



# **GOLDEN BEARS**

**2009-2010**

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**Student's Name**

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# **6 PILLARS OF CHARACTER**

**MCHS Believes all students should exhibit these characteristics**

## **CARING**

**Showing understanding of others by treating them with kindness, compassion, generosity and a forgiving spirit.**

## **CITIZENSHIP**

**Being law abiding and involved in service to school, community and country.**

## **FAIRNESS**

**Practicing justice, equity and equality. Cooperating with one another. Recognizing the uniqueness and value of each individual within our diverse society.**

## **RESPECT**

**Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated. Understanding that all people have value as human beings.**

## **RESPONSIBILITY**

**Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.**

## **HONESTY**

**To be trustworthy and reliable. To have a good reputation and full of loyalty.**

# MONROE CENTRAL JUNIOR-SENIOR HIGH SCHOOL STUDENT HANDBOOK

## MONROE CENTRAL SCHOOL CORPORATION MISSION STATEMENT

"The Monroe Central School Corporation is committed to providing excellent educational opportunities and a caring environment which will fiscally and effectively meet the educational needs of all students and community members. In partnership with the community, the schools will assist students of all ages in acquiring skills, knowledge, and an appreciation of the rich tradition of community values so they will become productive and responsible community citizens."

## STUDENT RULES AND REGULATIONS ADOPTED BY THE BOARD OF SCHOOL TRUSTEES OF MONROE CENTRAL SCHOOL CORPORATION

The Board of Education of the Monroe Central School Corporation has adopted as school board policy the following procedures to comply with the requirements of Title IX. Effective date was October 4, 1977.

- A. No employee or student shall, on the basis of sex, race, and/or religion be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under an education program or employment in the Monroe Central Schools.
- B. Inquiries concerning the application of Title IX and the implementing regulations to the Corporation may be referred to the school superintendent in the Monroe Central School Corporation Office, 1918 N CR 1000 W Parker City, Indiana 47368, Telephone: (765) 468-6868 or to the Director of the Office of Civil Rights, Department of HEW, Washington, D.C.
- C. Grievance report forms and procedures for filing a grievance are available in the office of the superintendent, building principals, guidance counselor or Title IX Corporation Coordinator.

Monroe Central School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquires about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Superintendent, who is the Corporation's Civil Rights Compliance Coordinator.

### MONROE CENTRAL JR/SR HIGH SCHOOL SONG

Oh, Brown and Gold of Monroe Central  
to you we'll let our voices ring.

Oh, for your glory and your fame  
we are oh, so proud to sing.

Oh, we will fight for Monroe Central and  
we will show our loyalty.

Oh, Golden Bears we are backing you  
so, onward to victory

### OUR SYMBOL

The symbol for M.C.H.S. is a bear. We have  
selected the school colors of brown and gold.

Those who participate in athletic contests wear  
these colors with pride. You can show your  
enthusiasm and spirit by supporting all your  
school activities and team's efforts.

# SECTION I ACADEMICS

## CREDITS TO QUALIFY FOR A PARTICULAR GRADE LEVEL

The following number of credits will qualify a student for a particular grade level:

0 – 16 = Freshman	10 – 32 = Sophomore
20 – 48 = Junior	30 – 64 = Senior

It is the policy of Monroe Central School Corporation that a student be in attendance a total of **Eight Semesters** as part of the criteria for meeting **Graduation** requirements.

## REQUIREMENTS FOR GRADUATION

In order to graduate, a student must meet all the requirements of the State of Indiana and comply with the following local requirements--the completion of 42 credits of high school work, including the following:

English 9, 10, 11, 12	8 credits
U.S. History	2 credits
U.S. Government	1 credit
Economics or Sociology	1 credit
Mathematics	4 credits
Science (Biology)	4 credits
Elective Subjects	17 credits
Health and Safety Education	1 credit
Introduction to Computer Literacy	1 credit
Orientation to Life and Careers	1 credit
Physical Education	<u>2 credits</u>

TOTAL: 42 credits

- **Class of 2011, the required number of credits for graduation is 44. See Student Services for more information.**
- **Beginning with the class of 2012, the required number of credits for graduation is 48. See Student Services for more information.**
- **All seniors must have fulfilled any and all discipline obligations before they are permitted to participate in the MCHS graduation ceremonies. If a senior has any outstanding discipline obligations, they will not be permitted to participate in MCHS graduation ceremonies**

The following is a list of the three types of diplomas offered and an outline of the requirements for each:

<b>Monroe Central High School Graduation Requirements</b>		
<b>Academic Area</b>	<b>Core 40 Diploma</b>	<b>Core 40 with Academic Honors Diploma +++</b>
<b>English/Language Arts</b>	<b>R</b> (8 credits)	<b>R</b> (8 credits)
<b>Mathematics</b>	<b>R</b> (Alg 1 - 2 credits) <b>R</b> (Alg II - 2 credits) <b>R</b> (Geom - 2 credits) All students are required to take a math or physics course during their junior or senior year.	<b>R</b> (8 credits)
<b>Science</b> - Life Science Physical Science	<b>R</b> (Biology I - 2 credits) <b>R</b> (Chem I or Physics I or Int. Chem-Physics - 2 credits) <b>R</b> (any Core 40 science course -2 credits)	<b>R</b> (Biology I - 2 credits) <b>R</b> (Chem I or Physics I or Int. Chem-Physics - 2 credits) <b>R</b> (any Core 40 science course-2 credits)
<b>Social Studies</b> US History Government Economics World History/Civilization or Geography/History of the World	<b>R</b> (2 credits) <b>R</b> (1 credit) <b>R</b> (1 credit) <b>R</b> (2 credits)	<b>R</b> (2 credits) <b>R</b> (1 credit) <b>R</b> (1 credit) <b>R</b> (2 credits)
<b>Health and Safety</b>	<b>R</b> (1 credit)	<b>R</b> (1 credit)
<b>Physical Education</b>	<b>R</b> ( 2 credits)	<b>R</b> (2 sem = 2 credits)
<b>Orientation to Life and Careers</b>	<b>R</b> (1 credit)	<b>R</b> (1 credit)
<b>Digital Communication Tools</b>	<b>R</b> (1 credit)	<b>R</b> (1 credit)
<b>World Languages</b> French Spanish	<b>E</b> <b>E</b>	<b>R</b> (6-8 credits) <b>R</b> (6-8 credits) May substitute 4 credits of both French and Spanish for 8 credits total.
<b>Fine Arts</b>	<b>E</b>	<b>R</b> (2 credits)
<b>Directed Electives*</b> World Languages Fine Arts Career/Technical	<b>R</b> - 7 credits	<b>R</b> - 7 credits
<b>Total</b>	<b>48 credits</b> - YOG 2013, 2012 <b>44 credits</b> - YOG 2011 <b>42 credits</b> - YOG 2010	<b>48 credits</b> - YOG 2013, 2012 <b>47 credits</b> - YOG 2011, 2010
<b>R = Required Course(s)</b>		
*Students should take advantage of elective opportunities in areas related to their career plans, personal interests and practical skills.		

## Core 40 with Academic Honors+++

\*\*\* In addition to the regular Core 40 requirements, students who earn an Academic Honors diploma must:

- \* Earn a grade of "C" or above in courses that will count toward the diploma
- \* Have a grade point average of "B" or above
- \* Complete one of the following:
  - \* Two Advanced Placement courses and corresponding AP exams
  - \* Academic, transferable dual high school/college courses resulting in 6 college credits
  - \* One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
  - \* Score 1200 or higher combined SAT math and verbal
  - \* Score a 26 composite ACT
  - \* An International Baccalaureate Diploma

### ACADEMIC HONORS DIPLOMA and POST-SECONDARY GRANT PREMIUM

Indiana high school students who graduate with an Academic Honors Diploma (AHD) and with a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale, may (providing they show financial need) qualify for State Student Assistance Commission of Indiana (SSACI) grant premiums for post-secondary education up to 100% of demonstrated need for approved tuition and mandatory fees. This grant premium is awarded as a SSACI grant based on financial need calculated from the federal needs assessment mechanism available through the Free Application for Federal Student Aid (FAFSA).

To be eligible for an Academic Honors Diploma, a student must complete a minimum of forty-seven (47) high credits. Only courses in which a student has earned a "C" or above may count toward an Academic Honors Diploma. To be eligible a student must have earned an accumulated grade point average of 3.0 (B average) or above. For specific course requirements, see the Monroe Central High School Graduation chart.

### CORE 40 REQUIREMENTS and POST-SECONDARY GRANT PREMIUM

Eligible students who graduate from an Indiana high school, having met the prescribed Core 40 requirements may qualify for a State Student Assistance Commission of Indiana (SSACI) grant premium for post-secondary education at 90% of demonstrated financial need for tuition and mandatory fees. Students with need, as determined by the information disclosed on the Free Application for Federal Student Aid, and have graduated with a cumulative GPA 2.0 on a 4.0 scale, and file a FAFSA by March 10, of the current school year, are eligible to receive Indiana Higher Education grants. For specific Core 40 requirements, see the Monroe Central High School Graduation chart.

### DROP/ADD, WITHDRAWAL POLICY (FROM A COURSE OR COURSES)

The selection of an individual student schedule is a serious responsibility and should be treated as such. Monroe Central Student Services Personnel meet individually with each student to plan the best possible program of study for each school year.

Any student wishing to make a schedule change should contact the Student Services/Guidance Office before the end of the school year or during the summer. During the summer, Student Services personnel are available during the first two weeks and the last two weeks of summer break to discuss schedule changes. **After school has begun for the year, schedule changes will NOT be made after the first two weeks of the grading period in each semester.** Schedule changes will be made under these circumstances: 1.) Planned career changes 2.) Up-grade from one academic program to another 3.) Make-up of a required course for graduation 4.) To eliminate course duplication. Efforts will be made to allow students to remain with the same teacher from first to second semester; however, specific requests for teachers cannot be honored. Any student removed from a class due to disciplinary actions or attendance will receive no credit. Attendance failure will be indicated by an XF in the students' records.

Students/parents requesting removal from a class after the two-week period will result in a WF (withdraw-fail) on their records. This also applies to summer school classes and vocational students.

### **RETAKING A COURSE FOR A BETTER GRADE**

A student may retake a course for the following reasons:

1. Teacher request
2. Parent request
3. To replace a grade lower than "C"
4. To upgrade diploma requirements
5. To meet departmental prerequisites for other courses.

NOTE: The higher of the semester grades earned for repeated courses will become the official grade and credit and will be used in the GPA calculation. The prior grades will remain recorded on the student transcript and will not receive a credit and not be used in the GPA calculation.

### **RETAKING A COURSE BECAUSE OF A FAILURE**

The prior grade will remain on the transcript and will be used in the GPA calculations with no credit.

### **HONORS PROGRAM POLICIES AND PROCEDURES**

Monroe Central Jr/Sr High School offers honors classes in English and science and an accelerated program in mathematics. These courses are advanced, rigorous courses. They are designed to contain new and challenging material, stimulate thinking, and to teach the skills necessary to become a self-directed learner for those students needing academic challenges.

All sixth grade students are screened in the spring for possible invitation into the honors program as seventh graders. This screening consists of standardized test results, teacher recommendation, academic performance, and either a placement test or writing sample. Upon collection and review of individual data, a committee invites approximately 25% of the class to participate in the honors classes. Students and parents must sign a consent form to participate.

**Students must maintain a B average in an honors class.** Grades will be reviewed at the end of each grading period. Those students whose grade falls below a B average will be placed on probation. Notification will be sent to the parents from the G/T Coordinator. **A student who falls below the standard two times in a course is removed from the honors course with the classroom teacher's consent.** Fourth grading period probation is in effect for the fall quarter.

Those students who qualify as seventh graders and meet the performance standards will remain in the honors classes if they so desire. Entering the honors classes beyond the seventh grade will be done through the guidance office. A student, parent, or teacher may request admission. Data will be collected on these individuals and reviewed by the classroom teacher, the G/T Coordinator, the guidance counselor, and possibly the high school principal. Admission will be granted or denied and students and parents will be notified. There is an appeal process that can be followed if further consideration is deemed necessary.

### **STUDENT CURRICULUM - GLOSSARY OF TERMS**

This is a glossary of terms that each student should know in planning his school program:

**CREDIT**-- A credit is value earned for successfully completing one semester of high school work. Two credits equal one year's work. Forty-two credits are required for graduating. Credits are earned in grades 9 through 12.

**ELECTIVE** -- Course or courses students are not required to take but are free to choose as their abilities, interests, and goals determine.

**MAJOR** -- A subject or subjects within the same department in which six (6) credits are earned. A minimum of two (2) majors is required for graduation.

**MINOR** -- A subject or subjects within the same department in which four (4) credits are earned. A minimum of two minors is required for graduation.

**PREREQUISITE** -- A standard required before a student may take a course. Prerequisites are set up to ensure that a

student may get the maximum benefits from a course or series of courses.

**REQUIRED COURSE** -- A course that all students must take in order to graduate, as determined by the State Board of Education and local school administration.

## GRADING SCALE

100-98 = A+	89-87 = B+	79-77 = C+	69-67 = D+
97-93 = A	86-83 = B	76-73 = C	66-63 = D
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-
59 and Below = F			

## GRADING SYSTEM (Numerical conversion system)

A+	4.33	D+	1.33
A	4	D	1
A-	3.67	D-	.67
B+	3.33	F	0
B	3	W	Withdrawn
B-	2.67	WP	Withdrawn, Passing
C+	2.33	WF	Withdrawn, Failing
C	2	I	Incomplete
C-	1.67	XF	Failure due to attendance violation

A student's grade point average is determined by dividing the total number of points earned by the number of credits attempted in solid subjects. A student's place in the "Class Standing" is determined by ranking the grade point averages of all students in the class.

## Granting of Course Credit

In order for a student to receive a passing semester grade and credit for the course he/she must receive a Semester Grade Calculation of 0.5 or higher and passed two of the three grades for the semester and must have been successful in attendance requirements. However, the final decision for granting credit will be left to the teacher and/or administration.

## Computing Semester Grades

Monroe Central High School will be computing semester grades based on nine week grading periods. The semester grade will be computed in the following manner:

1.) Transpose the nine weeks grades and the semester exam grade to the numeric value according to the conversion chart.

### CONVERSION CHART

A+ = 12	B+ = 9	C+ = 6	D+ = 3
A = 11	B = 8	C = 5	D = 2
A- = 10	B- = 7	C- = 4	D- = 1
F = 0			

2.) Add the nine weeks' converted values, double, and then add the semester exam value.

3.) Divide the total by five (5) and convert this value back again using the Rounding Chart below.

4.) If a student receives an exam waiver, the two nine weeks' values should be added together and then divided by two (2). Convert this value back again by using the Rounding Chart below.

## ROUNDING CHART

12.0 – 11.5	A+	8.4 – 7.5	B	4.4 – 3.5	C-
11.4 – 10.5	A	7.4 – 6.5	B-	3.4 – 2.5	D+
10.4 – 9.5	A-	6.4 – 5.5	C+	2.4 – 1.5	D
9.4 – 8.5	B+	5.4 – 4.5	C	1.4 – 0.5	D-
0.4 – 0.0	F				

EXAMPLE:    1<sup>st</sup> 9 Weeks                  2<sup>nd</sup> 9 Weeks                  Semester Exam

<u>Letter Grade</u>	B	C	C+
<u>Points Earned</u>	8	5	6

Semester grade calculation:  $(8 + 5) \times 2 = 26 + 6$  divided by 5 = **6.4 or C+**

### Averaging Scale for Semester Grades

12.0 – 11.5	12	A+	6.4 – 5.5	6	C+
11.4 – 10.5	11	A	5.4 – 4.5	5	C
10.4 – 9.5	10	A-	4.4 – 3.5	4	C-
9.4 – 8.5	9	B+	3.4 – 2.5	3	D+
8.4 – 7.5	8	B	2.4 – 1.5	2	D
7.4 – 6.5	7	B-	1.4 – 0.6	1	D-
0.5 – 0	0	F			

### INCOMPLETE WORK

Incomplete grades may be marked "I" if a pupil has not completed his work and it seems advisable to allow more time for the work to be completed. It is the teacher's responsibility to see that incomplete grades are changed to either passing or failing grades on the report card. An "I" will become an "F" if not resolved in a reasonable amount of time determined by administration and the teacher. Students with incompletes should be notified by the teacher.

### GRADE CARDS

Grade cards and Mid-Term reports will be distributed to students at school during lunch.

9/25	Qtr 1 Mid-term ends	2/26	Qtr 3 Mid-term ends
9/30	Qtr 1 Mid-term mailed	3/3	Qtr 3 Mid-term mailed
10/28	Qtr 1 Ends	4/2	Qtr 3 Ends
TBA	Qtr 1 Grade card distributed at Parent/Teacher Conferences.	4/7	Qtr 3 Grade card distributed
12/4	Qtr 2 Mid-term ends	5/7	Qtr 4 Mid-term ends
12/9	Qtr 2 Mid-term mailed	5/12	Qtr 4 Mid-term mailed
1/21	Qtr 2/Sem 1 Ends	6/8	Qtr 4/Sem 2 Ends
1/27	Qtr 2/Sem 1 Grade card distributed	6/11	Qtr 4/Sem 2 Grade card mailed

## HONOR ROLLS

1. Any student who earns no grade lower than A- in any grading period will be included on the "Straight-A" Honor Roll for that grading period.
2. Any student who earns a 3.0 or better G.P.A. in any grading period, and has no grade lower than a C-, will be included on the "B-average" Honor Roll for that grading period. Honor Rolls will be released to area newspapers.

## SECTION II ATTENDANCE AND DISCIPLINE

The faculty, staff, and administration believe the following about the importance of regular attendance at Monroe Central Junior-Senior High School:

1. Regular school attendance is a valuable characteristic to develop. It establishes habits that will prove to be very important in the next phase of an individual's life—either at an institution of higher learning or on the job.
2. Legitimate reasons do exist for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set limits of controllable absences from school beyond which academic credit will not be granted. Teachers are encouraged to incorporate participation grades into their individual classes that include attendance. This helps hold students accountable for individual class periods.
5. Missing any part of the school day will be recorded and will accumulate to account for total days and individual periods toward the attendance policy.

### Attendance Policy

Student absences are classified into two categories: **Exempt** (does not count toward the absence limit) and **Non-Exempt** (does count toward the absence limit). **Non-Exempt** absences consist of **Excused** absences (excused by parent or administration) and **Unexcused** absences (student is absent with no communication from parents or for an unacceptable reason).

- Block Schedule absences accumulate by class period and specific to Brown Day and/or Gold Day.
- Students are permitted four (4) **Non-Exempt** absences with parental permission per semester. Four absences on Brown Day and four on Gold Day.
- Any student upon reaching their fifth (5<sup>th</sup>) **Non-Exempt** absence will have the following requirements.
  1. The 5<sup>th</sup> and successive **Non-Exempt** absence effecting only one class will require the student to serve a 90 minute Monday Night School or they may be expelled from MCHS for the remainder of that semester and receive no credits.
  2. If the 5<sup>th</sup> and successive **Non-Exempt** absence effects two or more classes, the student will be required to serve a 3 hour Monday Night School or they may be expelled from MCHS for the remainder of that semester and receive no credits.
- Students are required to serve Monday Night School on the date assigned by school administration.
- Students are responsible to get their appropriate exemption information in to the office.
- Students have **two school days**, beginning the day they return to school, to get any **exemptions** and/or **excused** absences verified.
- Students are permitted only (3) three MNS for attendance violations. Upon the 4<sup>th</sup> violation, they will be expelled instead of MNS assignment.

### Exempt Absences

The following absences are **exempt** and therefore do not count toward the four (4) day limit on absences per semester.

1. Illness during which times the student is under the care of a physician (**must have doctor's note covering the days in question**).
2. Serving as a page in the Indiana General Assembly.
3. Serving as an election worker on Election Day (**with proper paperwork**).
4. Serving duty in the Armed Forces (military).

5. Absences due to bereavement (**when requested by the parent**).
6. Absences due to medical, dental, legal appointments or court hearings (**must have note from doctor, attorney, or court**).
7. Celebrating/observing a bona-fide religious holiday (**when requested by the parent**).
8. Illness that requires the school nurse or the school administration to send a student home for the day (**only applies to obvious illness such as fever**).
9. Absences caused by an out-of-school suspension.
10. A college visitation day documented by the Guidance Office (**seniors only, juniors by special arrangement with the Guidance Department**).
11. School related and approved absences such as field/study trips, job shadow, etc.
12. Absences verified as necessary by the administration.

### **Non-Exempt Absences**

All other absences that are not described in the Exempt Absence category will be considered non-exempt absences and will count toward the four (4) day absence limit per semester.

### **Unexcused Absences / Consequences**

Unexcused absences may result in disciplinary action at the discretion of the administration.

### **Tardy and Absence per Class Period**

Students arriving any time after the class start time will be counted tardy unless they have appropriate documentation to excuse their lateness. Example: a pass from a teacher, the nurse, the office, etc. Students tardy and/or absent from class and who are suspicious of legitimacy will be investigated for possible discipline. It is always best to get to class as soon as you can.

- **LATE TO FIRST PERIOD:** Students arriving after the 8:05 am bell must sign in at the office and receive a pass to class. They will be considered tardy unless excused by administration.
- Students who miss more than 15 minutes of any class period without a school supported excuse will be counted absent from that class for attendance purposes.
- Fatigue, car trouble, oversleeping, missing the bus, riding with another tardy student, and other personal reasons will be unexcused unless approved by administration.
- Students late to school will be counted tardy by the office and given consequences according to the tardy discipline step plan. Teachers will maintain tardies for all classes after the first block each day.

### **Attendance Procedures for Parents and Students**

Parents or guardians are required to call the school by 9:00 a.m. to account for their student's absence. If the school has not been notified of the absence by the parent or guardian by 9:00 a.m., the school will attempt to call the parent or guardian to verify the legitimacy of the absence. No absence will be allowed to go unverified. **Exemptions and excused absences must be verified within two school days after the absence.** The school phone number is 468-7545 or 1-800-213-1032. At the discretion of the principal or his designee, the school may choose to verify the legitimacy of absences by calling home. Any student not there to receive the call and verify the fact that he or she is indeed home, will be considered truant, pending a hearing with an explanation from the parent or guardian.

### **Exempt Absences and Written Notification**

Written verification must be presented to the attendance secretary for all exempt absences. Example: In the case of an absence because of a doctor's appointment or illness for which the student is under the care of a physician, the student must present a professional note to verify this absence. See Exempt Absences.

### **Make-Up Work**

All academic assignments missed in a class because of absence may be made up. It is the student's responsibility for making up missed academic assignments. As a rule, the absent student will have the same number of days to make up assignments missed as the length of the absence. However, in the case of work or projects assigned one week or more before the due date, the project may be due the day the student returns to school. In the case of a planned absence, the arrangements to determine when the assignments and/or projects will be due should be made before the absence. When suspended, students will not receive credit for daily assignments/work done while on their

suspension. Suspended students will be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns.

## **Absence and Extra-Curricular Activities**

When students are absent, the school expects them to remain home except when visiting a doctor. This means that they **will not be in attendance at an extra-curricular activity** during the evening when they have not been in school during the day. To be eligible for extra-curricular activities, including athletics, students must be present beginning period B3 or G7 through the rest of the school day (exceptions by administration only). Should the absence be pre-arranged for reasons other than illness, special permission must be obtained from the administration for extracurricular attendance. If a student is too ill to come to school, then he/she is too ill to go to work (including ICE students). **Suspension:** Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension.

## **Tardiness to Class:**

A tardy will result when a student is not in the classroom when the bell rings. A teacher's classroom expectations will prevail on the determination of when a student is tardy to class when their expectations are more structured. Teachers will notify students when they are tardy to class.

## **Tardy Consequences:**

- 1<sup>st</sup> Teacher gives consequence or warning to student
- 2<sup>nd</sup> Teacher gives consequence or warning to student
- 3<sup>rd</sup> or more **Referred to Office for excessive tardiness**

**(All tardy referrals to the office accumulate at the office level regardless of which teacher refers )**

## **Tardy Referrals to the Office:**

- 1<sup>st</sup> One period ISR (same period as the tardy)
- 2<sup>nd</sup> One period ISR (same period as the tardy)
- 3<sup>rd</sup> One period ISR (same period as the tardy)
- 4<sup>th</sup> MNS 90 minutes (3:30-5:00) (failure to attend – the student is assigned step #5)
- 5<sup>th</sup> MNS 3 hours (3:30-6:30) (failure to attend – the student is assigned step #6)
- 6<sup>th</sup> MNS 3 hours and a step on the discipline ladder (the discipline ladder takes priority if more severe than the MNS)
- 7<sup>th</sup> Same as the 6<sup>th</sup> referral (7<sup>th</sup> tardy referral or more will be the same as the 6<sup>th</sup>) (refer to discipline ladder for continued consequences)
  - Tardiness starts over at the beginning of each semester at the classroom level but referrals continue to accumulate at the office level throughout the course of the school year.
  - Habitual tardiness may also result in the loss of driving privileges.
  - Monday Night School assignments take priority over athletics, other extra-curricular activities, and work.

## **Leaving School Early**

Students should observe the following procedures when leaving school anytime before 3:15 p.m.:

1. Any student leaving school before dismissal time must have permission from the main office.
2. Students must provide a reason for leaving school early. This must be in the form of a note or phone call from their parent/guardian. A written statement from a physician/dentist may also be used.
3. Students wishing to leave school early must report to the attendance secretary prior to the start of school on the day they wish to leave school early.
4. When the student leaves school before 3:15 p.m., he/she must sign the student "Sign Out Sheet" prior to leaving school.
5. Any student failing to follow these procedures shall be considered truant and subject to such punishment deemed necessary and proper by the building principal or his appointed representative,
6. Any student who is absent or leaves school prior to 3:15 p.m. due to illness may not attend or participate in any extra-curricular activities.

# DISCIPLINE-STUDENT BEHAVIOR - CODE OF CONDUCT

It is impossible for learning to take place in a school unless order is maintained. Students should conduct themselves in a manner which is not disruptive, destructive, or threatening to themselves, classmates, visitors, and/or school personnel. All staff members have the authority to enforce discipline.

One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. One purpose of a discipline assignment is to correct unacceptable behavior. Discipline, by definition, is inconvenient and unpleasant for both the disciplinarian and the student. Disciplinarians are free to offer the choices they feel will be most effective. Some choices are:

- **In School Restriction (ISR):** Students report to the ISR room during the assigned time to serve isolation during school hours. Their school work is provided and a strict atmosphere is enforced. Students may serve a one period ISR, a ½ day ISR, a full day ISR, or a multiple day ISR.
- **Monday Night School (MNS):** The student will report to a designated area after school on Monday promptly at 3:30. Students may be assigned to 1½ hours (3:30-5:00) or 3 hours (3:30-6:30). Monday Night School will be operated like an ISR with a strict atmosphere and students are required to bring school related work to occupy their time. Failure to attend may result in OSS. Rescheduling, if approved, may require the student to serve extra time.
- **Out of School Suspension (OSS):** Students are removed from the building from one to ten days. When suspended, students will not receive credit for daily assignments/work done while on their suspension. Suspended students will be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns. Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension. OSS also indicates concern that the student could be expelled (see expulsion) if discipline concerns continue.
- **Expulsion:** The student will be expelled (removed) from school for one semester or up to a year following state due process guidelines. Students are banned from school, school property, and school related activities during the length of the expulsion. Students will receive no credit for classes during the semester(s) of the expulsion.
- **Alternative Discipline:** Any of various options of disciplinary actions not mentioned previously may be implemented if the administration feels it will inhibit the undesirable behavior and benefit the student and school.
- **Corporal Punishment (padding):** Paddling is legal in the state of Indiana and may be used as alternative discipline.
- **Disciplinary Probation:** Students are placed on probation that limits and/or suspends driving, extracurricular, and social privileges for a specified period of time (see below).
  - **Extracurricular:** This student may not take part in any extracurricular events including but not limited to athletic contests, academic team meets, and class and club parties. The student may still participate in regular meetings and practices with the consent of a building administrator.
  - **Social:** This student may not attend any extracurricular events, dances, school functions outside of the regular school day without the consent of a building administrator.
  - **Driving:** This student may not drive any vehicle to school during the probationary period. The student may not have another student drive his or her vehicle. No vehicle owned by this student or the student's family may be substituted for this vehicle during the probation. Driving to school is a privilege and not a right. The school provides bus transportation for any student living in the corporation boundaries.  
Any attempt to circumvent the suspensions during the probationary period may result in permanent loss of privileges, a lengthening of the probationary period, or further disciplinary action including but not limited to in school restriction, Monday night school, suspension, or expulsion.

The building administrators reserve the right to shorten or lengthen the probationary period based upon student behavior.

The student may shorten the disciplinary probationary period by taking part in the MC Work Program.

## MC Work Program

The MC work program allows students the opportunity to work through their SRT period to earn back privileges lost due to discipline referrals to the office. Students may earn back time from discipline probation and driving revocation by working during this time period. In addition, the program may be used by the administration for alternative discipline rather than administering steps on the progressive discipline plan. **Working during the MC Work Program is voluntary and is the choice of the student.** The following are examples of duties that may be completed by individuals taking part in the MC Work Program:

- Dry mopping floors, wiping and cleaning bleachers, cleaning display cases, washing windows, picking up trash on school grounds, sweeping sidewalks and curbs, weeding and general landscaping, cleaning and disinfecting school tables and chairs, cleaning school water fountains, replacing paper products in restrooms, dusting block walls, removing gum from tables, chairs, etc.

Students must arrange for the work period by signing up on the schedule posted outside the ISR room. School staff reserves the right to limit the number of individuals working during the MC Work Program. Spots in the program are awarded on a first come, first serve basis.

For every SRT period worked, students will shorten their probationary period one day. Students must work at a satisfactory level during the work period and must not be a discipline problem. If students fail to work adequately during the period, the student will not receive credit for working during the period and no reduction in the probationary period will be granted. Continued or severe discipline problems during the MC Work Program will result in disciplinary action.

## Suspension or Expulsion

The following types of student conduct shall constitute grounds for long term suspension or expulsion for one semester, up to one calendar year, subject to procedural provisions:

Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct prohibited by this subparagraph taken from Indiana Code:

- |                        |                                       |                                     |
|------------------------|---------------------------------------|-------------------------------------|
| (1) Alcohol            | (6) Other firearms                    | (11) Fighting                       |
| (2) Drugs              | (7) Tobacco                           | (12) Battery (IC 35-42-2-1)         |
| (3) Deadly weapons     | (8) Attendance                        | (13) Intimidation (IC 35-45-2-1)    |
| (4) Handguns           | (9) Destruction of property           | (14) Verbal aggression or profanity |
| (5) Rifles or shotguns | (10) Legal settlement (IC 20-33-8-17) | (15) Defiance of authority          |
|                        |                                       | (16) Other                          |

**School Work During Suspensions:** When suspended, students will not receive credit for daily assignments/work done while on their suspension. Suspended students will be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns.

## INDIANA STATE LAW: I.C. 20-8.1-5.1

### Sec. 8.

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;

- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

**Sec. 9.** In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Sec. 10.** Suspension/Expulsion continued

- (1) Identified as bringing a firearm or bomb on school property.
- (2) Identified as bringing a deadly weapon on school property.

## **VIOLATIONS AND PENALTIES (DISCIPLINE)**

The Monroe Central Junior/Senior High School Staff is committed to providing consistent discipline procedures that ensure all students have the opportunity to learn, have access to a safe and respectful learning environment, and are held accountable for their actions.

The following section is an attempt to suggest methods of handling certain discipline problems that may occur. An attempt will be made to insure that offenses of a similar nature will be treated in a similar manner, however, it is always understood that the final decision concerning the consequences of any action rests with the school administration and their decision will be final pending due process.

Discipline will get progressively tougher as the student accumulates multiple referrals throughout the school year. Severe discipline problems or infractions may result in step progression but actions may be more severe than those listed. The administration also reserves the right to utilize alternative discipline for any discipline referral.

All discipline referrals begin with the opening of school and end with the end of the school year. Penalties may be carried over to the start of a new year. Records from previous years may be examined to determine a pattern of behavior.

**This is only an example. It is intended to give an idea of what students and parents can expect.**

<b><u>Discipline Referral</u></b>	<b><u>Action</u></b>
#1	One period ISR
#2	One period ISR
#3	One period ISR
#4	One period ISR
#5	One period ISR

**After five major discipline referrals to the office, the following will occur:**

- Mandatory parent and student conference with the administration.
- **The student will be placed on disciplinary probation for four weeks.** This includes loss of driving privileges and ability to take part in extracurricular and social activities (see disciplinary probation guidelines).
- Discussion of consequences after 10<sup>th</sup> discipline referral.

<u>Discipline Referral</u>	<u>Action</u>
#6	Monday Night School-90 minutes
#7	Monday Night School-90 minutes
#8	Monday Night School-3 hours
#9	Monday Night School-3 hours
#10	One day suspension from school

**After ten major discipline referrals to the office, the following will occur:**

- Mandatory parent and student conference with the administration.
- **The student will be placed on disciplinary probation for eight weeks.** This includes loss of driving privileges and ability to take part in extracurricular and social activities (see disciplinary probation guidelines).
- Discussion of consequences of further referrals.

<u>Discipline Referral</u>	<u>Action</u>
#11	Three days OSS
#12	Five days OSS

**After the 11th – 12th major discipline referrals to the office, the following will occur:**

- Mandatory parent and student conference with the administration.
- **The student will be placed on disciplinary probation for the remainder of the school year (see disciplinary probation guidelines).**
- Discussion of consequences of further referrals.

<u>Discipline Referral</u>	<u>Action</u>
#13	Ten days OSS with recommendation for expulsion

**Cell Phones (or similar devices)**

1. Use (out-going calls, in-coming calls, text messaging, camera use, game-playing, or any other use) or possession of electronic devices including, but not limited to, cell phones, pagers, or other audio/video devices is strictly prohibited during school hours.
2. Cell phones and other similar devices are to be turned off and placed within the student's locker upon the student's arrival to school.
3. The possession or use of a cell phone or similar device within the building will only be allowed after the afternoon bell at approximately 3:15 pm.
4. The possession or use of such devices includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act.

Should a student utilize or be found in possession of a cell phone or other similar device during the instructional day, the device shall be confiscated by a staff member and be given to an administrator.

- First Offense: Teacher will confiscate the device and submit to office with referral. The cell phone or similar device will be released to the student at the end of the school day. Referral with written warning will be logged into student discipline file.
- Second Offense: Teacher referral to office will be logged into discipline file. The student will receive a step on the progressive discipline plan and appropriate consequences will be assigned. The cell phone or similar device will only be released to parent or guardian; not to student. The administration will meet with parent and student at this time to address the problem and advise that further offenses will lead to stronger disciplinary action.
- Third Offense: Teacher referral to office will be logged into discipline file. Incident will be treated as repeated insubordination and the student will be suspended from school ranging from one to three days. Parent will pick up cell phone or similar device.
- Fourth Offense: Teacher referral will be handled by administration with disciplinary action to include suspension of one to ten days. This and further incidents of disobedience may result in recommendation for an expulsion hearing.

The use of cameras on phones is strictly prohibited. Such use may result in automatic out of school suspension.

Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken in accordance with the cheating policy at Monroe Central Jr./Sr. High School..

Should a student refuse to hand over a cell phone or similar device when requested to do so by school personnel the consequence may be automatic out of school suspension.

Students bring these devices to school at their own risk. Monroe Central Schools, Monroe Central Junior/Senior High School, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, Monroe Central will not utilize administrative time to investigate the incident nor will the corporation take any financial responsibility for the cell phone or cell phone charges.

**Cheating** (handled by the teacher and a referral sent to the office for student's file)

Cheating: To act dishonestly or practice fraud. This includes such actions as copying school work or allowing another student to copy your school work without the teacher's permission.

1st - Automatic "0" on entire assignment or test, parent notified

2nd - Automatic "F" for grading period, parent notified

3rd - Automatic "F" for semester, parent notified

**Truancy**

Truancy is defined as being absent from school or class without school and parent/guardian permission. Each situation will be dealt with on it's own merit and students may receive a step on the progressive discipline plan..

1st Offense – Monday Night School (3 hours)

2nd Offense – 3 days out-of-school suspension and referral to the Randolph County Probation Department.

3rd Offense – 5-10 days out-of-school suspension/expulsion for semester or year.

## DISCIPLINE GUIDE

This guide is to inform students and parents of various rules violations and their range of possible consequences. This is only a sample of possible violations. More information regarding student discipline can be found on the previous and following pages.

NOTE: Discipline is cumulative for the entire school year and treated as such.

- The discipline code is in effect from the time a student leaves for school in the morning until he/she arrives at home in the evening and/or any circumstances covered under IC 20-8.1-5.1 (Indiana Code)
- Consequences for each individual behavior are determined according to the nature and severity of the infraction and the frequency of misbehavior (number of times the student has been referred to the office).
- Repeated violations of “minor” offenses may result in suspension and ultimately expulsion.
- Major violations that require suspension with their first incident, such as fighting and tobacco, will also accumulate with minor offenses to determine future consequences.

### RANGE OF POSSIBLE CONSEQUENCES

(This guide is only a sample of possible violations and is not all inclusive)

BEHAVIOR	ISR	Monday Night School	Suspension	Alternative Discipline	Expulsion
Bus misconduct	X	X	X	X	X
Forgery or misrepresentation	X	X	X	X	X
Conflict oriented behavior	X	X	X	X	X
Disrespect or insubordination to school employees	X	X	X	X	X
Dress code violations	X	X	X	X	X
Driving violations	X	X	X	X	X
Electronics, radios, pagers, cellular phones, etc.	X	X	X	X	X
False fire alarm/bomb threat/abuse of emergency equip.			X		X
Fighting			X		X
Horseplay	X	X	X	X	X
Inappropriate behavior with substitute teacher	X	X	X	X	X
Intimidation or harassment	X	X	X	X	X
Leaving class without permission	X	X	X	X	X
Lunchroom problems	X	X	X	X	X
Passive resistance	X	X	X	X	X
Physical attack on staff					X
Pornographic materials			X		X
Profanity, obscenity, or offensive language/behavior	X	X	X	X	X
Public display of affection (hand holding only permitted)	X	X	X	X	X
Sexual harassment			X		X
Stealing			X		X
Technology Abuse/Misuse	X	X	X	X	X
Truancy	X	X	X		X
Unsupervised and/or inappropriate area	X	X	X	X	X
Use/possession/under influence of alcohol, a controlled substance or “look alikes”			X		X
Use/possession of tobacco products, or “look alikes”			X		X
Use/possession of matches or lighter	X	X	X	X	X
Use or possession of fireworks/explosives	X	X	X		X
Vandalism to public or private property	X	X	X	X	X
Water devices, squirt guns, water balloons, etc.	X	X	X	X	X

- MCHS administration reserves the right to make exceptions to any actions referred to in this handbook and respond according to their professional judgment as it pertains to the benefit and welfare of the student, student body, or school atmosphere and process.
- Corporal Punishment (paddling) is legal in the state of Indiana and may be used as alternative discipline.

## Exclusion

Any student may be excluded from school in the following circumstances, subject to procedural provisions:

- A. If he/she has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the school community
- B. If his/her immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where, on account thereof, the student's presence in school would constitute an interference with school purposes.
- C. Where any student is mentally or physically unfit for school purposes subject, however, to the procedure set up under the provisions of the IC 1971, 20-3-8-5, and to the limitations and regulations authorized to be established thereunder by the State Board of Education.

## Dress Code

The faculty and administration of Monroe Central assumes that the student and his/her parent will accept the major responsibility for the student's appearance. When in the judgment of the building principal or appointed representative, student dress is dangerous, offensive, and/or objectionable within the bounds of good common sense, the student who is so dressed shall be asked to call his/her parent(s) to come to school to pick him/her up to be taken home to change into acceptable clothing.

- The following shall be guidelines for student dress at Monroe Central High School.
- No compression/spandex shorts or pants without outer covering.
- Shorts that are too tight or too short are not permitted. As a general guideline, shorts shall not be more than five inches above the kneecap.
- Pants and shorts with writing on the rear end will not be permitted.
- Pants will be worn appropriately at the waist. Sagging or worn low at the waist will not be permitted.
- No pants or tops with cuts and/or holes. (Pants cannot have cuts or holes more than five inches above the knee cap)
- Skirts/Dresses: The bottom hem of skirts and dresses shall not be more than five inches above the kneecap.
- Shirts must cover the shoulders (no spaghetti straps or low open side cuts/cut-off shirts allowed).
- Tank Tops must have a width of four (4) fingers across the shoulders and not be low cut or too tight.
- No mesh or see through clothing unless appropriate clothing is worn underneath.
- No shirts and/or tops with bare midriffs. No skin will show between the bottom of the shirt and the top of the pants while standing and/or walking.
- No clothing or insignias that advertise or communicate alcohol, sexual nature (includes dual meanings), tobacco, drugs, violence, racism, hate messages, or inappropriate language.
- Chains on clothing or on the person are not permitted at school.
- No hats or hoods in the building. Inappropriate headgear including bandanas will not be permitted. The administration will make a determination if questions arise.
- Must wear shoes or other appropriate footwear. Slippers are not permitted.
- No sunglasses may be worn in the building (medical exception).
- Any other dress that is considered improper by the administration.

## Procedures for Expulsion and Exclusion

The following procedures shall be followed before a student is disciplined by an expulsion, or is excluded, as defined in Article A under "Definition of Terms."

- A. A written charge shall be filed by the principal with the superintendent. If the superintendent deems that there are reasonable grounds for investigation or that an investigation is desirable, he shall within twenty-four (24) hours after such charge is filed, appoint a hearing examiner.
- B. The hearing examiner shall within two (2) school days after he is appointed, or such additional time not to exceed two (2) school days as is reasonably necessary, give a statement to the student and his parent, custodian, or guardian that a hearing upon the charges will be scheduled if the student or his parent, custodian, or guardian requests in writing delivered to the hearing examiner in person, or by registered or certified mail, within ten (10) calendar days.

The statement shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for expulsion or exclusion. This shall include a summary of the evidence to be presented against the student but this provision shall not be technically interpreted if there is a good faith effort to make such a statement.
2. The penalty, if any, the principal or his designee has requested in his charge and any other penalty to which the student may be subject.
3. A description of the hearing procedures.
4. A statement that the student, his/her parent, guardian, or designee may access the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and a right to know the identity of the witnesses to appear against him, except where the giving of such names of the witnesses may, in the opinion of the hearing examiner, subject them to unreasonable harassment.
5. A statement that the student, his parent, guardian, or designee has a right to a hearing on the specified charges before expulsion or exclusion can be invoked. The student, his parent, guardian, or designee must request a hearing in writing and deliver this request to the hearing examiner in person or by registered or certified mail within ten (10) calendar days after the statement is given. If the penalty in the charge by the principal or his designee shall automatically go into effect upon the fifth school day following receipt of the statement required in this sub-paragraph (B) and the request for the hearing is made following such fifth day, such automatic penalty shall immediately be rescinded. Whereupon the authority to make findings of fact, to recommend punishment, if any, and to impose any interim suspension beyond the principal's authority shall be transferred to the hearing examiner. If such a hearing is not requested within ten (10) calendar days following this statement, all rights, administratively and judicially, to contest and appeal, the penalty requested in the charge of the principal or his designee shall be waived.

## **DRUG/ALCOHOL TESTING (REASONABLE SUSPICION)**

Maintaining a safe, healthy environment, free from substance abuse, is conducive to student learning and is an important goal for the school and the community. In light of on-going concerns about substance abuse by students, Monroe Central Junior/Senior High School will require drug and or alcohol testing of students when there exists a reasonable suspicion that they may be in possession of or under the influence of drugs or alcohol, or abusing other substances. As used in this policy, the terms "substance abuse," "drug or alcohol abuse," "drug or alcohol problems" or similar phrases include, without limitation, the following:

- \* Possession, use, abuse, or under the influence of any drug, intoxicant, controlled substance, or other substance made unlawful by law or regulation

- \* Possession, use, or under the influence of any alcoholic beverage or similar intoxicant

- \* Possession, use, or under the influence of any prescription medication or legend drug not strictly in accordance with the direction of a licensed physician and Indiana Statute

- \* Possession, use, or under the influence of any non-prescription or over the counter medication or any other substance, legal or illegal, that noticeably impairs or alters mood, behavior, motor skills, or mental function (except when used strictly in accordance with the direction of a licensed physician and Indiana Statute)

"Use" means consuming, ingesting, drinking, injecting, inhaling, demonstrating, or smoking.

"Under the influence" means any positive test administered under this policy or obvious physical or mental impairment. For alcohol, this includes any confirmed test with a value of .020 or greater.

"Alcohol" means ethyl alcohol including all beverages, mixtures, medications, inhalants, or any preparation containing alcohol.

"Drug" means any substance that has mind or function altering effects upon the human body or that impairs a person's ability to safely perform work and includes, but is not limited to, all prescription and over-the-counter medications, psychoactive substances, controlled substances, all substances illegal under Federal or Indiana law, all synthetic, look alike, counterfeit, or designer drugs, all drug paraphernalia, and any aerosols, vapors, or chemicals intended for abuse.

The student drug and alcohol testing program has been established for the following purposes:

- \* To ensure the safety and security of our schools

- \* To discourage and reduce the use of drugs and alcohol at school, school related events and activities, and when traveling to and from school or school activities

- \* To identify and aid students who might have substance abuse problems
- \* To provide students and parents information on ways to prevent drug/alcohol abuse
- \* To allow for effective transition of students back into school after treatment

Drug and alcohol testing for students suspected of being under the influence is a form of search. School searches may be justified by reasonable suspicion that the student to be searched violated the law or school rules. The search must be reasonable at its inception and in scope. Drug and alcohol testing may be required if school authorities have a reasonable suspicion to believe that a student is in possession of or under the influence of drugs or alcohol.

Reasonable suspicion includes, but is not limited to, the observation of negative behaviors as outlined above and/or specific indicators concerning the appearance, behavior, odors, impaired motor coordination, glazed or bloodshot eyes, dilated pupils, slurred speech, sickness such as vomiting or disorientation; information received by the principal or designee from teachers, parents, students, employees, or detection devices considered reasonably reliable; the past record of a student with any of the above and below mentioned factors; an accident involving a motor vehicle before during or after school hours at school or in any other school district location defined as any school building on school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school activities; on or off school grounds at any school sponsored or approved activity, event or function; or during any time when students are under the supervision of employees or volunteers when engaged in any school business or under school auspices.

Students who use or abuse drugs/alcohol often exhibit negative behaviors and other indicators of their problem. These indicators of reasonable suspicion can include, but are not limited to the following: \* Mood swings \* Aggressive or lethargic behavior \* Smoking \* Risk-taking \* Paranoia \* Falling grades \* Bragging or talking to other students about drug/alcohol use \* Psychosis \* Loss of interest in school or favorite activities \* Significant deterioration in grooming, grades or attendance \* Truancy, tardiness, or excessive absence \* Isolation from friends and family \* Depression and or withdrawal

The school has the right to request an appropriate specimen such as urine, breath, sweat, saliva, hair, or any specimen deemed reasonable in conducting drug or alcohol tests based on reasonable suspicion when:

- \* If an administrator, teacher, or other staff member has such reasonable suspicion that a student might be in possession of or using drugs and/or alcohol.
- \* The student violates the school policy pertaining to the use, possession, or being under the influence of drugs or alcohol.

A staff member who reasonably suspects a student is under the influence of drugs or alcohol will fill out the approved reporting form and give it to an administrator or designee immediately. The administrator or designee will review the report and interview the student.

If it is determined that reasonable suspicion exists to test, the school will use a commercially available testing product. The tester will be trained in its proper use. If no trained tester is available, or if no test is available, the student will be referred to a laboratory of the school's choosing at school expense. Any onsite testing by the school will be done with a third party present. The parents of the student will be notified and allowed to be present when possible.

A student's refusal to submit to a test or provide a valid specimen as described above will be considered an admission of a violation of school policy pertaining to the use and/or possession of drugs or alcohol and will be dealt with according to the provisions of the school handbook for possession or use of drugs and/or alcohol. If an outside laboratory is used, and the laboratory reports that the specimen is adulterated or invalid for the student, the school will deem it as a refusal to provide a valid specimen as above.

Waiver of Testing: At any time prior to being under reasonable suspicion, a student may admit to a substance abuse problem and seek help. Students and parents will be given the names and contact information for substance abuse counseling available in the area. This admission will count as a first “positive” test but no disciplinary action will be taken. A follow-up test will be performed after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to continue as a student in good standing including participation in extracurricular activities. If a “positive” result is obtained from the “follow-up” test, or any later test of that participant, the regular testing procedure shall be followed.

Upon being selected for a test under this policy by reasonable suspicion, request of a parent/guardian, or a follow-up test, a student will be required to provide a fresh sample of the material to be tested (hair, urine, saliva, etc.), according to the quality standards of the method being used.

Specimens to be tested off site will be turned over to a testing laboratory, and each specimen may be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

Chain of Custody: A certified testing company will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker.

For outside testing, the student will agree to fill out, sign and date any form required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

After it has been sealed, the specimen will be transported to the testing laboratory. The testing laboratory will report the results back to the principal/administrative designee.

Test Results: This program seeks to provide needed help for students who have a verified “positive” test. The students’ health, welfare, and safety will be the reason for disciplining students. The principal/administrative designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a “positive” test has been satisfactorily explained.

If a “positive” test was performed on site, a second sample will be collected from the student and that sample will be submitted to a certified lab, following the collection and chain of custody procedures outlined in this policy, in order to verify the “positive” result. At this time, the student will be disciplined according to the school’s discipline guidelines as found in the student handbook. Law enforcement agencies may be contacted at any time during this process. If the subsequent laboratory test returns negative, no academic penalty will be assessed and the student will be reinstated in good standing.

If the test is verified “positive” by the laboratory, the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the regular testing procedure shall be followed.

In addition, the student or parent/guardian may appeal by requesting that the specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian.

Monroe Central Schools reserves the right to continue testing at any time during the remaining school year any student who tested “positive” and did not make satisfactory explanation. This testing will follow the reasonable suspicion standard found elsewhere in this policy.

Information test results will be shared on a “need to know” basis with the student’s teachers, coach, sponsor, or other school employees.

Financial Responsibility: Under this policy, Monroe Central Schools will pay for all initial reasonable suspicion drug tests, and all initial “follow-up” drug tests. (Once a student has a verified “positive” test result and has subsequently tested negative from a “follow-up” test, any future “follow-up” drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

A request on appeal for another test of a “positive” specimen is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Confidentiality Testing completed under reasonable suspicion circumstances may be shared with juvenile justice and other law enforcement entities.

Guidelines for Action:

Negative test result--student returns to class with no sanctions unless otherwise impaired or in violation of school rules

First positive test result--5 days out of school suspension, placed on probationary status, extracurricular sanctions

Second positive test result--10 days out of school suspension, recommendation for expulsion for remainder of semester up to two successive semesters, extracurricular sanctions

Third and successive positive test results--10 days out of school suspension with a recommendation for expulsion up to two successive semesters, extracurricular sanctions

## **GUM, CANDY, DRINKS, AND OTHER FOOD**

Careless use and disposal of gum candy, drinks and other food presents a sanitation and cleaning problem and may be deemed vandalism to school property. Food and drinks are not to be taken into classrooms without the prior approval of the administration or classroom teacher. Students may store their lunches in their lockers as long as food and drinks are properly sealed. The administration will develop rules to regulate the use of these items as conditions warrant.

## **HALL PASSES**

1. Students are not permitted in the corridors during class periods unless they are accompanied by an instructor or have a hall pass from a staff member.
2. Students shall not misuse the "hall pass" privilege by wandering freely around the corridors. A student out of class for any reason using a hall pass shall go directly to their destination, conduct their business, and promptly return to their classroom.
3. Students who abuse the privilege of using hall passes shall lose the privilege.

# GENERAL INFORMATION

## ANNOUNCEMENTS

Announcements will be made daily. Notices of club meetings, athletic, and social events, general information, and specific instructions are read each regular school day. Each announcement must bear the signature of a faculty member.

The regular school schedule begins each day at 8:05 A.M. and ends at 3:15 P.M. Students are asked not to arrive at school before 7:30 A.M. unless they have an appointment with a teacher. First bell rings at 8:00 A.M. and the final bell to begin classes rings at 8:05 A.M. Students are considered at school when they arrive on school property or when they board the school bus.

All rooms and corridors should be vacant by 3:30 P.M. Exceptions will be made for those students permitted by teachers to remain for make-up work or extra-curricular activities. **All** students remaining in the building after 3:30 **must** be supervised by a staff member.

## ASSEMBLY PROGRAMS

Frequent assembly programs for students are held during the school year. All students are expected to act like ladies and gentlemen at all programs:

- Arrive on time and find a seat quickly.
- Give prompt attention when the person in charge appears at the speaker's stand.
- All students are expected to stand during the playing of the school song.
- Refrain from talking or doing anything which would disturb other members of the audience while the program is in progress.
- It is inexcusable for one person to spoil others' pleasure in the program.
- Applaud in a manner which is suitable to the type of program selected.
- Applause which includes stomping, whistling, or shouting ceases to be a compliment to the person who has just appeared.
- Talking, eating, reading, chewing gum, distracting, or disrupting in any way during the program is inappropriate.
- Wait to be dismissed by the person in authority when the program has been concluded.

The consequences for disrupting an assembly program will be determined by the school administration.

## BOOK RENTAL AND LAB FEES

### A. Book Rental

1. Students may rent all necessary textbooks for all school subjects.
2. Book rent fees should be paid in full at the time the student receives his books.
3. An accurate record will be kept of all books distributed to all students. The student is responsible for all books rented to him/her from the school.
4. Students should return all rented books to the designated place whenever book return periods are announced.
5. Students are responsible for all books checked out to them and will pay for any lost or damaged books.
6. If a student loses a book anytime during the school year, he/she should immediately report this to the office.
7. If, for any reason, a student withdraws from the school, it is his/her responsibility to return all books rented to them, in good repair.

### B. Lab Fees and Workbooks

1. Due to the increase in the use of expendable items and the nature of certain departments, it is necessary to charge a fair and small lab fee for certain classes.
2. Students may also be asked to purchase workbooks and business practice sets for some classes.

C. Free book Rental and/or Supplies: Application forms are available in the office for anyone wishing to apply for free textbook rental and school supplies.

## **LOST/DAMAGED TEXTBOOKS**

Report lost or damaged textbooks to the teacher of that subject and ask to be issued a new textbook. The fee for the lost or damaged book will need to be paid before the end of the current semester. If the lost book is found and is in good condition, no charge will be made.

## **BULLETIN BOARDS, POSTINGS, AND DISPLAY CASES**

All information placed in display cases, on bulletin boards, or anywhere else in or at school by students **must be cleared through the principal's office before being posted.**

## **BUS REGULATIONS**

Bus transportation is provided by the corporation and students are encouraged to utilize this service. For reasons of safety and comfort students riding school buses shall observe all regulations set forth by the bus driver and the school. Upon recommendation, school authorities may deny the privilege of riding on the school bus to any students who do not conduct themselves appropriately on the bus.

## **CAFETERIA**

- A. The school cafeteria is maintained as a vital part of the health program of the school. Good food is offered at reasonable prices. Students may purchase food from the cafeteria or bring their own lunch. Students are not allowed to leave school grounds for lunch.
- B. In order to keep the cafeteria clean and attractive, the following rules must be observed:
  1. Deposit all litter in wastebaskets.
  2. Return all trays and utensils to dishwashing area.
  3. Leave tables, chairs, and floors clean for others to use.
  4. Keep cafeteria in good order; no cutting in on cafeteria lines by students.
  5. NO EATING OUTSIDE THE CAFETERIA AREA!! All goods must be eaten in the cafeteria at the tables. Do not take food to other parts of the building.
  6. DRINKS: Only high school students are permitted to take drinks to their lockers. All drinks near lockers must have a sealable cap and remain at their locker.

## **CARS/VEHICLES AND STUDENT DRIVERS**

Sitting in or going to a car in the parking area before school, during school, or while at school functions without permission is prohibited. This includes all lunch periods.

- The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others.
- The Board will permit the use of motor vehicles by students, in accordance with the guidelines of the Corporation, provided that such students are licensed drivers and have been granted permission by the Principal to drive a motor vehicle on school grounds.
- The Board prohibits any vehicle as defined in I.C. 9-1-1-2 (a), including snowmobiles as defined in I.C. 9-1-1-2 (c) to be brought on school property at any time unless properly registered with the building principal. Failure to register these vehicles shall be considered trespassing upon the corporation property.
- The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

### **Students Dropped Off/Picked Up by Parents (before and after school)**

- Before school drop off at stop sign on Bear Lane or North Parking Lot (staff lot).
- After school pick up (3:15 pm dismissal) in the North Parking Lot ONLY (staff lot).

The administration shall develop administrative guidelines for the operation and parking of motor vehicles and shall disseminate those rules to all students affected. The administration shall establish standards for the granting of permits which all student drivers will be required to display in the windshield of their vehicle.

**Parking:** Students are not permitted to park next to curbs, in any areas designated for faculty/staff or visitors, or on the north side of the high school.

1. Only students in grades 9-12 and are licensed drivers are permitted to drive to school.
2. Each student who drives a vehicle to school must adhere to school rules and regulations.
3. Each student will have on file in the principal's office a "Permit to Drive Form" filled out and signed by parents and students. Students will display a parking permit from the rear view mirror in the front windshield. A small fee to cover the cost of permits may be assessed to drivers.
4. Student drivers must park in the designated area for student parking.
5. All vehicles are to be parked as soon as possible upon entering school property and all occupants are to immediately leave the vehicles.
6. Students are not permitted in the cars or parking lot during the school day without permission of the teacher and the office.
7. Speeding or careless driving on school property, or bordering school property, is prohibited.
8. Three or more tardies may result in loss of driving privileges.
9. Seat belts will be worn by driver and all front seat passengers in all vehicles operated on campus at all times.
10. Passengers are not allowed to ride outside of passenger compartments (beds of trucks are prohibited).
11. Driving privileges will be suspended for a minimum of four weeks following a positive drug test in either the random or reasonable suspicion testing program. Probationary driving privileges may be restored following the four week period and a follow up negative test.
12. Violations of any of the above rules could lead to suspension or termination of driving privileges.

## **COLLEGE VISITATIONS**

Seniors may arrange one (1) day for a college visitation. All visitations must be prearranged by the Director of Guidance. Parent permission must also be received.

## **CONTRACTS AND OBLIGATIONS**

Students may not make commitments with anyone which are binding on the school, its clubs, or organizations. A sponsor or other delegated school authority must make these arrangements and have them approved by the principal.

### **DANCE POLICIES**

All MCHS rules apply at all school functions. This includes behavior and dress code. No students will be admitted to dances at if they arrive more than one hour after the beginning of the dance. Students who leave the dance are not permitted to re-enter.

### **DANCES AND GUESTS**

A student requesting to bring a guest or friend who is not a Monroe Central Jr/Sr High School student **MUST** have a **Dance Guest Request Form** completed prior to purchasing tickets to the event. This form requires the signature of the administrator of the guest's school. This form must be completed, approved, and presented at the time of the purchase of the tickets for the event. No student in 6<sup>th</sup> grade or below will be allowed to attend a dance at the Jr/Sr High School. **PROM:** The Jr/Sr Prom is for Juniors and Seniors of MCHS. Anyone who is not a Junior or Senior at MCHS must be the guest of an MCHS Junior or Senior. No students below grade 9 are permitted to attend the Prom.

## **Monroe Central School Corporation Electronic Media Acceptable Use Policy**

Being a public school in the state of Indiana, it is our belief that having access to information regardless of format or technology is a privilege of citizenship given to each of us by our country's democratic liberties. These liberties extend to all citizens of our school district.

It is the intent of Monroe Central School District to keep its mission statement and educational goals in mind when making decisions concerning access to the Internet by students. Access to the vast libraries, databases, bulletin boards and other electronic media that the Internet provides, gives our students essential skills that they may

need as future employees in our technological society. Before student access at school can be initiated, evaluation of Internet resources by competent school staff must be completed. If students navigate into areas not yet previewed, then guidelines and lists of resources related to our school district's learning objectives should be provided by our staff.

For Internet use outside of school, it is our belief that parents, guardians, friends and relatives have the responsibility to help students learn about other information systems that might be available to them and how to use them.

At Monroe Central access to the Internet is a privilege, not a right. Students must be responsible users to remain eligible to use the Monroe Central School District's Internet access point. This means students need to follow guidelines set forth by this policy while using any district computer. Right of privacy in regard to student data files and other electronic media may not always be considered. Staff members or school administration may need to review these files to insure user responsibility on our school network.

Any student using Monroe Central School District's Internet access must abide by the following:

1)The student must have permission from members of the Monroe Central Internet staff. The Internet staff consists of certified teachers and administrators of Monroe Central School Corporation.

2)A Monroe Central Internet staff member must supervise the student(s).

3)The student must be responsible for appropriate behavior while on the Internet, just as in any other classroom setting in the school.

4)The following uses of school provided Internet access are not permitted by any students or staff:

- a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b)to transmit obscene, abusive, or sexually explicit language;
- c)to violate any local, state, or federal statute;
- d)to vandalize, damage, or disable the property of another individual or organization;
- e)to access another individual's materials, information, or files without permission;
- f)to violate copyright or otherwise use of intellectual property of another individual or organization without permission;
- g)to visit objectionable Web sites such as pornography or hate/crime sites;
- h)gambling, electronic day trading, publicly expressing personal opinions as in online chat rooms, instant messaging, or in conducting illegal activities;
- i)playing of online games that are not within the scope of curriculum objectives;
- j)viewing of online streaming videos that are not part of school curriculum or Indiana state standards for education.
- k)downloading of files or programs to network computers that cause damage or file corruption to any Monroe Central computers or other electronic devices;
- l)downloading of any program like Weather Bug that requires constant updating which reduces network bandwidth for other internet users;
- m)attaching of any personal laptop, notebook or any other computing device to the Monroe Central computer network without written permission from the technology director. The personal technology equipment responsibility waiver form must be submitted if permission is to be granted;
- n)attaching of any personal electronic device to any Monroe Central computer without written permission from the technology director;
- o)utilization of any social networking type system (i.e. message boards, instant messaging, blogs, text messaging systems, etc.)

5)Laptops, electronics, etc.---Any laptop computer, electronics, etc. that is not school property shall not be connected in any way to the school's network without written permission from the technology director. Personal property of the student, any staff member and / or family is not the responsibility of any school or the school corporation. The school and / or school corporation is not responsible for any loss or damage to any students' or staff's personal property.

6) Wireless electronics, etc.---Any personal wireless equipment shall not be attached to any part of the school network or be used to set up an individual wireless environment on school property without written authorization from the corporation technology director.

7) The following guidelines shall be used for school provided e-mail access by students or staff:

- a) No subscribing to list server e-mails that are not related to school business.
- b) No distribution of chain letters, inappropriate humor or pornography via e-mail.
- c) Legal restrictions on uploading or downloading of copyrighted, obscene, objectionable materials as they apply to e-mail messages or attachments.
- d) E-mail is a business communication tool that is owned by the school corporation.
- e) E-mail comes with no guarantee of privacy so users should apply sound judgment in its use at school.
- f) Each user of e-mail has a responsibility for information being transmitted and should equate e-mail communications to a public meeting.
- g) Large e-mail attachments are allowed by staff only after prior authorization from the technology director. These allowances will only be for a limited period of time and not permanent unless otherwise stated.
- h) Web mail accounts are not to be accessed by anyone using the Monroe Central Network.

8) The following guidelines shall be used for school provided network computer use and data storage by students / staff:

- a) The networked computers are no longer solely personal, but have a higher function as a computing resource.
- b) Downloading or installing of software to a networked computer must not be done without authorization from the technology director or principal. The computers are set up with a standard set of software to function on the network. Certain stand-a-lone computer software will conflict with a network setup.
- c) Personal hardware shall not be attached to the networked computers such as zip drives, digital cameras, additional drives or devices, etc. without written authorization from the technology director. The personal technology equipment responsibility waiver form must be submitted if authorization is granted. However, flash/media drives may be used by students in high school lab 142, lab 408, designated locations in lab 141 and designated locations in library. These drives may also be used in designated areas of the elementary. Monroe Central teachers and staff may use flash/media drives on their classroom/office computers.
- d) Personal school data, if not placed in the network users folder on the file server, is the sole responsibility of the user for backup purposes.

9) Student Use of Corporation Computers

All computers in the school corporation are the property of Monroe Central School Corporation. The corporation technology director must first approve installation of any software by staff members on computers. Students are not permitted to install software onto any corporation computer. The technology director or his/her designated staff will complete all installations. Damage to any computer or related technology equipment by students or staff may result in disciplinary action consistent with what might be administered in the case of damage to any other kind of school property.

10) Web Publishing and Right to Privacy

As part of the Monroe Central educational program students and staff will have the opportunity to publish documents and / or projects on our school web page. Those documents / projects may include honor roll, team rosters, club member lists, web pages, research projects, group photographs.

### **IMPORTANT NOTICE:**

Unless you do not want your child's name, picture, or any other information published it will be assumed that we have permission to do so. If you do not want information about your child to be published contact your building principal.

UNDERSTAND THAT IF YOU OPT NOT TO HAVE INFORMATION ABOUT YOUR CHILD PUBLISHED – THAT WILL INCLUDE NOT ONLY THE INTERNET, BUT ALL PUBLICATIONS – INCLUDING COMMUNITY AND / OR SCHOOL NEWSPAPERS, ATHLETIC PROGRAMS, PUBLIC HONOR ROLL PUBLICATIONS, PLAY OR MUSICAL PROGRAMS, ETC.

Violations of any district policy / guideline may result in loss of Internet / e-mail privileges or confiscation of item or items. For extreme violations appropriate school and / or law enforcement authorities may be involved. Monroe Central School District makes no warranties or guarantees regarding the Internet access it is providing to users. The school district is not responsible in the following cases:

- 1) Any damages to user's data loss resulting from delays or interruptions while the user is on the Internet;
- 2) The accuracy, nature, or quality of information the user gathers through the Internet access;
- 3) Damage to personal property used to access school district's computers, networks, or Internet access;
- 4) Any unauthorized financial obligations resulting from access to the internet.

### **EMERGENCY PROCEDURES**

Emergency Procedures for evacuating the building during fire drills or tornado drills are posted in each room of the building and must be followed. Each drill shall be treated as an actual emergency situation.

### **STUDENT SERVICES**

Student Services at Monroe Central is a program to help students solve their personal, vocational, and educational problems and to improve their educational and vocational planning. Our guidance counselor and all teachers are always willing to counsel with students and to assist them whenever possible.

#### **DO YOU NEED TO SEE YOUR COUNSELOR?**

Go to the Department of Student Services before school, during lunch, during study hall, or after school and make an appointment. Should an emergency occur that necessitates your seeing a counselor immediately, get a pass to the Student Services Office from your teacher.

#### **DO YOU NEED TO EXIT FROM SCHOOL?**

The State of Indiana requires that students remain in school and finish the semester until they are 18. A student under the age of 18 who wishes to exit from school for any reason must bring his parent or guardian to the office of the principal.

A student transferring to another school must bring his/her parent/guardian to meet with the Registrar. The student will be given a withdraw form to take to each of his/her teachers for a signature and withdraw grade. This form must be completed and returned to the Registrar before leaving the building. All debts incurred at school must be returned to the Treasurer's Office before any refunds on book rental can be made.

#### **PERMANENT RECORDS AND TRANSFERS**

The Student Services Office keeps permanent records on each student in the school. These records include information concerning the student's achievements, attendance, punctuality, and citizenship. The office will provide a transcript of high school records when needed for a prospective employer or for another educational institution for a

fee of \$2.00.

### **CREDIT FROM PRIVATE SCHOOLS**

Students will be evaluated on an individual basis. Testing may be required.

### **DROP/ADD, WITHDRAWAL POLICY (FROM A COURSE OR COURSES)**

The selection of an individual student schedule is a serious responsibility and should be treated as such. Monroe Central Department of Students Services Personnel meet individually with each student to plan the best possible program of study for each school year.

Any student wishing to make a schedule change should contact the Department of Student Services before the end of the school year or during the summer. During the summer, Student Services Personnel are available during the first two weeks and the last two weeks of summer break to discuss schedule changes. **After school has begun for the year, schedule changes will NOT be made after the first two weeks of the grading period in each semester.**

Schedule changes will be made under these circumstances:

1. Planned career changes
2. Up-grade from one academic program to another
3. Make-up of a required course for graduation.
4. To eliminate course duplication

Efforts will be made to allow students to remain with the same teacher from first to second semester; however, specific teacher requests cannot be honored. Any student removed from a class due to disciplinary actions or attendance will receive no credit. This also applies to summer school classes and vocational students. Students removed from a class after the two week period will receive a WF on their transcript.

### **FAILED GRADUATION QUALIFYING EXAM? (GQE)**

Students who failed to pass the GQE their sophomore year will have four more opportunities to pass the GQE in their junior and senior years of high school. Additional instructional time will be offered to students to help them overcome areas of weaknesses demonstrated on the GQE.

There are three ways students may demonstrate mastery of the standards tested on the GQE.

- Pass the GQE in mathematics and English/language arts;
- Complete Core 40 with a "C" or better in each course; or
- Appeal their test results with 95 percent high school attendance rate, a "C" average in the 22 credit hours required of all Indiana high school graduates, take the test at least once a year, participate in remediation opportunities provided by the school, gain the recommendation of a teacher in mathematics or English that is backed up by documentation of mastery of the subject area, and have the principal concur with the teacher's recommendation.

### **HARASSMENT**

Harassment will not be tolerated at Monroe Central Junior Senior High School. Physical, verbal, sexual, or other forms of harassment of employees or students in the school corporation is strictly prohibited. Harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or classroom performance; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or classroom performance decisions affecting such individual; or (3) such conduct (a) has the purpose or effect of unreasonably interfering with the individual's ability to perform in the classroom or (b) creates an intimidating, hostile, or offensive educational environment. Students who believe they have been subjected to harassment have certain rights and responsibilities:

#### **STUDENT RIGHTS/RESPONSIBILITIES**

**Rights:** All students have the right to pursue their education in an environment which is both safe and supportive and to be free from the following when at school or school activities:

1. Physical harassment to include touching, slapping, pushing, hitting, or punching.
2. Verbal harassment to include name calling, taunting, vulgar language, and offensive words.

3. Sexual harassment to include inappropriate touching, language, or suggestions.
4. Any discrimination or abuse that is offensive to one's religion, ethnicity, race, disability, or nationality. This includes any verbal or written language or actions which result in injury or offense to an individual or damage to property.
5. Intimidation to include any form of bullying, threats, or actions that make a student feel insecure or unsafe at school.
6. Actions on the part of any individual that make it difficult for you to attend school and/or participate in a favorable academic environment.

**Responsibilities:** It is important to remember that although you have the right to go to school in an environment that is safe and supportive, **you do not have the right to violate the rights of any other person in the school, even if something has happened to you.** However, you do have the responsibilities listed below. In the event that you feel that your right to attend school in a safe and supportive atmosphere has been denied, it is your responsibility as a student to do one or more of the following:

1. Tell your teacher immediately of the incident and let that person know exactly what has taken place. If not satisfied with the results, then...
2. Set up an appointment with your counselor to discuss the problem that you are having. If not satisfied with the results, then...
3. Tell your building administrator about the problem you are having.
4. In addition, you should immediately tell your parents/guardian of the problem you are having and what actions you have taken to correct the problem.
5. Keep a written record of the problem and the steps you have taken to correct the problem. Providing a written statement of the problem when meeting with your teacher, counselor, or administrator is an option. Incident reporting forms are available in the office.

## INSURANCE

The school does provide access to insurance for students protecting them in case of some accident at school or to and from school. Information concerning this program and claim forms for those enrolled in the student insurance program are available in the office. This is a service provided by the school. The responsibility for filing claims rests with the student and parent.

## LIBRARY

The library is open Monday – Thursday from 7:30 A.M. until 5:00 P.M. The library is open on Friday from 7:30 A.M. until 3:30 P.M. With prior arrangement, these hours may be extended.

The library is an integral part of the school program with the purpose of supporting, complementing, and expanding the work of the classroom for both students and teachers.

With this purpose in mind, the library attempts to provide maximum accessibility to quality materials, in both print and non-print format, with the following objectives:

- To provide opportunity for students to feel comfortable in a library;
- To help students achieve satisfying and rewarding experiences in reading, listening, and viewing;
- To help students become independent and effective users of information resources;
- To help learners acquire and maintain skills in researching, choosing, and using all forms of media;
- To provide exposure to technologies and guide students in the evaluation of information types and sources;
- To help students and teachers acquire a background of information that will enable them to make intelligent judgments in their daily life;
- To contribute to the growth and development of students in independent thinking;
- To help students develop the practice of critical reading and thinking;
- To infuse students with an appreciation of books and literature and encourage them to be lifelong readers;
- To provide for recreational reading; and
- To further the professional growth of faculty members.

## **LIBRARY REGULATIONS**

1. Each student must present a pass upon entering the library.
2. When leaving the library, each student must pick up his pass.
3. The library is reserved for those students who wish to use the materials located there. Students who do not need to use the library materials should return to class or their study hall.
4. Any student whose behavior is inappropriate for the library, or who infringes upon the rights of others to use the library and its materials, will be asked to leave the library.

## **LOCKERS**

Locker space will be provided for all students of Monroe Central Jr/Sr High School. Lockers are the property of the school and are held in common by the school and the student. Lockers may be inspected by school authorities when deemed necessary. Students are asked to keep lockers locked, neat and tidy, and report any malfunction of lockers to the main office. Students are not to share lockers unless approved by the office. Students are to use only the locker which has been assigned to them. **Students are not to place any object into the mechanism of the locker so that it is "rigged". Nothing is to be placed on the outside of student lockers including but not limited to decorations, stickers, tape, or magnets.**

## **PERSONAL PROPERTY**

Student radios, tape recorders/players, CD players, personal pagers, cellular phones, and similar devices are not to be used at any time during the school day including passing time and lunch time. The school will assume no responsibility for items lost or stolen. Such items will be confiscated.

## **RELEASE OF INFORMATION**

The Monroe Central School Corporation may release certain "directory information" which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the student's name, address, parents' home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information without parental consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations, and state or local government agencies.

Parents desiring to object to the disclosure of any or certain parts of the categories of directory information to these parties should request a "Denial of Permission to Release Certain Directory Information Without Prior or Written Consent Form" from the superintendent's office. A parent may use this form to deny consent for release of all directory information, or he/she may selectively deny consent by circling those categories of directory information he/she does not wish revealed about his/her child.

## **THE SCHOOL AND GOVERNMENTAL AGENCIES**

The School Board is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services and to share information as requested by these agencies.

When such agencies request permission to interrogate a student under the age of eighteen (18) at school, the principal shall attempt to inform the student's parents, when appropriate.

Whenever it has been determined that an agency has a legitimate purpose in interrogating a student within the confines of the corporation, the principal or representative shall be present throughout the proceedings. She/he should also verify that the student(s) has been informed of his/her rights to refuse to answer questions, to be informed that anything she/he says may be used against him or her in court, and to consult with and be advised by legal counsel.

When an agency requests permission to remove a student from school, the principal shall notify the superintendent.

No student shall be released to an agency, other than a law enforcement agency, without proper warrant or written parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.

The superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

## **RESPECT**

Students are expected to show respect to teachers, visitors, all school employees, and fellow students. The following are examples for respectful behaviors that are expected of students at Monroe Central Jr. Sr. High School:

- When responding to an adult, you should respond by saying "Yes, ma'am" or "No, sir". Just nodding your head or saying any other form of yes or no could be considered disrespectful.
- When a teacher or someone is speaking to you, make eye contact with them at all times.
- When speaking with an adult within the building, refer to them by saying Mr., Mrs., Ms., or Dr. as appropriate. It could be considered disrespectful to refer to a teacher by only their first or last name.
- Do not whine, complain, or make excuses.
- Utilize appropriate etiquette in the cafeteria during breakfast and lunch.
- In the hallways and other commons areas, loud or boisterous behavior is disrespectful to other students, our school's teachers, and the school's educational environment.

## **SCHOOL CLOSING INFORMATION**

All information regarding school closings or delays due to weather or other special circumstances will be made on the school website.

## **SEARCH AND SEIZURE**

Copies of Search and Seizure policy are posted in various locations in the school.

## **SOCIAL FUNCTIONS**

Social functions are a privilege and they are an important part of the total school picture. We will allow them only with complete cooperation and high standards of behavior. Any infraction of school rules will be treated as if it were during school time. Any student leaving a social function will not be re-admitted.

## **STUDY TRIPS**

Study trips are a necessary and important aspect of the educational process. All students are expected to go on study trips and should follow these procedures:

1. The instructor(s) shall have prior approval of at least ten days from the building principal. All trips must be approved in advance by the Board of Education.
2. The instructor(s) shall obtain and distribute study trip permits to students to be filled out by parents at the beginning of the year. Overnight trips or trips extending well beyond the school day require special permission from a parent. Otherwise no additional permission from a parent is necessary.
3. Students must return the signed study trip permit to the instructor(s). Students bear full responsibility for all assignments and work they miss while on a study trip.
4. Any student not complying with any or all of these procedures may be excluded from the study trip.
5. Students going on study trips, unless otherwise specified, will be transported by school bus and must follow regular school rules, posted bus rules, and behave in an appropriate manner at all times. Inappropriate conduct may result in disciplinary action and elimination from future school trips.

## **TELEPHONES**

Students will not be excused from class to use telephones except for emergencies. Students will not be allowed to

use the office phones except in case of emergencies and will not be called from classes to talk on the phones. A pay telephone is provided in the Commons Area for the use of students. Calls should be limited to five minutes or less during lunch hours.

## **VISITORS**

Students may not have visitors at school as this practice interferes with regular classroom work, seating arrangements, and study procedures.

## **SECTION III EXTRACURRICULAR ACTIVITIES**

This phase of the total school program is important in the total learning process. Many of the activities will be during the regular school hours so that all students will have the opportunity to be participants. However, it is necessary that some of the activities be after school hours. All extra-curricular activities must be approved in advance by the principal before they are posted on the school activity calendar.

ATHLETICS - The Monroe Central High School Athletic Program consists of the following sports for boys: Cross Country, Football, Wrestling, Baseball, Golf, Basketball, and Track. For junior high boys the athletic program consists of: Cross Country, Football, Basketball, Track, and Baseball. For girls the following are available: Softball, Cheerleading, Basketball, Volleyball, Track, and Golf. The athletic program is under the direction of the Indiana High School Athletic Association and local school athletic constitution. To be able to participate in athletics, a student must be passing in five (5) full credit courses, must be an amateur and have a parental permission, insurance, and medical certificate on file.

### **ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT**

For purposes of understanding, the word "athlete" will also refer to extra-curricular participants in general. Participation in the Monroe Central Athletic Program or any extra-curricular activity is a privilege, not a right. Monroe Central athletes, managers, and cheerleaders are expected to conform to the directives of those in authority such as principal, athletic director, coaches, parents, teachers, or other responsible adults. The participants will conduct themselves appropriately at all times, honor athletic and municipal curfews, and will follow all existing discipline codes established by Monroe Central that are not cited in this code of conduct. These rules are in effect 365 days a year for their high school career. Junior High athletes, cheerleaders, and managers will be under the same "Code of Conduct." Any athlete, cheerleader, or manager in season or out of season, on school grounds or off school grounds that uses, abuses, possesses, or transmits drugs, alcohol, or tobacco products or charged with any unlawful behavior will be assessed the following penalties:

1. Discipline shall be administered by the coach/sponsor in accordance with existing discipline codes and sound educational practice for a failure of a participant to follow directives regarding specific sport/activity instructions, curfew, etc.
2. A flagrant violation of the conduct code (including, but not limited to, possession or use of tobacco products, drinking alcohol, abuse of legal or illegal drugs, or commission of a felony, or any misdemeanor which is derogatory to the proper conduct of a participant) will result in an automatic suspension from the activity. A review to establish the facts of the violation will be conducted by the coach, athletic director, and principal. Any action considered a flagrant violation would result in the following disciplinary action:
  - A. The first violation will result in the athlete not being able to participate in 25% of the total number of contests of the whole season that the athlete is participating in when the offense occurs. If a student is serving an out of school suspension, for any reason, any contests that take place during the out of school suspension, will not be counted toward the athletic suspension. (i.e. the athlete is not eligible to **participate** in a sport during an out of school suspension). If the violation occurs between seasons, the

suspension must be served in the next season that the athlete participates in.

The following criteria must be met for the 25% athletic suspension to be completed:

- (1) If there are not 25% of the total events remaining in the present season, the remaining events **not** served will be served in the next sport season that the athlete participates in. For example:  
16 total games in current participating season ÷ 25% = 4 games **suspended**  
3 games left in present season –  
3 games served in current participating season  
1 game served in next participating season
  - (2) If the athlete must serve a portion of his/her suspension in the next sports season and he/she intentionally quits participating in that sports season, the suspension will not be considered to have been served. The suspension will remain in effect until the total number of suspended athletic events has been served in a future athletic season.
  - (3) If the student serves his/her suspension but cannot complete his/her season through no fault of his/her own (i.e. incapacitating injury), the suspension will be considered served.
  - (4) A cancellation of any contest due to inclement weather of any type, will count toward the athletic suspension. This refers to cancellations that happen during a suspension.
  - (5) A county tournament will only count as one event served.
  - (6) A jamboree or scrimmage will count as one event served.
  - (7) End of season IHSAA tournaments will only count as one event served per level of tournament (i.e. sectional, regional, semi-state, state).
  - (8) Doubleheader baseball or softball games will count as two games.
  - (9) Multiple team events in cross country, golf, or wrestling will count as one event served.
  - (10) Any other type of tournament will only count as one event served, unless the team is participating in a two game guarantee tournament (i.e. holiday tournament). The tournament will then count as two athletic events.
- B. A second violation will result in suspension of the participant for 365 days from the date of the offense. Following the 365-day suspension, the participant will be reinstated with full privileges.
  - C. A third violation will result in permanent suspension from all athletic events and/or contests for the remainder of the high school career.
3. Any student on court ordered probation will be ineligible to participate in any athletic event during the period of probation. When the court probation is lifted, the student will be eligible for participation in athletics. While on probation, a student may participate in team practices if the student meets all of the following conditions:
    - A. The head coach must approve the student to practice. The head coach must make a decision to let the student participate based on all IHSAA rules and regulations. The head coach must also decide whether the student will be athletically ready to participate based, upon completion of probation, suspension time, and for high school students, IHSAA practice compliance.
    - B. There must be a chance that the court will remove the student from probation during the present athletic season.
    - C. The student has not committed his/her second or third violation. In this case, the second or third violation rule will become effective.

Upon completion of the court ordered probation, the student is still required to serve his or her athletic suspension in accordance with 2A or 2B above.

### Suspension Due Process

1. The suspended individual has the right to appeal their suspension.
2. The suspended athlete, manager, or cheerleader may appeal their suspension in writing to the Principal.
3. An upholding of the suspension by the principal, the suspended individual may appeal, in writing, to the Athletic Board of Appeals. The Board of Appeals will be the athletic director and all varsity coaches. The Board of Appeals, by a majority vote, will render a decision.

## **JR. SR. HIGH SCHOOL ATHLETES/CHEERLEADERS - ACADEMIC ELIGIBILITY**

In order to participate in athletic contests or practices, an athlete must meet all eligibility requirements of the IHSAA and Monroe Central Jr/Sr High School.

Athletes must have received passing grades at the end of their last nine weeks grading period in school (with semester grades taking precedent) in at least 5 credited subjects. This includes athletes moving from the seventh to the eighth grade. This does not include athletes moving from the Junior High School (eighth grade) to the High School (ninth grade). Eligibility commences and expires the Friday after grade cards are sent out (unless another date is authorized by the building Principal). Ineligible athletes may not participate in any authorized contests. They may however at the discretion of the coach, remain on the team and practice. Athletes remaining on the team may be reinstated after meeting these requirements by the next grading period.

## **RANDOM EXTRACURRICULAR DRUG TESTING AND REASONABLE SUSPICION**

The extracurricular testing program does not affect the current policies, practices, or rights of Monroe Central High School regarding student drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than the testing undertaken through this policy. Monroe Central High School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of substance or drug abuse and/or alcohol usage.

### **Reasonable Concern**

Monroe Central High School has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the United States indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Statistics show that random drug testing of students in extracurricular activities can have a positive influence in reducing reported drug use and can serve as an aid in the detection, treatment, and prevention of substance abuse by students, and will help the school maintain a safe and secure educational environment.

### **Purpose**

The substance abuse testing program is not intended to be primarily punitive or disciplinary in nature. Students who drive to school or are involved in extracurricular activities need to be exemplary in the eyes of the community and other students. Drivers and extracurricular participants are at greater risk of injury or health problems if they participate under the influence or with harmful substance residues in their bodies. Because of this increased risk, it is hoped that this program will discourage substance abuse and prevent students from driving to school or participating in extracurricular activities while they have drug residues in their bodies. Additionally, this program seeks to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation.

### **Scope**

Driving to school and participation in extracurricular activities are privileges. This policy applies to all Monroe Central students in grades 7-12 who wish participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not particularly listed. It also includes any student who wishes to drive to school, from school, or during school.

### **Legal Obligation**

Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each driver and prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information for seeking professional help, if needed, for a use or abuse problem.

### **Consent Form**

It is **Mandatory** that each student who drives to school sign and return the "consent form."

It is **Mandatory** that each student who attends or participates in extracurricular activities including dances sign and return the “consent form.”

All “consent forms” must be submitted to the High School office by the initial deadline. The initial deadline will be determined by the administration.

If any student that did not sign the “consent form” at the initial deadline wishes to participate in extra curricular activities he/she must submit to and test negative on a drug test at the next random sampling.

It is **Mandatory** that each student who drives or participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in denial of driving privileges and/or in non-participation.

Each driver and extracurricular participant shall be provided with a “consent form.” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Monroe Central High School.

#### **Testing Procedure**

The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.

If the student shows signs of reasonable suspicion, the principal/administrative designee will follow the reasonable suspicion guidelines. Also, a parent/guardian may request testing of his/her student.

**No student will be given advance notice or early warning of the random testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

**Waiver of Testing:** At any time prior to being selected by random draw, an extracurricular student may admit to a substance abuse problem and seek help. Students and parents will be given the names and contact information for substance abuse counseling available in the area. This admission will count as a first “positive” test but no disciplinary action will be taken. A follow-up test will be performed after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to continue driving and extracurricular activities. If a “positive” result is obtained from the “follow-up” test, or any later test of that participant, the regular testing procedure shall be followed and students will enter the regular disciplinary process for drivers and other extracurricular activities at whatever point they were in the process before their admission of a substance abuse problem.

Upon being selected for a test under this policy -- whether by random draw, reasonable suspicion, request of a parent/guardian, or a follow-up test -- a student will be required to provide a fresh sample of the material to be tested (hair, urine, saliva, etc.), according to the quality standards of the method being used.

All students will remain under school supervision until they have produced the specimen to be tested. If unwilling to produce a specimen, a student will be taken to the principal or vice-principal’s office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unwilling to produce a sample for the testing.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year in addition to the regular penalty under the school discipline code that would result from a positive test for that student. This will be reported to the parent/guardian.

If the test is to be performed on site, the student may remain until the results are known.

If the actual test is to be conducted off site, the student will immediately return to class with an admit slip or pass with

the time he/she left the collection site after the specimen is taken. The principal/administrative designee must time and sign the pass.

Specimens to be tested off site will be turned over to a testing laboratory, and each specimen may be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **Chain of Custody**

A certified testing company will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. For outside testing, the student will agree to fill out, sign and date any form required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. To avoid missing valuable class time, collections are to be carried out quickly. Athletes may be called after school, perhaps during practice time.)

For outside testing, the student will agree to fill out, sign and date any form required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

After it has been sealed, the specimen will be transported to the testing laboratory. The testing laboratory will report the results back to the principal/administrative designee.

The results sheet for the testing will be returned to the principal/administrative designee and made available for the student or parent upon request. If no such request is made within a reasonable time, the results will be destroyed to maintain confidentiality.

### **Test Results**

This program seeks to provide needed help for students who have a verified "positive" test. The students' health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.

The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

If a "positive" test was performed on site, a second sample will be collected from the student and that sample will be submitted to a certified lab, following the collection and chain of custody procedures outlined in this policy, in order to verify the "positive" result.

In addition, the student or parent/guardian may appeal by requesting that the specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian.

If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities according to the extracurricular guidelines in this handbook. The student

driver will lose his driving privilege for a minimum of four weeks. The extracurricular student or driver student may not participate or drive until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A follow-up" test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities and or drive after the time stipulated in the handbook. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the regular extracurricular/driving disciplinary procedures shall be followed.

In addition, Monroe Central Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation. This testing will follow the reasonable suspicion standard found elsewhere in this policy.

Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.

Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a limited access area.

### **Financial Responsibility**

Under this policy, Monroe Central Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian).

A request on appeal for another test of a "positive" specimen is the financial responsibility of the student or his/her parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

### **Confidentiality**

Under the extracurricular drug testing program, any staff, coach or sponsor of Monroe Central Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Monroe Central High School has a commitment to confidentiality with regards to this voluntary program. However, results of testing completed under reasonable suspicion circumstances may be shared with juvenile justice and other law enforcement entities.

### **Other Rules**

Apart from this drug testing program, the Monroe Central Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

# **DRIVING AND EXTRACURRICULAR CONSENT FORM**

**Please read and complete form. Turn this sheet in to the main office.**

I have received a copy and have read and understand the "Monroe Central High School Driving and Extracurricular Activities Drug Testing Program." I desire that

\_\_\_\_\_ (Print name clearly)

participate in this program. I understand that driving to school and/or attending/participating in the extracurricular program at Monroe Central High School is a privilege, and hereby, voluntarily agree to be subject to its terms for the entire junior/senior high school career (grades 7-12). I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for by this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program.

**Date:** \_\_\_\_\_, 20 \_\_\_\_\_

## **CONSENT**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

## **XXXXX Non-Consent XXXXX**

I, \_\_\_\_\_ (print clearly), have decided not to drive to school nor participate in any extracurricular activities sponsored by Monroe Central High School for the remainder of this school year. In order for me to participate in the extracurricular activity program at a later date, I understand that I must submit to random drug testing.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

# MCHS - Tracking Achievement

Name \_\_\_\_\_ Grade \_\_\_\_\_ Year 2009 - 2010

**Goal # 1:** \_\_\_\_\_  
\_\_\_\_\_

Strategies to reach my goal:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

**Goal #2:** \_\_\_\_\_  
\_\_\_\_\_

Strategies to reach my goal:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

**Goal #3:** \_\_\_\_\_  
\_\_\_\_\_

Strategies to reach my goal:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)

## Class Grades

	<u>1<sup>st</sup> Semester / 2<sup>nd</sup> Semester</u>	<u>Qtr 1</u>	<u>Qtr 2</u>	<u>Sem 1 Exam</u>	<u>Sem 1 Avg</u>	<u>Qtr 3</u>	<u>Qtr 4</u>	<u>Sem 2 Exam</u>	<u>Sem 2 Avg</u>
1									
2									
3									
4									
5									
6									
7									
8									

1st Semester Total Credits \_\_\_\_\_

2nd Semester Total Credits \_\_\_\_\_

### Attendance – Days Missed (Record Date)

1<sup>st</sup> Semester

2<sup>nd</sup> Semester

Grade Level	1 <sup>st</sup> Sem Credits	2 <sup>nd</sup> Sem Credits	Total
Freshman			
Sophomore			
Junior			
Senior			

Classes to repeat:

### NWEA RIT Scores

				<u>Fall</u>	<u>Goal</u>	<u>Spring</u>	<u>Goal</u>
<u>ISTEP +</u>	<u>Score</u>	<u>Pass/Did Not Pass</u>	Math	_____	_____	_____	_____
		(Circle)					
Math	_____	P / DNP	Reading	_____	_____	_____	_____
Reading	_____	P / DNP	Language Arts	_____	_____	_____	_____
Language Arts	_____	P / DNP	Star Reading	_____	_____	_____	_____

## NOTES