GOSHEN HIGH SCHOOL

STUDENT HANDBOOK 2013-2014

401 Lincoln Way East
Goshen, IN 46526
Telephone (574) 533-8651
Fax (574) 534-1567

Barry Younghans ..................................................Principal .................................................. Ext. 2454
Noah Tonk .......................................................... Assistant Principal .................................. Ext. 2465
Anthony Harl ....................................................... Assistant Principal .................................. Ext. 2467
Kelly Whittaker .................................................... Assistant Principal .................................. Ext. 2466
Ann Eaton ........................................................... Dean of Students .................................. Ext. 2601
Larry Kissinger ................................................... Athletic Director .................................. Ext. 2524
Char Cook (Last names Fi-Li) .......... Director of Guidance .................................. Ext. 2404
Mike Johnson ........................................................ School Resource Officer .................. Ext. 2463

COUNSELORS AND STUDENT SERVICES:
Lindsey Kroening (Last names A-Fe) .................................................. Ext. 2406
Char Cook (Last names Fi-Li) .................................................. Ext. 2404
Barbara Reihl (Last names Li-Ri) .................................................. Ext. 2405
Jeremy McLaughlin (Last names Ro-Z) .................................................. Ext. 2407
Sheryl Graves, Registrar .................................................. Ext. 2408
Glenda Brechtel, Guidance Receptionist .................................................. Ext. 2403
Araceli Lepe, ENL .................................................. Ext. 2468
Brian Bechtel, School to Work .................................................. Ext. 2531
Wendy Swallow, School Nurse .................................................. Ext. 2414

OFFICES AND HOURS:

School Office ........................................................................ 533-8651
Student Services/Guidance .................................................. 534-1323
Bookkeeper’s Office .................................................. Ext. 2451
Attendance Office .................................................. Ext. 2464

Call 533-0132 for a direct line to Attendance.

Athletic Office ........................................................................ 533-0652
Music Office ........................................................................ 2518
Main Office Hours: ................................................................ 7:30 A.M.- 4:00 P.M.
Guidance Office Hours: .................................................. 7:30 A.M.- 4:00 P.M.
Health Center Hours: .................................................. 8:15 A.M.- 3:15 P.M.
Media Center Hours: .................................................. 7:30 A.M.- 4:00 P.M.
Athletic Office Hours .................................................. 7:30 A.M.- 4:00 P.M.

For e-mail links see: ghs.goshenschools.org
GOSHEN HIGH SCHOOL WEB SITE
AND TWITTER FEEDS

The Goshen High School web site offers a variety of information about school activities and events, including: GTV, Clubs, Sports, the School Calendar, Statistics about GHS, links to other Goshen Community Schools, Email addresses, and much more

The GHS Web Address: ghs.goshenschools.org

Follow GHS on Twitter for instant updates:

- Administration & General Announcements
  @GoshenPrincipal
- Athletics
  @GoshenAD
- Music Program
  @GHSMusicDept

INTRODUCTION

NOTE FROM THE PRINCIPAL

Welcome to Goshen High School, officially the 12th best high school in Indiana as recognized by US News and World Report. We are looking forward to our new school year. Last year, we had more students achieve higher than any other class before them. With you as our partners, we are hoping to have another record-setting class this year. This year marks another milestone, with a new principal and half of our student body carrying laptops as digital tools in for the classroom. All students are encouraged to participate not only academically in our varied programs, but also become involved in the myriad of activities we offer.

Please read this handbook, as it will serve as a useful tool to you and your parents so that you will better understand our expectations and hopefully answer any questions you may have. For your convenience, the school agenda handbook and the School Calendar can also be accessed on the Internet at ghs.goshenschools.org. If you have any questions, please do not hesitate to call us. Have a great school year!

Barry Younghans, Principal

VISITORS

Parents are always welcome and encouraged to visit Goshen High School. Parents and other visitors must report to the welcome center at DOOR M (near the cafeteria) and receive a visitor’s pass. Visitors will be asked to state which office or area they are visiting, and may be asked for ID. Student visitors are not permitted.

All unauthorized visitors will be asked to leave.

MISSION STATEMENT

The mission of Goshen Community Schools: Ensuring all students acquire knowledge and apply skills-enhancing tomorrow’s opportunities.

ADMISSION REQUIREMENTS

A student who has completed the eighth grade and lives in Goshen Community Schools district is eligible for enrollment at G.H.S. Students who have scheduled their courses during the previous spring do not need to register for classes in August prior to the start of school. All other students will schedule and register during this time.

Any transfer student to Goshen High School must be accompanied by a parent/guardian. All new students must register at Goshen Community Schools Administrative Office on Purl Street, and then set up an appointment with Goshen High School’s guidance office to set up a student schedule. A transfer student from another school corporation not in good standing with that corporation
will not be accepted at G.H.S. All students new to Goshen High School must furnish a birth certificate, immunization records, proof of residence within Goshen School Corporation, and exit papers (or transcript) from previous school.

**POLICY OF NONDISCRIMINATION**

Goshen Community Schools is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin. No person is excluded from participation in, denied the benefits of, or otherwise subject to, unlawful discrimination on such basis under any educational program or student activity.

For further information, clarification, or complaint (grievance) procedures, please contact the principal's or superintendent's office.

**ACADEMICS**

**COURSE SELECTION PROCEDURE**

The process of selecting a course is one of the most important parts of a student's education at Goshen High School. The course selection process should include communication between the student and parent, student and teacher, and student and counselor. It is the philosophy of Goshen High School that the student is responsible for his or her selection of courses. Students should schedule a conference with their counselors during the school year to review their progress and plan for the following year.

**STUDENT RESOURCE TIME (SRT)**

SRT time is to be used as academic study time. Students must come to SRT each day with study or reading materials sufficient for the entire period. Detailed information on SRT is found on page 45 of this handbook.

**GRADE REPORTING**

Progress Reports are mailed during the middle of each nine-week grading period. Grades are reported every nine weeks, and report cards are distributed one week after the end of each grading period. Students may receive weekly grade reports in their SRT.

**GRADUATION REQUIREMENTS**

To graduate from Goshen High School with a CORE 40 Diploma, a student shall have completed a minimum of 43 credits of high school work and have passed the GQE or required End of Course Assessments. The credits shall be so arranged that the student will receive a broad general education.

The CORE 40 diploma is the standard diploma for most students, and is required for admission to Indiana’s four-year colleges. Some students may opt for a General Diploma, which requires a minimum of 40 credits for graduation. (See the requirements below.)

Check the Bulletin of Courses for details of each diploma.

The requirements for the Core 40 Diploma:

- **ENGLISH**
  - 8 credits
- **HEALTH & WELLNESS**
  - 1 credit
- **P.E.**
  - 2 credits
- **MATHEMATICS**
  - Algebra I
  - Geometry
  - Algebra II
  - 6-8 credits
- **SCIENCE**
  - Biology I
  - 6 credits
- Chemistry or Physics
- Any Core 40 science course

SOCIAL STUDIES 6 credits
- US History, Government, Economics & World History

DIRECTED ELECTIVES 5 credits
  World Languages, Fine Arts, Career/Technical

ELECTIVES 9 credits
(Career Academic Sequence recommended)

ACADEMIC HONORS DIPLOMAS and IB DIPLOMAS have directed electives and/or other requirements.

Indiana’s General Diploma: Students earning this diploma are required to have an opt-out conference with parents and administration:

English 8 credits
Math 4 credits
  *Algebra 1 and any other math course
Science 4 credits
Social Studies 4 credits
PE 2 credits
Health 1 credit
Electives – including career sequence 17 credits

ECA Waiver (IC 20-32-4-4). To qualify for a waiver for the ECA, the student must have taken the test at least once a year when eligible for the test, have a 95% attendance rate, have completed all remediation prior to each test, and have a 2.0 GPA on all core classes. In addition a student must complete the required course and credits for a general diploma, OR obtain a written recommendation from a teacher in the subject area in which the student has not achieved a passing score on the graduation exam. The written recommendation must be concurred by the principal and supported by documentation based on tests other than the ECA or classroom work. Goshen High School will follow the state guidelines for the End of Course Assessment and the waiver procedure as required by state law.

STUDENT WITHDRAWAL
Students between the ages of 16-18 can withdraw from high school with an exit interview with parental permission only due to financial hardship (the individual must be employed to support the family) or illness.

CUMULATIVE RECORDS POLICY FOR STUDENTS RECORDS
Each student’s educational records are maintained by G.H.S., used for school purposes, and available for review by the student and/or his or her parents.

At the beginning of each semester the student will be given an updated transcript that contains the student’s G.P.A. and rank in class. If the student has any questions, he or she should immediately contact his or her counselor. Students can review these records at other times with their counselor by setting an appointment.

HONOR ROLLS
To qualify for High Honor Roll, students must earn a 3.7 grade point average in a minimum of 5 classes. No grade may be below a C-.

To qualify for Regular Honor Roll, students must earn a 3.0 grade point average in a minimum of 5 classes. No grade may be below a C-.

The following scale is used to figure grade point averages:

A = 4.0  B = 3.0  C = 2.0  D = 1.0
A- = 3.67     B- = 2.67     C- = 1.67     D- = .67
B+ = 3.33     C+ = 2.33     D+ = 1.33     F = 0

WEIGHTED GRADES
An extra point will be awarded for IB, AP, and Core Transfer Library courses that have external assessments. Weighted grades will be used for class ranking purposes. The student transcript will show the GPA on both the 4.0 and 5.0 scales.

ACADEMIC HONORS BANQUET
Each spring the outstanding G.H.S. academic students in grades 10-12 are honored. Students who possess a cumulative grade-point average of 3.7 or better and seniors who are full IB candidates receive an invitation to this banquet. Students are also presented with an appropriate award in recognition of their achievement.

NATIONAL HONOR SOCIETY (N.H.S.)
Membership in N.H.S. is both an honor and a privilege. To be eligible a sophomore, a junior, or senior must have a 3.5 G.P.A. and must demonstrate the qualities of outstanding scholarship, service, leadership, and character. Students must apply for membership in the fall to the National Honor Society Faculty Council.

GRADUATION: INTERNATIONAL BACCALAUREATE DIPLOMA AND ACADEMIC HONORS DIPLOMA
Students may wish to pursue specialized diploma opportunities to enhance consideration for admission to higher education. These diploma programs are International Baccalaureate and Academic Honors Diploma. Academic Honors requires additional mathematics, science, and foreign language courses, with credits totaling 47 or more and with no grade below a C- and a GPA of 3.0. Check with the International Baccalaureate director for a specific plan for the IB diploma; however, the Theory of Knowledge class, the Extended Essay project, and CAS work (Creativity, Action and Service) are all part of the IB diploma. The IB diploma is recognized world wide for academic excellence.

Students are highly encouraged to pursue these degrees. Specific requirements for these diplomas are available in the Goshen High School Bulletin of Courses.

Counselors will work with students to assure that students take courses necessary to meet requirements.

GRADUATION RECOGNITION
- Summa Cum Laude: Students with a weighted Grade Point Average of 4.0 or above.
- Magna Cum Laude: Students with a weighted Grade Point Average of 3.75-3.99.
- Cum Laude: Students with a weighted Grade Point Average of 3.5-3.74.

TRANSCRIPTS
GHS will place PSAT and SAT scores on student transcripts unless the guidance office receives a written request from parents to have them removed. End of Course Assessments scores will be included on transcripts following the guidelines of the Indiana Department of Education.

GRADUATION PROCEDURES
Goshen High School reserves the right to deny to any student the privilege of participating in graduation ceremonies when he or she: (1) fails to pass a course required for graduation, (2) fails to complete a semester-end project in a course required for graduation, (3) fails to report for a final examination in a course required for graduation, (4) through his or her own negligence fails to pay financial obligations to the school, or (5) is in serious disciplinary trouble.

If a student is denied the right of participation in graduation ceremonies, the parents may appeal the decision with the principal. If there is no appeal, the student will not go through ceremonies.

In cases where a senior will be denied the privilege of participating in graduation ceremonies, the
high school principal or designee shall notify the student and his or her parents of the exclusion and the reasons necessitating the exclusion from graduation ceremonies.

INCOMPLETE
Any incomplete must be taken care of before Progress Reports are issued the next grading period. This is done by either completing the required work or by filing for an extension. It is the responsibility of both the student and the teacher to take care of the incomplete. Failure to do so will cause the grade to become an F.

SCHEDULE CHANGES AND ADJUSTMENTS
Prior to the first full week of the semester, students may make schedule changes. Staff may initiate a schedule change for a student during the first week of each semester. After the first week, a grade of F may result from dropping the course. Goshen High School administrators reserve the right to adjust student schedules to balance class size, shift personnel, etc.

SEMESTER GRADE
A semester grade should reflect to the best of a teacher’s ability what a specific student knows and can do in a course. Because Goshen High School has a wide variety of courses and course expectations, the teachers have discretion to set up scoring scales that are appropriate to the different courses. Teachers will make every effort to communicate with students and parents the information about academic expectations and the method for assigning grades.

Traditionally, teachers of many courses at GHS assign 40% of the semester grade to each nine-week grading period and 20% of the semester grade to the final exam (40/40/20). This pattern works for many, but not all classes. Please feel free to contact individual teachers if you have questions about grading policies.

HONOR CODE

EXPECTATIONS FOR STUDENT RESOURCE TIME (SRT)
• Students will report to their assigned location (SRT classroom or a resource room) on time each time SRT meets.

• SRT time is to be used as academic study time. Students must come to SRT each day with study or reading materials sufficient for the entire period.

• Students are expected to follow the rules as designated by their SRT teacher. The behavioral expectations as printed in the student handbook are applicable to SRT.

• Students are expected to stay in the same location for each session of SRT. Students may change locations only during the designated times between first and second session.

• Students should not be in the halls during the SRT periods. If an exception to this is made, students must carry a pass.

• Students wishing to be assigned to a resource room must see their classroom teacher ahead of time. This should be done a day in advance, if possible. All assignments to resource rooms should be obtained before school starts on an SRT day, at the latest.

• Students wishing to use the media center during SRT must be assigned by the classroom teacher who assigned the work they are completing. This also must be done ahead of time. Students may not be in the media center during SRT without having been assigned.

• Students wishing to attend club meetings during the second session of SRT must sign out and identify their destination. Students should then sign in when they arrive at the club meeting and expect to remain there for the entire second session.

STUDENT LAPTOP PROGRAM
Beginning with the 2011-12 academic school year, Goshen High School assigns a laptop to each entering 9th grade student as part of its Student Laptop Program. Each laptop belongs to Goshen
Community Schools, is entrusted to the care of each student’s family, and represents a shift from traditional textbook-education to schooling in the digital age. Laptops are provided for the use of students as educational tools in the classroom and in the home, and must be taken care of according to the guidelines provided within this handbook.

**BRING YOUR OWN DEVICE**

Under the Bring Your Own Device program, students may choose to bring their own laptops or other personal computing devices for educational purposes. Students who choose to bring their own devices will be granted filtered on-campus access to the Internet, although they will not have access to student digital storage space. The school is not responsible for preventing theft, loss, damage, or vandalism to personal computing devices brought onto its property, nor is it responsible for completing repairs necessary for such devices to function in the classroom. If students bring their own devices in lieu of an assigned student laptop, and their personal devices fail to function as needed, those students will be required to use the assigned student laptop instead.

**LAPTOP PROTOCOLS FOR STUDENTS AND TEACHERS**

**Student Laptop Protocols**

- Students are expected to come to class with laptops charged, already logged on, and in standby.
- Students may complete assignments and conduct research related to current class goals with their laptops, as long as they are complying with appropriate use guidelines provided later in this handbook.
- Students may use their laptops instead of comparable materials that are otherwise assigned by the teacher, unless to do so would be detrimental to the learning goal. Example: reading an eBook instead of a traditional hand-held book.
- Students will exhibit the same level of on-task behavior with the laptops that would be expected in the same class without the laptop.
- Students will use the laptop in a responsible way that enhances, rather than detracts from, classroom instruction.

**Teacher Laptop Protocols**

- Teachers may require that all laptops be put away when not in use educationally.
- Teachers will manage student laptop use in the classroom as they would any other textbook or educational set of materials.
- The teacher will create and maintain at least one online resource, such as Moodle or a tool within Google Apps, that can be referenced throughout the school year by his or her students.
- Whenever possible and educationally appropriate, teachers will use digital materials in lieu of hard copy, including handouts and worksheets.
- Teachers shall endeavor to grow their proficiency in the essential computer skills that are expected of students.

**Laptop Warranty Repair Policy**

The laptops issued to Goshen High School students by Goshen Community Schools are purchased with a comprehensive warranty that covers all damage determined to the best of our ability to be accidental damage, with the exception of fire or theft. For most incidents of accidental damage, the student’s assigned laptop will be repaired by the school at no additional charge. Students whose laptops suffer from an unusually frequent number of accidental damage incidents may be provided with any of a number of alternative computing options. Damage that is determined by technicians or admitted by the student to be intentional damage will be billed to the parent’s school account. Incidents of intentional damage will also require the assignment of disciplinary consequences.

**ATHLETICS**
NOTE: ATHLETIC CODE OF CONDUCT and ATHLETIC INSURANCE INFORMATION are listed in the Athletic Handbook. Athletic Handbooks may be obtained from the Athletic Director’s Office.

ATTENDANCE

Attendance at Goshen High School is important and expected. Attendance is recorded each period of the day. A student attains perfect attendance by having no absences or tardies from any class during the school year. If a student is more than 5 minutes late to a class, it will be recorded as an absence.

REPORTING AND VERIFYING ABSENCES

Absences must be verified by a phone call from a student’s parent or guardian or with a signed verification form. This phone call or form should be received within 24 hours of a student’s return to school. Parents and guardians may call the attendance office voice mail 24 hours a day, seven days a week at 533-0132.

CONSEQUENCES FOR ABSENCES

GRADES AND FAILING STATUS

When a student accumulates five (5) absences, either verified or non-verified, in a semester in a class, he or she is placed on Academic Warning Status. Students who miss numerous class periods miss out on the opportunity for direct instruction, interactions that deepen their knowledge, and/or time to practice academic skills. They put themselves in danger of not accomplishing the course goals and requirements.

Classroom teachers will assume the responsibility of granting or denying credit after the student reaches this status. The teacher may require extra work or projects for a student to complete in order to demonstrate the students have the knowledge and skills necessary to earn credit for the course. If a student feels that a teacher has unjustly denied credit, he or she may appeal through an administrator.

DISCIPLINE FOR ABSENCES

Students who have unverified absences or truancies may be assigned disciplinary consequences. Such absences also may include loss of driving privileges, revoking of work permits, or attendance hearings.

MAKE UP WORK

All work missed during absences and truancies must be made up. Make-up work will be arranged with the instructor upon the student’s return. Each teacher in his or her Classroom Management Policy will determine the time allotted for make-up work. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE THE REQUEST FOR MAKE-UP WORK. Credit for this work will be granted.

AUTOMATED CALLS

GHS uses an automated calling system which will phone nightly to notify parents of unverified absences. The phone number listed in school records is called, so please notify the school if this number changes.

INDIANA STATE LAW: LEGAL POLICIES AND GUIDELINES

IC 20-33-2-26: Enforcement of chapter

Sec. 26. (a) It is the duty of each: (1) superintendent; (2) attendance officer; and (3) state attendance official; to enforce this chapter in their respective jurisdictions and to execute the affidavits authorized under this section. The duty is several, and the failure of one (1) or more to act does not excuse another official from the obligation to enforce this chapter. (b) An affidavit against a parent for a violation of this chapter shall be prepared and filed in the same manner and under the procedure prescribed for filing affidavits for the prosecution of public offenses. (c) An affidavit under this section shall be filed in the circuit court of the county in which the affected child resides. The pros-
executing attorney shall file and prosecute actions under this section as in other criminal cases. The court shall promptly hear cases brought under this section.

IC 20-33-2-6: Students required to attend

Sec. 6. A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, except as provided in section 8 of this chapter, the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the date on which the student: (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever occurs first.

IC 20-33-2-4: Compulsory attendance

Sec. 4. Subject to the specific exceptions under this chapter, a student shall attend either: (1) a public school that the student is entitled to attend under IC 20-26-11; or (2) another school taught in the English language.

IC 20-33-2-5: Days of attendance

Sec. 5. A student for whom education is compulsory under this chapter shall attend school each year for the number of days public schools are in session: (1) in the school corporation in which the student is enrolled in Indiana; or (2) where the student is enrolled if the student is enrolled outside Indiana.

DEFINITIONS

Tardy. A student will be counted tardy up to five minutes past the second bell. **Students are absent if they enter class after the five minute tardy period.**

Period absence. A student who is more than five minutes late to class will be considered absent from that class.

Verified absence. A verified absence is one that has been confirmed by the parents or guardian with a phone call to the attendance office.

Exempt absence. An exempt absence is an absence from class that does not count toward the five-day limit. These absences are defined by law to include:

a) Service as a page for, or as an honoree of, the Indiana General Assembly.

b) Service on the precinct election board or as a helper to a political candidate or a political party on the date of each general, city/town, special, and primary elections.

c) Active duty with the Indiana National Guard

d) Attending school-sponsored field trips

e) Responding to a subpoena to appear in court as a witness in a judiciary proceeding.

Truancy. A student will be considered truant whenever he or she is absent from school, class, SRT, or an assigned activity--and the absence is not verified or exempt. **A student will be considered truant when he or she leaves a class, a school sponsored activity, and/or the school without permission of school authorities.**

Excessive absence. Every student is allowed a limited number of VERIFIED ABSENCES each semester. Any number of absences that are NOT exempt and total more than the academic warning status limits will be considered excessive.

Out-of-school suspension. An out-of-school suspension is a suspension barring a student's appearance on the Goshen Community Schools grounds and participation in any school-related function.

In-school suspension. An in-school suspension is the assigning of a student to the In-School Suspension Room in lieu of attending classes.
UNDER NO CIRCUMSTANCES IS A STUDENT TO LEAVE THE BUILDING DURING THE SCHOOL DAY WITHOUT THE PERMISSION OF A SCHOOL ADMINISTRATOR OR NURSE. Once a student has crossed the school’s threshold, verification of an absence must be made from within the building; in addition, he or she must sign out in the Welcome Center. Failure to do so will result in a truancy.

TARDIES TO CLASS
Tardiness is considered a serious disruption of the educational process. As stated in the definitions, a tardy of more than five minutes will be considered an absence and will count toward the failing status limits. Each teacher will deal with excessive tardiness in his or her discipline plan. Individual teachers have the authority to assign discipline consequences and develop student contracts to address issues of tardiness. A student will NOT be counted tardy or absent if detained by another teacher, an administrator, or a counselor—and the student receives a PASS.

ATTENDANCE—OTHER

COLLEGE VISITATIONS
Goshen High School recognizes the need for occasional visits to college campuses. Students are urged to make these visitations on the open-house dates planned by the college or university. Open-house dates for many schools are available in the Guidance Office. These days will count in the academic warning status limits for absences per semester.

FAMILY TRIPS/VACATIONS
Goshen High School encourages families who are planning vacations or trips to schedule them within the provided school vacation periods. Other absences are strongly discouraged. If parents or guardians have other circumstances that necessitate days other than those provided, personal contact with the assistant principal must be made. These days will count in the academic warning status limits of absences per semester.

PERFECT ATTENDANCE
To have perfect attendance a student must have no absences or tardies for the entire school year. Seniors who achieve this standard will be recognized at the Senior Awards Program.

PUBLIC LAW 121: HABITUAL TRUANCY (I.C. 20-33-2-11)
This law deals with compulsory school attendance and with a student’s eligibility to receive an operator’s license or learner’s permit. Following is a brief summary of the law and how it affects Goshen High School students:
1. A juvenile is required to be enrolled in school until he or she reaches the age of 18.
2. A juvenile will be declared ineligible to receive a learner’s permit or an operator’s license should any of the following occur:
   a) Be adjudged a habitual truant. (chronically absent, by having unexcused absences from school for more than 10 days in 1 school year.)
   b) Be suspended twice in a school year.
   c) Be expelled.
   d) Be excluded due to misconduct.
3. A student who possesses a learner’s permit or an operator’s license will have it invalidated for the same reasons previously cited. Such invalidation takes place upon notification of the Indiana Bureau of Motor Vehicles by the principal of Goshen High School.
4. A student who reaches age 18 is no longer covered by Public Law 121.
5. Appeals for reinstatement of driver’s license will be through the Assistant Superintendent in the central office.

Habitual truancy in Goshen Community Schools is defined to be five absences without parental authority in any single semester. An absence is defined to be without parental authority if the
school has not been notified by the parent of the reason for the absence within 24 hours of the student's return to school. A student who is absent more than five times in one semester may be declared a habitual truant based on the result of a conference between the parent and a school administrator. This designation must be reviewed at least once a school year, with a single absence without parental authority being enough to continue the habitual truant designation.

ELKHART COUNTY ATTENDANCE PROGRAM
Definition of absence of concern: truancy, non-verified absence, or absence verified with a question.
Level 1 – 4 absences of concern - The School is to confirm by letter or telephone the absences and to notify them of possible consequences if the attendance pattern continues.
Level 2 – 7 absences of concern - a parent/guardian will be sent legal notice and copied to Probation and/or Office of Family and Children.
Level 3 – Continuing absences of concern - An attendance hearing will be scheduled to resolve attendance problems.
Level 4 – Continuing absences of concern - violation of legal notice will be sent to probation. Parent/legal guardian and student will be required to attend a mandatory meeting with school personnel.
Level 5 – Continuing absences of concern – formal referral to juvenile court.

WITHDRAWAL FROM SCHOOL/TRANSFER TO ANOTHER SCHOOL
Parent/guardian contact with the attendance office is required before a student can be officially withdrawn from GHS. The student must complete a Withdraw from School form. This information will be forwarded to the student's new school. If the student quits school, the form becomes a part of his or her record. No credit can be earned when a student does not enroll in a different school. Any financial obligation will be turned over to the Central Administration Office.

CAFETERIA
Provision is made for a Type A plate lunch, salad bar, and an ala carte lunch. The cafeteria is open before school for students to purchase milk, rolls, fruit, and other items. Weekly tickets are available and daily tickets are $1.85 for lunch and for breakfast. These prices are subject to change.

S.N.A.P
The Student Nutrition Accountability Program (S.N.A.P.) allows students to pay for meals in advance. A bar code on the back of the student I.D. card is computer read when the student goes through the payment line. Deposits may be put in a lunch or cash account either in the lunch line or through the bookkeeper.

LUNCH
All students have a closed lunch. Students may not leave during lunch without a travel pass or a pre-arranged office pass, and must check out at the welcome center. Students at lunch are expected to have their IDs, be respectful to lunch personnel, take their turn in line, and clean up their trash/area/tray.

CONDUCT OF STUDENTS

SCHOOL RESPONSIBILITIES
The primary responsibility of the Goshen Community Schools is to provide each student with an opportunity to acquire meaningful knowledge and skills and to help develop fully his or her potential as an individual. In order to ensure a climate for learning, Goshen Community Schools must maintain certain standards of conduct for school citizenship.

The Board of School Trustees of the Goshen Community Schools and its employees have the legal
responsibility for establishing and enforcing rules for student conduct. Authority for such action is
given in the General School Powers Act of 1995, coded I.C. 20-8, 1-5-1-1 et seq. The Board of
School Trustees has established student discipline policies in the School Board Policy Manual of
the Goshen Community Schools and has directed administrative officers and other school person-
nel to carry out these policies. School staff members will individually, collectively, and cooperative-
ly work with parents and with appropriate available community resources to help each student gain
acceptable self-disciplinary standards.

STUDENT RESPONSIBILITIES
a) Each student shall accept the responsibility for his or her own behavior.
b) Each student shall show respect for self and others.
c) Each student shall comply with Board and school policies, rules, and standards, which are
designed for protection of the rights for all.
d) Each student shall be involved in the educational process to the fullest extent possible.

PARENT RESPONSIBILITIES
a) Parents are to become familiar with these guidelines and review them with their son or daugh-
ter.
b) Parents are to work with their son or daughter and with the school personnel to resolve any
disciplinary problems.

DELEGATION OF AUTHORITY
In carrying out purposes of the school corporation, the following grants of authority are made, sub-
ject to the limitations that exist in statue.

a) When pupils are being supervised, each teacher and any other school person is authorized to
take any action that is then reasonably necessary to carry out, or prevent interference with, the
educational function of which the staff member is then in charge. Teachers and other school
personnel shall have the right to remove students from any educational function under their
supervision for a period of one day or less.
b) The individual teacher has the right to formulate his or her own rules of behavior, provided that
the teacher’s rules are reasonable, lawful, and not in conflict with the policies of the school and
the school corporation. Students are required to follow these rules.
c) Each administrator may take any action concerning his or her jurisdiction that is reasonably
necessary to carry out, or prevent interference with, an educational function or school purpos-
es. Such action may include establishing written rules and standards to govern student con-
duct.
d) The superintendent, and other administrators with the superintendent’s approval, may take any
action with respect to Goshen High School that is reasonably necessary to carry out, or pre-
vent interference with, educational functions or school purposes.
e) The governing body may make written rules and establish written standards concerning stu-
dent conduct that are reasonably necessary to carry out, or prevent interference with, an edu-
cational function or school purposes; and may make such other delegations of rule-making,
disciplinary, and other authority as are reasonably necessary in carrying out the purposes of
the school corporation.

CONDUCT--PROCEDURES AND CONSEQUENCES

• Positive reinforcement.
• Reprimanding.
• Counseling.
• Detention to be served before, after school, or at lunch as assigned by teachers and/or admin-
  istrators (40 minutes).
• Lengthened After-School detention, which could last up to three hours and could include work
duty/community service.
• Referring pupils to guidance or administrative personnel in the school. IF A TEACHER RE-
QUESTS THAT YOU GO TO THE PRINCIPAL’S OFFICE, BE SURE TO GO. THIS RE-
QUEST IS ALWAYS SEEN AS “REASONABLE.” THERE IS NO GOOD REASON TO FAIL
TO COMPLY.
• Community service.
• Removing from or restricting, extracurricular activities.
• Rescinding the privilege of riding the school bus, requiring students to ride the bus or loss of
driving privileges.
• Referring pupils to law-enforcement personnel in cases related to violations of the law.
• Saturday School/Friday night school/Twilight School
• In-School and/or Out-of-School Suspension
• Exclusion from regular routines and activities.
• Expulsion.

NON-PERFORMANCE POLICY
• If a student is disrupting class/SRT activities while not performing in class, discipline action
should be taken for insubordination as outlined elsewhere in the handbook.
• Pre-Referral: If a student is repeatedly not performing in class/SRT—not turning in work or not
meeting course requirements—the teacher should try a variety of intervention strategies to ad-
dress the non-performance. These efforts should be documented on a Non-Performance
Form.
• First Referral: If teacher interventions are not successful, a teacher should make parent co-
ntact to explain the non-performance procedure and document it on the Non-Performance Form.
• Second Referral: If the student still refuses to meet class expectations, the teacher will send
documentation on the Non-Performance Form to the student’s guidance counselor. After the
guidance counselor has spoken with the student, a copy of the Non-Performance Form docu-
mentation will be mailed home.
• Third Referral: If the student still refuses to meet class expectations, the teacher will complete
the Non-Performance Form and send it to an administrator. The student will be suspended
from the class until a parent attends a conference with the teacher, administrator, guidance
counselor, and student. An individualized behavior/performance contract will be developed at
that time to address additional interventions and outline future disciplinary actions.

CONDUCT--SUSPENSION AND EXPULSION
The grounds for suspension or expulsion listed in section A. below apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours, during
extended hours programs, and at any other time when the school is being used by a school
group;
b. Off school grounds at a school activity, function, or event;
c. Traveling to or from school or a school activity, function, or event, or
d. During summer school.
A. Student Misconduct and/or Substantial Disobedience
Grounds for suspension or expulsion are student misconduct and/or substantial disobedience.
Examples of student misconduct and/or substantial disobedience for which a student may be
suspended or expelled include, but are not limited to:
1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or oth-
er 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. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person or forcing a student to physically defend himself or herself. (Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.)

5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.

6. 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.

7. 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.

8. Possessing, using, transmitting, or being affected by any controlled substance, tobacco product, 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.

**Exception to Rule 8:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

9. 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, tobacco, or intoxicant of any kind.

10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.

12. Failing in a number of instances 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.

13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

16. 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. disobedience of administrative authority;
   c. willful absence or tardiness of students;
   d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
   e. failing to tell the truth about any matter under investigation by school personnel.
   f. possessing or using a laser pointer or similar device.

B. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle, or transmit any firearm or a destructive device on school property.

2. The following devises 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 a shotgun that the owner intends to use solely for sporting, recreational, or
cultural purposes

3. For purposes 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 of more than one-half inch, or

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

C. Possessing A Knife (Section 9. IC 35-47-5-2.5)
   “knife” means an instrument that:
   - Consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.
   - The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.
   - A person who recklessly, knowingly, or intentionally possesses a knife on school property (as defined in IC 35-41-1-24.7); a school bus (as defined in IC 20-27-2-8); or a special purpose bus (as defined in IC 20-27-2-10); commits a Class B misdemeanor. However, the offense is a Class A misdemeanor if the person has a previous unrelated conviction under this section and a Class D felony if the offense results in bodily injury or serious bodily injury to another person.
   - This section does not apply to a person who possesses a knife if the knife is provided to the person by the school corporation or possession of the knife is authorized by the school corporation; and the person uses the knife for a purpose authorized by the school corporation; or if the knife is secured in a motor vehicle.

D. Possessing a Deadly Weapon
   1. No student shall possess, handle or transmit any deadly weapon on school property.
   2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
      • a weapon, 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 of causing serious bodily injury and used in the commission or attempted commission of a crime.
   3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
   4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

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

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

G. Gangs
Goshen High School will maintain conditions on school property which are safe for students and staff in accordance with law and the standards set by the State Board of Education. In meeting this commitment, G.H.S. prohibits the presence and activities of gangs on or near school property.

A gang is defined as “any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or ‘turf’ or any action that threatens the safety or welfare of others.”

Goshen High School makes the following findings with respect to gangs and gang activities:

1. Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property are harmful to the educational purposes of Goshen High School.

2. The use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangements, trademark, symbol or any other attribute, denotes membership in a gang, creates a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

3. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property or at school functions and school-related activities are likely to cause danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.

Students who initiate or participate in gangs or secret societies as stipulated above are subject to disciplinary consequences, which can include, but are not limited to, detention, removal from extra-curricular activities, in school suspension, out of school suspension, and/or expulsion.

H. Bullying and Intimidation (I.C. 20-33-8-13.5)
It is the policy of Goshen Community Schools to maintain a learning and working environment that is free from all forms of bullying. This commitment applies to all school corporation operations, programs, and activities. These rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from a school activity, function, or event; or using property or equipment provided by the school. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

RIGHT TO APPEAL

LEGAL REFERENCE:
I.C. 20-33-8-8-12 (through 25) et seq.
I.C. 35-47.5-2-2 (through 13)
I.C. 35-41-1-8 (through 25)
I.C. 35-47-1-5

SUSPENSION PROCEDURE

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will
be entitled to:
(a) a written or oral statement of the charges;
(b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
(c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student’s misconduct, and the action taken by the principal.

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting: a legal counsel or a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student’s parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student’s position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student’s parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student’s parent. The board will then take any action deemed appropriate.

GROUND FOR EXCLUSION
1. When a student has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community, or if the student failed to receive the required tests and immunizations.

2. When a student’s immediate removal is necessary to restore order or to protect persons on school corporation property.

3. When a student’s legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the State Board of Education.
ENFORCEMENT OF STUDENT CONDUCT RULES

In the absence of student self-discipline, each administrator, teacher, and staff person is responsible for carrying out the rules for student conduct adopted by the individual school and the Board of School Trustees. Some behavior problems are more serious than others and require different approaches and clearly defined actions.

CELL PHONES/WIRELESS COMMUNICATION DEVICES (WCDS)

Possession of a cellular telephone or other electronic device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. In classrooms, any electronic device is allowed only with the approval of the classroom instructor.

As per Board Policy 5136 students are prohibited from using WCDs to capture, record, or transmit the words and or images of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words and images. Using a WCD to take or transmit audio and/or pictures and/or video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or the principal’s designee. Students who violate the privacy rights of another person may have their WCD confiscated or receive other disciplinary consequences.

The use of WCDs that contain built-in cameras is prohibited in locker rooms, classrooms, bathrooms, and/or swimming pool areas. If a student chooses to bring an electronic communication device, it must be kept out of sight and not interfere with school functions in any way. During the school day and on school property, a teacher or administrator may require a student to turn off and/or remove such devices for any reason at any time.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student’s parent/guardian after the student complies with any other disciplinary consequence that is imposed.

The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. For example, sending, sharing, viewing, or possessing 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 may be cause for referral to law enforcement officials. It is important for parents and students to be aware of the legal consequences should this occur in our school system.

The student who possesses a cellular telephone or electronic device is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property.

CONDUCT: SAFETY AND RESPECT POLICIES

1. It is the student’s responsibility to help maintain the cleanliness of the building.
2. Due to property damage and safety factors, skateboards and in-line skates will not be allowed on any part of Goshen High School property at any time. Any skateboard or in line skates found at G.H.S. will be held by an administrator until a responsible individual picks it up.
3. Public display of affection is not acceptable at Goshen High School.
4. Hats are not to be worn in the G.H.S. building.
5. All drinks in the hallways or other carpeted areas, excluding classroom environments, must be able to be closed with a cap. Teachers may develop their own policies regarding their classroom environments.

SEARCHES

According to Goshen School Board policy, students, their possessions, their lockers, and their motor vehicles may be searched if there is reasonable suspicion that a search is necessary to aid
in maintaining school discipline and order. Refusal to consent to a search will be considered as an act of insubordination and may constitute grounds for expulsion.

**LEWD AND OFFENSIVE SPEECH OR CONDUCT**

Student engagement in lewd, vulgar, and/or indecent speech or conduct is expressly prohibited on any or all school properties, or while attending any school sponsored activities on or off school property.

**ANTI-HARASSMENT POLICY**

It is the policy of Goshen Community Schools to maintain a learning and working environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school corporation operations, programs, and activities. These rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from a school activity, function, or event; or using property or equipment provided by the school. All students share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property by staff to staff, staff to student, student to student, and student to staff, or at another location if such conduct occurs during a school-sponsored activity.

**GENERAL PROHIBITIONS:**

**Sexual Harassment**

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations
2. Physical assault
3. Threats or insinuations that a student’s grade, classroom assignments or participation in extracurricular activities may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature
6. Unwelcome and inappropriate touching, patting, or pinching
7. A pattern of conduct that is intended to create or has the effect of creating discomfort and/or humiliation to another
8. Remarks speculating about a person’s sexual activities or sexual history.

**Disability Harassment:**

Directed at the characteristics of a person’s disabling condition, such as negative comments about speech patterns, movement, physical impairments or appearances.

**National Origin Harassment:**

Directed at the characteristics of a person’s national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Race/Color Harassment:**

Directed at the characteristics of a person’s race or color, such as racial slurs, nicknames implying stereotypes, epithets, and negative references relative to racial customs

**Religious (Creed) Harassment:**

Directed at the characteristics of a person’s religious tradition, clothing, or surnames, or involving religious slurs.

**REPORTING, INVESTIGATION, AND SANCTIONS:**

1. It is the express policy of Goshen Community Schools to encourage students who believe that they are victims of harassment to come forward with such claims.
   a. Students who feel that grades or promotion are dependent upon sexual favors should report their situation to the building principal.
b. Students or staff are also urged to file a written report for any conduct by staff or fellow students if such conduct interferes with the individual’s work performance or creates a hostile or offensive learning environment.

c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

d. All written reports of harassment will be given to the principal or supervisor and forwarded to the Complaint Officer.

2. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The Complaint Coordinator has the responsibility of investigating and resolving complaints of harassment.

3. Any student found to have engaged in harassment shall be subject to sanctions including suspension and expulsion.

**ANTI-HARASSMENT COMPLAINT COORDINATOR:**
The following individual shall serve as the “Anti-Harassment Complaint Coordinator:

Compliant Coordinator
Assistant Superintendent’s Office
613 E. Purl Street
Goshen, IN 46528
574-533-8631

**INTERNET USAGE**

The Internet usage policy requires that parents notify the school in writing if they wish to disallow internet usage by their child.

**ACCEPTABLE INTERNET USE AND SAFETY POLICY**

Students are encouraged to use the Corporation’s computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability.

Smooth operation of the Corporation’s Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- Students are responsible for their behavior and communication on the Internet.
- Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- Students may not use the Internet to engage in "hacking" or other unlawful activities.
- Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- Students are expected to abide by the following generally-accepted rules of network etiquette:
  a) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation’s computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  b) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communi-
c) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

d) Never agree to get together with someone you "meet" on-line without prior parent approval.

- Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.

- Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.

- All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

- If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use.

- Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher or administrator. All such authorized communications must comply with these guidelines.

- Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited.

- Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

INTERNET CONTENT FILTERING POLICY

The Goshen Community Schools Governing Board has approved a two-tier system for internet content filtering on corporation-owned devices outside of school hours. Parents may choose to sign a form allowing their children access to social media sites such as Facebook, YouTube, and Twitter after 3:30 PM and before 7:30 AM. This form must be brought by the parent personally to the office and provided to a school official during school hours in order to protect the parents' rights to have control over this decision. Parents who are willing to sign the form but are unable to come in must contact an administrator.
ELECTRONIC STUDENT STORAGE

Students are limited to 500 MB of electronic storage space. They will not be able to save or update files if they exceed this limit. Students should use a USB flash drive if they need more storage. The GHS network electronic storage is for school-related files only. All non-school related music, movies, archives, and other files may be deleted by GHS employees.

SCHOOL DELAY OR CANCELLATION

In the event that school will not be in session due to snow or any other emergency, Goshen radio station WKAM 1460 AM and WZOW 97.7 FM and other area radio stations will be notified and will broadcast the information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access: Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate: Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by he parent or eligible student the School will notify he parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-4605
DIRECTORY INFORMATION

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information.” The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students’ directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and the service academies of the armed forces of the United States access to the high school campus and student directory information (student’s name, address, and listed or published telephone number) when requested to do so. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listing of secondary students to a recruiting officer for any branch of the United States Armed Forces or a institution of higher education who requests such information. A secondary school student or parent of the student may request that the student’s name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The School Corporation is required to notify the parent and student that either one may request that the information not be released by the School Corporation to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student’s sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fifteen (15) days after receipt of the Corporation’s public notice. Whenever parental consent is required for the inspection and/or release of a student’s health or educational records or for the release of directory information, either parent may provide such consent unless specifically stated otherwise by court order.

The Corporation may disclose “directory information” on former students without student or parental consent.

Social Security numbers will be released for financial aid reasons to colleges and universities as required by the State Student Aid Commission.

HEALTH CENTER

First aid is available at the Health Center during school hours; however, the school nurse relies on the regular family physician for the student’s professional medical care. If the Health Center is closed, please take medical concerns to Guidance Office or the Principal’s Office.

ADMINISTERING MEDICATIONS

All prescription medication needs to be in the Health Center. These medications will be given by school personnel only when the doctor’s prescription and a parent’s written consent is on file in the Health Center. Parental consent must be renewed annually.

- No medication or over the counter or prescription can be given by school personnel without written parental consent. Forms are available in the Health Center. No medications are provided at school. A copy of the medication policy is available in the Health Center.
- Injections for emergency medications will be given by the nurse or a trained assistant. A written request and doctor’s prescription must be on file in the Health Center.
- A GHS student may be allowed to possess and self-administer an over-the-counter medica-
tion. The student must always carry the medication in its original container and may not disperse the medication to anyone else.

**INFORMATION ON CURFEW**

**CURFEW ORDINANCE VIOLATION**

*Goshen City Ordinance #4349*

If the Juvenile is 15, 16, and 17 years old violates the ordinance if out in public between 1:00 am and 5:00 am on Saturday or Sunday and 11:00 pm and 5:00 am Monday, Tuesday, Wednesday, and Thursday.

If the Juvenile is less than 15 years old they violate the City Ordinance if out in the public any day of the week after 11:00pm and before 5:00 am.

Exceptions for this ordinance are:

When accompanied by a parent or guardian

b. The Juvenile is traveling to or from or is present at any of the following:

1. lawful employment
2. a religious sanctioned event
3. any political event or activity
4. any school-sanctioned activity
5. any activity involving the exercise of the juvenile’s rights protected under the 1st Amendment to the United States Constitution or Article 1 Section 31 of the Constitution of the State of Indiana. These include, but are not limited to the exercise of freedom of speech, freedom of religion, the right of assembly, or the right to petition government.

**MEDIA CENTER**

The media center will be a respectful environment conducive to reading, researching, and studying. The computers will be used for educational purposes. Students need to follow the directives of the media center personnel.

**MISCELLANEOUS INFORMATION**

**BOOK RENTAL**

Book rental will be billed early each semester. Once billing is received, the total fee is due and payable. If the financial obligation is not met prior to May 1 of the school year, the balance due will be turned over to Central Administration for legal action. State textbook assistance is available, providing the proper application is on file. Arrangements can be worked out if a student is unable to make this payment. Students moving to another school shall pay prorated book rental fee.

**BOOKSTORE**

The Bookstore is located in the auditorium area. Students should make their purchases before school, after school, and during noon times.

**DRESS CODE**

Students are to observe the school dress code as defined by school administrators. Those not meeting dress code may be asked to change at school or sent home for a change of clothing. Clothing must be clean and modest in nature, provide adequate coverage, be appropriate for the business-like school setting, and must not present a distraction to the educational environment. For example, all undergarments must be concealed; skin at midriff must be covered, in addition to all parts of the body generally considered by community standards to be indecent; shirts should have sleeves; the top of the waistband of shorts or pants must rest no lower than the waist or hips; the bottom of shorts or skirts should reach within a reasonable range of a point halfway between the hip and the knee; and material must not be of see-through texture. Wording on clothing or accessories must not include direct or indirect reference to drugs, alcohol, tobacco, weapons, violence, or sex.
DRUG TESTING
Goshen Community Schools has a drug testing policy. Students involved in athletics, extra-
curricular activities, performing arts, and student driving must be enrolled in this program in order to
participate.

HOMEWORK POLICY
Teachers will design and implement their homework procedures as part of their individual and
departmental course management policies.

ID'S
Students must wear their ID cards visibly on a lanyard during school hours. This card is
used for a variety of actions including paying for lunches, and checking out books from the library.
A student may be asked at any time to display the ID card for identification. Lost ID cards can be
replaced in the attendance office for a fee of $5.00.

ACTIVITY FEE
Students wishing to purchase an Activity I.D. card must pay $40. This card will enable them to
attend ALL Goshen athletic events EXCEPT: holiday basketball tourneys or IHSAA tourneys. Also,
the Activity ID card will allow you a discount into some dances or activities. The activity fee will be
collected at registration.

LOCKERS
All student lockers in the hallways and physical education and athletic dressing rooms are property
of the school. These lockers are made available for student storage of school supplies and per-
sonal items necessary for use at school, but the lockers are not to be used to store items that are
forbidden by state law or school rules. THE SCHOOL HAS THE RIGHT TO INSPECT THE
LOCKER AND ITS CONTENTS TO ENSURE THAT THE LOCKER IS BEING USED IN AC-
CORDANCE WITH ITS INTENDED PURPOSE, TO MAINTAIN SANITARY CONDITIONS, AND
TO KEEP THE LOCKER IN GOOD OPERATING CONDITION.
The school retains access to all lockers by keeping a master list of combinations. Unauthorized
locks may be removed from the locker. All locker combinations are entered in the computer when
you sign up for a locker. For this reason, you must follow the rules listed below:
1. The locker assigned to you is for your possessions only and is not for use by another student.
2. The locker assigned to you is the locker you must keep all year. You need administrative
   approval to change lockers and/or combinations.
3. The combination of your locker must be kept confidential. Do not share your locker with another
   student.

MCKINNEY-VENTO HOMELESS ACT INFORMATION
Students who are homeless or become homeless while enrolled in Goshen Community Schools have
legal rights. Homelessness is defined as a lack of fixed, regular and adequate nighttime residence. This
may include:
• Youth sharing housing because of economic hardship
• Living in motels, hotels, campgrounds etc.
• Staying in a public or private place not ordinarily used for sleeping accommodation
• Staying in cars, parks, public spaces, abandon buildings, etc.
• Migratory children (as defined under ESEA)
Individual finding themselves in such circumstances should contact the local Educational Agency
Homeless Liaison at the Goshen Community Schools Administrative offices at 613 East Purl
Street, Goshen Indiana, 46526 (574) 533-8631

STUDENT AIDES
Classroom teachers may have one aide during their prep period. No aides are to be used during a
regular classroom period. Any circumstance that requires more than one aide during a prep period or an aide during classroom period must be cleared through the attendance coordinator. All aides must have their attendance recorded and be supervised by their teacher.

Aides must have acceptable grades on their last report card. Poor behavior, low grades, poor attendance, and misuse of aide privileges could result in consequences and possible loss of privileges.

STUDENT ASSISTANCE PROGRAM

Many students are troubled by problems that interfere not only with their academic and co-curricular performance, but with their emotional, physical, mental, and social development as well. The main goal of the Student Assistance Program is to systematically and professionally respond to students’ problems as they are manifested in school. Students may participate in S.A.P. through self, peer, parent, or community referrals. When available students taking part in S.A.P. are then interviewed and placed in an appropriate student support group with students having similar issues. Students, with the aid of an adult facilitator, assist and support the troubled student. Contact with the students is kept confidential, and involvement in the program is voluntary.

WORK PERMITS

The students pick up an “Intention to Employ” card from the secretary in the Principal’s Office at the high school. The employer must fill out all information on the card and a parent/guardian must sign the card. The student must return the card to the high school secretary who will then issue the permit. If the student does not attend Goshen High School (e.g. middle school or other area high schools), he/she must bring either a birth certificate or a driver’s license as proof of age. The student receives one part of the work permit; the other is sent to the state. According to state law, those under the age of 18 may hold only one work permit.

PARKING REGULATIONS

All cars, scooters, and motorcycles must be registered. To register a vehicle you must do the following.

1. Students must first go to the athletic office with a parent to enroll in the drug testing pool.
2. Students go the attendance office, complete an information card, show your driver’s license or State ID card and Student ID card.
3. Pay all outstanding fines
4. Present the registration for each vehicle you are registering and proof of insurance.
5. Pay $5.00 for each vehicle you are registering

The tag you receive is to hang on the rear view mirror and in full view through the windshield. Scooters and motorcycles will have a different location. All stickers and tags from previous years should be removed.

Students may park cars in marked student parking spaces on a first come basis. If student parking spaces are full, you must park off campus. Scooters and motorcycles must be parked in the area assigned for them. Always park in the direction of the traffic flow. DO NOT back into angle parking spaces.

Speeding and/or reckless driving on campus will be considered a major violation and could result in the loss of parking privileges on campus for the remainder of the year.

PARKING VIOLATIONS AND ENFORCEMENT

Violations Include:
Failure to register a car
Parking in wrong lot or area
Failure to properly display parking tag
Parking against traffic flow angle spaces
Failure to park in a marked space
Failure to follow traffic patterns
Parking in no parking/reserved areas
Parking in a non marked parking area
Failure to follow GHS parking expectations could result in any or all of the following: discipline referral; detention; loss of school social privileges (cannot attend ball games, dances, etc.), loss of parking privileges, tickets and fines from Goshen Police Department, and/or tickets and fines from Goshen High School. Goshen High School also reserves the right to use wheel locks, which prevent a car from being moved until fines are paid. Repeat offenses or serious parking violations may result in the towing of the illegally parked vehicle. Students will need to work with the towing company and Goshen Police Department to gain release of impounded cars.

RULES FOR ACTIVITIES AND BUSES

DANCE REGULATIONS
1. The following students may attend Goshen High School dances: G.H.S. students (grades 9-12), immediate graduates of G.H.S., and students of another accredited high school or educational program with principal verification (as guests of G.H.S). All guests are by prior arrangement with GHS administration. When students drop out of school, they forfeit the right to attend school dances. Guests are expected to be students in good standing and must have prior approval.
2. Students and guests are expected to abide by the G.H.S. Conduct Code and all school rules. The G.H.S. host is responsible for the behavior of his/her guest. If the guest is asked to leave because of misconduct, the G.H.S. host must also leave.
3. Attendance at school dances ends when you leave the area allocated for the school dance. There are no pass outs. Once you leave, you may not return.
4. All G.H.S. students must show their I.D. cards upon arrival at the dance. A valid Student Activity ID will allow GHS students into the dance at a discount.
5. Random alcohol testing may be required.

SCHOOL BUS STANDARDS
• Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in an objectionable manner.
• Students shall not use profane, or vulgar language. Indecent conduct shall not be tolerated.
• Students shall not open windows or doors except by permission of the driver.
• Students shall not use loud, boisterous language. Classroom behavior is expected at all times.
• No food shall be eaten on the bus.
• A student shall be waiting at his/her boarding station when the school bus arrives. The bus driver need not wait beyond the regularly scheduled pickup time, unless there are visible signs of the student proceeding towards the bus. Students should be waiting at the bus stop, not in the house.
• Students may be assigned seats at the discretion of the driver.
• When homes are in close proximity, or safety dictates, students may be expected to walk a reasonable distance to board the bus or to reach their homes when unloading.