

GREENFIELD INTERMEDIATE SCHOOL COUGARS

204 WEST PARK AVENUE
GREENFIELD, INDIANA 46140

317-462-6827 Phone
317-467-6730 Fax

This Assignment Notebook belongs to:

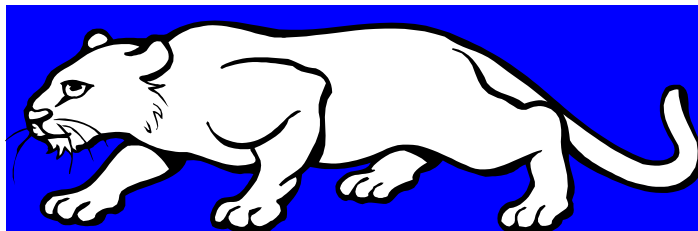
Name: _____

Address: _____

Phone #: _____

Grade: _____ Homeroom # _____

Homeroom Teacher: _____



Greenfield Intermediate School

Student Handbook

SCHOOL INFORMATION

Name: Greenfield Intermediate School (GIS)

Principal: Jim Bever
Address: 204 West Park Ave.
Greenfield, IN 46140

Phone: 317-462-6827

Fax: 317-467-6730

Grade Levels: Fourth - Sixth

School Colors: Blue and Gold

Website: <http://gis.gcsc.k12.in.us/>

SCHOOL HOURS

Start Time: 7:50 a.m.

End Time: 2:10 p.m.

Breakfast: 7:30 a.m.

See School Website for Lunch Schedule and School Calendar: <http://gis.gcsc.k12.in.us/>

SAFE SCHOOLS

Website: www.safeschoolhelpline.com

Phone: 317-468-9938

Please Read this GIS Handbook

Each student and parent should read this handbook and be knowledgeable of its content. This handbook provides the key provisions of G-CCSC Board Policy. The Board Policy Manual should be consulted for the full text of a particular policy. If any provision in this handbook contradicts G-CCSC Board Policy, the Board Policy prevails. Please contact the office with questions regarding information in the handbook.

PRINCIPAL'S PRINCIPLES

For all:

- 1.) Treat others as you want to be treated – NO MATTER HOW THEY TREAT YOU!
- 2.) Control only those things that are in your control
- 3.) Respect the learning

For teachers & staff:

- 4.) Walk your talk
- 5.) Kids First

CHARACTER TRAITS for 2016-2017

August	Respect
September	Responsibility
October	Truthfulness
November	Forgiveness
December	Discernment
January	Self-Control
February	Diligence
March	Dependability
April	Compassion
May	Initiative

The Greenfield Intermediate School WAY

	Respect	Responding Positively	Responsibility
Principal's Principles	Treat others the way you want to be treated, no matter how they treat you.	Respecting the learning.	Control only those things that are in your control.
Classroom	<ul style="list-style-type: none"> • Listen when others are speaking • Use other's materials when I have their permission • Speak in a kind manner when it is your turn 	<ul style="list-style-type: none"> • Follow directions • Ask questions and participate 	<ul style="list-style-type: none"> • Be prepared for each class with all completed assignments • Ask questions when I don't understand
Cafeteria	<ul style="list-style-type: none"> • Listen to adults when they speak • Keep my hands and feet to myself and respect others' property, including their lunch 	<ul style="list-style-type: none"> • Speak in normal voice and avoid shouting • Throw all trash away 	<ul style="list-style-type: none"> • Remain seated unless I am getting my lunch or cleaning up • Eat politely
Hallways	<ul style="list-style-type: none"> • Keep my hands and feet to myself • Be courteous and walk on the right side of the hallway • Respect others' lockers and belongings 	<ul style="list-style-type: none"> • Keep my hallways clean. • Speak in a normal voice and avoid shouting • Treat my locker with care 	<ul style="list-style-type: none"> • Walk in the hallway. • Use caution on the stairs
Restroom	<ul style="list-style-type: none"> • Respect others' privacy • Be courteous of others when using the restroom 	<ul style="list-style-type: none"> • Keep the restrooms clean and speak quietly 	<ul style="list-style-type: none"> • Use the restroom for its intended purpose
School office	<ul style="list-style-type: none"> • Wait until my turn to speak 	<ul style="list-style-type: none"> • Use the school phone only with permission 	<ul style="list-style-type: none"> • Be truthful in telling my side of any conflict or disagreement
Recess and on the school grounds	<ul style="list-style-type: none"> • Keep my hands and feet to myself and respect others' personal space and property 	<ul style="list-style-type: none"> • Follow the directions of any adult in charge • Resolve recess conflict during recess 	<ul style="list-style-type: none"> • Properly care for and share recess equipment
At other times	<ul style="list-style-type: none"> • Use "please" and "thank you" at appropriate times in conversation 	<ul style="list-style-type: none"> • Cell phones will remain off unless allowed by the teacher 	<ul style="list-style-type: none"> • Remain in assigned areas before and after school. • When away from school property, I will listen to those who supervise me and adhere to the GIS Way.

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION INTERMEDIATE SCHOOL INFORMATION

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

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

2016-2017 GREENFIELD – CENTRAL SCHOOL CALENDAR

July 29	Teacher Work Day
August 1	First Student Day
September 5	Labor Day – No School
October 3	Fall Break Begins – No School (Make-Up Days 10/3-7/2016)
October 14	Fall Break Concludes – No School
November 23	Teacher Workday
November 24	Thanksgiving Vacation – No School
November 25	Thanksgiving Vacation – No School
December 22	Christmas Vacation Begins – No School
January 4	Christmas Vacation Concludes – No School
January 5	Students Return to School
February 20	President’s Day – No School (Make-Up Day)
March 13	Spring Break Begins – No School (Make-Up Days 3/13-17/2017)
March 24	Spring Break Concludes – No School
March 27	Students Return to School
May 26	Last Student Day
May 30	Start of Make-Up Days, if needed

GRADING PERIOD DATES

- 1st Nine Weeks: August 1-September 30
- 2nd Nine Weeks: October 17- December 21
- 3rd Nine Weeks: January 5- March 10
- 4th Nine Weeks: March 27- May 26

SCHOOL CORPORATION GRADING SCALE

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

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

EMERGENCY EARLY DISMISSAL

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

DROP OFF/PICK UP AREA

1. Students are to be dropped off along the north side of the school. Please do not use the south entrance as buses use this for student drop-off.
2. If students arrive to school between 7:15 a.m. and 7:25 a.m., they are to wait by the gymnasium or in the front entryway.
3. School staff members are on duty before and after school to ensure student safety and to enforce safety rules. Students are to follow their directions.
4. Please do not ask your child to cross in front of other cars. Students should wait until your car is along the curb.
5. Cars waiting to pick up students after school should form a line along the north side of the school.
6. After your student enters the car, please proceed carefully.
7. Board Policy 7430.03 prohibits vehicles from idling within 100 feet of schools. Vehicles are asked to turn the ignition off within 100 feet of our school facility.

HONORS

Greenfield Intermediate School is proud of its students and takes every opportunity to recognize students for outstanding academic, athletic, and extracurricular achievement. Recognitions range from:

- A. Attendance Awards
- B. Athletic Certificates and Plaques
- C. Team Awards
- D. Student of the Month

Awards

A Honor Roll

The all A honor roll requires students to have earned an "A" in every subject for Semester 1 and Semester 2. Students would have to earn an "A" in all subject areas including related arts curriculum.

A and B Honor Roll

The all A and B honor roll requires a student to have earned either letter grades of "A" and "B" or earned the letter grade of "B" in every subject for Semester 1 and Semester 2. Students would have to earned either the letter grades of "A" and "B" or earned the letter grade of "B" in all subject areas including related arts curriculum.

Outstanding Attendance

GIS defines outstanding attendance as a student that shall have no absences or tardies.

ASSEMBLIES

GIS has a variety of educational assemblies and convocations. Programs are oriented to fit in with curriculum guidelines and provide an opportunity for engagement. Most assemblies are held in the gymnasium and feature guest speakers or performers. Students find the programs can be entertaining as well as educational. Often GIS students are featured in programs and serve as role models for the student body. Applause is the correct show of approval of a program speaker/performer; yelling, shouting, whistling, stomping are not in good taste.

PARENTAL INVOLVEMENT

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

CELEBRATIONS

Celebrations at school will fit within the curriculum and be a part of the learning experience. Class time will not be set-aside for birthday parties. As allowed by the teacher, any snacks provided should be prepackaged.

CONCERNS

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

ELECTRONIC DEVICES

It is not permitted to engage in inappropriate use of an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.

NOTIFICATION TO PARENTS REGARDING ACCOUNTS FOR COMPUTER NETWORKS - GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

Your child may receive an account on the school's computer networks. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under **NO** circumstances should anyone else be given the information to access your child's account.

After you have read and discussed the agreements with your child, please sign them and return to the school. All forms must be received as soon as possible and computer privileges will be withheld until the signed agreements are returned.

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

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

General Information

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

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

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational. Personal use for personal reasons is secondary.

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

Consequences for Misuse/Disruption

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral resulting in further disciplinary action up to and including suspension from school

School Liability Statement

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

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

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

**Greenfield-Central Community School Corporation
Responsible Use Policy for Technology Resources**

Introduction:

Greenfield-Central Community School Corporation (G-C CSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop progressive technology and communication skills.

G-C CSC is committed to providing educational opportunities for all students and maintains compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, we provide the privilege of access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, as every member of the G-C CSC community is responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, regardless of how these are accessed, and for their computer files, passwords and accounts. These guidelines and behaviors provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses.

The rules do not attempt to describe every possible prohibited activity. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property. Students also must comply with all specific instructions from school staff. To that end, guidelines and behaviors within this RUP include:

- The G-C CSC network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored, documented and retained.

- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA) and confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Using an internet filter and other technologies, G-C Schools makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert school corporation staff immediately of any concerns for safety or security.

Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator.

Technologies Covered

This Responsible Use Policy applies to both school-owned technology equipment utilizing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to privately-owned devices accessing the G-C CSC network, the G-C CSC internet connection, and/or private networks/internet connections while on school property. As relevant new technologies emerge, G-C CSC will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. Staff members on leave may be asked to leave computer equipment for their substitute. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they don’t know.

Web Access

G-C CSC provides its users the privilege of access to the internet, including web sites, resources, content, and online tools. Access to the internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the G-C CSC Technology Help Desk Service Ticket or restricted access screen.

Email and other Education Accounts including Social/Web 2.0/Collaborative Content

Users, including Students, may be issued a school email address and other education accounts to improve staff/student communication and collaboration on school projects. All accounts shall be used only for educational purposes that directly relates to a school project or assignment. If users are provided with accounts, the account(s) should be used with care. Users should be careful not to share personally identifying information online; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. In other education accounts, posts, chats, sharing, and messaging may be monitored.

Please refer to the **Greenfield-Central Community School Corporation Social Media Policy** for additional information on social communication.

Social Media Policy

G-C CSC will filter public facing social media for students on any of our networks and/or corporation-issued mobile devices. Students should not attempt to bypass these filter settings. There are social media guidelines in place for staff and students, should users take part in internal educational activities that simulate the collaborative nature of social media

(i.e blogs, back-channel chats, newsfeeds, etc). These guidelines are suggested for use of social media outside corporation use as well, to help protect our staff and students while online.

Personally Owned Devices Policy

All users are bound to policies stated in the student handbook regarding electronic devices in their school.

In some cases, a separate network may be provided for personally owned devices. Please remember, this Responsible Use Policy applies to privately owned devices accessing the G-C CSC network, the G-C CSC internet connection, and private networks/internet connections while on school property. Please refer to each building's **BYOD Policy** (or the G-CHS Cell Phone Policy) for additional details.

Mobile Devices Policy

G-C CSC may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Responsible Use Policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. See the additional rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff as listed in the Greenfield-Central Community School Corporation Digital Learning Technology Handbook for 1:1 MacBook Air Devices. Use of school-issued mobile devices off the school network may still be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a computer or mobile device they are using might be infected with a virus, they should alert IT. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the G-C CSC Technology Department.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images or videos. For the security of the network users should download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the internet.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Users should not be mean or send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that online activities may be monitored and retained.

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Examples of Responsible Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself. For example, staff may post student pictures on district/school/classroom “public” websites as long as information included is public directory information, including a student’s first and last name, grade level, school building, honors or awards, and participation in officially recognized activities or athletics. However, students must obtain permission from a G-C CSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups. G-C CSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s).
- Help to protect the security of school resources. For example, students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Irresponsible and Prohibited Use

I will **NOT** :

- Use school technologies in a way that could be personally or physically harmful.
- Distribute personally identifying information, about others or myself, including a home address and phone number.
- Use school technologies for non-school related purposes, unless the incidental personal use (use by an individual for occasional personal communications) does not interfere with the user’s responsibilities and performance, does not interfere with the system operations or other system users, or does not violate this policy with its accompanying rules or other Board policy/procedure/rules.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online. Plagiarizing content occurs when users use content as their own, without citing the original creator, including words or images, from the internet. Users should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Information obtained via the internet should be appropriately cited, giving credit to the original author.
- Use cameras in any type of electronic device in locker rooms or restrooms.
- Agree to meet in person someone I meet online.

- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Waste system resources, such as but not limited to excessive printing through the tech cadets, online gaming, video/audio streaming not directly related to educational projects as determined by the supervising instructor or building principal.
- Attach unauthorized equipment, including personal mobile devices, to the district's secured network without permission from the G-C CSC Technology Department.

This is **not** intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Disclaimer of Limitation of Liability – G-C CSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, G-C CSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of G-C CSC electronic resources.

Terms of Use

G-C CSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, such as suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the G-C CSC network, Internet, and electronic resources.

YOUR RIGHTS TO PRIVACY

The law guarantees your family rights to privacy in school matters.

Early in the school year notify the principal in writing if you do not want your child's photo or name to appear in school publications. This includes newsletters, school directories, honor rolls or awards lists, graduation rosters, athletic programs, etc.

FIELD TRIPS

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

HOMEWORK

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

Role of the Student

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

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

Role of the Parent

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

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

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, and physical education department are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. However, the lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function, or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents for the following:

- 1) to ensure that the locker is being used in accordance with its intended purpose,
- 2) to eliminate fire or other hazards,
- 3) to maintain sanitary conditions,
- 4) to attempt to locate lost or stolen material,
- 5) to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

VALUABLES AND PERSONAL PROPERTY

Students are cautioned not to bring large amounts of money, or valuables to school such as: expensive rings, bracelets, necklaces, radios, etc. Students, not the school, are responsible for their personal property. All personal property and clothing should not be left unattended, but placed in their locked locker. Book bags are to remain in your locker during the school day.

ITEMS FROM HOME

With the exception of normal school items, no one is to bring items from home unless the item has been previously discussed with the teacher and administration. No pets can be brought from home. The school is not responsible for items brought from home.

NON-SUFFICIENT FUNDS

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

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

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

STUDENT INFORMATION CARDS

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

VISITATION AND CONFERENCES

The safety of our students and security of our school remain paramount concerns at Greenfield-Central and Greenfield Intermediate School. ALL visitors will be required to submit to the receptionist a state ID. The ID will be scanned and

checked across offender databases to ensure that we do not admit into our school individuals who might present a danger to the safety of our students. Individuals who are admitted into the building will be required to clearly display an adhesive visitor ID at all times. Visitations to classroom and parent/teacher conferences are to be arranged in advance by contacting the teacher. When arriving at the school, you are to sign in at the office and obtain a VISITOR badge. Conferences will be set at a time convenient for both the parent and teacher. *Classroom visitation must be arranged at least 24 hours in advance.* If an urgent problem arises and you need to see the teacher, please stop by the school office to make arrangements.

VOLUNTEERS

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

ATTENDANCE

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

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

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

Parents must contact the school when their student will be absent. Absences are to be reported to the office or by leaving a message in the Attendance Voice Mailbox. If a telephone call is not feasible, please send a note upon the student's return to school. Your child will be marked Absent Unverified if we have not confirmed the reason for the absence within 24 hours. More than five (5) days of absences in a semester, will require doctor documentation.

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

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

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

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

Attendance at 4H related activities at the Indiana State Fair are excused as approved by the principal or the principals' designee.

Attendance Procedures

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

Medical tardy: A student will receive a medical tardy when arriving to school late/or leaving school early due to a

doctor's appointment. Documentation must be provided.

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

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

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

TARDINESS

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

HANCOCK COUNTY ATTENDANCE PROTOCOL

Beginning in the fall of the 2012-2013 school year, the Hancock County School Attendance Protocol was put into effect. This initiative unites the K-12 schools of Hancock County in their efforts to improve school attendance. At designated intervals throughout the school year, parents/guardians of students with accumulated absences not due to medical reasons will receive:

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

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

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE
GREENFIELD, INDIANA 46140
MAIN TELEPHONE: (317) 477-1139



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

Dear Parents and Guardians,
Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28

It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

2) IC 35-46-1-4(a)(4)

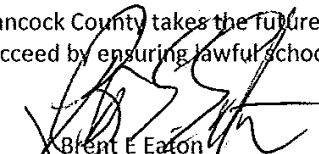
A person having the care of a dependent...who knowingly or intentionally:
(4) deprives the dependent of education as required by law; commits neglect of a dependent.

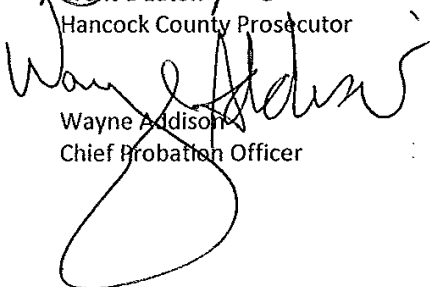
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

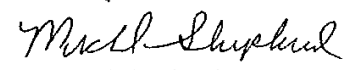
3) IC 31-37-2-3

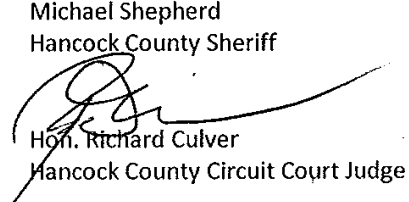
A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.


Brent E. Eaton
Hancock County Prosecutor


Wayne Addison
Chief Probation Officer


Michael Shepherd
Hancock County Sheriff


Hon. Richard Culver
Hancock County Circuit Court Judge

ACTIVITY FEE

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

BICYCLES/SCOOTERS/SKATEBOARDS/SKATES

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

CAFETERIA AND LUNCH

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

FREE AND REDUCED LUNCHES

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

FOOD ALLERGIES

In the case of allergies, or any other dietary needs, the cafeteria will need a note from a state licensed physician to alter the lunch tray. Severe food allergies may necessitate changes to our menu and selection offerings.

PARENTS BRING LUNCH INTO STUDENTS

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

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

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

You may also listen to: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or the following radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. You may also call the school Voice Mail System for cancellations and delay of school announcements. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

CO-CURRICULAR ACTIVITIES

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

DRESS CODE

There is a direct relationship between dress, grooming, conduct, and the wholesome living and thinking of students. Students are expected to dress and groom themselves within the framework of individual pride, decency, cleanliness, and safety. Students must refrain from wearing tight or revealing attire or any style of dress which will disrupt the educational process or poses a reasonable threat of injury or risk to safety. Students will not be permitted to wear clothing to class which has imprints, writing, etc. which is suggestive of, or endorses violations of, policy and immoral or illegal actions, including clothing which advertises tobacco and alcohol products. Students are not permitted to wear hats or coats to class unless special permission is granted. Sunglasses are not permitted during the school day.

Appropriate dress is left to the discretion of school administration and it may be necessary to have a conference with a student and the student's parents if the student wears extreme variations of clothing that disturbs the educational atmosphere at school. The following list of appropriate and inappropriate dress may be of help:

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

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

- Damaging – students should not wear any clothing or accessories that could damage school property.
- Dangerous – students should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you (hanging straps on pants).
- Distracting – appearance should not distract you or others around you.
- Drug Related – students should not wear clothing or accessories that display any kind of alcohol, nicotine product and/or illegal drug.

EVACUATION DRILLS

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

HEALTH POLICIES

MEDICATION AT SCHOOL

In order to comply with Indiana law IC 20-33-8-13 and IC 34-30-14, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies. **NOTE: ALL PRESCRIPTION MEDICATION AND OVER THE COUNTER MEDICATION MUST BE BROUGHT TO SCHOOL AND PICKED UP FROM SCHOOL BY A PARENT, GUARDIAN, OR DESIGNATED ADULT.**

Prescription Medicines

A parent/guardian must bring these medications to school in the original container. Students may not carry medication to school. The container must be labeled by the pharmacy with the student's name, physician's name, name of medication, dosage, route (i.e., by mouth), conditions for storage, prescription date and expiration date. Form 5330 F1 must also accompany this medication, which is to be signed by the prescribing authority and the parent/guardian.

If it is necessary for a student to keep emergency prescription medication with him/her (insulin, inhaler or EpiPen), the appropriate care plan, signed by a physician, must be filed each school year with the clinic.

Over the Counter Medications

All over the counter medications stored in the clinic require a physician to complete Form 5330 F1b. The parent/guardian must also sign this form and bring the medication to the clinic. Only medication brought to the clinic in a new, sealed, unopened container will be accepted. Over the counter medicines will not be administered if they do not comply with the guidelines.

Medications must be kept in the clinic for dispensing. Students may not carry medication on their person or in their desk. Students are permitted to carry and self-administer throat lozenges without physician documentation. It is the parent's responsibility to provide instruction to the student on the appropriate usage of throat lozenges.

Immunizations

If your child is new to the school, you must provide an immunization record on the day of enrollment. Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the student's host school fax this information to the school your child will be attending.

Medical Coverage for Students

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

Accident or Illness at School

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

When a student comes to the clinic during the day with a complaint of illness, their temperature will be checked by clinic personnel. If the student has a fever of 100 degrees or higher, is vomiting, has diarrhea, or other apparent illness, the parent/guardian will be notified. Otherwise, the student will return to class.

Fever

Students who have a temperature above 100 degrees will be sent home from school. Students with a fever should be kept at home until such time as the fever has subsided without the use of medication.

Head Lice

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

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

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

Hearing

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

LIVE ANIMALS IN THE CLASSROOM

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

LOST AND FOUND

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

MEDIA CENTER/LIBRARY

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

RELEASE OF STUDENTS

Students needing to leave school early for any reason should be signed out in the main office. Students will not be released to anyone other than a parent or guardian unless prior arrangements have been made in the office by the parent or guardian.

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

SPECIAL PROGRAMS

Quest/Stretch

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

TELEPHONE

Parents may leave messages 24 hours a day using the school's voice mail system. Each teacher has a voice mailbox where parents can leave a message. The main office telephone is mainly for the use of official school business and emergencies. Student use is discouraged.

TESTING

The Greenfield-Central Community School Corporation provides a formal testing program. These tests measure the student's aptitude as well as their skill development. The ISTEP+ given to Indiana students in grades 3, 4, 5, 6, 7, and 8 is one component of the testing program. The major purpose of this testing program is to provide teachers and parent's

information to help students learn. All test results will be shared with the parents via the Department of Education Turnleaf Website. If you would like a copy of a parent report, please contact the office.

TEXTBOOK RENTAL

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

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

Textbooks and School Property

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

TRANSPORTATION

Walking to/from School

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

IDLING VEHICLES

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

TRANSPORTATION RULES FOR BUS SAFETY

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

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past

that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.

7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.
8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

Student Disciplinary Procedures for Bus Transportation Violations

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

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

Step 1. First Documented Violation: Student Issued a Written Warning

Step 2. Second Documented Violation:
Student Denied Bus Transportation for One (1) Day

Step 3. Third Documented Violation:
Student Denied Bus Transportation for Three (3) Consecutive Days

Step 4. Fourth Documented Violation:
Student Denied Bus Transportation for Five (5) Consecutive Days

Step 5. Fifth Documented Violation:
Student Denied Bus Transportation for (20) Consecutive Days

Step 6. Sixth Documented Violation:
Student Denied Bus Transportation for the Balance of the School Year.

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

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. This will be considered a warning and a Conduct Report Form will be issued by the bus driver. The principal and a parent shall be notified before implementation. If a student is suspended from bus service he/she may not ride any bus for that period of time.

Bus Rules for Pupil Safety

The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that

your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, s/he should proceed onto the bus.

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

After School Transportation Changes

If there is a change in your child's school transportation routine (baby-sitter or going home with friends), **a note must be provided to the school** stating where, when, and how often this is to occur. Please date and sign the notes to both the bus driver and office. **CHILDREN WILL NOT BE ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE WITHOUT A NOTE.** We also ask that such arrangements not be made over the telephone. **A Special Transportation Request form may also be required for long-term changes.**

STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY- TEACHER:

- a) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
- b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to five school days [*not to exceed 10 days*].

3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORSUSPENSION OR EXPULSION:

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

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

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

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary

action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.

25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

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

B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance; or
 - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is

reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

Cyberbullying

Greenfield Central will not accept any type of cyberbullying. Our Schools do not support social media entries that are cruel, harmful, threatening or demonstrate a likelihood of causing a disruption to the school day or any school-sponsored event. Prohibited behavior includes fake profiles, embarrassing pictures or videos of students or staff, threatening or harassing texts or other electronic communications that fit these criteria. The administration reserves the right to investigate such entries that might cause a disruption to the school setting. If there is a clear link to a substantial

disruption of the school day/event, the administration may take formal action through suspension or expulsion, and/or may report the incident to police. Students may pursue civil remedies for defamation and/or intentional infliction of emotional distress.

C. 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 devices are considered to be a firearm under this rule:
any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
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

a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm 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 engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:

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; or

a biological disease, virus, or organism that is capable of causing serious bodily injury.
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*)(*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or

the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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.

LEGAL REFERENCES:

I.C. 20-33-8-1 et seq.
I.C. 35-47.5-2-4

I.C. 35-31.5-2-86
I.C. 35-47-1-5

SUSPENSION AND EXPULSION PROCEDURES

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
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure 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 expulsion 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.
6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

Policy 5840.01 CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

It is the policy of Greenfield-Central Community School Corporation (GCCSC) to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions.

It is the policy of GCCSC to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or (B) participates in; or

(2) requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee and the school safety specialist. The principal or principal designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in good faith in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or principal's designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall

report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year beginning in 2017.

The principal or principal's designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal or principal's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The school corporation shall establish the following educational programs in its effort to address criminal gang activity:

- (1) An evidence based educational criminal gang awareness program for students, school employees, and parents.
- (2) A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC 20-26-18.

The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

METAL DETECTORS

Administrators are authorized to use metal detectors to conduct searches when there is reasonable suspicion that a student may be in possession of an item in violation of school rules.

RESTRAINT AND SECLUSION

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident include in the circumstances that led to the use of restraint and/or seclusion.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON DISCRIMINATION STATEMENT

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

FAMILY EDUCATION AND PRIVACY RIGHTS ACT

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to

appear in school-sponsored publications. This includes newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

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

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