of season, he/she will begin the penalty during the next season in which he/she participates. If a student is caught using a combination of above stated substances on one occasion, this constitutes not only the first infraction, but also the second and will fall under the penalty for the second offense. The student will be encouraged to seek counseling for drug/alcohol infractions. Parents must accompany the student for the initial evaluation and along with the student, must assume responsibility for the expense of the program. If a student is academically ineligible at the time of the infraction, he/she will still miss 20% of the season when he/she becomes academically eligible. **Second Offense:** Constitutes removal from competition for an entire season. If the second offense occurs between seasons, the student will be removed from the next sport in which he/she participates, or the remainder from both sports constituting 100% of a season. Before reinstatement after the second offense, the student must be evaluated by a drug/alcohol counselor and complete a drug/alcohol

program. The student will also forfeit all rights to any awards for that season. **Third Offense:** Constitutes removal from activities for 365 days. The student must be evaluated by a drug/alcohol counselor and complete a drug/alcohol program before he/she may be reinstated. The student will forfeit all rights to any awards for the season in which he/she is currently participating. **Circumventing Penalties:** The above is the minimum penalty. A sponsor/coach may institute additional penalties if he/she wishes. Attempts to circumvent these penalties by going out for a sport in which the student does not normally participate will be reported to the athletic director and the principal by the coach/sponsor of the activity in which the student does not normally participate. Any and all suspensions must be served in a sport in which the student has previously participated during high school, except for freshmen. Ex: A male basketball player may not join the tennis team to serve the suspension

**Self-Reporting:** In an attempt to assist students with drug/alcohol problem, there is a one-time opportunity to self-report a violation. A self-reported violation will reduce the suspension of a first offense by 50%.

The criteria for self-reporting are:

1. Only applies to a first offense
2. Report violation directly to head coach or athletic director within 2 days of incident
3. Must also complete drug/alcohol counseling course

## General Guidelines for Athletes:

Students who participate in two activities and quit one may continue to participate in the other.

- A student who participates in one activity and then quits cannot participate in another activity unless released by the coach
- School attendance is required the last 3 periods of the day unless there is a school-approved excuse.
- All counseling programs referred to in this code must be approved by the administration of GSHS.

## INFORMAL DANCES

Dances will be arranged at various times of the school year. Appropriate attire is required. **All other school rules and regulations apply.**

## FORMAL DANCES/PROM

During the spring of each school year, the junior class plans and sponsors the Junior-Senior Prom. Only those juniors and seniors officially enrolled as students at Gibson Southern High School will receive an invitation to the Prom. Prom is a school function; parents/students are expected to use good judgment when selecting appropriate attire. Students dressed inappropriately may be asked to leave by the administration. **Prom and other dances may be attended only by students in high school and under 21 years of age, unless the student is married.**

**Students who have been expelled may not attend any dances or activities on school property.**

## **STUDENT ASSISTANTS**

Student assistants are assets to the school. It is a privilege to be selected as a student assistant. Student assistants must meet the following criteria:

1. A teacher may have up to two student assistants per period.
2. Student assistant must be in grades 10, 11, or 12. Freshmen are not eligible.
3. Student assistants must remain with the supervising teacher during class time unless supervised by another staff member.
4. Student assistants must be in good academic standing to be eligible: no "F" grades and no more than 1 "D" grade. They also must maintain this standard each nine weeks to remain an assistant.

## **Suicide Prevention Policy**

If a member of the school staff becomes suspicious that a student may be having suicidal thoughts or is contemplating suicide, the following must be followed:

1. The name of the student must be referred promptly to the counselor or administrator.
2. The counselor or administrator will escort the student to the office to determine the seriousness of the situation.
3. If a student indicates he/she has suicidal thoughts, the practice of confidentiality no longer applies.
4. The parent/guardian will be notified promptly and be required to come to the school.
5. In all cases, school personnel will maintain supervision of the student until the parent/guardian has arrived.
6. Under no circumstances will the student be allowed to leave the building unless accompanied by parent, guardian, or parent -designated adult.
7. The counselor or administrator will inform the parent/guardian of local resources which can be of assistance to professionally treat the student.
8. The student will not be readmitted without a signed statement from the doctor or psychological professional indicating that the student no longer is a threat to him/herself.

## **CORRESPONDENCE COURSES**

1. Correspondence courses may be used to earn credits toward graduation.
2. A student may order courses beginning in the last nine weeks of the junior year.
3. A student must complete a course before another course can be ordered
4. All courses must be approved by the principal.
5. Credits for graduation must be on file at GSHS by May 15 of the graduation year.
6. A student may apply a maximum of six correspondence credits toward graduation requirements.
7. The administration must approve an exception to this policy.

## HONORARY ORGANIZATIONS

**Beta Club:** Membership is open to sophomores, juniors, and seniors who have a cumulative grade point average of 90% or above and have demonstrated service to the school and community, positive leadership, behavior, attitude, integrity, ethics, and cooperation throughout their high school career. Members are required to maintain a high level of scholarship, service and character to retain membership.

**Quill and Scroll:** Quill and Scroll is an international journalism honorary society. Membership is open to journalism students who are in the upper third of their class scholastically and who have done superior work in some phase of journalism or school publications work. Continued outstanding work is required to remain a member in good standing in the society.

**International Thespian Society:** The International Thespian Society is an honor society that recognizes those students who excel in dramatic activities.

## DISCIPLINE

### DUE PROCESS

The school will follow the procedures and processes as prescribed in Indiana Code enacted and amended by the Indiana General Assembly with regard to all disciplinary action.

#### Search and Seizure

- A. As used in this section, "reasonable suspicion for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of (1) evidence of a violation of the student-conduct standards contained in the student handbook; (2) anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remains the property of the school corporation and are provided for the use of the student, subject to inspection, access for maintenance, and search, pursuant to this section. The student has no expectation of privacy in school owned storage areas. No student shall lock, or otherwise impede access, to any locker or storage area, except with a lock provided by, or approved by, the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed. (1) The principal, or a member of the administrative staff designated by the principal, may search a locker and its contents at any time. (2) The principal, or a member of the administrative staff, may search an individual, desk or any other storage area on school premises, based upon reasonable suspicion at any time. A law enforcement agency may assist a school administrator in searching a student's locker and the locker's contents at the request of the school principal. IC 20-33-8-32.
- C. The principal, or another member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to: (1) searches of the pockets of the student; (2) any object in the possession of the student, such as a purse or briefcase, and/or; (3) a "pat down" of the exterior of the student's clothing. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness, but not participate, in the search. At the request of the student and reasonably available on school premises, a person of the student's choosing shall witness the search.

The parent or guardian of any student searched shall be notified of the search as soon as possible.

- D. The privilege of bringing a student-operated motor vehicle on to school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle, shall be cause for termination, without further hearing, of the privilege of bringing a motor vehicle on to school premises. The principal, or another member of the administrative staff designated in writing by the principal, may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be (1) seized and admitted as evidence in any suspension or expulsion proceeding, if it is tagged for evidence at the time it is seized and kept in a secure place by the principal or the principal's designee, until it is presented at the hearing, (2) returned to the parent or guardian of the student from whom it was seized, (3) destroyed if it has no significant value, or (4) turned over to any law enforcement officer in accordance with subsection G.
- F. Anything found in the course of a search conducted in accordance with this section, which by its presence presents an immediate danger of physical harm or illness to any person, may be seized and: (1) returned to the parent or guardian of the student from whom it was seized, (2) destroyed, or (3) turned over to any law enforcement officer in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to (1) search any area of school premises, any student, or any motor vehicle on school premises (2) identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **Suspension and Expulsion**

According to Indiana Code 20-33-8-14:

- A. The following are grounds for expulsion or suspension, subject to the procedural requirements (up to 10 days)
  - i. Student misconduct
  - ii. Substantial disobedience
- B. Apply when:
  - i. A student is on school grounds immediately before, during and after school hours and at any other time when the school is being used by a school group;
  - ii. A student is off school grounds at a school activity, function, or event, or;
  - iii. A student is traveling to or from school or school activity, function, or event.

**In addition to the times listed above, a student may be suspended or expelled for engaging in an 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.** Any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions may reasonably be considered to be an interference with school purposes or an educational function.

The following types of student conduct constitute grounds for expulsion or suspension under the Indiana Code 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 parts thereof with the intent to deprive others of its use.
  - B. Blocking the entrances or exits of any school building, corridor, or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property.
  - E. Continuously and intentionally making noise or acting in any matter so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct or participate in an educational function.
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. Bullying has been 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.
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. Vandalizing computers or computer equipment, altering computer software without expressed consent of the teacher, or entering the personal files of teachers, the administration, or students.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or 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 is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. This includes the possession of a threatening or intimidating statement in written or any other form which may intentionally or unintentionally come into another student's or staff member's possession.
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, is represented to be a weapon, or looks like 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 school or at a school function or event. **The only exception to rule 11 is listed under the Health Center section of this handbook.**
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 other 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 educational 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, cigarette lighter, or an inflammable substance.
25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, 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, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device;
  - i. not having an agenda.
26. MP3 players may be used only at lunch. They should be turned off and not used in the classrooms unless permission is granted by the teacher. They will be confiscated if there is an infraction. The same penalties as cell phone usage will be implemented.
  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.
  28. Disrespect to school staff. Substitute teachers and student teachers are recognized as classroom teachers by the administration. Students are expected to afford them the same courtesy and cooperation as they afford regular teachers.
  29. Failure to serve detention.
  30. Failure to complete required school paper work.
  31. Failure to comply with dress code.
  32. Excessive tardiness or truancy.
  33. Leaving school, class, or a school activity without proper authorization.
  34. Violation of school's attendance policy (Attendance Information).
  35. Being in a gang at school, or engaging in gang activity at school or at any school sponsored function. This includes wearing clothing, writing, or posting of symbols, and using hand gestures that would denote gang affiliates.
  36. Displaying or trying to sell profane, obscene, or pornographic materials.
  37. Receiving excessive referrals – repeated and continual violations of school rules when no apparent effort is being made to improve behavior.
  38. Displaying affection in public. School and school-sponsored functions are not proper places for boys and girls to demonstrate their affection for each other. Physical contact such as kissing, hugging, and embracing is not allowed on the school grounds during the regular school day or school-sponsored functions.
  39. Violating the school's driving or parking policies.
  40. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. IC 20-33-8-17
  41. Having food and/or drink in the academic areas. All food and/or drink must be kept in the cafeteria during school hours.
  42. Being in the halls during class time without a hall pass from the office or a teacher. All students must have a hall pass to be in the halls during class time.
  43. The possession and use of a cell phone during the school day is prohibited, except before and after school and during a student's lunch period in the cafeteria. Cell phone usage in the hallways at any time during school hours is prohibited. Cell phones must be turned off and put away. The first violation of this will result in the confiscation of the phone and a warning. The second offense will result in confiscation and detention. The phone will be returned only to a parent, guardian, or parental designee. Further violations will be considered insubordination and will result in out-of-school suspension.

You may not send, share, view, or possess pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

## Important Notice to Students and Parents Regarding Cell Phone Content and Display

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

## 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 school is being used by a school group (including summer school);
  - b. Off school grounds at a school function, activity, or event;
  - c. Traveling to or from school or a school activity, function or event
  - d. Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

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.

## FIREARMS, DEADLY WEAPONS OR DESTRUCTIVE DEVICES (IC 20-33-8-16)

- A. **Firearms** – Any student who is identified as bringing a firearm to school or on school property or who is in possession of a firearm 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 following the one year period.** The superintendent may, on a case-by-case basis, modify this period of expulsion for the student. **The following devices are considered to be a firearm under this rule:** 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 which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which 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 shotgun that the owner intends to use solely or sporting, recreational, or cultural purposes.
- B. **Deadly Weapons** – A student who is identified as bringing a deadly weapon to school or on school property or who is in possession of a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. **The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:** a weapon, taser or electronic stun weapon, 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 readily capable or causing serious bodily injury and used in the commission or attempted commission of a crime.
- C. **Destructive Device** – A student who is identified as bringing a destructive device to school or on school property or who is in possession of 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 following the one year period. The superintendent may, on a case-by-case basis, modify this period of expulsion for the student. **For purpose of this rule, a destructive device is:** 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 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 or 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.

- D. In any case where a student is expelled for firearm or destructive device violations of the Student Discipline Code, the superintendent must notify the prosecuting attorney in the county where the school district is located. Upon receiving such notification, the prosecuting attorney shall begin an investigation and take appropriate action.
- E. A student with a disability who possesses a firearm on school property is subject to the procedural safeguards under 20 U.S.C. 1415.

## **GSHS DRESS CODE**

Students should dress for "school business" in a clean, neat, and safe manner. Although the school recognizes that fads come and go, and styles of dress are ever changing, certain standards of reasonable dress are expected. The following rules will be enforced:

- A. Shirts that expose cleavage, bare midriff, front or back, shoulders, or underarm areas. Clothing must have sleeves.
- B. Skirts, skorts, dresses, or shorts must be of a modest length – finger-tip length will be a general guideline.

### **THE FOLLOWING ARE SPECIFICALLY PROHIBITED:**

- A. Shirts and tops that expose bare midriff, front or back, shoulders, or underarm areas
- B. Sleeveless clothing
- C. Jeans, pants, or tops that have holes, rips, or tears (Scuff marks are not considered holes, rips, or tears as long as no skin is exposed.)
- D. Clothing (including tops, sagging or hip hugger pants) that reveals or exposes undergarments and/or impairs the wearer's ability to walk
- E. Bare feet and /or footwear that is unsafe or inappropriate for specific activities

- F. Clothing, jewelry, or body art (tattoos) that states, implies, or displays any reference to drugs, vulgar language, alcohol, tobacco products, nudity, violence, sex, hate messages, gangs, or anything else that may be considered disruptive to the educational process (Also not allowed are any of the above that is a double entendre [is dirty or suggestive].)
- G. Headwear (hats, bandanas, hoodies, etc.) or sunglasses
- H. Wallet chains and spiked jewelry
- I. Jewelry (including CLEAR PLUGS) in any pierced body part, other than ears
- J. Clothing or grooming styles that are disruptive to the educational environment or are a safety hazard

School personnel shall be the final judges as to the appropriateness of student dress. Students will not be allowed to return to class until the inappropriate clothes have been changed. On the 2nd offense, students must change and serve 30 minutes of detention. On the 3rd and subsequent offense, students must change and serve 60 minutes of detention. Approved dress for spirit days is an exception to the dress code.

## BUREAU OF MOTOR VEHICLES

A Driver's License or learners permit may not be issued to an individual who falls under these conditions:

1. Is a habitual truant under IC 20-33-2-11
2. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15
3. Is under an expulsion from school
4. Is considered a dropout under IC 20-33-2-28.5
5. Withdraws from school for a reason other than financial hardship

If the student fails to attend the exit interview or does not meet requirements to withdraw under IC 20-33-2-28.5, it will result in revocation or denial of student's driver's license or permit; and their employment certificate.

The Bureau of Motor Vehicles is required to invalidate a student's license or beginner's permit for the reasons listed above when the appropriate information is filed with the Bureau of Motor Vehicles by the building principal. A student whose license or permit has been invalidated for any of the reasons listed above will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

- a. The student's eighteenth birthday
- b. One hundred twenty days after the person is suspended
- c. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8

The building principal is responsible for completing all written requests for withholding or declaring invalid beginner's permit or operator license. An appropriate written statement verifying the student's eligibility to apply for a driver's license or permit will be provided to the student by the building principal when the requirements listed above have been met. IC 20-33-8-33

## DISCIPLINARY GUIDELINES

Violations of the above rules may result in corrective disciplinary action. Discipline is to teach and maintain the educational function of the school. Discipline is given to help students become responsible citizens and ensure order and safety in our schools.

**Any one or a combination of the following actions may be used not necessarily in the order in which they are listed:** written warning, counseling, parent conference, detention, restriction of extra-curricular activities, suspension of privileges, suspension from class, suspension from school, suspension from the bus, community service, expulsion from school, referral to juvenile court, substance abuse programs or any other reasonable disciplinary action which is left to the *discretion of the administration of the South Gibson School Corporation.*

## **DETENTION**

Any teacher or administrator may place any student on detention for improper conduct or for violating any school policy. All detentions will be reported to the office and become part of the student's discipline record the current year. Students will be required to serve a minimum of 30 minutes each time they report for detention. **A student will serve his/her detention on the agreed upon date.** Failing to serve detention by the first due date will result in the detention being doubled. Failure to serve detention by the second due date may result in a suspension. Transportation arrangements must be made in advance; no busses are available. Detentions will be served after school from 3:15 to 3:45 in room 210, or before school from 7:30 to 8:00 am in the office. Students must be in the room on time and have work with them or it will count as a failure to serve.

## **OUT-OF-CLASS SUSPENSION (O.C.S)**

A separate area from normal student traffic is identified as the OCS area. This area is equipped with study carrels and chairs for student use. Students removed from class will be placed in the area for the remainder of the period and /or removed from the specific class for one or more days. Students will bring work to do in OCS.

## **OUT-OF-SCHOOL SUSPENSION (O.S.S)**

The student will not attend school or any school functions (including practices) during the suspension. The juvenile corrections department is notified and the student may serve community service time during the suspension. Parents are responsible for transportation and any expenses incurred. The absences will not count toward the student's total of days allowable under the school's attendance policy. **Credit will not be given for daily work missed due to out of school suspensions. Any tests missed during that time may be made up.** Athletes and extra-curricular participants are subject to their Code of Conduct as well. Depending on the charters of the various student organizations (Student Council, Beta Club, etc...) a student may lose his/her position or membership in that organization because of O.S.S. **On the second out-of-school suspension, a letter notifying the Bureau of Motor Vehicles will be sent.**

**One (1) calendar year expulsion for firearms, weapons, destructive devices.**

## **PASSES**

Each student is scheduled to an assigned area for each period he/she is attending our school. All students not in their scheduled locations must have a pass. **The Student Handbook contains these passes. The student is required to have their passbook with them at all times. If they lose it, there is a charge to replace it.** The teacher in charge of the class or another teacher or administrator who is authorized to withdraw the student from class for necessary work will fill out the pass section in the handbook when allowing a student to leave their assigned area. Passes are issued for a specific purpose and are to be used for that purpose only. Any student without a pass and not in their assigned area is in violation of school rules.

## TARDINESS

Any student tardy to school after the beginning of first period must sign in at the office and obtain a pass for admittance to class.

All tardies to school are considered unexcused unless the student is riding corporation transportation that arrives late to school or unless a parent has called to report the student late. Parents must call or send a note listing the reason for the tardiness or absence. Arriving after 8:15 a.m. will result in a tardy to first period. Arriving after 8:40 a.m. will result in an absence to first period. Tardies to school will be charged against first period attendance. Arriving to other classes after 20 minutes will result in an absence charged to that class. A student will be considered truant for any full classes missed before a late arrival if proper documentation is not provided. A 4th tardy will result in detention. Any unexcused absence will result in detention or possibly suspension.

## ATTENDANCE INFORMATION

### ATTENDANCE PROCEDURES

Regular and punctual school attendance is vital to deriving maximum benefit from the instructional program and to developing habits of responsibility, punctuality, and self-discipline. Consistent daily attendance of students is **not an option**; it is a requirement under the laws of Indiana as expressed in the **Compulsory Attendance Statute (IC 20-33-2)**. Ensuring students consistently attend class on a daily basis is a responsibility which is shared, and rightly so, by students, school officials, parents/guardians, and the general community at large. Unless a student is legally emancipated, parents are considered by South Gibson School Corporation to have educational rights until graduation even if the student is eighteen. Therefore, the parent is responsible for attendance and will receive grade reports. Students who are in violation of school attendance regulations may be reported to the judicial system and/or expelled. A parent/guardian must also recognize that time away from school for vacations, health-care appointments or other events or occasions not directly related to the student's educational program should be kept to an absolute minimum, and when unavoidable, scheduled at times that would result in the least interference with the school day, and thus, the educational process. Attendance is recorded each period and is reported by grading period on the student's report card. Consequently, the Board of School Trustees of the South Gibson School Corporation has determined attendance shall be reflected in the individual student's records, and those students who are avoidably absent shall be subject to academic and disciplinary penalty.

Upon arrival to school, all students should immediately enter the building. Loitering in the parking lot is not allowed. Students may not leave school at any time during the day without the consent of the parent/guardian and the principal/designee. Students are expected to be present in school before or after appointments whenever possible. Any students who are leaving and/or returning during the school day must sign in/out in the main office. Failure to comply with these expectations results in an automatic unexcused absence.

### ATTENDANCE GUIDELINES

More than five countable, excused or unexcused, absences from any class in one semester are considered excessive. When a student reaches **five absences**, the parent/guardian will be notified in writing. When a student reaches the level of **eight** countable absences, excused or unexcused, from any class in one semester, the parent will again be notified in writing and a conference will be requested. The parent/guardian will be advised of the serious consequences that will follow when a student accumulates ten absences from school in one semester. Exceptions to these restrictions will be reviewed by the administration.

Upon the student's incurring eleven (11) countable absences from any class in one semester, the student may lose credit and possibly face expulsion for excessive absences. The parent/guardian will be notified in writing of the loss of credit(s) in any or all classes for the semester. A Board of Appeals has been established for any families who wish to pursue such a hearing concerning loss of credit. The principal should be contacted to begin the appeal process.

### REPORTING ABSENCE(S)

1. A parent/guardian should contact the school by 8:30 AM describing the reason for the absence. The school can be contacted in the following ways:
  - a. Call the school at 753-3011 between 7:30 and 8:30 AM.
  - b. If you need to call earlier than 7:30, you may leave a message on the school answering machine.
  - c. Email the school at [gshsattendance@sgibson.k12.in.us](mailto:gshsattendance@sgibson.k12.in.us).
2. A parent/guardian who does not contact the school office will receive a call from school asking about your child's absence. If we are unable to get hold of you or anyone on your contact list, the student will be unexcused if a note does not come in the next day. The student will receive disciplinary action if a note is not received within three days.
3. After three days and no note, an unexcused absence will not be changed.

### APPOINTMENTS/LEAVING SCHOOL EARLY PROCEDURES

1. Parents and students should make every effort to schedule medical, dental, etc... appointments after school hours.
2. A note must be given to the office the day of an appointment.
3. A document will be issued to the student that will serve as a pass to come to the office to sign out.
4. Student should present a document signed by the physician/dentist/court etc... and returned to the office the next day in attendance.
5. A student who becomes ill may only leave school through the nurse's office procedure.
6. Students are not excused for appointments, trips, etc. during final exams.

**Failure to follow the procedure may cause the absence to be counted as truancy.**

## ABSENCES

School absences are classified in one of the following three categories and will be countable or exempt from the 10-day limits:

**Excused** – Parent has called, sent a note and the reason is acceptable according to State and South Gibson School Corporation guidelines: illness, injury, funerals, and prearranged approved absences. Make-up work will be accepted within one day of the student's return. (Teachers may allow a longer length of time, but it is the student's responsibility to make arrangements with the teacher for make-up work.) Excused absences may be exempted from or counted toward the 10-day limit. (See Absence Count below)

**Excused/Personal** – Parent has called, sent a note, etc.. knowing of the child's absence. Examples: car trouble, missed bus, child care, and oversleeping. With the exception of out-of-school suspensions, all excused/personal absences are counted toward the 10-day limit.

## Unexcused/Truancy

Any absence without the parent's approval or knowledge

Leaving class without the permission of the teacher

Being tardy to class more than 5 minutes without a verifiable reason

Aiding another student in being truant

Students who arrive **on school property** for the school day may not leave until their class day is complete unless the building principal or assistant principal grants permission. **If a student leaves without permission for any reason, he/she will be considered truant.** All truanancies are counted toward the 10-day limit. **No make up work is permitted and additional disciplinary action may occur.**

## **ABSENCE COUNT**

- A. Count against the 10-day loss of credit limit:
  - a. Illness – parent calls before 8:30a.m. or sends a note to verify
  - b. Non-immediate family funerals and visitations
  - c. Excused personal absence or truancy
  - d. Prearranged with Principal's approval
  - e. Medical **with** doctors documentation (more than 5 days)
  - f. After a student misses 5 days a semester with doctor's documentation, a doctor must fill out an Incapacity Form and have it on file in the office. If it is not completed, the student could lose his/her credits once he/she hits eleven absences.
  - g. Other absences not covered in B or C below
- B. Does not count against 10 day limit:
  - a. Family funeral or visitations for deaths in immediate family (mother, father, siblings, grandmother, grandfather or principal approved)
  - b. Field trip or school related absence
  - c. Service as a Page in Indiana General Assembly
  - d. Precinct election worker – arranged and documented
  - e. Indiana National Guard service
  - f. Court ordered subpoena
  - g. College or military visitation – arranged, documented and within limits
  - h. Medical excused
  - i. Principal excused/unusual circumstances

## **APPEAL PROCESS**

The Board of Appeals consists of the principal, a counselor, and a faculty member. The purpose of the Board of Appeals is to preside over and conduct a formal hearing concerning any students who have lost credit(s) because of accumulated absences. It is the responsibility of the parent/guardian to file an official appeal within ten days of the postmarked date on the letter sent to them concerning the loss of a student's credits. This appeal must be filed in writing with the building principal stating the reasons for the appeal. Reasonable requests by the Board of Appeals for documentation concerning absences must be honored. Based on the results/findings, the Board of Appeals may establish a contract system for the student involved.

## TRUANCY

Truancy is an absence without parent/guardian approval and school knowledge. Habitual truant is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year or willfully fails to attend school in defiance of parental authority in any one of the following circumstances: 1) Absence for three (3) days in any school year in defiance of parental authority; or 2) any unexcused absence (no make-up) of ten (10) days in any school year. **A student identified as a habitual truant may not be issued an operator's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. The Compulsory Attendance Laws of the State of Indiana require each child who is more than seven years of age, and not more than seventeen years of age, to be in school each day that school is in session.** If other corrective measures fail, the habitual truants will be subject to the provisions of Section 31 of Public Law 218 – Student Due Process which states: Confirmed truant on petition of recommendation of the attendance office and superintendent having jurisdiction, a child who habitually absents himself/herself from school in violation of compulsory laws may be tried by the judge of any juvenile circuit or superior court. If the judge finds that the child is confirmed truant, he may (a) commit the child to the Indiana Boy's School or the Indiana Girl's School, as appropriate, (b) commit the child to another custodial institution in this state, or (c) place the child in the care of a probation officer. In truancy situations, the student has no privilege to make up any classroom assignments. Also, the school will impose further disciplinary measures in a truancy case. In most cases, the student will serve detention equal to the number of hours truant. The Office of Family and Children will be notified in the case of a habitual truant or a student with excessive absences. The Gibson County Prosecutors Office may also be notified and potential charges could be filed against the parent for educational neglect.

# SOUTH GIBSON SCHOOL CORPORATION

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

### PARENT/GUARDIAN

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is

impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_

(Student's Name – Printed)

have received a copy of the current Gibson Southern High School student handbook. I shall read the handbook upon receiving it and ask any questions I may have about its contents. I understand that I am responsible for all information contained in this handbook. I shall also ask my parents/guardians to read the handbook, discuss it with me and return the Parent/Guardian Acknowledgment form at the bottom of this page.

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

## PARENT/GUARDIAN STUDENT HANDBOOK ACKNOWLEDGMENT FORM

Indiana law requires that we ask you to acknowledge in writing that you have reviewed a copy of the student handbook, which contains school discipline policies and athletic policies. ***Failure to sign or return the form does not affect the student's responsibility to act in accordance with policies outlined in this handbook.***

I (We) have reviewed the current Gibson Southern High School student handbook containing school discipline policies and athletic policies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT EMERGENCY INFORMATION

(please print)

This information is required each year by Gibson Southern High School to verify school data. If any changes should occur during the school year, please notify the office as soon as possible.

Student's Full Legal Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Parent's Names that you live with \_\_\_\_\_

Do you live with  Both parents  Mother  Father  Guardian

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home phone (        ) \_\_\_\_\_ Bus Number (if you ride) \_\_\_\_\_

Birth Date: \_\_\_\_\_ Race: American Indian/Alaskan Black/Non-Hispanic Multiracial

Asian or Pacific Islander Hispanic White Non-Hispanic

Gender:  Male  Female (Circle one) Grade year: 9 10 11 12

Parent Email address (if applicable) \_\_\_\_\_

Father's Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Workplace & Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Workplace & Phone \_\_\_\_\_

**Other Parent or Guardian we may call if we are unable to reach you. (These people may give permission for your child in your absence or if we are unable to reach you) YOU MAY ADD OTHERS TO THIS LIST, BUT THEY MUST BE HERE FOR THEM TO PICK YOUR CHILD UP OR TO CALL IN FOR THEM.**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Student's Physician \_\_\_\_\_ Phone: \_\_\_\_\_ Hospital Preference \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# RELEASE FORM FOR THE SCHOOL NURSE

Student's Name \_\_\_\_\_

Please list any medical conditions your student may have.

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May we release this information with his/her teachers, so as to better care for your child?

- Yes, you may release this information to my child's teachers.  
 No. I do not want this information to be released to anyone.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

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Please list any over the counter medications (Tylenol, Advil, Tums, Roloids, etc.) we may give your child. These medications will be given by the school nurse or school personnel.

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- I do not want my child to be given any over the counter medications without my permission first.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date