

Garrett-Keyser-Butler Community School District

GARRETT MIDDLE/HIGH SCHOOL STUDENT HANDBOOK 2021-2022



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Table of Contents

INTRODUCTION/SCHOOL OVERVIEW	5
Welcome	5
JEO Office Personnel	5
JEO School Profile	5
GMS Office Personnel	5
GMS School Profile	6
GHS Office Personnel	6
School Profile	6
Board Policies	7
ATTENDANCE	8
Attendance	8
Attendance Policy	9
Absences	10
College Visitation Day	10
Tardiness	10
Truancy	11
ACADEMICS	12
Academic Success	12
Block Schedule	12
Cheating/Plagiarism Policy	12
Classification of Students	12
Student Accountability for Academic Achievement	13
Course Changes	13
Garrett Learning Center	13
Grading Policy	13
Grade Scale	14
Transfer of Credits	14
Graduation Requirements	15
Homework/Make-Up Work	15
Impact Institute Student Agreement	15

Student Accountability for Academic Achievement	16
Student Recognition	17
EXTRA-CURRICULAR ACTIVITIES	18
Class or Club Sponsored Activities	19
Fan Buses	19
Dances & Athletic Contests	20
ATHLETICS	20
SAFETY	20
Leaving School Grounds	20
Visitors	21
Security and Visiting Procedures	21
Weather Related School Policy	21
CODE OF CONDUCT	22
Body Piercing	25
Cell Phones/Electronic Devices	25
Dress Code	25
Public Display of Affection	27
DISCIPLINARY MEASURES	27
After School Detentions	27
C.A.S.E. Program	28
Classroom Detentions	28
Exclusion	28
Expulsion	28
Suspension	29
Student’s Driver License Suspension	29
Use of Seclusion & Restraint with Students	29
GENERAL INFORMATION	30
Book Bags	30
Communications	30
Complaint Procedure	30
Guidance Services	31
Health Services	31
Media Center	34

Moment of Silence	35
Non-Custodial Parents	35
Posters	36
Railway Café	36
Student Records	36
Student Use of Bicycles - Board Policy 5514	36
Student Use of Motor Vehicles – Board Policy 5514.01	36
Telephone Usage	37
Transportation	37
Withdrawals	37
Work Permits	38

INTRODUCTION/SCHOOL OVERVIEW

Welcome

Welcome to the Garrett-Keyser-Butler Community School District! The entire staff is dedicated to providing you a quality learning experience. You will be provided with new and challenging opportunities to grow academically, socially, and personally. We are here to assist you in making this experience an exciting and positive one.

Our mission statement at Garrett-Keyser-Butler Community School District is “Excellence in Education, Strength in Character”. We believe firmly in the CHARACTER COUNTS! Program. Being Trustworthy, Respectful, Responsible, Fair, Caring, and a Good Citizen are key elements not only to making Garrett-Keyser-Butler Community School District a great district but these characteristics are necessary for success in life. We expect students to fulfill their daily responsibilities of attendance and homework and expect your personal best effort each and every day.

This handbook is designed to provide an introduction to new students and a review for current students in the district, covering a wide range of policies and guidelines.

If you have questions regarding the handbook, contact the building school principal at the number listed on the front page.

JEO Office Personnel

Principal – Mrs. Kristi Surfus
Assistant Principal – Mr. Greg Myers
School Counselor – Mrs. Holly Joseph
Secretaries – Mrs. Kayleigh Treesh, Mrs. Erica Moynahan, Mrs. Nola West
School Nurse – Mrs. Tori LaMotte
Food Service Director – Ms. Annie Duckett

JEO School Profile

MISSION STATEMENT - Kids Matter, Character Matters, Learning Matters, We All Matter!

SCHOOL COLORS - Maroon and Blue

SCHOOL MASCOT – Junior Railroaders

GMS Office Personnel

Principal – Mr. Lucas Fielden
Assistant Principal – Mr. Joshua Dommer
School Counselor – Mr. Jason Richards
Athletic Director – Mr. Joshua Dommer

Secretaries – Mrs. Ginger Simon, Mrs. Suzanne Shearer
School Nurse – Mrs. Tori LaMotte
Food Service Director – Ms. Annie Duckett

GMS School Profile

MISSION STATEMENT - Providing a personalized learning environment in which students of good character succeed academically, mentally, and physically.

VISION STATEMENT – Empowering Lifelong Learners

SCHOOL COLORS - Maroon and Blue

SCHOOL MASCOT – Locomotives

GHS Office Personnel

Principal – Mr. Matthew Smith
Assistant Principal – Mr. Justin Weber
School Counselors – Mr. Ryan Hathaway, Mrs. Shannon Harman
Athletic Director – Mr. Chris DePew
Secretaries – Mrs. Lisa Smith, Mrs. Tina Drzewiecki,
Athletic Secretary – Mrs. Becky Blotkamp
School Nurse – Mrs. Tori LaMotte
Food Service Director – Ms. Annie Duckett

School Profile

MISSION STATEMENT - To Graduate Responsible, Productive Citizens.

SCHOOL COLORS - Maroon and Blue

SCHOOL MASCOT – Railroaders

SCHOOL YEARBOOK - The Aeolian

SCHOOL SONG - (The melody of "Indiana")

Garrett High School, oh Garrett High School,
Garrett High School, we're all for you.
We will fight for maroon and blue and the glory of Garrett High.
Never daunted! We cannot falter
In our battle, so tried and true
Garrett High School, oh Garrett High School
Garrett High, we're all for you.

SCHOOL ANTHEM -

Loyal to our high school fight on for her fame,
She shall not have lived in vain for her glory will endure.
Then march on for her honor, our school will prevail.
In all our hearts one name stands foremost, GARRETT HIGH.

Board Policies

The following list contains board policies that provide information not included with the student handbook. These policies can be found on the school corporation website at the following link: <http://neola.com/garrett-in/>

Adoption of Curricular Materials	2510
Anti-Harassment	5517
Attendance	5200
Bullying	5517.01
Care of School Property	5513
Chemical Management and Preparedness for Toxic or Asbestos Hazard	8431
Class Rank	5430
College and University Programs	2271
Control of Casual-Contact Communicable Diseases	8450
Control of Non-Casual Contact Communicable Diseases	8453
Criminal Organizations and Criminal Organization Activity	5840
Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation	5111
Dress and Grooming	5511
Drug Prevention	5530
Drug Testing	5530.01
Due Process Rights	5611
Early Graduation	5464
Electronic Monitoring and Recording	7440.01
Environmental Health and Safety Issues - Indoor Air Quality, Animals in the Classroom, and Idling Vehicles on School Property	8405
Facility Security Program	7440
Graduation Requirements	5460
Idling School Buses and Other Idling Vehicles on School Property	8615
Immunization	5320
In-School Discipline	5610.02
Nondiscrimination and Access to Equal Educational Opportunity	2260
Pediculosis (Head Lice)	8451
Pest Control and Use of Pesticides	8432
Preparedness Plans and Drills	8420
Religious/Patriotic Ceremonies and Observance	8800
Retaking a Class	5462
School Visitors	9150

Search and Seizure	5771
Section 504/ADA Prohibition Against Discrimination Based on Disability	2260.01
Student Discipline	5600
Student Education Technology Acceptable Use and Safety	7540.03
Student Hazing	5516
Student Production of Goods and Services	5870
Student Records	8330
Student Use of Bicycles	5514
Student Use of Motor Vehicles	5514.01
Suspension and Expulsion of Students	5610
Suspension and Expulsion of Students with Disabilities	5605
Use of Force and Corporal Punishment in the Course of Staff Supervision of Students	5630
	5330 &
Use of Medications and Self-Administered Medication	5330.01
Use of Seclusion and Restraint with Students	5630.01
Use of Tobacco	5512
Volunteers	8120
Weapons	5772
Wellness	8510
Withdrawal from School	5130

ATTENDANCE

Attendance

1. Student attendance at school is a prerequisite for learning. Attendance patterns at school are often a key consideration to future employers. THE PARENT AND STUDENT WILL ASSUME FULL RESPONSIBILITY FOR ANY LACK OF PROGRESS THAT COULD BE ASSOCIATED WITH THE TIME ABSENT REGARDLESS OF WHETHER THE ABSENCE WAS EXCUSED OR UNEXCUSED.
2. School work missed for excused absences must be made up in order to receive credit. Students will be given the same number of days that they were absent to complete assignments unless the teacher has made previous arrangements.
3. STUDENTS MAY NOT BE ALLOWED TO MAKE UP MISSED WORK FOR CREDIT WHEN THE ABSENCE IS UNEXCUSED.
4. When any student accumulates five (5) absences without a doctor's slip in a semester, he/she will receive written notice from the Attendance Officer. This letter will either be hand delivered or sent by mail to the parent or guardian of the student.
5. When a student accumulates eight (8) absences in a semester without a doctor's slip,

the parent or guardian must come to the school within five days for a conference with the attendance officer or designee. Failure to attend this conference will result in the attendance case being turned over to the DeKalb County Probation Department.

6. If any student is absent three consecutive days without contact by a parent or guardian, the attendance officer or designee will make a home visit.
7. Appointment Documentation: A student will have two days following his/her return to school to present documentation to make the absence excused. Licensed personnel must sign this slip.
8. When a student reaches their tenth (10) unexcused absence in a school year, the student is in violation of Indiana Code and will be turned over to the Department of Child Services and the County Prosecutor's Office.

Attendance Policy

1. Attendance will be taken at the beginning of each school day, period, or block of each period and reported to the administrative office.
2. If you are absent:
 - a. A telephone call is to be made to the attendance office by your parent or guardian no later than thirty (30) minutes after the start of the school day, advising us the reason for your absence.
 - i. Attendance Office Phone Numbers
 1. J.E. Ober Elementary: 357-3115
 2. Garrett Middle School: 357-1706
 3. Garrett High School: 357-3118 or 357-4114
 - b. When you return to school, a written statement of the reason for your absence signed by a parent or guardian must be provided if your absence was not reported by telephone. This must be in the administrative office by the start of the day you return to school.
 - c. Any student whose absence is not verified as mentioned in items (a) and (b) above will be regarded as having an unexcused absence. The absence must be verified within two (2) school days after the student returns to school
3. If you are to go on a special trip:
 - a. Special trips should not be planned when tests are scheduled.
 - b. If you are to miss class or classes to go on a special, a family business matter or a medical appointment, you are to obtain a make-up slip from the office in advance. The slip must be returned forty-eight hours before the trip and must bear the signature of each teacher whose class or classes will be missed.
 - c. A parent-permission slip must also be obtained from the office, signed, and returned no less than forty-eight hours before the trip if a parent or guardian has requested a special trip.
4. If you are showing a 4-H project at the DeKalb County Fair: Any 4-H student having a project to show at the DeKalb County Fair must bring a note from his/her parent and 4-H leader to the assistant principal for approval. These absences will be excused but make-up work must be turned into the classroom teacher.
5. A student who has an appointment must attend part of the school day to be counted as being present the entire day if the absence is arranged in advance. Students going

to a doctor, dentist, orthodontist, or legal appointment, must bring back a note from that office.

6. No more than two (2) tardies per year will be allowed for the perfect attendance award.
7. Students absent the first half of the day must report to the office and sign-in no later than 11:30 a.m.
8. Students who are repeatedly unnecessarily absent or tardy may face disciplinary action.
9. Any student absent from school for a full day or PM classes will NOT be able to attend evening activities. The only exception to this policy is if the absence is cleared by the administration.

Absences

1. **Excused absences**: Students must ask teachers for makeup work and are responsible for completing the work. Excused absences will be issued for the following reasons:
 - a. Illness of the student.
 - b. Funeral days that are to be excused will be determined by the attendance officer, the building principal (or designee), and the parent or guardian of the student. The number of days allotted may vary.
 - c. When arrangements have been made prior to the absence:
 1. Medical or dental appointments.
 2. Death of someone outside the immediate family.
 3. Appropriate family business or emergency.
 4. Special trips arranged in advance by a parent or guardian.
 - d. Service in the National Guard or Army Reserve.
 - e. Serves as a legislative page, serves on the precinct election board, or as a helper to a political candidate or political party.
2. Any absence may be determined excused or unexcused by the building principal or designee.

College Visitation Day

Seniors and juniors are permitted to take two (2) days (as an excused absence) to visit a college or university. Additional college visitation requests require administrative approval. Forms must be obtained from the attendance secretary and returned twenty-four (24) hours prior to the visitation day.

Tardiness

If a student is not in his/her class when attendance is taken, the student is considered tardy. A student who arrives at school within thirty (30) minutes after the start of the school day will be counted as tardy, and they must sign in at the office. The administrative office will issue passes to students who are tardy. A student's pass will indicate whether the tardy is excused or unexcused.

1. The first 3 tardies to any class will receive a warning from the attendance officer. Each tardy after the 3rd will result in disciplinary action.
 - a. 4 - 7 tardies, student will be subject to further due process.
 - b. 8 or more tardies - possible withdrawal from class or further due process.
2. Students who sign in thirty (30) minutes after the start of the school day, but before 11:30 a.m. will be counted absent for one-half day.
3. Unexcused arrival thirty (30) minutes after the start of the school day, but before 11:30 a.m. is one-half day unexcused.
4. An Unexcused Full Day – student will be subject to further due process.
5. Athletes must sign in to school by 9:30 a.m. to be eligible to participate in practice/event that day.

Truancy

Truancy is being willfully absent from school without parental or school permission. Any deliberate or unnecessary absence from school or class for which arrangements have not been made we consider as truancy. To leave school without permission is to be truant. Any student who leaves school and fails to return will be considered truant unless the administration is properly notified. Parents will be notified of truancy and appropriate disciplinary action will be taken.

Procedures for Referring Truant Students for Legal Action

If a child between the ages of seven and eighteen is habitually absent from school without a proper reason the following procedures will be initiated and completed prior to referring the child to juvenile authorities for alleged truancy or referring the parent, guardian or custodian to circuit court for alleged educational neglect.

1. Each student's absence must be reported to the school by the student's parent, guardian or custodian on the day of the absence.
2. If no attempt is made by the parent, guardian or custodian to contact the school, we shall telephone the home to determine the reason for the absence.
3. If a student is frequently absent for more than three (3) consecutive school days (except in cases of a known medical problem) the attendance worker will visit the home to discuss the reasons for the absences with the student and his parent, guardian or custodian and attempt to develop plans to resolve any problems which may exist.
4. If attendance is not improved as a result of the home visit, a designated member of the school staff will arrange a counseling session or series of sessions to encourage attendance.
5. If, as a result of the counseling sessions(s), the school staff member suspects learning difficulties or handicapping conditions, he/she will refer the student for an education evaluation.
6. If during the counseling session(s) no learning difficulties or handicapping conditions seem present, nor do remedial help or a change in the student's course of study appear to offer a solution to non-attendance the school may place the student in a short term (not to exceed five (5) days) suspension.

7. If none of the efforts in steps 3, 4, 5 and 6 are successful in remedying non-attendance, a school administrator will schedule a conference with the student and his/her parent(s), guardian(s) or custodian to inform them of their intention to refer the matter to juvenile court. The administrator may elect to make the above contact by telephone or in writing.

ACADEMICS

Academic Success

If you are experiencing difficulty in the classroom or have performed poorly on standardized tests, you should talk to your teacher as soon as possible. You may also talk to your guidance counselor for suggestions and help options.

Block Schedule

In the Garrett High School block schedule the school day is divided into four (4) 85-minute instructional blocks. Courses are completed sooner than a traditional 6 or 7 period day. The daily schedule allows for in-depth, focused and organized concentration on fewer subjects. Good attendance is a key component for success in a block class.

Cheating/Plagiarism Policy

We define plagiarism as using someone else's words, work, or product as your own without crediting the original source using the proper form. All information that is not common knowledge must be cited. Examples of plagiarism include but are not limited to using someone else's words verbatim without citing the quote or rewording someone else's words or ideas without citing the source.

Students participating in an act of cheating will receive disciplinary action. Cheating examples could include, but are not limited to, copying from another student's paper during a quiz or test, allowing another student to copy from your paper during a quiz or test, or utilizing any electronically obtained and/or transmitted test questions or answers.

Students who violate these ethical principles will be subject to disciplinary action. Consequences for such misconduct include but are not limited to a zero (0) for the assignment/test, a grade of "F" for the term, or a grade of "F" for the semester.

Classification of Students

Upon entering high school the following credit requirements will be in effect:

Sophomore - must have earned a minimum of eight credits.

Junior - must have earned at least 18 credits.

Senior - must have earned at least 28 credits.

Student Accountability for Academic Achievement

The principal has ultimate authority in promotion decisions based on state and local standards, attendance, and end of grade assessments.

Course Changes

Changes in course selections each year must be made during the first three days of Term 1 and Term 3. Changes will not be permitted during Term 2 or Term 4. Reduced schedules for seniors will not be granted unless the student is actively enrolled in college classes during the time they are requesting a reduction in their academic day. Students will be expected to make their request in a typed letter to the administration that includes the reason for the modified schedule. Any schedule reductions will be approved by the principal.

Garrett Learning Center

Garrett Learning Center is available to students in need of accelerated services/credits in order to fulfill graduation requirements. Applications for Garrett Learning Center must be approved by both guidance and administration.

Garrett Learning Center provides an individualized educational setting for students in a personalized instructional program. Students are expected to attend daily and follow all Garrett Learning Center rules. Excessive absenteeism results in the student losing credit with the possibility of being withdrawn from the program.

Students who are withdrawn from the Garrett Learning Center program will not be permitted to reapply to the program until the following school year unless granted permission by the Garrett High School administration. Students who are withdrawn from Garrett Learning Center must wait to re-enroll for classes at Garrett High School until the following school year.

All Garrett Learning Center students will be expected to follow all policies and directives outlined in the Garrett Learning Center programming guide.

Grading Policy

It is the policy of the Garrett High School Board of Education that our honors and college dual credit courses will receive weighted grades for the purposes of calculating grade point average. Counselors will translate the grades of a transfer student into our weighted grade system. Weighted grades will be limited to:

- College and career-preparatory high school courses.
- Advanced courses in content areas that include college dual credit.

- A list of the recommended courses to be weighted can be found in the GHS Course Curriculum Guide accessible through the GHS website.

Counselors will translate the grades of a transfer student into our weighted grade system.

All students will be provided with a syllabus from each class in which they are enrolled. Each student's academic performance is evaluated by his/her respective classroom teacher(s). Each teacher has his or her own method of deriving student's grades for the nine-week grading period.

Garrett High School has traditionally used the following letter grades to evaluate academic performance.

Grade Scale

12 - A+ - Superior	98-100
11 - A - Superior	94-97
10 - A- - Superior	91-93
9 - B+ - Excellent	88-90
8 - B - Excellent	84-87
7 - B- - Excellent	81-83
6 - C+ - Satisfactory	78-80
5 - C - Satisfactory	74-77
4 - C- - Satisfactory	71-73
3 - D+ - Below Average	68-70
2 - D - Below Average	64-67
1 - D- - Below Average	60-63
0 - F - Failing	59 and Below

Each student earns his/her academic grades based generally upon his/her performance of the assigned work, and the knowledge and/or skills he/she demonstrates to the teacher. Students in grades nine through twelve who do not complete course requirements and do not earn passing marks will receive failing grades and will receive no credit for the term class work. Students who are experiencing academic difficulty should ask their teachers for assistance.

Transfer of Credits

Credits earned at another accredited high school during summer or evening classes may be transferred to Garrett High School and counted toward graduation. Administrative approval is required before courses completed through home school can be accepted for credit. The student should consult their counselor before taking a class at another school to avoid a misunderstanding about whether the class will be acceptable.

Limited amounts of correspondence credit can be accepted toward graduation. Contact should be made with your counselor if you are considering taking a correspondence course.

Graduation Requirements

All seniors who will be graduating are required to attend Graduation Rehearsal, Senior Awards Program and Commencement. Exceptions to this requirement must be presented in writing to the principal.

Only those regular program students who have successfully completed all graduation requirements may participate in Commencement. Non-diploma students who have completed the attendance and participation requirements of their programs may participate in Commencement and receive a Certificate of Completion. Those non-diploma students who wish to do this must also participate in Graduation Rehearsal and the Senior Awards program.

Homework/Make-Up Work

Assignments and homework are a student's responsibility to complete on a daily basis. Assignments given in class and out of class homework are given by teachers to reinforce daily instruction, as well as, promote responsibility, develop self-discipline, and develop problem solving skills. Failure to complete homework and project assignments could result in disciplinary action, which will be initiated by the instructor and/or administration.

Teachers will give the students the opportunity to make up their work for excused absences only. If student misses two days, the student will have the opportunity to make up his assigned work over two school days following his/her return to school with the work to be handed in on the third day. The teacher will grade the make-up work and award the student credit. The student is expected to request his or her make up work from the teacher.

Impact Institute Student Agreement

The vocational programs at Garrett High School are a privilege afforded to juniors and seniors in the high school who may gain the most from exposure to the vocational atmosphere. Because participation is a privilege, it is essential that both parents and students understand that failure of a student to appropriately represent Garrett in the IMPACT Institute vocational program may result in removal from the program. **Failure to complete or removal from the program could also result in responsibility to the family for any and all costs associated with the program.**

Students of Garrett High School who choose to participate in a vocational program should know and understand the following:

Attendance: Attendance is vital for success in a vocational program. **Students are not allowed to miss more than 5 days (excused or unexcused) per semester.** This number does not include doctor excused absences. Those days are not counted against the student. **If a student surpasses 5 days, they could be withdrawn from their program, assigned study hall as they will return to GHS as a full-time student, and lose credits for the Term.** *If GHS has pep sessions or other activities during the vocational program, students will miss the GHS activities and attend the vocational program.* Attendance will be taken daily on the transporting bus.

Vacation, Breaks & Make-up Days: GHS students are expected to be at their vocational program when it is in session. If your program meets on one of our Make-up days, Fall Break, Christmas Break, or Spring Break students will need to report by 7:15 for bus pick-up as a bus to the vocational programs will be running. *Calendars of both Impact Institute and Garrett-Keyser-Butler CSD are attached to make students and parents aware in advance.*

Delays and Closings: Vocational students will follow the Two-Hour Delay schedule of both Garrett-Keyser-Butler CSD and East Noble School District. *Detailed information is included on the calendar printouts.*

Transportation: Students participating in the Impact Programs **will be required to ride the bus** provided by Garrett-Keyser-Butler CSD. Students are not allowed to drive to vocational programs. The bus will be at the school by 7:15 and leave at 7:20. It is the responsibility of the student/family to arrive on time for the vocational bus. If a student misses the bus, they will be counted absent from the vocational program and will be assigned study hall for the remainder of the school day. *Exception: Students participating in the H.O.E. program will need to provide their own transportation due to the various locations and/or rotations that are involved in this program. Cosmetology students are also allowed to drive **on specific days** due to the evening hours and Saturday classes.*

Student Behavior & Conduct: The conduct of the students at GHS is expected to be in keeping with generally appropriate behavior. Whether in school, on the bus, or at the vocational programs, students are expected to conduct himself or herself as a gentleman or as a lady. Students are expected to be courteous, respectful and follow all conduct guidelines (listed in the Student Handbook). Students who do not abide by the guidelines could be withdrawn from the vocational program, will lose the credits for that semester, and will be responsible for any and all costs associated with the program.

Cost: Should a student drop out of the program after June 1st of the upcoming school year or be expelled or dismissed from the program, that student/family shall be responsible for any and all costs associated with the failure to complete the program.

Student Accountability for Academic Achievement

The principal has ultimate authority in promotion decisions based on state and local standards, attendance, and end of grade assessments.

Student Recognition

In order to recognize student achievement, awards are presented to students who have shown outstanding performance in the following areas. Students are encouraged to participate in the total school program. By so doing, it is hoped that students will find areas in which they can excel and gain recognition for outstanding achievement.

The following student recognition opportunities are available to Garrett High School students:

1. Valedictorian - Recognition given to the graduating senior with the highest academic rating at the completion of term 3 of the senior academic year.
2. Salutatorian - Recognition given to the graduating senior with the second highest scholastic rating at the completion of term 3 of the senior academic year.
3. Summa Cum Laude – “with highest distinction” - Recognition of students with Academic or Technical Honors Diploma who have a cumulative G.P.A. of 11.1 – 12.0+ (due to weighted courses).
4. Magna Cum Laude - “with high distinction” - Recognition of students with Academic or Technical Honors Diploma who have a cumulative G.P.A. of 10.1 – 11.0.
5. Cum Laude - “with distinction” - Recognition of students with Academic, Technical Honors, or Core 40 Diploma who have a cumulative G.P.A. of 9.1 – 10.0.
6. Honor Graduate Citizenship Award — Character, Leadership, Service - Faculty will nominate one female and one male student who has the following characteristics: outstanding character/integrity, student leadership, and service-minded (serves others in our school and community).
7. Citizenship - An award is presented to the senior boy and girl selected as the best citizens of Garrett High School. The citizenship award is the most coveted award. Selections are made by a committee made up of the administration, guidance staff, and faculty.
8. Attendance - A certificate is awarded to each student who has one or more consecutive years of perfect attendance.
9. Student Council - Certificates are awarded to the members and officers in recognition of their leadership and service in student government.
10. Agriculture - The most deserving agriculture student is presented an award.
11. Building Trades - An award is presented to a building trades student who exhibits outstanding mechanical ability, as well as leadership qualities.
12. I.C.E. - The I.C.E. achievement award is presented to a graduating senior who has been the outstanding employee during the school year.
13. Mathematics - This academic award is presented to a senior based on performance in the National Math Contest.
14. Journalism - For an outstanding senior who has made contributions to the high school newspaper.
15. John Phillip Sousa - An outstanding senior band student is presented this award in recognition of outstanding achievement and interest in instrumental music.

16. Band - Awards are presented to band members attaining an average of "B" or higher as follows: Seniors – sweater with letter, junior - lyre emblem, sophomore - certificate, and freshman - certificate. A special certificate may be given to any high school band member who has shown outstanding musicianship during the year.
17. Dramatics - A dramatic award is given to the outstanding actor or actress.
18. Forensics - This award is presented to the most outstanding forensic student.
19. Honor Roll - Each grading period an honor roll will be compiled. Honor roll lists are published in the local newspaper. There will be three divisions of the honor roll:
 - a. High Honor Roll - For those students making all A's but one. No grade lower than a B. Students who receive all A's will receive recognition.
 - b. Honor Roll - For those students with no grade below a B- (8.0 GPA).
 - c. Honorable Mention - For those students having a B average (8.0). There must be no grade on the card lower than a C.
20. President's Education Awards Program - Initiated by President Reagan to recognize students who have attained a high level of academic achievement while pursuing a solid core of academic courses. The awards are presented to deserving students in grade twelve. A complete list of criteria is available in the high school office.

National Honor Society Membership - To comply with the National Honor Society, The John W. Garrett Chapter of National Honor Society of Garrett High School starts its selection process by having Guidance personnel submit the names of those Juniors and Seniors whose grade point average is 9.0 or above representing SCHOLARSHIP.

All these names are then submitted to members of the faculty who evaluate the students on a 4 - exceptional; 3 - receptive, productive; 2 - cooperative, but passive; 1 - negative and destructive on the other four criteria of CITIZENSHIP, LEADERSHIP, SERVICE, AND CHARACTER as they have observed the students in classes, clubs and school activities.

Students in the junior and senior classes are also given forms to complete concerning all their activities in school and out of school from 7th grade through 11th grade to help the faculty council in evaluating the leadership service sections of the process of selection.

EXTRA-CURRICULAR ACTIVITIES

Students representing Garrett-Keyser-Butler Community School District must exemplify high standards of moral integrity and good sportsmanship, both in and out of the school. The purpose of the Extra-curricular Code of Conduct is to provide students with consistent guidelines to govern all extra-curricular programs. Participation is a privilege and the school officials may properly govern those activities. The Extra-curricular Code will deter students from making poor decisions while providing an opportunity for rehabilitation and fairly administered consequences if the student violates the code of conduct. All students participating in extra-curricular activities will be governed by this code.

Conditions to be considered proof/evidence of a violation:

- A. The student admits guilt of the violation after an investigation is initiated.
- B. The violation is witnessed by a Garrett-Keyser-Butler Schools representative.
- C. The violation is witnessed by any law enforcement agency or an arrest is made for the violation.

Student Code Violations

Student code violations include, but are not limited to, the following:

- A. Transmission, use or possession of tobacco, transmission, use or possession of alcohol, transmission, use or possession of drugs and/or drug paraphernalia, unless prescribed by a physician to correct an illness, are violations of the code of conduct.
- B. Committing a felony or misdemeanor
- C. Theft
- D. Violation of local, state, or national rules for a specific extra-curricular organization
- E. Insubordination
- F. Violations of the student handbook

Student code violations could result in disciplinary action. The corrective steps for administrative action are outlined in the Athletic Code of Conduct.

Class or Club Sponsored Activities

Only Garrett students may attend class or club sponsored activities. Exceptions to this rule will be announced by the activity or class sponsors.

Those who are not Garrett students are expected to abide by the same rules and regulations required of Garrett students. The enforcement of these rules and regulations is the responsibility of the sponsoring organization and its adult leader or leaders.

Fan Buses

Fan buses may be provided for Garrett students to ride to athletic contests. The buses and the chaperones are provided by the Athletic Department.

- 1. Students who wish to ride must purchase a ticket in advance (time and place will be announced).
- 2. Students who ride a bus to a contest are required to return on the bus.
- 3. Students are to remain on the school grounds where the contest is being played and are to remain in the area where the contest is being conducted.
- 4. The same conduct is expected on the school bus that is expected when riding a bus to school.
- 5. Students who do not follow these rules will lose the privilege of riding a fan bus.

Dances & Athletic Contests

If you leave a dance or school function you will not be allowed to re-enter. Students must carry their student identification card to all school events. Students are expected to follow the dress code expectations at these events.

ATHLETICS

Please refer to each school's Athletics Handbook for rules and regulations.

The following is a list of the athletic teams available to GKB School students:

FALL

Cross Country	Boys/Girls	Grades 6-12
Football	Boys	Grades 7-12
Soccer	Boys/Girls	Grades 6-12
Volleyball	Girls	Grades 6-12
Cheerleading	Girls	Grades 7-12

WINTER

Basketball	Boys	Grades 6-12
Basketball	Girls	Grades 6-12
Wrestling	Boys/Girls	Grades 6-12
Cheerleading	Girls	Grades 7-12

SPRING

Baseball	Boys	Grades 9-12
Golf	Boys/Girls	Grades 6-12
Softball	Girls	Grades 9-12
Track	Boys/Girls	Grades 6-12

SAFETY

The safety of children is one of our top priorities. Procedures are in place to address situations in which the safety of students or staff might be compromised. As in any emergency situation, people must remain calm and not jeopardize the situation with panic.

In the event of an emergency or crisis situation at school, parents will be contacted via the school messaging system. **PLEASE DO NOT CALL YOUR CHILD'S SCHOOL.** Information regarding the situation and release of children will be made available as soon as it is feasible and ensures the safety of all involved.

Leaving School Grounds

Any student who leaves the school grounds for any reason, must have prior permission of the administration and parental sign out in the office and also sign back in upon returning to school. Students who violate this regulation will face disciplinary action.

All students must have the consent of the Parent or Guardian to leave school during the school day. The consent must be in writing and must be given to the principal or assistant principal or his designee prior to leaving the building. The student is also required to sign out in the main office when leaving and to sign in upon returning to school.

Visitors

We must remind anyone who visits or chaperones students that our school policy prohibits smoking on school grounds and are not allowed to wear clothing advertising or promoting the use of tobacco or alcohol products, or contains any disrespectful, violent, or sexual connotations. Adults are asked to refrain from using tobacco products within view of students when accompanying a school trip.

Security and Visiting Procedures

We are pleased to have in place a security system that only allows visitors to enter our main entrance between the hours of 7:30 a.m. - 3:30 p.m. When you enter, simply push the call button and the office secretary will greet you by intercom. At that time please state your name and the reason for your visit or whom you are to see. The secretary will then unlock the door and you may proceed to the office. If you are attending a meeting you will need to provide your driver's license so that it can be scanned using our security software.

This procedure has been implemented to ensure the security and safety of Garrett-Keyser-Butler Community School District students and staff.

- Parking is available at our school. Cars should not be left unattended during student drop off time and or pick up time.
- Parents and family members are encouraged to visit our school and participate in their child's education. Classroom visits should be scheduled with the classroom teacher in advance.
- All visitors and volunteers at must have their driver's license scanned.

Weather Related School Policy

During inclement weather, it will sometimes be necessary to delay or cancel school. Because the state law requires students to attend school a minimum of 180 days, any canceled days may be made up at the end of the year. On eLearning days, students can access all assignments on Canvas. They can communicate with teachers on

Canvas and/or through email. Students and parents who do not have internet access can call the school on these days ONLY to get further instructions.

In the event of inclement weather, Garrett-Keyser-Butler Community School District very well may look at a delay of up to two or three hours and still operate school. Parents should have prearranged plans, that have been discussed with children, regarding procedures during such an emergency. The school encourages parents to make necessary arrangements for a place where children might stay during a delay, as well as, if the need to close early arises.

During these days when weather is questionable, parents and employees are encouraged to monitor local radio and television stations for current information related to the Garrett-Keyser-Butler Community School District. The School Messenger messaging system will be used to contact parents.

The school corporation recognizes the right of any parent to keep their child home if they feel weather conditions impair the safety of their child.

CODE OF CONDUCT

All GKB students are expected to conduct themselves in a responsible manner that projects a positive image of themselves and the school corporation. All students are expected to obey the verbal directions or instructions of any staff member at any time they are on the school property or attending a school activity or event at any other location. The school staff, as mentioned above, includes all teachers, substitute teachers, student teachers, clerical workers, teacher aides, custodial workers, food personnel, school bus drivers, and administrators of the Garrett-Keyser-Butler School Corporation.

The Board of School trustees of Garrett-Keyser-Butler School Corporation, according to Public Law, has declared that certain misconduct and/or substantial disobedience will be grounds for suspension or expulsion of students from school. Examples of student misconduct and/or disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education 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.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. 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) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, 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 attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, synthetic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind as well as e-cigarettes and/or their contents.
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. 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.
16. 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.
17. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
18. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
19. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
20. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
21. 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.
22. Engaging in pranks that could result in harm to another person.
23. Use or possession of gunpowder, ammunition, or an inflammable substance.
24. 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.
25. Students with multiple referrals, who continue to be unaffected by school disciplinary measures may face the possibility of removal from school.

26. Any student conduct rules the school building principal establishes and gives publication of it to all students and parents in the principal's school building. Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with I.C.20-8.1-5.1 and 511 IAC 7-15.

Body Piercing

Body piercing of the nose, tongue, or facial area is highly discouraged. If it is determined that the piercing causes a disruption the student will be required to remove or cover the pierced area while in school. The administrative team will determine whether the piercing causes a disruption to student performance, the educational environment, and function of the school.

Cell Phones/Electronic Devices

WCD'S include but are not limited to cellular and wireless telephones, personal digital assistants, WiFi-enabled or broadband access devices, video broadcasting devices, laptops and other devices that allow a person to record and/or transmit on either a real time or delayed basis, sound video, or still images, text or other information. The requirement that WCD's be powered off will not apply when the student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. Without teacher or administrator's permission, wireless telephones and other electronic devices that are not school issued, are to be off and out of sight.

Students may not use WCD's on school property or at a school sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. WCD's may be used as a listening device only, if approved by the classroom teacher or administrator.

WCD's use is prohibited in any locker room and restroom area. The administration may also refer the matter to law enforcement if the violation involves an illegal activity subject to penalties up to and including expulsion.

Dress Code

The school expects and requires students to dress in a neat and orderly fashion. While dress code regulations apply to regular school days only, the school has an obligation regarding dress and personal appearance when such causes distraction, confusion, and/or could possibly bring harm to the individual when the student is in regular attendance or at a school sponsored function.

When extremes in dress and/or personal appearance cause any of the aforementioned, the school will ask that the individual change into more appropriate attire and/or conform

to acceptable personal grooming standards for the normal functioning of the school. The final decision regarding school attire and proper school grooming standards is left to the discretion of school personnel. The following are guidelines:

1. Be clean and neat in personal grooming and dress.
2. Dress in clothing that meets reasonable standards of decency and is free of any offensive writing or symbols. Clothing or hats promoting alcohol, tobacco products, drug companies or organizations, violence, or any negative or sexual insinuation may not be worn. In addition, any clothing with offensive or suggestive language may not be worn. The administration shall meet with students when their dress is considered in question.
3. Dress in clothing that is in good repair and in 'good taste' in a classroom atmosphere. Torn jeans, pants with holes above mid thigh or shirts with holes are not acceptable. No sagging pants are permitted. Pants are to remain off the floor. Pants are to be worn above the hip bone. Pajamas/Pajama pants are not appropriate attire.
4. Students entering the school building must remove hats and place them in their locker until the end of the school day. Only in classes such as vocational auto mechanics, vocational building trades or other such appropriate classes may hats and jackets be worn. Winter coats or heavy coats may not be worn, and must be placed in a locker during the school day.
5. Students are not permitted to wear hoods up on their head.
6. Jeans or pants should fit and be worn at the waist – no sagging.
7. Pants should not have excessive pockets, buckles, or straps down the pant leg.
8. Pants and tops are to be worn in such a way that no midriff skin is exposed. Students will wear proper undergarments. Appropriateness will be determined by school officials.
9. Students are not to wear clothing that has been written or marked on. Only appropriate manufactured writing or insignia will be permitted.
10. Students may wear appropriate shorts anytime during the school year. Shorts must be at least mid-thigh in length and must provide appropriate body covering.
11. Very short skirts, mini-skirts, shorts that are cut up the sides, and any similar items that may not be considered to be in 'good taste' are not acceptable.
12. All lower garments should be no shorter than mid-thigh in length. This includes shorts, skirts, and dresses.
13. Blouses, shirts, tops, or dresses with low necklines, strapless, sheer, lace, or bare midriff design, with spaghetti straps, or tank tops are not permitted. Sleeveless shirts are not allowed. All shirts, blouses, tops, or dresses must have appropriate covering.
14. Chains, chain wallets or spiked jewelry are not permitted at school. Belts will be tucked in to belt loops at all times.
15. Excessive hair coloring/dying (red, orange, blue, green, etc.) or face/body painting/makeup will not be permitted.
16. Gang attire, gang colors, or gang symbols are not permitted to be worn or displayed on accessories.

17. Shoes, boots, sandals, or other appropriate footwear must be worn.

Public Display of Affection

Public display of affection by couples is not considered to be proper, especially in a school or school-related settings. Displaying affection in public is in poor taste. Public display of affection by couples will be limited to holding hands at school and at all school activities.

DISCIPLINARY MEASURES

After School Detentions

i.

ii.

iii. After School detention is an alternative punishment/learning opportunities for students who have not responded as expected to corrective actions which may have included reprimand, replacement of lost or damaged items, detention and in-school suspension. It is also an effective deterrent to those who might be habitually tardy, truant or absent from a class. The student involved in after school detention will have one hour of study time to spend on his/her academic work and preparation for the succeeding week.

iv.

v.1. These sessions will be supervised by a qualified adult. The sessions will be held in the assigned room. Students will be dismissed from the regular classroom at 3:05 p.m. and must be in the assigned room at 3:05 p.m. to start his/her after school detention.

vi. 2. Student dismissal time will be up to 4:30 p.m.

vii.3. The student will be required to follow the same "Code of Behavior" that applies in the Student Handbook.

- viii.4. Each student is to bring books, workbooks and other materials needed for study and preparation for his/her classes the following week.
- ix.5. Failure to attend will result in one full day of in school suspension plus up to a three (3) hour detention. The second failure to attend will result in one day of C.A.S.E. The third failure to attend will result in three full days out of school suspension. The fourth failure to attend will result in the student being recommended for expulsion from school.
- x. The principal, assistant principal or athletic director may assign students to after school detention. Parents and students will both be notified in writing of the student's assignment to after school detention.
- xi.

C.A.S.E. Program

C.A.S.E., Court Appointed Student Education, is a program designed through the collaboration of a multitude of county agencies in DeKalb County – the Prosecutor's Office, the Probation Department, all three area school systems and their administrators. C.A.S.E. is a proactive program designed to serve three functions:

1. To serve as a deterrent preventing students from 'wanting' to be suspended from school.
2. To continue the education of students assigned to C.A.S.E.
3. To provide a safe, structured, supervised environment for students to eliminate the possibility of 'improper' behavior.

C.A.S.E. is supported by the weight of the legal system, which will enforce its regulation through due process procedures.

Classroom Detentions

- xii.
- xiii.1. Teacher will assign a 30-minute classroom detention. The student will receive verbal and written notification of the detention. If the student fails to serve it, an office referral will be written.
- xiv.2. If the student fails to serve detention they will be assigned after school detention.
- xv.3. If the student fails to attend after school detention he/she will receive one full day In or Out of School Suspension. Students who fail to cooperate with In School Suspension rules will receive Out of School Suspension.
- xvi.4. Any student who receives five (5) or more disciplinary referrals to the office may not be permitted to attend extracurricular activities.

xvii.

Exclusion

xviii.

- xix. Grounds for exclusion of any student from school are:

- xx.1. If the student has a dangerous communicable disease, which poses a substantial threat to the health and safety of the school community.
- xxi.2. Where his immediate removal is necessary to restore order or to protect persons or School Corporation property. This includes conduct off school property where the student's presence in school would constitute an interference with school purposes.
- xxii. 3. Where he is mentally or physically unfit for school purposes.

xxiii.

Expulsion

xxiv.

- xxv. Expulsion means disciplinary action whereby a student is removed from school attendance and school activities for a period longer than ten (10) days. Due process procedures will be used in any expulsion.

xxvi.

Referrals

The following general categories warrant automatic office referrals from the classroom teacher:

- b. Physical abuse and/or verbal abuse toward any student or staff member.
- c. Intimidation, whether physical or verbal, toward any student or staff member.
- d. Rudeness or insubordination toward any staff member, which compromises his/her authority.
- e. Repeated refusal to follow class rules or assigned work.

Suspension

- i.
- ii. Suspension means disciplinary action where a student is suspended from school attendance for a period not longer than ten (10) days. Length of suspension will be determined by the principal and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken and will have the complete custody and jurisdiction of their child during the suspension. A suspended student may

not loiter or appear on school property or at any school-sponsored activity at or away from the school.

iii.

iv.

v. If any of the following reasons apply to a student, that student's Driver's License may be suspended:

- vi.1. Indiana Code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, may not be issued an operator's license or learner's permit until the age of 18, or until the student's attendance record has improved as determined by the school board upon review of the student's record. A student is considered a "habitual truant" when the student has more than 10 unexcused absences during a school year.
- vii.2. Is under at least a second suspension from school for the school year under I.C.20-33-8-14 or school under IC 20-33-8-15.
- viii. 3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
- ix. 4. Is considered a dropout under IC 20-33-2-28.5.

Use of Seclusion & Restraint with Students

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on other students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.

GENERAL INFORMATION

Book Bags

Students are not permitted to carry book bags to class. All book bags and comparable items are to remain in the student's locker.

Communications

The staff at GHS is committed to the partnership between parents and school. It is our intent to keep parents informed of school events, activities, and academic progress.

Students and parents should access academic reports on PowerSchool and all assignments are communicated on Canvas. Parents can request more frequent progress reports if necessary.

Follow us on Facebook and Twitter for updates and activities. Teachers also have email, voicemail, and have classroom phones available for communication with parents.

Complaint Procedure

Students and parents should follow these guidelines if they have a complaint or concern regarding another student, staff member, or rule.

1. If a parent has a concern with a teacher, the parent should address the concern with the specific teacher directly.
2. If the concern cannot be satisfactorily resolved, the parent should contact the building administrator to schedule a meeting.
3. If the concern still cannot be satisfactorily resolved, the parent should contact the superintendent of schools to schedule a meeting.

STUDENT CONCERN:

1. Notify the supervisor or teacher in charge of the problem.
2. If the action continues, notify the guidance counselor or office.
3. If the problem continues, a conference between the involved parties, parents, and student(s) will be conducted. Discipline will be utilized where appropriate, on an individual basis.

PARENT CONCERN:

1. If it is a classroom issue, set up a conference with the teacher(s) your child is having difficulty with. This should be the first action for all academic concerns.
2. If your child has a problem unrelated to classroom issues, (ex. another student making inappropriate comments to your child) contact the office either by phone, in writing, or by setting up a conference. Please bring just facts and names that can substantiate your accusations. It may be helpful to submit the problem in writing.
3. An investigation will be conducted and appropriate action taken. Where appropriate, the person making the complaint will be notified of actions taken.

Guidance Services

A variety of special services are available to students through the guidance department. Total development of each student is the primary concern of the department. Such services as personal counseling, academic counseling, job placement and career counseling are readily available to each student.

Several testing services are available to students, which can supply them with valuable information regarding potential, aptitudes and achievement levels in subject matter areas. THE PSAT/National Merit test is strongly recommended during the sophomore and junior year. The State DOE covers the cost of sophomore testing. Juniors pay a fee of \$14.00 to test. This test is an introduction to the SAT college entrance exam and also determines a student's eligibility for scholarships through the National Merit University. An ACT or SAT score is required by most colleges for admission. Applications are online at www.act.org and www.collegeboard.org.

Health Services

A school nurse or designee is available during the regular school day to help maintain the student's health and well-being. Focus is on enabling the student to stay in the classroom. The family's primary care physician and NOT the school nurse must make diagnosis of medical conditions. Anytime a student is not feeling well or has been injured, he or she must get a nurse pass from the Main Office.

Lockers

Each student will be assigned a locker for his/her individual use. The locker is not to be shared with another student. Each student will be responsible for the locker assigned and its contents. Lockers are to be regarded as school property and are subject to search or inspection by the school administration at any time. If a student marks their locker with a permanent marker or similar item, glues items to the locker, or in any way willfully damages the locker, a minimum charge of \$5 may be charged as a fee for cleaning or repairing the locker. This charge is to be assessed by the principal. Items believed to be missing from a locker should be reported to the principal's office immediately. **Students are not to give their locker combinations to other students. It is the student's responsibility to see that his/her locker combo is not compromised.**

Search and Seizure – Board Policy 5771

Disposition of Evidence of a Crime, Hazardous Items, or Illegal Items or Material

Any time there is a reasonable suspicion to believe any items or material discovered or seized under this policy constitute evidence of a violation of law, endangers the safety or health of any person or is an illegal substance, such items or material shall immediately be turned over to appropriate law enforcement officials. While in the possession of an administrator, such items or material should be either kept on the person of the administrator or secured in the location only accessible by the administrator.

Administrative Procedure

In implementing the search and seizure policy, school administrators shall use a common-sense approach which results in reasonable disciplinary action taken in regard to those objects not specifically covered by this policy which are found in students' lockers and or automobiles.

Statement of Policy

All lockers made available for student use on the school grounds, including lockers located in the hallways, physical education and athletic dressing rooms, industrial arts, vocational education and art classrooms are the property of the school corporation. Lockers provided for student use off the school grounds such as at the vocational building trades project trailer are also the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but 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 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 to ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Locker Rules

1. Lockers - The school corporation will retain access to student lockers by keeping a master list of combinations and retaining master keys. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers - Lockers are to be used to store school supplies and personal items (including book bags) necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, a beverage containing alcohol, a weapon, any volatile substance, a bomb or explosive device, any acid or pungent or nauseous chemical, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. No food or drink is permitted inside school lockers.
3. Authority to Inspect - The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal of Garrett High School, the Principal of Garrett Middle School, or the Principal of the Ober Elementary School who have designated that the following administrative personnel shall also conduct student locker inspections when necessary: the superintendent of schools, the Assistant Principal of Garrett High School and the Athletic Director of Garrett High School. In addition, the principals may appoint any other Garrett-Keyser-Butler Community School Corporation administrator to inspect student lockers.
4. Inspection of Individual Student's Lockers

- a. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
 - b. Before a particular student's locker is inspected, the student (or students if more than one has been assigned to a locker) if present on the school grounds, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school grounds. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as possible thereafter.
5. Inspection of all Lockers
 - a. An inspection of all lockers in the school or all lockers in a particular area of the school may be conducted if the principal, superintendent, assistant principal or athletic director reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. An example of a circumstance justifying a general inspection of a number of lockers is when evidence of student drug or alcohol use creates a reasonable belief of a high level of student use.
 - b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. Involvement of Law Enforcement Officials
 - a. The principal, superintendent, assistant principal or athletic director may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - (1) to identify substances which may be found in the lockers, or (2) to protect the health and safety of persons or property, such as to aid in the identification and neutralization of items which may be located in the lockers.
 - b. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
 - c. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
7. Locker Maintenance - Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of
 - (a) lockers from time to time in accordance with a posted or announced general housekeeping schedule, (b) the locker of a student no longer enrolled in the school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

8. Publication of Rules - A copy of these rules shall be provided to each student and his parent(s) or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

Definitions

1. Reasonable suspicion as used in this writing may be based on a number of factors including (1) information received by the principal or his designee from teachers, students, law enforcement officers, detection devices and trained dogs, (2) the past record of the student whose locker is to be inspected and (3) the behavior of the student, for example, indicates that the student may be intoxicated.
2. As used therein the term "school purposes" refers to the purpose for which a school corporation operates including:
 - a. to promote knowledge and learning generally
 - b. to maintain an orderly and efficient education system
 - c. to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.
3. The term "Educational function" as is used in this writing is defined as the performance by a school corporation or its officers or employees of an act or a series of acts in carrying out school purposes.

Gymnasium Area Lockers - Lockers in the gymnasium area are for use by students involved in physical education classes or participating in a sport. The locker rooms are "off limits" to all students except those participating in physical education and sports or sports-related activities. Students may be in the locker rooms only when they are directly involved in class or sport participation.

Media Center

You are encouraged to visit the media center to study, read or participate in learning activities. The media specialist (librarian) and audiovisual director will be happy to assist you. You may check any materials out of the media center provided you follow the proper guidelines. You are responsible for anything you borrow. A list of media center rules and procedures is available in the media center.

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Garrett-Keyser-Butler Community School District which receives funds from the United States Department of Education, either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. Legal Reference: 20 U.S.C. 1232H (a).

Moment of Silence

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercing or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior. The building principals may establish procedures to implement this policy. I.C. 20-30-5-4.5

Non-Custodial Parents

With proper documentation on file with the school, a non-custodial parent, unless restricted by a court order, may be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences and other school activities. The non-custodial parent may not visit with the student during the school day, nor may the custodial parent. A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal, should a custodial parent wish to prohibit the distribution of information to the non-custodial parent.

Posters

Activities and individuals wanting to display posters announcing events and giving information must check with the principal or assistant principal for approval. All posters will be neatly displayed in designated areas only.

Railway Café

The mission of the Railway Café is to provide the business students of Garrett High School the hands on, real world experience of working in a retail setting. Outside of the

café, students will work in a variety of business courses to complete managerial tasks such as inventory calculations, profit margins, and marketing efforts.

The café will also provide the students and staff of GHS with healthy snacks in addition to drinks such as coffee, tea, water and fruit smoothies throughout the day at minimal cost. The Railway Café is open each block during the regular school day. Items from the café are not meant to replace meals provided by the school cafeteria, but rather supplement students' nutritional needs.

Student Arrival/Breakfast

Students should enter the building through the student entrance, door 27, which opens at 7:40am. Students eating breakfast should enter door 20, which opens at 7:30am.

Student Lunch

The lunch period at Garrett High School is a closed lunch and students are not permitted to leave school grounds. Outside meals should not be delivered to students during the school day unless approved by administration for special purposes.

Student Records

A form must be signed by the student and parent in order to release a student record. Information will be released after this form has been returned to Garrett High School. Forms are available in the guidance office.

Student Use of Bicycles - Board Policy 5514

Bicycles and motorized bicycles are to be parked in the place provided during school hours and may be moved only by the owner when he/she is dismissed at the end of the school day.

Student Use of Motor Vehicles – Board Policy 5514.01

All students driving to and from school must register their vehicles by filling out the student parking tab form on the GKB website. Once form has been completed, students must bring \$5.00 to the main office to receive parking tag. All student vehicles will display a parking tag from the rear-view mirror for purposes of identification.

In order to be considered a student in good standing at Garrett High School students must park their vehicles in the designated student parking lot. Students with excessive disciplinary referrals or who abuse the driving regulations may have this privilege revoked. Students who refuse to park in designated student parking areas may also have this privilege revoked and further disciplinary action may be initiated.

Operating a vehicle at excessive speed, in a dangerous manner, or improper parking are examples of acts that will result in loss of privileges to operate a vehicle on school grounds.

Vehicles will be off limits until the close of school unless the Principal or designee grants permission.

Telephone Usage

The telephones in the school office are used to conduct school business. Students should ask to use an office phone only in essential situations.

Transportation

By the Authority of the Board of School Trustees of the Garrett-Keyser-Butler Community School District, your child is PRIVILEGED to ride a school bus, provided you live in a bused area. Please see the school website under Transportation for the rules, regulations and safety tips for riding the bus.

Withdrawals

Procedures for withdrawing from school are as follows:

1. The student is to contact his/her counselor and the principal or assistant principal to advise them of his/her plans to withdraw.
2. If the student is moving to another school district and will be entering another school the student's parent(s) or guardian(s) are to fill out forms in the guidance office in order that the student's records may be released to the other school.
3. The 1992 Indiana General Assembly passed as part of the Work Force bill, section 16, which amends the compulsory school attendance law and is effective on July 1, 1992. Section 16 amends Indiana Code 20-8.1-3-17 and requires that an exit interview be conducted by an appropriate school employee who is to be designated by the school board.

Under Indiana law, any student who is a least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. **A student may not withdraw from school unless the withdrawal is due to 1) financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.**

Garrett-Keyser-Butler School Corporation Board Policy – 5130 on gkb.k12.in.us website.

4. A student, 16 years of age or older, may be withdrawn from school after excessive absenteeism if the student does not respond to contacts from counselors, the assistant principal or principal and the attendance officer. An exit interview would be needed to withdraw a student for excessive absenteeism.

Work Permits

Students applying for a Work Permit are required to pass three (3) Blocks each term and accumulate less than eight (8) absences in a grading term in order to maintain a work permit. If the permit is revoked, the student must wait one grading term before another work permit is issued.

A. Employment Certificates (Work Permits)

A. Every employer must secure an employment certificate before any gainfully employed minor 14, 15, 16 or 17 years of age is permitted to work. This includes minors who are 16 or 17 years of age and no longer enrolled in school. (Exception: Minors under the age of 18, who graduated from high school, do not require certificates.)

1. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standard.
2. Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the minor's grade point average or school attendance.

B. Obtaining Employment Certificates:

Each public-school corporation has an issuing officer appointed to handle all aspects of employment certificates. The minor must follow this procedure:

1. Obtains an Intention to Employ form from his/her school.
2. The employer completes the Intention to Employ form.
3. The minor presents the form to his/her parents or guardian for a signature.
4. The minor presents the completed, signed, Intention to Employ card to the high school office.
5. The employment certificate is completed by the high school office and given to the minor.
6. The minor presents the employment certificate to the employer.

C. Work Permit Revocation:

1. An employment certificate issued under this chapter may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average since the issuance of the permit.
2. A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
3. If upon review, the issuing officer determines that the student's grade point average has improved substantially, the issuing officer may reissue an employment certificate to the student.
4. A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

D. Denial of Work Certificate:

1. An issuing officer may deny a certificate to a child:

- a. Whose attendance is not in good standing; or
 - b. Whose academic performance does not meet the school corporation's standard.
2. Within five (5) days, the issuing officer shall send a copy of the employment certificate to the department of labor. The issuing officer shall keep a record in his office of each employment certificate issued.
3. A student may appeal the denial of a certificate under subsection (a) to the school principal.