

# **Maconaquah High School**

## **Student Handbook**

### **2016-2017**

*256 E 800 S*  
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**MACONAQUAH SCHOOL CORPORATION  
2016-2017 CALENDAR**

Jul	29	Staff Organization Day
Aug	1	Classes Begin for First Semester
Sept	5	LABOR DAY VACATION
Sept	14	eLearning Day (Grades K-12)
Oct	6	End of First Nine Weeks (48 days)
Oct	7	Parent/Teacher Conferences (No Student Attendance)
Oct	10-21	FALL BREAK - Intercession * Intercession - Oct 10 - 14* Break - Oct 17 - 21
Oct	24	Begin 2nd Nine Weeks
Nov	16	eLearning Day (Grades K-12)
Nov	23-25	THANKSGIVING VACATION
Dec	23	End of 2nd Nine Weeks (42 days)
Dec 26 - Jan 6		CHRISTMAS VACATION
Jan	9	Classes Begin for Second Semester
Mar	17	End of 3rd Nine Weeks (50 days)
Mar	20 - 31	SPRING BREAK - Intercession* Intercession - Mar 20 - 24* Break - Mar 27 - 31
Apr	3	Classes begin for 4th Nine Weeks
May	26	Last Student Day End of 4th Nine Weeks (45 days)
May	29	MEMORIAL DAY
May	30	Staff Work Day
June	3	Graduation

## **WELCOME TO MACONAQUAH HIGH SCHOOL**

The patrons of Maconaquah School Corporation have provided an excellent learning facility. I encourage each student to take every opportunity to seek answers to questions, to join in class discussion, to participate in extracurricular activities, and to assist others.

Maconaquah Brave students have distinguished themselves in academics, athletics, and service to community, state, and nation. It is upto each of you to continue to build upon the fine traditions of Maconaquah High School through your participation in the many student activities. Each of you has tremendous potential to fulfill your dreams and aspirations. In order for us to be successful, we need to work as a team, each contributing his/her share generously and enthusiastically, ever mindful of the rights of others and the courtesies due them. Brave Pride!

Chad Carlson  
Principal

## **CHILDFIND**

Childfind is a state and local effort to find children, ages 3 - 21, who are not receiving a free public education and who may have disabilities that interfere with learning. Childfind also seeks to create a greater awareness of the special needs of these children.

For further information, clarification, or complaint please contact the following person: Suzie Reagle, Western School Corporation, 2600 S. 600 W., Russiaville, IN 46979, (765) 883-5576

## **STATEMENT OF NONDISCRIMINATION**

Maconaquah School Corporation has a policy that educational services, programs, instruction, and facilities will not be denied to anyone as the result of his or her age, race, color, gender, handicapping condition, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following person:

Title IX Coordinator and Section 504 Coordinator Dr. James Callane  
7932 S. Strawtown Pike Bunker Hill, IN 46914-9667  
Telephone: 765-689-9131 ext. 1050

## **PARENTAL REVIEW OF POLICIES**

Copies of the policies of Maconaquah High School will be available online on the school website. Indiana law requires that parents have an opportunity to read the handbook carefully and acknowledge in writing receipt of the handbook. Each student will be given a handbook signature form that must be signed by the parent. The form will remain on file as part of the student's record.

## **PUBLIC NOTICE**

TO: PATRONS AND EMPLOYEES OF MACONAQUAH SCHOOL CORPORATION FROM:  
SUPERINTENDENT'S OFFICE  
SUBJECT: ASBESTOS

AHERA Annual Notification Maconaquah School Corporation

During the past school year and continuing into the 2016-2017 school year the following asbestos management plan activities have been or are currently being completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763 – Asbestos Containing Materials in Schools; Final Rule and Notice.

Semi Annual Periodic Surveillances at the Middle School, High School and Administration Building. No asbestos is present at Maconaquah Elementary or Pipe Creek Elementary School. No periodic surveillance is required of those buildings. For the 2016-2017 school year the Corporation has no response actions planned. The Asbestos Management Plan for Maconaquah School Corporation can be found at the Administration Building and each of the schools. The Management Plan can be viewed during normal school hours.

Any questions regarding this notice or an explanation of our Management Plan should be directed to Dr. James Callane 689-9131 ext 1050

## TEACHER EXTENSIONS

Atkinson, Penny	5531	Hull, Wesley	5605
Atkins, Nick	5715	Johns, Eileen	5523
Baker, Dawn	5457	Johnson, Roberta	5702
Banina, Helene	5714	Lacy, Kellie	5522
Bickel, Kim	5602	Maiben, Tim	5716
Bird, Justin	5999	Maple, Donna	5527
Berryman, Andrew		Martin, Christy	5006
Cafeteria	5900	McManus, Brad	5521
Carlson, Chad	5000	McManus, Janet	5030
Carnagua, Matthew	5210	Meyers, Nancy	5517
Clem, Elizabeth	5931	Miller, Craig	5709
Clemons, Kayla	5040	Monize, Michelle	5225
Crosby, Sarah	5614	Munsey, Kelly	5613
Demoret, Savannah		Off, Judy	5500
Dinn, Julie	5335	Plath, Ron	5519
Evans, Susan	5612	Reed, Eli	5516
Freije, Bob	5660	Reed, Tina	5005/5015
Funk, Zachary		Hull, Wesley	5605
Gable, Anne	5035	Johns, Eileen	5523
Galbreath, Jessica		Spahr, Marcet	5513
Glassburn, Mike	5800	Stouffer, Casey	5020
Graham, Sarah	5051	Sutton, Ashley	5610
Greene, Kathi	5025	Sutton, Linda	5060
Hancock, Josh	5770/5415	Tidd, Stephanie	5010
Hatcher, Brittanie	1310	Wolfe, Randy	5413
Hatcher, PJ	5680	Woolf, Kristina	5950
Hartman, Mark	5930	Workman, Kent	5524
Hileman, Ann	5550/5552	Zumwalt, Larry	5677

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## DAILY SCHEDULES

Period Schedule	
<b>Period 1</b>	<b>8:15 - 9:00</b>
<b>Period 2</b>	<b>9:05 - 9:50</b>
<b>Period 3 (SRT)</b>	<b>9:55 - 10:20</b>
<b>Period 4</b>	<b>10:25 - 11:10</b>
<b>Period 5 (lunch)</b>	<b>11:15 - 12:35</b>
<b>Period 6</b>	<b>12:40 - 1:25</b>
<b>Period 7</b>	<b>1:30 - 2:15</b>
<b>Period 8</b>	<b>2:20 - 3:05</b>

Regular Lunch		2 Hour Delay Lunch	
<b>A Lunch</b>	11:15 - 11:40	<b>A Lunch</b>	11:25 - 11:50
<b>B Lunch</b>	11:40 - 12:10	<b>B Lunch</b>	11:50 - 12:20
<b>C Lunch</b>	12:10 - 12:35	<b>C Lunch</b>	12:20 - 12:45

2 Hour Delay Schedule	
<b>Period 1</b>	<b>10:15 - 10:45</b>
<b>Period 2</b>	<b>10:50 - 11:20</b>
<b>Period 5 (lunch)</b>	<b>11:25 - 12:45</b>
<b>Period 4</b>	<b>12:50 - 1:20</b>
<b>Period 6</b>	<b>1:25 - 1:55</b>
<b>Period 7</b>	<b>2:00 - 2:30</b>
<b>Period 8</b>	<b>2:35 - 3:05</b>



## **MACONAQUAH HIGH SCHOOL MISSION**

The mission of Maconaquah High School is to provide an environment for the motivation and development of a literate, productive citizen who pursues lifelong learning experiences and has the technical, conceptual, and communication skills to adapt to the 21st century.

## **DESIRED LEARNER OUTCOMES**

### **Collaborative Workers who**

- Use effective leadership and group skills
- Develop and manage positive interpersonal relationships
- Work together to achieve team and personal success

### **Self-Directed Learners who**

- Create an immediate and long term positive vision
- Monitor and evaluate their progress
- Accept responsibility for their actions

### **Effective Communicators who**

- Develop critical thinking, reading, writing, speaking, and listening skills
- Identify, select, and use the appropriate means of communication
- Communicate effectively with diverse audiences

### **Quality Producers who**

- Combine and apply knowledge and skills to successfully reach desired goals
- Use effective organizational and time management skills
- Strive towards excellence by demonstrating initiative and determination

### **Complex Thinkers who**

- Access, understand, and evaluate an essential body of knowledge
- Employ reasoning strategies to solve problems and make decisions
- Apply knowledge to create ideas and perspectives

### **Responsible Citizens who**

- Display character traits which contribute positively to society
- Understand and practice the rights and responsibilities of community involvement
- Exhibit respect

## **MACONAQUAH SCHOOL CORPORATION MISSION, VISION, AND GOALS**

### **MISSION STATEMENT**

Maconaquah Schools...inspiring and empowering our students to meet tomorrow's challenges

### **VISION STATEMENT**

The vision of Maconaquah Schools is to be a premier educational institution and the heart of the community, where students develop all skills necessary to succeed within a collaborative learning environment that is safe, challenging, and innovative.

## **GOALS**

- Be the leading school corporation in north central Indiana in the use of technology for teaching and learning.
- Each student will realize his or her academic potential.
- Maximize participation and availability of extra-curricular and co-curricular activities.
- Market Maconaquah Schools as the school system of choice in north central Indiana.
- Demonstrate fiscal responsibility by balancing limited resources with increasing educational needs.

## **BELIEFS OF MACONAQUAH HIGH SCHOOL**

A cooperative atmosphere should exist among, parents, students, school personnel, and the community. Learning and accompanying activities should be purposeful, authentic, challenging, creative, and should build students' capacity to take responsibility. The skills of reading, writing, speaking, listening, critical thinking, and problem-solving contribute to student success. Learning is a lifelong process. Curriculum should be relevant to a changing global society. Schools should have high expectations for every student.

## **MACONAQUAH HIGH SCHOOL ATTENDANCE POLICY**

Attendance at Maconaquah High School should be a priority for each student and parent. Our goal is that each parent would promote and take an active role in school attendance. Maconaquah High School believes that a student's education is severely hindered by poor attendance. The following guidelines will be used for monitoring attendance:

### **EXEMPT ABSENCE**

Exempt absences are absences that will not be counted toward the number of absences (see ten day policy) a student is allowed per semester. Absences in this category would include the following:

1. A student with a chronic medical condition (mental or physical) requiring frequent absences from school. A "Child Incapacity Form" must be completed and signed by a licensed physician in order for these absences to be considered exempt.
2. Page or honoree in the Indiana General Assembly
3. Witness in judicial proceedings. This includes any required appearance such as probation hearings.
4. Helper to a political candidate, a political party, or to a precinct election board on the date of an election
5. Military duty
6. Educational field trips
7. Homebound instruction
8. In-patient in an approved mental health facility providing student tutoring as an extension of the school's program
9. Death in immediate family. Immediate family is interpreted as including father, mother, grandparent, stepfather, stepmother, brother, sister, stepbrother, stepsister, child, or person who has been living as a member of the household of the student. Approval of the number of days by administration is required.

### **EXCUSED ABSENCE**

1. An absence verified by a physician
2. An absence verified by a parent or guardian (limit of five per semester)
3. Post-secondary visitation days
4. Absences approved by administration
5. Prearranged Absences: Written requests for prearranged absences must be submitted to the school office one (1) week prior to departure. No more than five (5) days per school year may be used for prearranged absences. It will be the student's responsibility to make up all work prior to his/her return to school. Prearranged absences cannot be used to extend a vacation. Emergency situations will be handled on an individual basis.
6. Class period(s) spent in the nurse's office if the student is sent home

## **UNEXCUSED ABSENCE**

1. An absence not verified by a parent or guardian (see absence verification)
2. Any absence above the five-day limit per semester that is not verified by a physician
3. Any absence above the ten-day limit per semester
4. A student missing class to visit the nurse when medical treatment is not necessary
5. Any other reasons for absence not specified under exempt or excused absences

## **TEN DAY POLICY**

Considering the importance of the student/teacher relationship in quality instruction, it is critical that students be present in class to benefit from the expertise of our teaching staff. Therefore, a student must not be absent from the classroom over 10 total periods of instruction. This policy counts both excused and unexcused absences, but does not count exempt absences.

### ***A STUDENT MUST NOT BE ABSENT MORE THAN FIVE (5) TIMES PER SEMESTER WITHOUT VERIFICATION FROM A DOCTOR.***

1. Parents will be notified when a student reaches five (5) absences without verification from a doctor. If the student misses another day without a doctor's note, a meeting must be held with the student, parent(s), guidance, attendance secretary and administration. The Committee will determine what course of action should be taken for the remainder of the semester. This may include entering into an attendance contract, referral to the alternative program, loss of credit and possible removal from the class or classes, or other appropriate actions.
2. Parents will be notified when a student reaches eight (8) total absences for the semester.
3. Parents will be notified when a student reaches ten (10) total absences for the semester. Upon reaching the tenth absence for the semester, a meeting must be held with the student, parent(s), guidance, attendance secretary and administration. The Committee will determine what course of action should be taken for the remainder of the semester.
4. If a student accumulates more than ten (10) absences for the semester he/she may lose credit for the class or classes. The student may also be placed on social probation, prohibiting the student from attending extracurricular school functions, including dances.

## **POST SECONDARY VISITATION DAYS**

SENIORS and JUNIORS will be allowed two (2) post-secondary visitation days for the year. The intent is to give students an opportunity to investigate colleges, vocational schools, technical schools, or any other kinds of post-secondary training, including the military. Students desiring to take advantage of this visitation opportunity should first obtain permission from guidance and the attendance secretary. Students are required to submit this request to PRIOR to the visit. Upon returning to school, the student must provide verification of the visit on the visited institution's stationery and be signed by the contact person at the institution.

## **ABSENCE VERIFICATION**

In an effort to maintain good communication between the school and parent, students and parents can expect the following procedures to be followed when students are absent from school:

1. Parents are asked to phone the school attendance office (689-9131 ext. 5015) before noon each day their child is absent from school.
2. When parents fail to call in, an automated call from School Messenger will be made to the phone numbers on file with the school.
3. If the school does not receive verification from a physician or parent/guardian within two days of the student's return to school, the absence will automatically be considered an unexcused absence or truancy, and the appropriate consequences will apply.
4. Students who are absent without the knowledge of the parent and/or school administration will be considered truant for that period or day. The student will be notified by the Assistant Principal that a truancy has been assessed to their attendance record and will be assigned proper disciplinary consequences. Parents will be notified of the disciplinary consequences.
5. Students exceeding two (2) truancy occurrences during any school year or in excess of three (3) trancies in any three (3) consecutive semesters will be declared habitual truants. Habitual truants may be subject to all provisions of Indiana Code.
6. Students who are truant consecutive days will be counted as multiple trancies.
7. The official record of student attendance is kept in the attendance office

## **SIGN IN/SIGN OUT PROCEDURES**

Students arriving to or departing from school between 8:20 a.m. and 3:05 p.m. must sign in or out at the attendance office. Students wishing to sign out must have permission of a parent or administrator before signing out. Failure to sign out will be considered an act of truancy. Students will not be permitted to sign out during lunch for the sole purpose of eating outside of school.

## **TARDIES**

**A student is considered tardy anytime he/she enters the classroom after the tardy bell has sounded. A student arriving 10 minutes or more late to class may be considered truant. Tardies will be reported by individual teachers.**

1. The following guidelines will be used for excessive tardies:
  - a. Students who are tardy three (3) times to the same period -Parents will be notified and students assigned 1 day ASD.
  - b. Students who are tardy four (4) times to the same period-Parents will be notified and the student will be assigned detentions or ISS at the discretion of administration.
  - c. Students who accumulate more than four (4) tardies to the same period are subject to further disciplinary action including removal from the class with a failing grade or suspension and/or expulsion.
  - d. Students who accumulate twenty (20) or more total tardies during a semester are subject to suspension and/or expulsion.
2. If a student has a unique problem that will result in excessive tardiness to school or an individual class, he/she should discuss it with the Assistant Principal before tardiness becomes a problem.
3. The above policy is applicable on a semester basis.

## TRUANCY

1. The term “truant” is hereby defined as a student who willfully refuses to attend school or class, and whose absence is found to be without the knowledge and/or permission of the parent/guardian and without the knowledge and/or permission of the school’s administration.
2. All absences that are not the result of sickness or death in the immediate family, and are not prearranged, may be considered a truancy. Included in this policy is any student who is outside the school building or assigned classes without permission during the student’s regular school day.
3. “Habitual Truancy” is hereby defined as a student who is “truant” in excess of two (2) occurrences during any school year or in excess of three school days in three consecutive semesters.
4. Up to a single period truancy (student who skips an individual class or part thereof) will be handled as follows:
  - a. The first truancy results in a two (2) days after-school-detention (ASD) and a parent contact.
  - b. A second truancy results in ISS for three (3) days and a parent contact. The parent and student will also meet with the Assistant Principal or Faculty Attendance Review Committee to discuss future consequences. If a parent cannot or will not attend this meeting, which must take place before the ISS is completed, the student will continue on to the next course of action (Step 3).
  - c. A third truancy results in three (3) days of ISS, Driver’s License invalidation and /or removal of work permit. The student will be referred to the Miami County Juvenile Probation Department for truancy by the Principal or their designee. The parent and student will also meet with guidance and administration to discuss reasons why the problem continues and future consequences. If a parent cannot or will not attend this meeting, which must take place before the ISS is completed, the student will continue on to the next course of action (Step 4.)
  - d. After a fourth (4) truancy the student will be recommended for placement in the Maconaquah Alternative Program (MAP) or placed on homebound instruction with the cost of instruction being assessed to the parent.
5. Multiple period truancy will be handled as follows:
  - a. The first truancy results in three (3) days ASD with parental contact.
  - b. A second truancy results in four (4) days ISS with a parent contact. The parent and student will also meet with the Assistant Principal or Faculty Attendance Review Committee to discuss future consequences. If a parent cannot or will not attend this meeting, which must take place before the ISS is complete, the student will continue on to the next course of action (Step 3).
  - c. A third truancy results in five (5) days of ISS, Driver’s License invalidation and/or removal of the work permit. The student will be referred to the Miami County Juvenile Probation Department for truancy by the Principal or their designee. The parent and student will also meet with the Faculty Attendance Review Committee to discuss reasons why the problem continues and future consequences. If a parent cannot or will not attend this meeting, which must take place before the ISS is completed, the student will continue on to the next course of action (Step 4).
  - d. After a fourth (4) truancy the student will be recommended for placement in the Maconaquah Alternative Program (MAP) or placed on homebound instruction with the cost of instruction being assessed to the parent. If the parent refuses to place his/her child in MAP or place the child on homebound, then the student will be expelled from school.
6. The student cannot make up work missed when unexcused or truant. Any combination of a single period and a full day truancy can result in recommendation for expulsion and both worker’s permit and driver’s license invalidation.

## **OTHER ABSENTEE GUIDELINES**

1. Illness: Any student who becomes ill during the day must get a pass from the classroom teacher and report to the guidance office. A student who goes to the restroom or any other place other than the office and remains there for any portion of a period will be considered truant.
2. All students must sign in or out in the office if they leave or enter the building during their regular school day. For a student to leave school grounds during the day, the parent must notify the school prior to the time of departure. Failure to sign out will result in the student being counted truant regardless of the reason. If any student aids in another student being truant, both students will be treated as truant.
3. The school assumes that any student who is unable to attend school for educational purposes, is also unable to attend extra-curricular activities. (This includes athletic practice, games, contests, organizational functions, etc.)

## **MAKE-UP WORK/HOMEWORK ASSIGNMENTS**

All work missed due to an absence must be made up. Students will not be permitted to make up work for credit after an unexcused absence or truancy. It is the student's responsibility to contact his/her teachers to obtain makeup work. At the beginning of the year, teachers will inform students about their specific time limits for completing work. Students are permitted 1 additional day per day missed to make up missed work for excused absences. Parents and/or students wishing to receive make-up homework assignments can access the class web page or contact the individual teachers. Administration reserves the right to make exceptions when extenuating circumstances are involved.

## **EDUCATIONAL ENVIRONMENT**

It is in the interest of Maconaquah High School to provide an environment that is conducive to learning. We find it necessary to place restrictions on student behaviors that detract from a quality educational environment. Students whose actions stand in the way of another's right to receive an education will be removed through the student due process procedures. The following policies reflect the kind of environment we are seeking to provide. Failure on the part of the student to comply will result in disciplinary action.

## **CONFLICTS**

It is the belief of Maconaquah High School that questions or concerns that sometimes arise are best resolved in the following manner.

1. A meeting should be arranged to discuss the matter with the person involved (EXAMPLE: the parent, student, and staff member meet). If after that meeting the matter cannot be resolved then an appointment should be made with the principal.
2. The second meeting may consist of the parent, student, teacher, and principal to resolve the matter. If unresolved then an appointment should be made with the superintendent or assistant superintendent.

## **HAZING**

Hazing activities of any type are inconsistent with the educational process and will be prohibited at any time in a school connected activity. Discipline action can be taken whether the hazing activity happens on school grounds or off school grounds.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. A substantiated charge against a student shall subject that student to disciplinary action which could include suspension and/or expulsion.

## **HARASSMENT**

It shall be a violation of the student discipline code for students to harass any students and/or staff member through conduct or communication. Areas of harassment include, but are not limited to, the following areas: gender, sexuality, race, color, national origin, religion, disability, or any other unlawful basis. A substantiated charge against a student shall subject that student to disciplinary action which could include suspension and/or expulsion.

Any student who knowingly filed false charges against another student and/or staff in an attempt to demean, harass, abuse, or embarrass that student shall be subject to disciplinary action including suspension and/or expulsion.

All charges of harassment should be reported to the high school administration immediately upon the start of the harassment. The Maconaquah School Corporation maintains a Harassment Policy for its employees. This policy can be reviewed by students in the High School Office.

## **BULLYING**

Indiana state law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health;
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
  - a. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following:
    - i. Participating in a religious event
    - ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
    - iii. Participating in an activity consisting of the exercise of a student's rights protected under the First
    - iv. Amendment to the United States Constitution or Article 1, Section 31 of the Constitution of the State of Indiana, or both.
    - v. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
    - vi. Participating in an activity undertaken at the prior written direction of the student's parent.
    - vii. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
    - viii. Reports of bullying will be investigated by Administration as outlined by school policy. A substantiated charge against a student shall subject that student to disciplinary actions which could include suspension and/or expulsion.

Any student who knowingly filed false charges against another student in an attempt to demean, harass, abuse, or embarrass that student shall be subject to disciplinary action including suspension and/or expulsion.

## CRIMINAL ORGANIZATION

It is the policy of the Maconaquah School Corporation (MSC) to prohibit criminal organization activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. MSC prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal organizational activity and similar destructive or illegal group behavior.

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

- 1) either:
  - a) promotes, sponsors, or assists in; or
  - b) participates in; or
- 2) Requires as a condition of membership or continued membership;
  - a) the commission of a felony or act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

“Criminal Organization Activity” - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

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

The principal or designee shall conduct a thorough and complete investigation for each report of suspected criminal organization activity. The investigation shall be initiated by the principal or the principal’s designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator’s safety.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation.

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

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (ie., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.



## **STUDENT IDENTIFICATION CARDS**

Every student will be issued a student identification card which must be worn during school hours and visible at all times. The student identification card is used to access lunch accounts, check out books from the library, and as a general form of identification. If a student loses his/her identification card, a temporary identification sticker must be worn until a new identification card is purchased. Students who consistently fail to wear their identification card will be given after school detention and other consequences for insubordination.

## **CELL PHONES, IPODS, OTHER ELECTRONIC DEVICES**

Students are not to use cell phones, iPod, or other electronic devices during the school day (8:20-3:05) unless the classroom teacher has authorized students to use the devices to complete a classroom activity. Students will be permitted to use cell phones, iPod, or other electronic devices during their lunch period or passing periods if used in a responsible manner. Violation of this policy will result in confiscation of the device until the remainder of the school day by the teacher or administration.

## **PUBLIC DISPLAY OF AFFECTION**

We believe student behavior reflects not only the individuals involved, but also their family and the school. Our policy remains hand holding only during school hours and anytime on school grounds. Displays of affection include any sex-related behavior (consensual and nonconsensual). Violations of this policy may result in disciplinary actions.

## **FOOD/DRINKS**

Food and drinks should only be consumed in the cafeteria. Students who choose to bring their lunch or need food/drinks for after school activities must keep these items in sealed containers until their lunch period or the end of the school day. Violations of this policy may result in detention, suspension, or other disciplinary measures.

## **CHEATING POLICY**

Teachers are responsible for decisions regarding cheating. Students can expect such measures as: receiving failing grades on assignments, or a zero for the assignment. Violations of the cheating policy will be documented in the student's discipline record. Consequences for additional offenses may increase including ASD, ISS, or OSS, as determined by administration.

## **OFF-CAMPUS SPECIAL PROGRAMS**

Students enrolled in the Kokomo Area Career Center are considered Maconaquah students attending an alternate site. Students are to follow the policies of the special program site as well as those of Maconaquah High School. Maconaquah High School will carry through with any disciplinary action initiated by the alternate site. Should attendance become a problem at the off-campus site, Maconaquah can terminate their participation in the program. Should attendance to the alternate site be terminated prior to the end of a semester through no fault of the student, the administration will determine the placement of the student for the remainder of the semester. If attendance to the alternate site is terminated and is determined to be the fault of the student, the administration could remove the student from their classes at Maconaquah High School for the remainder of the semester. This would mean that the student would receive no credit from either site for that semester.

## BUS RULES AND REGULATIONS

Riding the bus is maintained as a privilege, not a right. Recognizing the difficult task of the driver, any student who behaves in such a manner as to threaten the health and safety of the occupants of the bus will have the privilege suspended or withdrawn.

The driver has complete authority to operate and control the bus and its passengers within the guidelines and policies of Maconaquah School Corporation. The authority to assign seats on the bus is absolute. It is the responsibility of the student to respect himself, others, and others' property. Excessive noise, offensive language, talking back to the driver, and fighting are problems for which students are most often suspended from the bus.

The following four-step process will be used when discipline issues arise between the driver and the student:

1. Conversation: The driver will speak individually with the student and let them know that his/her behavior is inappropriate and actions are expected based on bus rules.
2. Action: The driver will take action which may include but is not limited to reassigning a bus seat or other action deemed necessary. It does not include suspending bus riding privileges.
3. Phone: Bus drivers will place a courtesy call advising the parent/guardian of their student's inappropriate behavior on the bus and request their help to achieve safe transportation for everyone.
4. Discipline Form: The bus discipline form will be given to an administrator when all three above steps have been completed and the problem still persists.

Continued discipline problems will result in additional disciplinary action by the school administrator. Students with major disciplinary infractions occurring on the bus will be sent immediately to the Assistant Principal.

## BUS REQUIREMENTS

### “DO”

Students will wear and use the ID badges to board and leave the bus in accordance to the rules publicized by the Transportation Department upon completion of this project. (Zonar Bus System)

1. Be at the stop three (3) minutes prior to bus arrival.
2. Communicate with the bus driver.
3. Know your bus driver's name and bus number.
4. Remember that it is a privilege to ride the bus and not a right.

### “DON'T”

1. If a driver has stopped, honked, and waited, don't expect the bus to come back.
2. If a student has been removed from a bus by administration, don't expect to ride another bus.
3. Once a bus is dismissed, don't expect to get on or off the bus.

## LUNCH HOUR REGULATIONS

Lunch at Maconaquah High School is considered to be a “closed lunch.” For the safety and security of our student body, student visitors are prohibited from visiting or delivering food to students during lunch hour. Students are assigned 25 minutes to eat and relax each day. Students are not permitted to sign out during lunch for the sole purpose of eating out. Behavior in the cafeteria should be dictated by a high standard of personal etiquette and consideration for others. Students are expected to assist the staff in placing litter in the wastebaskets. Food and drinks must be consumed in the cafeteria. Line cutting is prohibited. Other areas of the building i.e. gyms, pool, locker rooms, parking lot and areas outside of the building are off limits to students without direct supervision of teachers.

## LUNCH ACCOUNTS

Each student will be given a lunch account number. Money can be placed in the student's lunch account through the bookkeeping office. If a student purchases an item in the cafeteria no change will be given. Any excess money will be put in the student's account. No "charging" of items will be allowed.

**NOTE: Students must have their ID badge or a temporary ID badge to purchase lunch from the regular lunch lines. Only students with their regular ID badge are permitted to make purchases from the Mac Shak. Students with temporary ID badges are NOT PERMITTED to make a purchase from the Mac Shak.**

## LUNCH PRICES

\$2.55 High School lunch

\$1.30 High School Breakfast

## AUTO REGISTRATION AND PARKING

Students driving to school accept adult responsibilities and should therefore drive accordingly. Driving to school is a privilege and not a right. Parking on the school parking lot grants authority to school administrators to search the vehicle and its contents when there is reasonable suspicion that the vehicle contains contraband and also grants the authority for the vehicle to be towed at the owner's expense if vehicle guidelines are violated.

1. Students driving to school must hold a valid state issued operator's license.
2. All vehicles driven and parked on school property must be properly registered.
3. Registration can be completed in the office under the following procedure:
  - a. Each vehicle driven to school must be registered through the MHS front office. Registrations must match the license plate number in order to be properly registered.
  - b. A \$2.00 charge will be assessed when registering for an identification card. An additional charge of \$2.00 will be charge for a replacement.
4. Students must enter and exit the parking area via the properly marked routes.
5. No student is to be in his/her car or a friend's car during school hours unless they have permission from the administration.
6. Upon arrival in the morning, students must park their vehicle and enter the building immediately. No loitering is permitted in the parking lot.
- 7.
8. Substantiated reports of reckless driving to or from school, speeding, using improper exits, or leaving school grounds without permission will result in suspension of driving privileges. Repeated offenses will result in a loss of the parking permit and possible law enforcement intervention.

## PARKING VIOLATION PENALTIES

	1st Offense	2nd Offense	3rd Offense
No Registration	Warning	1 week driving suspension	Towing
Parking Violation	Warning	1 week driving suspension	Towing
Moving Violation	2 week driving suspension	4 week driving suspension	Driving privileges revoked, Law Enforcement contacted

## **PARKING REQUIREMENTS**

1. Student parking is permitted in the west lot only. The only exception to this rule will be special parking along the north edge of the north parking lot which will be reserved for band students during the months of Aug. - Nov.
2. All vehicles must be parked correctly within the painted markings on the parking lot. Improperly parked vehicles will be subject to penalties above.
3. All vehicles operated on school property must not exceed a 10 MPH speed limit. Reckless driving and other unsafe displays will be subject to penalty.
4. Students must observe no passing zones and school bus stop arms when operating their vehicles near buses while on school property and on county roads and highways. Student traffic violations reported to the assistant principal by corporation bus drivers will be grounds for disciplinary action including the possibility of criminal prosecution.
5. Vehicles improperly parked and unregistered will be towed at owner's expense.

## **STUDENT DRESS CODE**

Students should wear appropriate attire during the regular school day and at school sponsored activities.

Dress Code guidelines:

1. Health and Safety - Students should not wear clothing or hairstyles that can be hazardous to them in their activities such as shop, lab work, physical education, and art. Girls and boys alike may be asked to wear a protective net or cap if the hair is too long for health and safety precautions in laboratory situations, such as: science, swimming, home economics, etc. Clothing that could conceal weapons, damage or defaces school facilities or equipment is prohibited. Footwear must be worn at all times.
2. School appropriate - Clothing should provide sufficient coverage of the body. Students will not be permitted to wear clothing that glorifies, advertises, or promotes the use or engagement in smoking, alcohol, drugs, gangs or sexual conduct. All clothing should cover the body that would cover an undergarment if worn. Hats and sunglasses are not conducive to the educational environment of the classroom. If there is a question, the administration shall make the determination of acceptable attire.

In order to clarify, the following guidelines will be used:

1. No hats, hoods, or bandanas are to be worn during school hours.
2. Shirts showing cleavage, bra straps, or bare back are not permitted. Hemmed, sleeveless tops or shirts will be allowed; however, tank tops, dresses with spaghetti straps, and shirts with the sleeves cut off will not be permitted.
3. No midriffs exposed at anytime. This includes the front, sides, and back whether standing, sitting, or during any other common school activity.
4. Shorts and skirts must be at least mid-thigh. No running shorts.
5. All pants/shorts/skirts must be worn at or above the hips at all times. (No sagging or underwear showing)
6. Pants/shorts may not have rips showing undergarments or above the length of shorts where skin is exposed.
7. No jewelry or clothing attire that can reasonably be used as a weapon shall be worn. This includes any type of chains.
8. Long trench coats and blankets cannot be worn throughout and during school hours.
9. No pajamas or slippers should be worn during school hours, unless designated as a school spirit day.

## **STUDENT CONDUCT CODE RIGHTS, RESPONSIBILITIES AND REGULATIONS**

The entire foundation and success of public school education depends upon the basic concept of self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our federal and state constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administration, and the community.

The responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of Education to responsible officials within the school corporation. The purpose of discipline is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to be conducted in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively and cooperatively, with appropriate available community resources, to help each student gain self-discipline standards.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes and the educational functions of the school corporation, school officials may find it necessary to remove a student from the school premises. In this event, the provisions of Indiana State Code and the Board of School Trustees authorize administrators and staff members to take the following actions:

1. Removal from class or activity: a high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from school: a school principal (designee) may deny a student the right to attend school or take part in any school functions for a period of up to 10 school days.
3. Expulsion: in accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of the rule regarding firearms.

### **GROUND FORS SUSPENSION OR EXPULSION**

Grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience include, but are not limited to, the following:

#### **1. DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or/obstruction of any lawful mission, process, or function of the school.

Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful, mission, process, or function of the school if a substantial material disruption is reasonably certain to result from his urging.

While this list is not intended to be exclusive, the following acts when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or educational function shall constitute grounds for expulsion:

- A. Occupying any school building, school grounds, or
- B. Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- C. Setting fire to or substantially damaging any school building or property
- D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school class or activity or of any lawful meeting or assembly on the school campus; and
- E. Continuously and intentionally making noise or action in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.

## **2. DAMAGE OR DESTRUCTION OF SCHOOL/PRIVATE PROPERTY/THEFT**

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal school or private property of substantial value either on school grounds, during a school activity, function, or event off school grounds. Repeated damage or theft involving school or private property of small value also shall be a basis for long-term suspension or expulsion from school.

## **3. PHYSICAL INJURY TO ANY PERSON**

Intentionally causing or attempting to cause physical injury, by placing hands on another individual in a rude or insolent manner, or intentionally behaving in such a way as could reasonably cause physical injury to any person

- A. On the school grounds during and immediately before or immediately after school hours, which includes the bus stop and in route to and from the bus stop.
- B. On the school grounds at any other time when the school is being used by a school group; or
- C. Off the school grounds at an educational function or event.

## **4. THREATENING OTHER STUDENTS OR STAFF**

A student shall not threaten or intimidate any student or staff for any purpose. Appropriate measures necessary to correct these situations, including disciplinary action or legal action, shall be taken. Offenses of this nature may result in legal prosecution.

## **5. WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle or transmit any object that can reasonably be considered a weapon:

- A. On the school grounds during and immediately before or immediately after school hours;
- B. On the school grounds at any other time when the school is being used by a school group; or
- C. Off the school grounds at any school activity, function, or event.

## **6. INSUBORDINATION AND/OR DISRESPECT OF A STAFF MEMBER**

It is the responsibility of the Maconaquah High School staff to control and direct student activities. Any student behavior that challenges the authority of a staff member will not be tolerated. Examples of this type of behavior would include, but not be limited to, the following: refusing to follow directions, leaving the classroom without permission, arguing, using inappropriate language or making inappropriate comments. Students who violate this policy may be subject to suspension and/or expulsion.

## **7. FOLLOWING INSTRUCTIONS**

A student shall not fail in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, and where such failure constitutes an interference with school purposes or an educational function.

## **8. CLASSROOM ACADEMIC BEHAVIOR**

Students are to consistently work up to their academic potential. Student apathy is a major concern among educators. Student apathy would consist of not bringing materials to class, not participating in class activities, and failing to complete class assignments. Students who engage in this type of behavior will be subject to detention, suspension and/or expulsion, or other disciplinary measures.

## **9. UNLAWFUL ACTS**

A student shall not engage in any activity forbidden by the laws of the state of Indiana which constitutes an interference with school purposes or an educational function.

## **10. REPEATED DISCIPLINARY VIOLATIONS**

A student shall not violate or repeat violations, of any rules validly adopted under state law and all amendments thereafter. A student found to consistently violate the rules adopted under this handbook and to excessively interfere with the educational purposes of Maconaquah High School could be subject to further disciplinary actions including expulsion.

## **11. HABITUAL OFFENDER POLICY**

A student who has engaged in misconduct that led to Out of School Suspension on two separate occasions will be considered a "habitual offender". Any future incidents of student misconduct may result in a suspension and the recommendation for expulsion. The student and his/her parent(s) will be notified when the student is considered a "habitual offender."

## **12. INAPPROPRIATE USE OF ELECTRONIC EQUIPMENT**

A student shall not engage in any activity which constitutes an interference with school purposes or an educational function. Examples of this would include, but not be limited to, the following: the sending or possession of pornographic pictures, images, etc. through an electronic device (sexting, web sites, etc.), engaging in harassment or bullying through texting or social media.

## **13. SUBSTANCE ABUSE POLICY**

Maconaquah High School has a responsibility to protect the health and safety of all students by making every effort to ensure a drug free environment wherein learning can take place. The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

### **A. ALCOHOL AND OTHER DRUG USE POLICY PARAMETERS**

Students may not knowingly possess, use, provide, or transmit to another person or be under the influence of: any substance which is, looks like, or which is or was represented to be a tobacco product, e-cigarette, vapor pen, or similar device, narcotic drug, hallucinogenic drug, amphetamine, prescription pill, inhalant, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind (use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision).

1. The possession, sale, manufacture, transmission, purchase, or use of alcohol and other drugs or drug paraphernalia or being under the influence of alcohol and/or other drugs on school grounds or at school sponsored activities are strictly prohibited. This includes:
  - a. on school grounds during and immediately before and after school hours,
  - b. on school grounds at any other time when school is being used by any school approved group, or
  - c. off school grounds at any school sponsored activity, function, or event.
2. Reasonable suspicion that one will find evidence of a violation of law or school rule is cause for school officials to use appropriate measures as provided by law, including but not limited to: calling the police, searching student lockers, searching the person and personal possessions of the student, detaining them, etc.
3. Use of Breath-Test Instruments. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever she/he has individualized reasonable suspicion the student has consumed an alcoholic beverage.
  - a. The student will be taken to a private administrative or instructional area on the school property with at least one (1) other member of the staff or administrative staff present as a witness to the test.
  - b. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
  - c. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

## **B. DISPOSITION PROCEDURES FOR SECONDARY STUDENTS**

The following applies to students at Maconaquah High School (grades 9-12) attending school or school related events. Statutory due process will be followed in cases of suspension, expulsion or exclusion from school. The disposition of each offense may be decided at the discretion of the building principal in conformance with this policy.

1. Witnessed Offense: Student is found to be under the influence of/or in possession of alcohol/drugs:
  - a. Parent or guardian will be notified.
  - b. Proper legal authorities will be notified.
  - c. Student is suspended from school for five (5) days and recommendation of expulsion made to the Superintendent.
2. Dealing: Dealing is defined as selling, providing, transmitting, or manufacturing alcohol or other illegal drugs, or substances represented to be illegal drugs.
  - a. Parent or guardian will be notified.
  - b. Proper legal authorities will be notified.
  - c. Student is suspended from school for five (5) days and recommendation of expulsion made to the Superintendent.
3. If disciplinary due process results in expulsion, it will be recommended that documented proof of a chemical assessment by a certified alcohol/drug counselor be provided to the principal prior to re-admittance to school after the period of expulsion expires.

## **C. TOBACCO**

The use and/or possession of tobacco products and/or ignition devices at school is prohibited. This includes



cigarettes, e-cigarettes, pipe tobacco, cigars, chewing tobacco, snuff, or any other type of tobacco product. Violators using matches, lighters, possessing or chewing any tobacco product will be subject to disciplinary procedures:

1. First Violation: The student will be assigned out of school suspension.
2. Second Violation: Recommendation of expulsion made to the superintendent of schools (or designee).

#### **14. POSSESSION OF A FIREARM**

No student shall possess, handle or transmit any firearm on school property.

- a. The devices are considered to be a firearm as defined in section 921 of Title 18 of the United States Code:
  - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - ii. The frame or receiver of any weapon described above
  - iii. Any firearm muffler or firearm silencer.
  - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having an explosive or incendiary charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half centimeter in diameter.
  - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
2. The penalty for the possession of a firearm: five days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
3. The Superintendent or their designee shall notify the county Prosecuting Attorney's Office when a student is expelled under this rule.

#### **15. LEWD BEHAVIOR**

Any student engaging in lewd behavior or sexual activity on school grounds will be subject to suspension and/or expulsion. No student shall be in possession of pornographic material whether in photos or text on digital devices or cell phones. Disciplinary action can include loss of internet privileges, suspension and/or expulsion.

#### **16. CRIMINAL ORGANIZATION ACTIVITY**

Criminal organization establishment, recruitment, or activity is prohibited. A youth criminal organization is defined as any non-school-sponsored group of students with secret and/or exclusive membership, whose purposes or practices include unlawful or antisocial behavior as well as actions that threaten the welfare of others. Students will receive consequences in line with the school board policy, including possible suspension/expulsion, as well as the involvement of law enforcement. (See Criminal Organization information on p.15 )

#### **17. BOMB THREAT**

Any student making a bomb threat to the school or corporation, will be subject to expulsion, as well as the involvement of law enforcement.

### **DISCIPLINARY OPTIONS**

#### **1. CLASS SUSPENSION**

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the hall from class for a maximum of one day at a time. This option should be used in conjunction with written or telephone notification to parents.

## **2. SINGLE CLASS ALTERNATIVE CLASSROOM SETTING**

This option is intended to be used by the building administrator as a means of providing a cooling off period for teachers and students who have experienced classroom difficulty which requires the separation of the teacher and student without removing the student from all of his/her classes. Completion of a disciplinary referral and a teacher placed phone call to the parent is required if this option is used. The student will be held in an alternative classroom setting or the office until she/he is emotionally ready to reenter the classroom routine.

## **3. AFTER SCHOOL DETENTION**

After School Detention is designed to provide disciplinary consequences for minor behavior and attendance problems. This program is part of our commitment to keeping students in the classroom where they can benefit from the expertise of the classroom teacher. Students will be assigned to the After School Detention by the principal or assistant principal. Students may not change detention dates, only a parent may request to change the date. Failure to serve detention will result in having that detention date rescheduled with additional disciplinary action taken.

### **GUIDELINES:**

1. Report to the office or detention room by 3:20 p.m.
2. Bring books, paper, and assignments to work on for the entire time.
3. You will be assigned a seat where you will complete your work.
4. No sleeping, eating, or distracting others will be permitted in ASD.
5. You will be released from ASD at 5:00 p.m.
6. You must provide your own transportation home.

## **4. IN SCHOOL SUSPENSION**

In School Suspension is for those offenses that normally could have resulted in Out of School Suspension but with administrative approval may be used. Work completed while in ISS will result in FULL credit. Students will turn in their cell phone to the ISS supervisor upon arrival and it will be returned at the end of the day (with access during lunch, then returned again to the supervisor).

## **5. OUT OF SCHOOL SUSPENSION**

Out of School Suspension is reserved for the most serious disciplinary infractions and for those students who are habitual offenders. This option will be used as a preliminary to expulsion. Work missed while on OSS should be completed and submitted for FULL credit.

## **6. EXPULSION**

This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses.

## **7. DRIVERS LICENSE INVALIDATION**

Indiana Law prohibits the Bureau of motor vehicles from issuing a driver's license or permit to a student under the age of 18 and:

1. is a habitual truant.
2. has had at least a second suspension from school for the school year.
3. has had an expulsion from school; or an exclusion from school due to misconduct.
4. has withdrawn from school, for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit revalidated upon the earliest one of the following events:

1. the student turns 18;
2. the end of the semester in which the student is reinstated in school; or
3. the suspension, expulsion is reversed after a hearing conducted under Indiana Law.

The law requires school officials to report to the Bureau of Motor Vehicles:

- A. that a student is eligible for a license or permit because the student has not been suspended (at least two times), expelled, or excluded; and
- B. When a student has been suspended (twice), expelled, or excluded.
- C. Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:
  1. at least 13 but less than 15;
  2. a habitual truant; and
  3. identified in a list submitted to the Bureau of Motor Vehicles; until the student turns 18.

This law amends the age a student may withdraw from school. Effective July 1, 2006, a student may withdraw from school when the student graduates or turns sixteen. The student must also participate in an exit interview with the principal in which the principal must also approve the withdrawal. The withdrawal must be due to financial hardship, illness, or court ordered.

*For the purpose of implementing this law, a suspension shall be defined as an out- of-school suspension of any kind or for any reason.*

## **8. SOCIAL PROBATION**

Students who are not meeting the basic expectations for a student at Maconaquah High School may be placed on Social Probation. Students on Social Probation are not allowed to attend school sponsored events, such as sporting events, concerts, plays, and dances. Social Probation may be imposed for any of the following: a student is failing one or more classes, has F's due to zeros, has been suspended for violating school rules, or has violated the school attendance policy. Students with F's due to zeros or excessive unexcused absences will NOT BE PERMITTED to attend prom or the winter formal.

## **9. USE OF SECLUSION AND RESTRAINT**

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

## **10. SUSPENSION PROCEDURE**

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

1. Parental contact will be made prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented
  - c. the student will be provided an opportunity to explain his or her conduct.
2. The contact shall precede suspension of the student except where the nature of the misconduct requires

immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Following the suspension, the parents or guardians of the suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

## **11. EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action to the student and the student's parent.

***Suspension or expulsion from Maconaquah High School includes participating in and/or attending all extracurricular and school sponsored activities.***

The grounds for suspension or expulsion listed above apply when a student is:

1. On school grounds immediately before, during, and after school hours and at any other time when the school is being used by a group;
2. Off school grounds at a school activity, function, or event.

Traveling to or from school or a school activity, function, or event. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity that takes place during weekends, school breaks, and the summer when a student may not be attending classes.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The purpose of the Acceptable Use Policy is to inform parents, guardians, and students of the rules governing the use of district and personal technology resources while on or near school property, in school vehicles, and at school- sponsored activities, as well as the use of district technology resources via off- campus remote

access. In addition, your student's image may be used on promotional materials as well as on the school-sponsored website.

Maconaquah School Corporation is pleased to offer students access to district computers, communication systems (i.e. student e-mail accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

## **USING THE INTERNET AND COMMUNICATION SYSTEMS**

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with the corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is created or an old file has been edited and changed. Files may be backed up by storing them on the server, a personal storage device (such as a flash drive), or burning them to a CD.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well.

Maconaquah School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students not try to "get around" the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse.

Maconaquah School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult.

## **PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES**

All district technology resources, including but not limited to district computers, communication systems, and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of Maconaquah School Corporation.

**Activities that ARE permitted and encouraged include:**

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education

**Activities that are NOT permitted nor encouraged include:**

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark materials as one's own work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted)
- Damaging or modifying computers, software, or networks with permanent materials
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services
- Use of personal e-mail accounts, non-district provided e-mail accounts, on the district network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

## **PRIVACY AND SECURITY**

Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

## **VANDALISM**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

## **CONSEQUENCES OF MISUSE**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student's use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

## **RELIABILITY AND LIMITATION OF LIABILITY**

Maconaquah School Corporation makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. Maconaquah School Corporation will not be responsible for any damages suffered

by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. Maconaquah School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold Maconaquah School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

## **DRUG TESTING OF HIGH SCHOOL STUDENTS**

To try to teach a dulled and passive mind is a nearly fruitless endeavor. Appropriate amounts and rates of learning cannot occur when a mind fed by substance-filled blood is present.

There has been a great amount of research generated on the topic of adolescent substance abuse. Within the body of this research, there is a general consensus that there are certain behaviors which can help identify those adolescents who are using drugs on a regular basis. Those behaviors include areas that can be easily identified in a school setting such as truancy, tardiness, verbal and physical abuse toward staff or classmates, vandalism, absenteeism, and a sudden drop in grades. These behaviors are not conclusive on their own that a student is using drugs, but they are indicators that point to that possibility. A purpose of the policy is to help identify and intervene with those students who are using drugs as soon as possible and to involve the parents immediately.

## **LEGAL OBLIGATIONS**

The Board believes it has the responsibility to address illegal drug use in the school community based upon:

1. Indiana Code that directs the school corporation to plan for and maintain drug free schools.
2. Indiana Code that sets health measures to be governed by school officials. More specifically, code that establishes the responsibility of schools to assist children found to be ill or in need of treatment.
3. Federal law, specifically the Drug Free School and Communities Act of 1986 (20 United States Code 3324(a) requires that this School Corporation adopt and implement a program designed to detect and respond to illegal drug use at school
4. Findings of the Indiana Prevention Resource Center at Indiana University in a survey conducted at Maconaquah High School and Middle School.
5. This program does not affect the current policies, practices, or rights of the Maconaquah School Corporation with respect to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy.

The Board recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of both students and staff. It jeopardizes the efficiency and the quality of the educational programs. The risks associated with such abuse may include the possibility of impaired judgment, diminished capacity, deterioration of the organs of the body, addictions, and conditions that substantially inhibit a person from performing to his/her fullest natural ability.

## **PROCEDURE**

A student in grades 9 through 12 and his/her parent must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:

1. drive a car to school;

2. participate in school sponsored clubs, co-curricular and extracurricular activities, athletics or the competitive portion of the band and choral programs;
3. students who desire voluntary testing.

***The drug testing consent form is valid for the entire high school career of the student or until both the parent and student have signed to opt out of the pool.***

Students will be tested randomly as they are drawn by the testing laboratory from one large pool of those agreeing to be tested. Testing times will occur randomly. Each student will be assigned a number and that number will be placed in the pool for the drawing. School officials will have no control over whose number is drawn.

No student will be given advance notice or early warning of the testing. A strict chain-of-custody will be enforced to eliminate invalid tests or outside influences.

The student will be discreetly escorted to the testing site by a member of the administrative staff. A urine specimen will be given on site and will involve supervision by contracted drug testing personnel.

A student will remain under supervision until he or she has produced an adequate specimen. If s/he cannot produce a specimen when taken to the testing area, the student will be given eight ounces of water. If, after two hours, s/he is unable to produce a specimen s/he will be required to report to the principal's office where s/he will be given an informal hearing to discuss any medical and/or other reasons s/he was unable to provide a specimen. Any reasons given by the student will be considered by the principal before determining whether the student may continue in the activities/privileges referred to earlier. In addition, parents will be telephoned and informed of the situation. The parent will be given the choice of attending the hearing or discussing the matter over the telephone prior to the hearing. If the principal is unable to reach the parent prior to the hearing and has made reasonable efforts to do so, the informal hearing may proceed. If it is found that the student is being uncooperative in the testing procedure s/he will be declared ineligible.

All specimens registering below 90.5 degrees or above 99.80 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine sample by temperature. If this occurs, another sample must be produced. If it is proven that tampering, diluting, masking, or cheating has occurred during the testing, the student will become ineligible for all the items previously listed for 365 days from that date. This will be reported to the parents.

The test result will remain confidential. Only the principal, assistant principal, athletic director, and the sponsor/coach(if positive), along with the student and his/her parent will know the result. Negative results will be reported by mail.

If the student tests positive, s/he, along with the parent will meet with the principal, assistant principal, or athletic director at a mutually agreeable time and site. During this meeting the administrator will explain to the student and parent that the student will lose all of the activities/privileges described above. The administrator will encourage the parent to seek professional help.

Parents have the right and opportunity to speak with the physician who is the Medical Review Officer concerning any test result. The student or his/her parents may appeal by requesting that the split urine sample be tested again by another NIDA lab at a cost to the student or his/her parent (if the student tests positive again).

## **TEST RESULTS**

The program is not intended to be punitive or disciplinary in nature. The purpose of this program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent/guardian and to educate, help, and direct students away from drug and alcohol abuse and toward a healthy, safe, and drug free participation in school activities.



The length of the restriction will be based upon the standards that are stated in the consequences section of the policy. The student will be tested at the end of the restriction from activities. TWO positive results from testing are indicative of continued substance use and will mean that the student will be encouraged to seek a professional evaluation paid by the parent. The student will not be allowed to return to the restricted program for 365 days.

## **CONSEQUENCES OF POSITIVE RESULTS**

**STUDENTS DRIVING TO SCHOOL** - A 45 day suspension of driving privileges will be imposed. The student may resume driving to school after a retesting which produces a negative result. Students who test positive for tobacco use only, will not have their driving restricted, but parents will be notified of the results.

**STUDENTS INVOLVED IN EXTRACURRICULAR** -The student will be given an automatic 45 day suspension from non-competitive clubs. A 365 day suspension from competitive programs will be imposed OR, the student may elect to enter the individual activity's options program.

A full description of the Options Program is included in the student handbook under the heading athletics.

## **GENERAL INFORMATION**

### **DANCES**

Dances and other social events will be held throughout the school year by various organizations. These activities will be completed by 11:00 p.m. Students on Social Probation, with attendance, grades, or discipline issues will not be allowed to attend. Permission for non-Maconaquah students to attend a dance will be required by administration prior to the purchase of a ticket for the dance.

### **COMMUNICATIONS**

Announcements are given during the school day. Those who wish to have announcements made with regard to school activities must have the written approval of the teacher, sponsor, or administrator in charge of the activity. Announcements are to be turned in prior to 8:30 and only those pertaining to school related activities will be given. Posters, announcements, advertisements, etc. are not to be posted without administrative approval.

### **HALL PASSES**

Students are not to be in the hallway during class time without a pass and proper authorization. Students are to be in the area in which they are assigned. Students cannot stay in one class for an additional period without prior expressed permission from the teacher whose class they are going to miss. Forgery of or changes to hall passes by students may result in out of school suspension.

### **BOOK RENTAL**

Maconaquah has a complete book rental system for the convenience of students. This saves the student money and avoids the problems of buying and selling textbooks each year. The State Board Rental Plan is used and the rental prices are based on the courses selected each semester. The student and parent assume financial responsibility for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library books, extra-curricular activities, fund raisings and tuition. The student and parent shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

### **BOOKSTORE**

The bookstore, located in the main office complex, is open during the school day. The store sells school supplies such as pencils, paper, pens, erasers, folders, and miscellaneous supplies. Lunch Money may be deposited at the bookstore. **The bookstore is not to be used as a change machine.**

## **TEXTBOOK AND LIBRARY BOOK CARE**

Textbooks rented and library books loaned to students are the property of the Maconaquah School Corporation. Students will be assessed charges for books that are lost, damaged or otherwise show excessive abuse. Also, students are responsible for the textbook/library book they were originally issued. Book numbers/barcodes are recorded at the time of distribution. The storage of loose paper, pens, pencils, and other personal items within textbooks/library books is prohibited. Textbooks/Library books must be returned in good condition with all markings erased.

## **FIRE DRILLS**

Fire drills are conducted periodically according to state regulations under the direction of the State Fire Chief. When the alarm sounds, leave the room immediately. Walk quickly and quietly, but do not run. Continue walking outside the building until all have gone at least 100 feet from the building. Remain outside until the signal is given to return. Instructions are posted in each room for leaving the building from the area. Each teacher is responsible for the class in his/her room during a drill and leaves the building with the students.

Teachers are requested to take grade books out of the building with them for each drill so that the records for the year may be preserved in case of actual fire. Students leave immediately without stopping to take any possessions. Any student who intentionally pulls the fire alarm will be recommended for expulsion.

## **AFTER SCHOOL HOURS**

Students are not permitted in the building after school hours unless they are associated with a school function or activity that is directly supervised by an adult.

## **MACONAQUAH INTERVENTION SUPPORT TEAMS (MIST)**

Maconaquah Intervention Support Teams is a systematic process known as Response to Intervention (RtI) that is designed to ensure that all students learn. MIST is a general education intervention framework for prevention, advancement and early intervention which involves determining whether all students are learning and optimally progressing academically, socially, emotionally and behaviorally when provided with high quality instruction. Through the MIST process of instructional interventions, student instruction and interventions are designed to meet their needs in a general education setting. Collaboration is fostered between teachers, school support personnel, administrators and families in order to support all students. Families receive information regarding their child's progress, and ongoing home-school collaboration allows parents to become active and meaningful participants in the education process.

## **GUIDANCE COUNSELING SERVICES**

The services and activities in your school that give you help in making the many decisions you have to make about your courses, plans for the future, relations with students and teachers, and your personal problems are referred to as guidance services.

School counselors are well trained for the work they are doing. They understand boys and girls and are acquainted with the wide variety of problems they meet in and out of school. They will not make decisions for students, however. The decisions are yours to make, but they may help you uncover facts that you have not discovered. They may help you relate these facts to your situation. They may suggest possible solutions. At every stage of your high school experience, your counselor is the person who by training and qualification is ready to help you.

The function of the Maconaquah High School guidance program is to assist all students in:

1. Assessing and understanding their abilities, aptitudes, interests, and educational needs.
2. Developing a better understanding of educational opportunities and requirements.
3. Helping them to make the best possible use of these opportunities in seeking and attaining realistic goals.
4. Helping students maintain normal personal, social adjustments.
5. Working with parents and the community in planning and evaluating the school's total program.

The counselors work as much as possible with each student in areas such as class planning, vocational training, college information, occupational information, scholarship information, home and family relations, and school problems.

Different tests are given certain classes each year and the information on the results is given to the students at a later date. The PSAT may be administered to all 10<sup>th</sup> grade students. The results of all tests are recorded on the student's cumulative record.

Parents are invited to call the guidance department for an appointment with a counselor at any time. (Phone 689-9131 ext. 5035). Parents are very much encouraged to visit the Guidance Website via the Maconaquah Corporation site.

## **SCHEDULE CHANGES**

Maconaquah High School students are encouraged to invest quality time in planning their schedules for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs. The administration and counseling staff of Maconaquah High School allow ample time for students and parents to make a firm decision regarding the student's program plan for the following year. Each student is given the time from the initial scheduling meeting until the end of the school year to make revisions to the schedule as desired. A student's class schedule will not be changed for the purpose of changing teachers. Student requests may not be granted due to the unavailability of certain classes or other scheduling problems. It is the school's position that schedule changes made after the school year begins disrupt instructional time. Since staffing and the master schedule are determined by student course selection, students are expected to honor the commitment they make when selecting courses for the spring deadline as well as making schedule changes before the spring deadline which will be the first Friday in May.

After the end of the school year, changes in a student's schedule will ONLY be made for either semester for the following reasons:

- Errors made by the school in developing the schedule.
- The school's need to balance class sizes to 30
- Medical reasons with documentation.
- Change in program placement for students with learning problems, such as adjustments in or assignments to special services or resource classes.
- Request to take courses to qualify for the Academic Honors Diploma or Core 40.

- Failure of a course for the following reasons: required for graduation, a prerequisite (i.e., anything that would prevent a student from taking a requisite course as published in the Program of Studies), or a course required for entrance into post-secondary education.
- Request to add a course required for college (with documentation from the college).
- Adding a seventh course to replace a study hall.
- student has failed with a teacher previously in a course, and he/she gets the same teacher for exactly the same course.
- student requests to attend the full year rather than be a mid-year graduate.
- Move-in students who may need a second or third study hall because we are unable to match courses.
- Adding a class to continue the sequence of a year-long course.
- Adding a required course in lieu of an elective class.

In rare instances, there may be individual situations that will be reviewed by school personnel to determine whether or not a schedule change is needed. These situations will be considered by the student's teacher, parents, counselor, etc., and a recommendation will be made to the principal who will make the final decision.

## **COURSE WITHDRAWALS**

If it is determined necessary for a student to withdraw from a class, it must be within the first 15 school days to occur without penalty. After 15 school days, if it is determined that a student will withdraw from a class, the class will be listed with a WF on the student's transcript. WF is the equivalent of an F when computing grade point average.

## **HEALTH SERVICES**

The Maconaquah School Corporation employs a corporation nurse who supervises visual testing, tine tests, special checkups, epidemic diseases, and general health practices. She is on call to any school that has a special need. In addition to the corporation nurse, who is assigned to the High School, there is also a nurse assigned to each building.

Limited first aid is available for temporary illness. Serious illness will be reported to the student's parents and arrangements will be made to send him/her home.

Pregnancies. If a student becomes pregnant, she shall report this information to the appropriate building nurse for safety purposes. Due to liability and health risks placed on Maconaquah High School, any female found to be pregnant will be withheld from participation in physical education classes until a written statement from her attending physician is submitted. This statement will spell out the extent to which she may safely participate in class. A student returning to school after the termination of a pregnancy may not participate in physical education class or any sport without a doctor's written permission.

## **ADMINISTRATION OF MEDICATION**

Students needing to take prescription medications during school hours are required to store their prescription in the nurse's office located in the guidance office. A pass will be issued by the Guidance Secretary or classroom teacher permitting students to come to the office when medications are to be taken. The following guidelines will be followed when medications are administered:

1. All medicines, including prescription and over the counter medicines, shall be stored in a locked cabinet in the nurse's office.
2. All medication prescribed for an individual student is to be kept in the original container bearing the original pharmacy label and the student's name.
3. Medication will be administered only if there is on file a current medication authorization form signed by the doctor and/or legal custodian of the student.

4. All medications left at the end of the school year will be destroyed and disposed.
5. Written instructions from a physician and/or legal custodian are required, even for non-prescription medication.

### **SELF-ADMINISTERED MEDICATION**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parents file a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must be filed annually and provide the following:

1. A chronic disease or condition exists for which the medication is prescribed.
2. The student has been given instruction for self-administering the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

The school or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission to gross negligence or willful misconduct.

### **IMMUNIZATION AND HEALTH RECORDS**

As per Indiana statute, every child attending school must have all immunizations that are required by the Indiana State Department of Health. Students must furnish, no later than the first day of school, a written up-to-date record of all required childhood immunizations. No child will be permitted to attend the Maconaquah Schools until such record has been presented to the school.

### **INSURANCE SERVICE**

Student accident insurance will be made available each year. Forms will be available during the first week of school for any student who wishes to take the insurance. This insurance is optional, however the Maconaquah School Corporation is not financially responsible for medical expenses incurred from injuries or accidents. All athletes must be covered by some kind of insurance. Each athlete must submit proof of insurance prior to his participation in any practice or game to the principal's office.

### **LIBRARY**

The mission of the library is to provide curricular support, reference materials and books for pleasure reading, as well as a place for creativity, research and networking. The library is open from 7:45 to 3:20 most days, except in the case of morning training and staff meetings when it will be open at 8:05. A student can obtain a pass from his/her teacher to use the library during class time, or from the librarian to use the library during his/her study hall or lunch time. The number of study hall passes allowed will depend on the library schedule for the day.

### **STUDENT LOCKERS**

Lockers for the storage of books and other items will be found in the corridors. Locker doors should be locked for students own protection. Student lockers must be kept clean. Stickers and other adhesive displays are not permitted on the inside and outside of the lockers. Students will be held financially responsible for damage to their assigned locker. Students will be required to declare a locker by signing a locker assignment card.

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and theater classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items that cause an interference with school purposes or an educational function, or that are forbidden by state law or school rules. The student's use of the locker does not diminish the school corporation's ownership or control of the

locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

### **LOST AND FOUND**

Each person is responsible for his/her belongings. A small area in the office is designated for lost personal items. Books and other school items may be identified in the attendance office. The school cannot, however, be responsible for replacement of any lost items.

### **SCHEDULING OF SCHOOL FUNCTIONS**

All activities must be cleared through the office and dated on the school calendar.

### **SUBSTITUTE TEACHERS**

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important staff member whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate. A substitute teacher has the authority equal to that of a teacher and may write a student up on a disciplinary referral.

### **TORNADO SAFETY**

In the event of a tornado, students and faculty will be instructed to move in an orderly manner to designated safety areas. Students are to assume the accepted protective position in the safety areas, e/g; kneeling, sitting, squatting with heads bowed and hands locked behind the neck or head.

If the warning is not received in time to effect the regular evacuation plan:

1. Students should be instructed to seek shelter under the heaviest item of furniture available in the room, such as desks, tables, etc.
2. Assume accepted protective position.
3. Remain below window levels.
4. Remain protected until advised otherwise by a responsible person.

### **UNFORESEEN CLOSING OF SCHOOL**

School closings and delays will be sent through school messenger to the phone numbers in the student management system at school. Please ensure that all phone numbers are current to receive proper notification. If at any time it becomes necessary to close school and you are in doubt, please listen to radio stations WIOU, WZWZ, or WWKI (Kokomo) or WARU (Peru) for this information. Closing information can also be found by dialing 689-9131 and choosing option 6. Please do not call your principal or superintendent. This information will usually be on the air by 6:45 a.m.

### **USE OF THE TELEPHONE**

The office phones are used to carry on the essential business of the school and are available for students only in emergency cases. Students will be called to the office phone in case of emergency or otherwise a message will be taken so the student may call back.

### **VISITORS**

All visitors must report immediately to the principal's office and request a visitor's permit. However, no person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty, or maintenance staff. Students are discouraged from asking friends outside the school to visit the school during regular school hours. Student visitors will not be permitted.

### **RELEASE OF DIRECTORY INFORMATION**

BE IT RESOLVED: That the policy of Maconaquah School Corporation shall be to release certain items of directory information without securing prior written consent of the parent of a student. This information may be

released to newspapers, other media, colleges, military recruiters, civic organizations, governmental agencies, or other similar parties who have just reason for the information. It will also be published in programs for the athletic, music or theater presentations of Maconaquah High School. Directory information includes the following facts regarding a student.

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance or nonattendance
6. Honors and awards
7. Other similar information such as honor roll numbers, height and weight of athletes, information generally found in yearbooks, college plans, and other institutions attended.

Only the directory information which is appropriate for the legitimate agency will be released. Parents/guardians wishing to deny the release of any directory information items pertaining to their child may obtain a "Denial to Release Directory Information" form.

## **WORK PERMITS**

Students who are working while attending school are asked to obtain a work permit from the administrative secretary in the main office in order to comply with the state labor law. A birth certificate is required. An Intention to be Employed Card may be secured in the main office, to be filled out by the employer prior to going to the administrative secretary for the permit. Your birth certificate must accompany the intent to employ card. The school may deny or revoke a work permit to a student whose academic performance does not meet the school standard or whose attendance is not in good standing.

## **ACADEMIC GUIDELINES**

### **MSC GRADING AND INSTRUCTION POLICY**

Teachers are to recognize the importance of grades to the student and the parent. Grades are a measure of the student's accomplishments of what the teacher expects of him or her.

### **GRADING SCALE**

A+ 100 - 98	A 97-93	A- 92-90
B+ 89-88	B 87-83	B- 82-80
C+ 79-78	C 77-73	C- 72-70
D+ 69-68	D 67-63	D- 62-60
F below 60		

The student and building administration must know at the beginning of the grading period the following:

1. On what basis the grade is to be determined.
2. How assigned work is checked and how much it is going to count.
3. How important class recitation and participation are.
4. How important test scores are and whether these are to be pre-announced.
5. Any exceptions to the above grading scale.

## **E LEARNING DAYS**

ELearning Days will be regularly scheduled days during the school year where students use their computers at home to get instruction and learn material and information from the teacher, who will be at an alternative site. Days of instruction on days where student attendance is impacted by weather or similar events. Students will receive instruction at home on their computers as in the regularly scheduled ELearning Days. Students will be expected to

check in with all teachers, listen to all instruction, complete all assigned activities, and turn them in as directed by the teacher in the timeline expected by the teacher.

**It will also be the expectation of the school that the student contact the teacher if there are academic questions or the technology center if there are technology questions on concerns. The Technology Center may be contacted at 765/689-9131 extension 5999 from 9:00a.m to 3:00 p.m.. Incomplete assignments will be reflected in the student's grade on that assignment.**

### **COMPUTING SEMESTER GRADES/COURSE CREDIT**

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

Student will receive a percentage grade for each grading period, each worth 45% of their semester grade, as well as a percentage grade for their semester final, worth 10% of their final semester grade. Upon calculation of each grade, the combined total of the 3 grades will be the final semester grade. Students must have a minimum semester percentage of 60% to be eligible for the course credit.

For example: A student received the following percentage for each grading period - 1st - 85%; 2nd - 70%, and then a 80% on the final exam. Their semester grade would be calculated as follows:

$$(1st\ mp)\ 85 \times .45 = 38.25; (2nd\ mp)\ 70 \times .45 = 31.5; (Final\ Exam)\ 80 \times .10 = 8$$
$$38.25 + 31.5 + 8 = 77.75\% \text{ (Final grade)}$$

### **WEIGHTED GRADES**

Maconaquah High School currently offers a variety of College Advanced Placement and University Advanced College Project as well as a variety of Honors Courses. Because of the rigorous nature of these courses, the following system of attributing points toward the student GRADE POINT AVERAGE will be used:

#### **For College Curriculum Courses:**

The normal point value assigned to a grade will be increased by 3 when used to compute one of the weighted courses. (Example: A student receives a grade of "B" for Calculus/AP. A "B" GRADE normally has an assigned point value of 8, but for purposes of GPA COMPUTATION, this WEIGHTED COURSE will be assigned a point value of 11.)

#### **For Honors Curriculum Courses:**

The normal point value assigned to a grade will be increased by 1.5 when used to compute one of these grades. (Example: A student receives a grade of a "B" for English-9 Honors. A "B" GRADE normally has an assigned value of 8, but for purposes of GPA COMPUTATION, this WEIGHTED COURSE will be assigned a point value of 9.5.)

Any course that a student elects to enroll in for "DUAL CREDIT" OFF THE HIGH SCHOOL CAMPUS through a POST SECONDARY INSTITUTION WILL BE USED in the COMPUTATION of the student GPA. Because of their rigorous nature, these courses WILL ALSO BE INCLUDED in the WEIGHTED GRADE POLICY for GPA computation. *Note: The Kokomo Area Vocational Programs and the Maconaquah Student Internship Programs WILL NOT BE INCLUDED in the WEIGHTED GRADE POLICY.*

### **GPA AND CLASS RANK**

A weighted 12.0 grade scale will be used to determine both the student GRADE POINT AVERAGE (GPA) and CLASS RANK. A student GPA is determined by computing semester grades and is cumulative from grades 9 through 12. A student's class rank is determined by the student's position according to his/her GPA. ALL GRADES will be used in the computation of both the GPA and the CLASS RANK with the following exceptions: grades received from alternative school, home school, and home bound instruction. Any student who has not been



in attendance at an accredited institution for eight semesters will not be considered as a candidate for rank in the TOP TEN of their graduating class.

## **HONOR ROLL**

### **Distinguished Honor Roll**

In order to make the DISTINGUISHED HONOR ROLL, a student must earn a GPA of 10.0 or higher. In addition, the student must receive no grade less than an "A-" in all classes with the exception of one class in which at least a "B-" grade or higher must be earned. All grades are to be included in determining this honor roll and a student must be enrolled in at least FIVE COURSES to be eligible.

### **Regular Honor Roll**

In order to make the REGULAR HONOR ROLL, a student must earn a GPA of 7.0 or higher. In addition, the student must receive no grade less than a "B-" in all classes with the exception of one class in which at least a "C-" grade or higher must be earned. All grades are to be included in determining this honor roll and a student must be enrolled in at least FIVE COURSES to be eligible.

## **SEMESTER EXAM ATTENDANCE AND TEXTBOOK POLICY**

Students are required to attend school during final exams. The only acceptable excuses during final exams are:

1. Student illness -- a doctor's note will be required.
2. Family Emergency -- school administration will make the determination.

## **INCOMPLETE GRADES**

Teachers must submit all incomplete grades by 8:30 am of the day grade cards are issued. **It will be the responsibility of the student to submit all work to his/her teachers so grading can be completed prior to the grade submission deadline.** The administration reserves the right to make exceptions when extenuating circumstances are involved. All exceptions must be approved by the principal or assistant principal. No incompletes will be issued for semester grades.

## **COURSE REPEAT POLICY**

A high school class may be retaken to improve a grade below a C- to better master its content, to meet grade requirements for an Indiana Academic Honors Diploma, or to become eligible for a waiver for a student who did not pass an ECA exam which is required for graduation.

- To retake a class, an application must be submitted to the guidance department and the high school administration.
- Students who plan to take the second semester of a two semester class may also retake the first semester on an audit basis (no credit), with permission of the department chairperson.
- Students may retake one class (one semester only) to improve a grade during their high school career and it must be within one year after receiving the semester grade of the class being retaken (may not be done after graduation).
- No online classes will be accepted in replacement of high school courses used for an Academic Honors Diploma without administrative approval.
- When retaking a class, the word AUDIT will be placed on the student's transcript next to the original grade and this will not be figured into the student's GPA.
- The replacement grade earned (either higher or lower) when the class is retaken will be the grade on the transcript.
- The grade that is earned for the make-up class will be included in the student's GPA calculation, but if this change impacts class salutatorian or valedictorian status, the change will not stand.

## **MAKE-UP COURSE WORK**

Students are permitted to make up ONLY TWO CREDITS PER SCHOOL YEAR toward graduation by completing online classes unless otherwise approved by administration. This does not include credits made up during the summer. Seniors making up credits need to have all courses completed two weeks prior to graduation unless otherwise approved by the administration.

## **GRADE CLASSIFICATION**

Students are classified by grade on the basis of credits on their transcripts recorded at the start of the school year. The following classifications will be used:

- 0-10 credits inclusive = 9th grade (Freshman)
- 11-20 credits inclusive = 10th grade (sophomore)
- 21+ credits = 11th grade (Junior)

Graduation requirements are indicative and follow rules based upon the student's entrance year.

## **GRADUATION REQUIREMENTS FOR CREDITS AND DIPLOMAS**

Students pursuing a Maconaquah High School Diploma must meet the requirements set forth by the State of Indiana as well as Maconaquah School Corporation, according to their diploma track, as follows:

- Academic Honors - 48 credits
- Technical Honors - 48 credits
- Indiana Core 40 - 44 credits
- General diploma \*\* determined by a conference with guidance, administration, student, and parents

See the appendix for specific course requirements.

## **END OF COURSE ASSESSMENT GRADUATION REQUIREMENT**

**The High School Graduation requirement** - Beginning with the class of 2012, every Indiana student must meet high educational standards (Core 40) in English 10 and Algebra I, in addition to all other state and local graduation requirements, in order to be eligible to graduate from high school. To meet these standards, a student must: Receive a score at or above the Indiana Academic standard on the ECA for English 10 and the Algebra I. Beginning with the class of 2019, every student must receive a passing score on ISTEP assessment for both math and Language Arts.

## **WITHDRAWALS AND TRANSFERS**

A student who will be transferring from Maconaquah High School SHOULD NOTIFY the Guidance Office of the TRANSFER AT THE EARLIEST POSSIBLE DATE. The day the student intends to leave he/she MUST PICK UP A WITHDRAWAL FORM from the Guidance Office. This form will be taken to all classes for each TEACHER to SIGN AND ENTER WITHDRAWAL GRADES. Students are to RETURN any TEXTBOOKS to the teachers AT THIS TIME, as well as their LAPTOP to Guidance.

The student MUST RETURN THIS FORM to the Guidance Office by 3:30. Upon the student's arrival at the new school, MACONAQUAH HIGH SCHOOL will be notified of his/her enrollment and WILL SEND AN OFFICIAL TRANSCRIPT of the student's grades and records. Any student who, due to extenuating circumstances (such as parent's transfer, change of custody, etc.), is unable to complete a semester, may upon written request to the principal, BE GRANTED EARLY CREDIT.

## **MID-TERM GRADUATION**

It is the policy of the Maconaquah School Corporation that a student be in attendance a total of EIGHT SEMESTERS as part of the criteria for meeting GRADUATION requirements. Any variation from this policy will require a WRITTEN request submitted to the HIGH SCHOOL PRINCIPAL no later than May 1st of the year prior to graduation. Students granted the eight semester waiver will receive their diplomas in the spring the same time as all other graduating seniors and may participate in the commencement exercises. ONCE THE FIRST SEMESTER HAS BEGUN, THE STUDENT WILL NOT BE ALLOWED TO WITHDRAW HIS/HER REQUEST AND ADD SECOND SEMESTER COURSES. A graduation verification letter will be issued to the student at the end of the first semester upon completion of requirements. All classes required for graduation must be completed by the end of the first semester.

Since the student will become an official high school graduate at the end of the first semester, MID-TERM GRADUATION WILL EXCLUDE THAT STUDENT FROM ALL EXTRA-CURRICULAR ACTIVITIES DURING THE SECOND SEMESTER ;and since the top ten ranking is based on a student's grades for eight semesters, A MID-TERM GRADUATE, although allowed participation in commencement, WILL NOT BE CONSIDERED AS A CANDIDATE FOR RANK IN THE TOP TEN OF THEIR GRADUATING CLASS.

### **PROGRESS REPORTS**

Student Progress Reports are electronically produced and are issued at the 4 ½-week mid-point of each nine (9) week grading period. These reports are to indicate the progress of the student at that point in the grading period. The grade on a Progress Report IS NOT INCLUDED in the calculation of semester grades.

The parents are encouraged to phone the high school guidance office for an additional copy of the progress report. Other student progress reports may be issued any time between marking periods to the parents of the students who need some type of special attention, either at the request of the school or the parent. These reports also do not necessarily mean that a student is failing, but a deficiency may be noted that needs correction.

### **HOMEWORK POLICY**

Good schools must be representative of the entire community. Because parents, teachers, and administrators should be partners in the education of students, their cooperative efforts in assigning and monitoring homework can provide an excellent opportunity to strengthen the educational partnership. This premise serves as the basis for the homework policy of Maconaquah School Corporation.

### **DEFINITION OF HOMEWORK**

Homework is an out-of-school assignment that contributes to the educational process of the student. It is an extension of classwork and should be related to the objectives of the curriculum being studied. Homework should include such things as additional practice exercises, reading of material of a specific subject, in-depth extension of classroom activities, or independent project work related to the subject. Above all, homework should give teachers, parents, and students responsibilities that must be met before assignments can be considered as an extension of classroom instruction.

### **PURPOSES OF HOMEWORK ARE AS FOLLOWS:**

1. Homework should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. Homework should teach students responsibility and organizational skills.
3. Homework should promote wise and orderly use of time.
4. Homework should encourage a carry-over of worthwhile school activities into permanent career and leisure interests.
5. Homework should provide opportunities for broad enrichment activities.

### **HOMEWORK AND THE ROLE OF THE TEACHER**

The teacher decides what, when, and to whom homework will be assigned. The student must be informed of methods, procedures, and techniques used by the teacher to obtain planned instructional outcomes.

The teacher should, at the beginning of the year, inform parents and students about the amount of homework to be expected and the length of time allowed for its completion.

The amount and complexity of outside assignments should begin with very simple hands on experiences at the kindergarten level and progress in complexity and time required for completion as the curriculum requirements increase at each grade level. The following guidelines are suggested to assist the teacher in planning homework assignments:

1. Homework should be an integral part of the classroom activities.
2. Homework should include only those activities that a child can carry on outside of the school and that have direct application to classroom studies.

3. Homework assignments should be specific and students should know what is expected of them. Unfamiliar or unexplained homework assignments will only cause confusion and frustration for the student and parents.
4. Since all homework should be evaluated by the teacher and the results shared with the students, the teacher should develop a clearly understood procedure for evaluating assignments.
5. Teachers in a departmentalized situation should be aware of their colleagues' assignment practices so that students are not overburdened with homework.
6. The teacher should notify parents if a student consistently fails to do homework assignments.

### **THE ROLE OF THE PRINCIPAL**

The building principal is the instructional leader of the school. This role dictates that he/she ensures that the staff complies with the homework policy, that there is coordination of the amounts and schedule for assignments among teachers, and that a reasonable amount of homework is encouraged. The following guidelines are suggested to assist the principal:

1. Communicate the philosophy and purpose of the policy to teachers, parents, students, and the community.
2. Coordinate guidelines within the departments and among teachers.
3. Reinforce the concept that homework is for the benefit of the student.
4. Serve as a liaison between the parents and teachers concerning homework.
5. Evaluate and revise the homework policy as needed.

### **THE ROLE OF THE PARENT**

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. These guidelines are suggested to help parents:

1. Provide a quiet, well lighted place for their son or daughter to study.
2. Establish a regular "homework time" in the home
3. Encourage and support their child's efforts. Be available for questions, but remember that homework is the child's responsibility, not the parent's.
4. Communicate with the teacher whenever the student has consistent difficulty.
5. Evaluate the time spent on homework to determine if students are receiving adequate time for leisure and social development. Parents and students should inform personnel if adequate time for this development is not occurring.

### **THE ROLE OF THE STUDENT**

It is the responsibility of the student to do the following:

1. Before leaving class, clarify with the teacher any questions pertaining to the instructions-its purpose, when it is due, and how it should be done
2. Take home any materials and information needed to complete the assignment.
3. Take advantage of study time provided during the school day. Long term
4. assignments should be planned so that they do not have to be done all at once.
5. Organize time so assignments can be completed in a reasonable length of time.
6. Check completed assignments carefully.
7. Return all work completed to the teacher by the date requested.
8. Make up work missed during an illness or excused absence.

### **SUMMARY**

1. All students should expect to do homework. The amount and degree of difficulty can be expected to increase as the student progresses.
2. Homework is an extension of classroom work and should be closely related to the objectives being studied.
3. Homework should not be viewed as a testing process, but work must be checked and evaluated. The effort

put forth by the student needs to be recognized and comments made about the finished work. The student should be made aware of the merits and/or faults of his/her efforts, and a portion of the student's grade should be reflected by the quality of the homework completed.

4. Parents must play an integral part in the overall program. For this policy or any homework policy to be effective, it is necessary that cooperation and awareness exist between parents and the school.
5. It is the responsibility of the school to disseminate the information contained in this policy to parents.

## **ATHLETICS**

### **ATHLETIC PHILOSOPHY**

Maconaquah Athletic Department provides the best opportunities for student - athletes to excel in teamwork, sportsmanship, self-discipline, and moral character to enhance their complete educational experience. Our purpose is to provide each participant with experiences that will be positive, memorable, and help each student athlete develop a capacity for a cause, acceptance of responsibility, and loyalty towards any chosen endeavor.

### **SPORTSMANSHIP**

All spectators are encouraged to positively support the teams participating by refraining from any remarks directed at the opposing team, fans, and/or officials. Maconaquah High School prides itself in providing a positive, enjoyable atmosphere for all in attendance. The Athletic Director / Staff Personnel will be responsible for enforcing our philosophy; unacceptable behavior may result in removal of spectators in question.

### **REQUIREMENTS FOR PARTICIPATION IN THE M.S.C. SPORTS' PROGRAM:**

#### **1. SCHOLARSHIP**

- A. An athlete must pass at least (5) classes and receive no more than one F at the end of the 9 weeks' grading period and must also have at least a C- average (3.5) for that period, in order to participate the following grading period. An athlete's eligibility for the next grading period (or athletic season) will be based on the first and third-nine weeks grades, and on the first and second semester grades (grading periods 2 and 4). An incomplete grade on the student's report card will count as a failure until such time that the student completes the class work and is issued a final grade. That grade will then be computed to determine eligibility.
- B. At the end of the semester, an athlete must achieve the following in order to participate for the next 9 weeks' grading period:
  - a. Pass five classes from the preceding semester.
  - b. Earn a C- average from the preceding semester.
  - c. Receive no more than one (1) F from the preceding semester.
- C. An ineligible athlete may not practice for (20) twenty school days. If after the 20-day period, the athlete is passing in (5) classes and has a C- average, he/she may resume practicing for the remainder of the 9 weeks' period. An ineligible athlete may not compete until grade cards have been issued for the next grading period, and all necessary scholastic standards have been met. (See A & B)
- D. Online or summer classes may be taken by students who are ineligible at the end of the school year. They may retake a class that they have previously failed (if it is offered at Maconaquah), or take a class to improve their overall GPA. If the student takes an online class, he/she must have completed the online course work by the final day of Maconaquah High School summer school.

#### **2. CODE OF CONDUCT**

The Code is a set of standards of behavior whereby all Maconaquah athletes agree to abide TWENTY FOUR HOURS A DAY, THREE HUNDRED SIXTY FIVE DAYS PER YEAR. The athletes must accept the additional responsibility for proper behavior and leadership (beyond those which are imposed on the non-athletes at MHS), or they choose not to play.

Participation in athletics is an honor and a privilege that is extended to all Maconaquah students. Those who choose to become members of athletic teams become ambassadors for our school and community. They must conduct themselves on and off school property in a manner that is becoming to themselves, their family, their school, and their community. An athlete must complete the entire season (including postseason events) in good standing as a member of his/her team to earn any award. If an athlete quits before the end of the season, no awards will be given.

The following standards of behavior are required of all Maconaquah athletes:

- Display outstanding sportsmanship
- Display proper respect for teachers, coaches, fans, game officials, teammates, and opponents
- Display a real spirit of cooperation
- Dress appropriately when attending school and school events.
- Use socially acceptable language.
- Obey school rules and regulations.
- Obey local, state, and federal laws.
- Make a commitment to scholastic achievement.

All Maconaquah High School athletes must act in a manner that does not embarrass or degrade the team, coaches, fellow team members, athletic program, or school in general. Examples of such conduct include any illegal activity; any non- illegal activity that is lewd, vulgar, obscene, or indecent that is done in a manner whereby the community learns of such activity (ie. Social media).

## **CONSEQUENCES - PENALTIES**

In the event an athlete violates the CODE, the following guidelines will apply to his/her suspension from athletics: The infractions are cumulative. They are not erased at the end of a school year. For example, a freshman athlete is caught smoking (1st offense). In his senior year, the same athlete violates the alcohol use part of the code. This is viewed as a second offense and is penalized as such.

- A. Offenders will be dealt with fairly and swiftly.
- B. If the code violation occurs “out-of-season” (i.e., summer time), the suspension of games shall begin with the athlete’s next sport of participation.
- C. During the period of suspension, the athlete may be allowed to practice with the team. The coach makes this determination
- D. Areas of concern are:
  1. **UNSPORTSMANLIKE CONDUCT**
    - a. Ejection from game - (1st offense) shall involve a one game suspension, which will be administered the next game. Any second offense will be handled on a case-by- case basis and may result in suspension for the remainder of the season.
    - b. Consequences for violations of the Code of Conduct that do not result in ejection from the contest can include, but are not limited to: Written letters of apology to officials, coaches, teammates, and/or administrators; game suspensions (partial or whole); or other appropriate disciplinary actions to be agreed upon by the Athletic Director, Assistant Principal, and/or Head Coach. These violations are cumulative, and repeat violators may be suspended for the remainder of the season as well.
  2. **TOBACCO PRODUCT OFFENSES\***
  3. **ALCOHOL OR OTHER DRUGS OF ABUSE OFFENSES\***
  4. **VIOLATION OF CIVIL LAWS\*** - Athletes shall not violate any statute, whether as a juvenile or as an adult, which would constitute the commission of a felony or a misdemeanor under the laws of the State of Indiana. A student who is charged with a felony will be suspended until a judgment is reached in court. If the student is found to be guilty, he/she will receive a 365 day

suspension from the date of the verdict, with no option plan offered.

#### 5. **VIOLATION OF SCHOOL RULES**

Coaches may add additional penalties for the infractions (i.e., windsprints, laps, etc.).

- First offense for Items 2, 3, 4 - 365 day suspension or the OPTIONS program\*. Selection of the OPTIONS program will involve a mandatory suspension from 50% of the games if he/she is presently in a sport. If the athlete is “out-of-season”, the suspension will be imposed during the next sport of participation. The athletic director will draft a contract with the athlete. The contract will spell out the athlete’s obligations which must be satisfied before the athlete is in “good standing” to participate again.
- A student may not join a sport after the IHSAA beginning of that sport if the student has violated the athletic code of conduct on or before that date.
- Second offense for Items 2, 3, 4 - 365 day suspension with NO OPTIONS program.

\* The option’s program will be offered only one time to the athlete during his/her four years at MHS!

### **DOCUMENTATION OF OFFENSES**

An investigation by the athletic director, the assistant principal, and the athlete’s head coaches will be conducted whenever information is received that implicates the involvement of an MHS athlete in a Code infraction. Statements from eyewitnesses and police reports may serve as evidence of a code violation. No disciplinary action will be taken against an athlete until adequate documentation has been received. The athlete, his/her parent or guardian, and the athlete’s coaches, as well as the athletic council, will be notified of the decision to suspend.

Referral of a student who is allegedly in violation of the Code of Conduct, while off school grounds or while not at school-sponsored events, must be accompanied with evidence which includes any one or combination of the following methods of documentation:

1. Student Self-Referral
2. Student's Parent Referral
3. Faculty Eyewitness
4. Police Report

Each incident will be evaluated on the evidence presented. Judgements regarding the validity of evidence will be at the discretion of the administration.

### **APPEAL PROCEDURE**

The student or parent/guardian may appeal any suspension to the Code of Conduct Hearing Board, which consists of the high school principal and his/her designees. The student will be suspended from participation until such time that the Hearing Board can be convened to hear the appeal. Every effort will be made to convene this board at the earliest possible date. The Hearing Board will hear the evidence and render a decision based on a simple majority vote. If the student wishes to appeal the decision of the Hearing Board, the student must petition the Superintendent of Schools.

### **OPTIONS PROGRAM**

This program is “help-centered.” The athlete who has made a mistake, who is willing to take responsibility for that mistake, and who makes a contractual commitment to insure that future violations of the code do not occur is extended this disciplinary, helping hand. It is important that each athlete knows that the “option’s program” is a one-time offer. Once the athlete begins this option, it will never be a part of any future plan.

The following aspects are part of the OPTIONS PROGRAM:

1. The athlete, in the sport of which he/she is currently a member, will miss 50% of the regular season’s scheduled contests or those remaining at the time the contract is signed. Postponed or canceled events will not be considered in the calculation of suspension served. If it is not possible to complete the suspension within that season, the student will be suspended for the IHSAA tournament. The tournament will not count as part of the suspension. The unused percentage of games suspended will be carried onto the next sport. (Note: Games suspended in the “next sport” will count only if the athlete successfully completes the

- current sport.)
2. The student and parent/guardian must meet with the athletic director to discuss an individualized plan.
  3. Part of this plan may be a chemical use assessment, administered by certified drug/alcohol counselors and a 100% compliance by the athlete with the counselor's recommendations. The counselors may recommend inpatient or out-patient care. Parents will assume responsibility for all testing.
  4. A student who is found in violation of the substance abuse policy will be subject to drug testing during the 365 day period following the assessment. The athlete who does test "positive" will lose his/her option's program status immediately, and will begin a 365 day suspension (effective the date the test results are received by the MHS administrators).
  5. A contract will be drafted by the athletic director that defines expectations of the student's academic and attendance performance.
  6. Failure to meet any "good faith" compliance after the athlete agrees to the "option's program" will make it necessary to invoke the suspension immediately.
  7. A player choosing the Options Program may not serve his/her suspension as a manager of a team unless that position was held by the student in question during the season prior to the infraction.

## COACHES' RULES

Prior to the start of the "season," each coach will establish specific rules regarding conduct, training, curfew and any rules not covered specifically by the "Code" and the student handbook. A copy of these rules must be submitted to the athletes and be on file with the principal. Violations of these rules will be handled by the individual coach.

## TRC

Maconaquah High School is a member of the strong (TRC) THREE RIVERS CONFERENCE, consisting of nine other schools; they are: North Miami, Northfield, Southwood, Manchester, Tippecanoe Valley, Rochester, Whitko, Wabash, and Peru. Maconaquah is also a member of the IHSAA and abides by the Rules & Regulations of the association as expressed in the By-Laws. The following are sports offered at Maconaquah for girls and boys:

FALL: (G) Golf; (G) Volleyball; (G) Cheerleading; (B) Tennis; (B) Football; (G/B) Soccer; (G/B) Cross Country

WINTER: (G/B) Swimming; (G/B) Basketball; (G) Cheerleading; (B) Wrestling

SPRING: (G/B) Track; (G) Softball; (G) Tennis; (B) Baseball; (B) Golf

The Athletic Director at the high school can be reached at 689-9131 ext 5020 for inquiries related to athletics.

## STUDENT ATHLETIC POLICIES

IHSAA RULES OF ELIGIBILITY are posted in the AD's office, as well as copies in the Guidance office, and in the locker rooms. Athletes must know these rules

### 1. NECESSARY FORMS TO BE FILED:

- a. Athletes must have a PHYSICAL FORM on file before their first practice.
- b. Athletes must have adequate family insurance or sign a waiver of liability. *MHS is not financially responsible for medical expenses incurred from practice or game injuries.*
- c. Before competing, athletes must sign, along with a parent/guardian, and file with the principal a STUDENT HANDBOOK FORM.
- d. Athletes who attended another high school prior to enrolling at MHS must complete an ATHLETIC TRANSFER REPORT.
- e. Any athlete under 18 years of age and his/her parent or guardian must sign a WAIVER/RELEASE FORM. This form authorizes law enforcement agencies to release necessary information to school officials.
- f. Athletes must also sign any present or future forms as designated by the IHSAA or athletic trainer,



such as concussion and sudden cardiac arrest forms.

### **MHS ATHLETIC TRAINER**

Maconaquah High School is supplied with an Athletic Trainer through RePlay Physical Therapy in Kokomo through Community Howard Regional Hospital. He/She is the first and last word regarding any and all injuries or conditions with regard to practice and actual event participation.

A letter from a medical professional trained in the athlete's injury is needed before said athlete may compete or practice. In the event of a suspected concussion (by a coach, nurse, trainer, or trained medical professional), the athlete **MUST** see and be cleared by a physician trained in concussions and a member of the Indiana Sports Concussion Network. A list of network physicians is available online or on request.

We prefer that an athlete is seen by a Concussion specialist at Community Howard, but any physician in the Network will be acceptable, and they will have access to the student's Baseline Test if one has been taken at the beginning of the season. Athletes will have to take the Baseline only once per year, and there is no cost for that test.

In the event that the athlete has taken a Baseline Concussion Test here at Maconaquah, Network Physicians will be able to ascertain whether or not the Athlete is concussed by comparing the Baseline Test to their new Baseline. If a student has not had a Baseline, the Network Physician will still be able to tell if a concussion is present by running the student through a concussion protocol.

This protocol is extremely important, and therefore, must be done and examined by a Network Physician. After the student has completed the protocol to the satisfaction of the doctor, the athlete will then be released to either practice or play. If a student does not pass, the protocol will begin again and continue until the student passes.

In light of the recent discoveries concerning concussion at all ages, we feel that this system is put into place to insure that the athlete is not affected in any way when he or she take the field again after their concussion. Although the rules may seem rigid, they are there for the protection of both the athlete and the school corporation, since RePlay (or the Network Physician) will accept the liability for any and all decisions concerning the student's condition.

### **PRACTICE REGULATIONS:**

1. ALL Athletes are expected to attend all scheduled practices. Illnesses or other extreme emergencies are the only good reason for missing practices.
2. When school is dismissed or not in session due to inclement weather, all practices will be canceled. Exceptions may be granted on the recommendation from the principal and approved by the superintendent.
3. The following applies to practices and games during school breaks.
  - a. Athletes who are accompanied by their parents will not be penalized for vacation trips. Coaches need to be notified by the parent at least three weeks prior to the vacation period.
  - b. Athletes who are not accompanied by their parent, but who are given permission to go, will be expected to meet reasonable penalties imposed by the coach. Suspension of not more than one contest per practice day missed may be imposed.
  - c. Coaches will need to communicate to the athlete and parent/guardian the expectations with regard to practice and games over break. If the coach and athlete cannot come to a mutual agreement with regard to said expectations, both parties (and the parents) will meet with the Athletic Director to arrive at a fair and equitable resolution.

### **ATHLETIC EQUIPMENT**

All school-issued equipment must be turned in promptly when called for, and missing items settled for at that time. Replacement cost may be the guideline for assessing athletes for lost equipment. A student who willfully neglects to return athletic equipment will be ineligible for all athletics until the obligation is removed.

***Graduation from MHS does not absolve the athlete from making financial restitution for lost or unreturned***

*items.*

### **ATTENDANCE ON DAYS OF GAMES**

Student – athletes must be in school at least a half day and arrive before the end of lunch on a contest day in order to participate. If a scheduled appointment occurs on a contest day, the student – athlete must bring a certified note into school to be allowed to participate in that evening's contest. If the student misses school on the Friday before a scheduled Saturday contest, then the student will be ineligible for participation for the Saturday's contest. Exceptions may be approved by the Principal or Athletic Director only.

### **SUSPENSION**

No inter-school participation or practice is allowed during the suspension period.

### **CUTTING POLICY**

The coaches are hired for their knowledge and expertise in each particular sport. It is at their discretion who will be members of the squad. It may be necessary to cut athletes who try out for the team. It should be noted that there is no final cut. Team members may be cut from a squad anytime during a season.

### **DROPPING A SPORT**

If a student – athlete quits a team for any reason the player may not participate as a member of another team during the same sport season. Any athlete that quits a team must meet with the Athletic Director prior to competing in another sport during the next season.

### **DUAL SPORT POLICY**

A student who wishes to participate in more than one sport in the same season (fall, winter, spring) must follow all guidelines listed:

1. The athlete must inform both coaches of their desire to play both sports as far ahead of time as possible. The first day of practice is too late. Either coach can refuse to allow such participation, which ends the process at this point. The athletes must then choose one or neither sport in which to participate.
2. If both coaches are in agreement, a meeting should be held with the Athletic Director, coaches, and the parents to make clear all of the requirements and scheduling issues. A written contract will be created by both coaches and filed with the Maconaquah HS Athletic Department.
3. Conference and State contests will take precedence if both teams play on the same dates. The Athletic Director and coaches must settle any unexpected conflicts which may arise. The contract must be renewed annually.
4. Athletes may earn 2 varsity letters in that season, that may be credited toward a jacket (4 needed) and a blanket (8 needed), but ONLY if each coach agrees that the athlete has met the predetermined letter criteria established for that sport and that athlete. Athletes are also eligible for all other individual awards in both sports.

### **EARLY RELEASE**

On rare occasions, athletes are released from school to compete in athletic events. When this is done, the athletes are expected to get all assignments in advance and make up all missed work.

### **TRANSPORTING ATHLETES**

School buses will be used whenever possible to transport teams to "away" events. Athletes must ride the bus to and from the games unless prior written approval from the parent is given to the coach.

### **AWARDS**

Major Award criteria are established by the head coaches. Major letter winners are submitted to the athletic

director at the season's end for appropriate recognition. An athlete who earns his/her first major award shall receive a 6" chenille "M." All athletes will receive a gold pin of their sport for the first varsity letter in that sport. Thereafter, the athlete's will receive a certificate and a gold bar. After an athlete receives their fourth varsity letter, they will receive their jacket at the expense of the athletic department. Male and female athletes will receive the same style jacket. The athletic department will present a blanket to each athlete who earns eight majors. The blankets will be awarded at the "Senior Athletic Banquet."

After the student-athlete receives their first varsity letter, they will then be entitled to purchase their jacket at their expense. Permission from the Athletic Director is required. If a jacket is purchased before the fourth letter is earned, the student- athlete will not be reimbursed upon receipt of the fourth letter awarded.

Minor Award Certificates will be presented to all Junior Varsity and Freshmen team members. Numerals will be awarded to all Freshman athletes.

**IHSAA Championship patches purchased by the athletic department will be as follows:**

Sectional Champion Regional Champion Semi State  
Champion State Champion

**Conference Awards purchased by the athletic department will be as follows:**

Individual Medals (provided by the Conference) for Champion, 1st Team  
and 2nd Team. Patches:  
Team Championship Academic Conference All State  
Academic All State

Special Awards - Trophies or plaques will be presented to recognize outstanding skill accomplishment, improvement or attitude in all sports at coaches discretion.

State Pictures - All individuals or teams who advance to the State or are chosen as an All State Athlete will be honored by a picture display in the Athletic Common's Area.

**Pregnancies** - Due to liability and health risks placed on Maconaquah High School, any female athlete found to be pregnant will be withheld from athletic participation. This restriction will be upheld until after the conclusion of the pregnancy. The athlete may still serve the team in another manner and earn an athletic award.

## **MHS ATHLETIC SCHEDULE CONFLICT POLICY**

We feel it is important that students at Maconaquah High School be encouraged to participate in a wide range of school sponsored activities. Expanding extracurricular and co-curricular programs at Maconaquah has allowed the opportunity for scheduling conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

Prior to the fall, winter, and spring sport seasons, in advance of conflicting situations, and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and principal to determine if there will be conflicts and how they can be resolved. (Principal or designee will call this meeting)

1. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.
  - a. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities' Contests, including travel time, shall take number one precedence. If a conflict exists between two of these activities, the student shall make the choice without penalty.
  - b. Regularly scheduled games and major performances beyond item A shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar

addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty.

- c. The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined by the principal and the athletic director.
  - d. Both coaches may choose to work through the conflicts with their respective sports. If they cannot come to a resolution, the AD will mitigate any and all disputes.
  - e. No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties. Any student penalty to be assessed must be done with the approval of the principal. All decisions will be adhered to. However, if the unusual circumstances do occur at a later date, the student may request a change by filing his or her request in writing to the principal not later than five (5) calendar days prior to the event.
2. The following basic guidelines will be used in determining appropriate resolutions to conflicting practice schedules.
- a. AFTER SCHOOL PRACTICES - Regularly scheduled athletic practices shall have the number one priority.
  - b. BEFORE SCHOOL PRACTICES-
    - i. Athletic practices cannot start before 5:45 am.
    - ii. Non-athletic extracurricular practice may not start prior to 7:10 am.
    - iii. A student who is a member of an athletic team and other extracurricular or co-curricular programs that are having before school practices must follow the following guidelines:
      1. The student may attend athletic practices between Monday through Friday from 5:45 to 6:40 am
      2. The student must report to the other organization practice no later than 7:10 am.
  - c. The student may attend Saturday practice as long as it does not conflict with a scheduled event. If a problem arises that the involved staff members are unable to resolve, the principal and athletic director are contacted for a final resolution.

## **STUDENT CLUBS**

Student Council, Stay in Bounds, National Honor Society (NHS), Future Farmers of America (FFA), SADD, Academic Superbowl, Sunshine Society, Fellowship of Christian Athletes (FCA), Art Club, Thespians, State and Screen, Speech Team, Spanish Club, French Club

## DISCIPLINARY CHART

*Disciplinary grid is a guideline only. All decisions regarding student discipline will be left to the discretion of the administrators.*

Violation	1st Offense	2nd Offense	3rd Offense
Truancy - single period	2 day ASD	3 day ISS	* See policy
Truancy - multi-period	3 day ASD	4 day ISS	*See policy
Possession of tobacco, vapor pen, lighter, matches, or other ignition device	1 - 5 day OSS, law enforcement contacted for underage students in possession of tobacco	Expulsion	
Fights, Threats, Intimidation	1 - 5 day OSS/possible Expulsion	Expulsion	
Possession of Weapon	Suspended pending Expulsion		
Firecrackers or other explosives	Expulsion		
Dress code violation	Verbal warning/change	2 day ASD	3 day OSS
Vandalism - Negligent	Restitution	Restitution & 3 day OSS	Expulsion
Vandalism - Intentional	Restitution & 3 day OSS	Expulsion	
Attack on Staff member	Expulsion		
Being in an unauthorized area	1 day ASD	3 day OS	5 day OSS
Possession of alcohol, drug paraphernalia	Expulsion, law enforcement contacted		
Under the influence	Expulsion		
Theft	5 day OSS, possible Expulsion	Expulsion	
Harassment	1 -5 day OSS, possible Expulsion	Expulsion	
Possession or distribution of pornographic material, including sharing of social media	1 - 5 day OSS, possible Expulsion, law enforcement may be contacted	Expulsion	
Minor hall, commons, lunch hour problems or PDA	1 day ASD	2 day ASD	3 day OSS
Insubordination or disrespect of a staff member	1 -2 day ASD	3 day OSS	
Technology violation - inappropriate use	Restricted internet access	Loss of technology / ISS	3 - 5 day OSS
Bus violation	Bus suspension 3 days	Bus Suspension 5 days	Bus suspension 10 days/ possible removal from the bus
Cell phone violation	Phone taken by teacher for remainder of class	Phone brought to the office for the remainder of the day	Parents contacted and phone will remain in the office
Engaging in lewd behavior	Suspension pending Expulsion		

