



# MONROE CENTRAL

ENGAGE • EMPOWER • EXCEL

## STUDENT & ATHLETIC HANDBOOK

(Updated 6/2024)

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## **MONROE CENTRAL SCHOOL CORPORATION MISSION STATEMENT**

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

## MONROE CENTRAL SCHOOL CORPORATION VISION STATEMENT

ENGAGE, EMPOWER, & EXCEL

## MONROE CENTRAL JR./SR. HIGH SCHOOL MISSION STATEMENT

Monroe Central Jr./Sr. High School is a professional learning community whose personnel embrace a moral commitment to **T**eaching, **L**earning, and **C**aring.

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

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

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

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

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



### OUR MASCOT

The Mascot for M.C.H.S. is a bear. We have selected the school colors of brown and gold. Those who participate in athletic contests wear these colors with pride. You can show your enthusiasm and spirit by supporting all your school activities and team's efforts.

## MONROE CENTRAL JR./SR. HIGH SCHOOL SONG

Oh, Brown and Gold of Monroe Central to you we'll let our voices ring.  
Oh, for your glory and your fame we are oh, so proud to sing.  
Oh, we will fight for Monroe Central and we will show our loyalty.  
Oh, Golden Bears we are backing you so, onward to victory



# SECTION I ACADEMICS

## REQUIREMENTS FOR GRADUATION

- In order to graduate, a student must meet all the requirements of the State of Indiana and comply with the following local requirements--the completion of 44 credits of high school work, including the following:

English 9, 10, 11, 12	8 credits
Mathematics (Algebra, Algebra 2, Geometry)	6 credits
Science (Biology, Animal Science, ICP, Chemistry, Physics)	6 credits
Social Studies (World History, U.S. History, U.S. Government, Economics)	6 credits
Physical Education I & II	2 credits
Preparing for College and Careers	2 credit
Health Education	1 credit
Electives	<u>13 credits</u>
<b>TOTAL:</b>	<b>44 credits</b>

- All seniors must have fulfilled any and all discipline obligations before they are permitted to participate in the MCHS graduation ceremonies.
- Students must meet all academic requirements to participate in MCHS graduation ceremonies.
- Demonstrate employability skills and meet Post-Secondary Readiness Competencies
- Students that go to Alternative School, GRIC have to pass the class(es) with a C or better and can not exceed the maximum credit per their cohort. Example: Freshman (14), Sophomore (28), Juniors (42), Seniors (56).

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

Monroe Central High School Graduation Requirements			
Academic Area	Core 40 Diploma	Core 40 with Academic Honors Diploma	Core 40 with Technical Honors Diploma
English/Language Arts	R (8 credits)	R (8 credits)	R (8 credits)
Mathematics  *QR - Quantitative Reasoning	R ( Alg I-2 credits) R (Alg II-2 credits) R (Geom -2 credits)  All students are required to take a math or QR* course during their junior or senior year.	R ( Alg I-2 credits) R (Alg II-2 credits) R (Geom -2 credits) R (Pre-Cal - 2 credits) Or (Ivy Tech - 2 credits)  All students are required to take a math or QR* course during their junior or senior year.	R ( Alg I-2 credits) R (Alg II-2 credits) R (Geom -2 credits)  All students are required to take a math or QR* course during their junior or senior year.
Science-Life Science Physical Science	R (Biology I-2 credits) R (Chem I or Physics I or Int. Chem-Physics – 2 credits) R (any Core 40 science course – 2 credits)	R (Biology I-2 credits) R )Chem I or Physics I or Int. Chem-Physics – 2 Credits) R (any Core 40 science course -2 credits)	R (Biology I-2 credits) R (Chem I or Physics I or Int. Chem-Physics – 2 credits) R (any Core 40 science course – 2 credits)
Social Studies US History	R (2 credits)	R (2 credits)	R (2 credits)

Government	R (1 credit)	R (1 credit)	R (1 credit)
Economics	R (1 credit)	R (1 credit)	R (1 credit)
World History	R (2 credits)	R (2 credits)	R (2 credits)
Health and Safety	R (1 credit)	R (1 credit)	R (1 credit)
Physical Education	R ( 2 sem=2 credits)	R (2 sem=2 credits)	R (2 sem=2 credits)
World Language			
French	E	R (6-8 credits)	E
Spanish	E	R (6-8 credits)	E
		May substitute 4 credits of both French and Spanish for 8 credits total.	
Fine Arts	E	R (2 credits)	E
Career/Technical Program	E	E	R (8 credits)
Directed Electives*			
World Languages			
Fine Arts	R (7 credits)	R (7 credits)	R (7 credits)
Career/Technical			
Total	44	47	47

R=Required Course(s)

E=Elective Course(s)

\*Students should take advantage of elective opportunities in areas related to their career plans, personal interests, and practical skills.

\*Students in the Class of 2023 and beyond are encouraged to complete a Career Pathway.

### **Core 40 with Academic Honors**

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
- Complete AP courses (4 credits) and corresponding AP exams
- Complete IB courses (4 credits) and corresponding IB exams
- The SAT test with a composite score of 1750 or higher and a minimum score of 530 on each section
- Score a 26 or higher composite on the ACT and completion of the written section
- Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
- Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits).

### **Core 40 with Technical Honors**

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits).
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.

- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Earn a minimum of six (6) credits in the college and career preparation courses in a state-approved College & Career Pathway and earn one (1) of the following:
  - Pathway designated industry-based certification or credential; or
  - Pathway designated dual high school and college credit courses from the lists of priority courses resulting in six (6) verifiable transcribed college credits.
- Complete one (1) of the following:
  - Any of the options listed under the Core 40 with Academic Honors Diploma
  - Earn the following minimum score on WorkKeys: Reading for Information - Level 6; Applied Mathematics - Level 6; Locating Information - Level 5
  - Earn the following minimum score on Accuplacer: Writing, 80; Reading, 90; and Math, 75
  - Earn the following minimum score on Compass; Algebra, 66; Writing, 70; and Reading, 80

### **CONSIDERATION FOR GRADUATION HONORS**

To be considered for Valedictorian or Salutatorian students must complete at least four (4) semesters enrolled as a Monroe Central student. Exceptions will be reviewed and determined by administration.

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

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

Any student wishing to make a schedule change should contact the Student Services/Guidance Office before the end of the school year or during the summer. During the summer, Student Services personnel are available during the first two weeks and the last two weeks of summer break to discuss schedule changes. Schedule changes will be made under these circumstances:

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

Efforts will be made to allow students to remain with the same teacher from first to second semester; however, specific requests for teachers cannot be honored. Any student removed from a class due to disciplinary actions or attendance will receive no credit. Attendance failure will be indicated by an XF in the student's records. Students/parents requesting removal from a class after the two-week period will result in a WF (withdraw-fail) on their records. This also applies to summer school classes and vocational students.

### **RETKING A COURSE FOR A BETTER GRADE**

A student may retake a course for the following reasons:

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

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

## **RETKING A COURSE BECAUSE OF A FAILURE**

The prior grade will remain on the transcript and will not be used in the GPA calculations with no credit.

## **SUMMER SCHOOL/JUMP START**

Middle School students who fail **THREE or more courses** may be required to participate in the Jump Start program in order to be promoted to the next grade. Middle school students taking high school credit course that are failed must also make these up in a summer school session.

High school students who fail any course or do not complete Edmentum courses in a timely manner will be required to complete the summer school session to make up credits.

## **RETENTION POLICY (Middle School)**

Students in the middle school may be considered for retention if the following conditions are not met:

- Student has missed 18 or more school days
- Student has failed TWO or more core classes in a semester
- Student has not met satisfactory requirements for summer school

## **HONORS PROGRAM POLICIES AND PROCEDURES**

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

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

**Students must maintain a B average in an honors class.** Grades will be reviewed at the end of each grading period. Those students whose grade falls below a B average will be placed on probation. Notification will be sent to the parents. **A student who falls below the standard two consecutive times in a course is removed from the honors course with the classroom teacher's consent.** Fourth grading period probation is in effect for the fall quarter.

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

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

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

**CREDIT**-- A credit is value earned for successfully completing one semester of high school work. Two credits equal one year's work. Forty-four (44) credits are required for graduating. Credits are earned in grades 9 through 12, some courses are offered in grade 8..

**ELECTIVE** -- Course or courses students are not required to take but are free to choose as their

abilities, interests, and goals determine.

**PREREQUISITE** -- A standard required before a student may take a course. Prerequisites are set up to ensure that a student may get the maximum benefits from a course or series of courses.

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

### **GRADING SCALE**

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

### **GRADING SYSTEM (Numerical conversion system)**

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

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

### **WEIGHTED GRADES**

The following courses at MCHS will be weighted when determining a student's GPA:

Honors Algebra I	0.5
Honors Algebra II	0.5
Honors Biology	0.5
Honors Chemistry I	0.5
Honors English 10	0.5
Honors English 9	0.5
Honors Geometry	0.5
ACP Calculus M215	1.0
ACP English L111	1.0
ACP English L202	1.0
ACP English W131	1.0
ACP Pre-Calc/Trig M125	1.0
ACP Spanish S200	1.0
ACP Spanish S250	1.0
ACP Trigonometric M126	1.0



ACP US History H105	1.0
ACP US History H106	1.0
Ivy Tech Adv. Animal Science AGRI107	0.5
Ivy Tech Ag Mechanics AGRI106	0.5
Ivy Tech Alternative Growing AGRI175	0.5
Ivy Tech Alternative Growing AGRI129	0.5
Ivy Tech Animal Science AGRI103	0.5
Ivy Tech Chemistry CHEM105/106	1.0
Ivy Tech Child & Adol Deve EDUC121	0.5
Ivy Tech Curriculum in Early Childhood ECED103	0.5
Ivy Tech Developmentally Appropriate ECED130	0.5
Ivy Tech Health, Safety, and Nutrition ECED101	0.5
Ivy Tech Horticulture AGRI116	0.5
Ivy Tech Intro to Agriculture AGRI100	0.5
Ivy Tech Intro to Early Childhood Ed ECED100	0.5
Ivy Tech Intro to Teaching EDUC101	0.5
Ivy Tech Precision Agriculture PAET100	0.5
Ivy Tech Psychology PSYC101	1.0
Ivy Tech Quantitative Reasoning	1.0
Ivy Tech Supportive Interactions/Behavior ECED104	0.5
Ivy Tech Tech in Education EDUC201	0.5
Ivy Tech Unmanned Aerial PAET107	0.5
Ivy Tech US Gov POLS101	1.0

For any classes offered outside of Monroe Central teachers' instruction, all courses must be approved by student services prior to enrollment. Students who have a class period designated in their schedule to work on the course must have it recorded on their high school transcript. If a student is approved for a course and elects to not have a period in their schedule to work on the course that student can choose whether or not to have the credit on their high school transcript. Students are responsible for reporting final grades to student services. If these courses are for college credit they will be weighted with the below policy:

All Indiana College Core (ICC) eligible courses will receive an added weight of 1.0. For non-eligible ICC courses, they will receive a weight of 0.5.

Students enrolled in the above courses who receive a grade of C or higher will receive the additional weight on their course GPA.

EXAMPLE: Course                      Grade                      Value                      Adjusted Value  
                   ACP English L111                      B                      3.0 + 1.0                      = 4.0

## **COMPUTING SEMESTER GRADES**

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

- 1.) Grades will be calculated utilizing percentages received for each nine week grading period as follows:
  - First/Third Nine Week Period – 42.5% of Semester Grade
  - Second/Fourth Nine Week Period – 42.5 of Semester Grade
  - Semester Final Exam – 15% of Semester Grade
  - Final Percentage (Based upon 42.5%-42.5%-15% calculation)
- 2.) In the event that a final exam is not given in a particular course, then the final semester grade will be based upon 50% from the first/third nine week period and 50% from the second/fourth nine week period.

## **INCOMPLETE WORK**

Incomplete grades may be marked “I” if a pupil has not completed his work and it seems advisable to allow more time for the work to be completed. It is the teacher’s responsibility to see that incomplete grades are changed to either passing or failing grades on the report card. An “I” will become an “F” if not resolved within 7 days following the end of the grading period. Students with incompletes should be notified by the teacher

## **HONOR ROLLS**

The Honor Roll is earned recognition for high-level academic achievement in all subjects. Eligibility for this honor shall be determined by computing an average of the student’s grades (GPA) including weighted grades for all subjects taken during the reporting period. When grades are determined at the end of each quarter/semester, the Monroe Central Jr/Sr High School Honor Roll will be announced. **Students must be carrying five (5) credit-bearing courses per semester to be considered for the Honor Roll. Edmentum courses will not count as credit-bearing courses for Q1 or Q3 Honor Roll.** A student that is pass/fail must pass all pass/fail courses to make the 4.0 honor roll. Honor Rolls will be as follows:

- 4.0 GPA Honor Roll (4.0 and above)
- 3.5 GPA Honor Roll (3.5 – 3.99)
- 3.0 GPA Honor Roll (3.0 – 3.49)

## **SEMESTER AND/OR FINAL EXAMS**

Exams will be given at the end of each semester. School Administration will develop an exam schedule for testing days, and all students will be expected to take all exams on the days and times they are scheduled. No student will be granted the privilege to take exams early, or leave school before the end of the day. Any extenuating circumstances must be brought to the administration two weeks prior to the week of finals. A student who misses a scheduled exam window will be required to come in after the exam to schedule a makeup time.

## **SECTION II ATTENDANCE & DISCIPLINE**

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

1. Regular school attendance is a valuable characteristic to develop. It establishes habits that will prove to be very important in the next phase of an individual’s life—either at an institution of higher learning or on the job.
2. Legitimate reasons do exist for students to miss school.

3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set limits of controllable absences from school beyond which academic credit will not be granted.
5. Missing any part of the school day will be recorded and will accumulate to account for total days and individual periods toward the attendance policy.

## **ATTENDANCE PROCEDURES FOR PARENTS & STUDENTS**

Parents or guardians are required to call the school by 9:00 a.m. to account for their student's absence. If the school has not been notified of the absence by 9:00 a.m., the school will send out an automated call around 10 am to notify the parents or guardians. The school phone number is 468-7545 x 3314.

## **EXCUSED ABSENCES**

***The following absences will be considered excused:***

- ***Personal illness (must be verified by a parent)*** (A parent may call in **FOUR** times during each semester to excuse an absence.)
- ***Illness that requires the school nurse or the school administration to send a student home for the day.***
- ***Absences due to medical, dental, legal appointments or court hearings (must have a note from a doctor, attorney, or court).***

Every effort should be made to schedule medical, dental, and other appointments outside of school hours.

## **EXEMPT ABSENCES**

The following absences are **exempt** and therefore do not count toward the limit on absences per semester. Written verification must be presented to the attendance secretary within 2 school days of the students return for all exempt absences.

- Serving as a page in the Indiana General Assembly.
- Serving as an election worker on Election Day (**with proper paperwork**).
- Serving duty in the Armed Forces (military).
- Serving as a witness in a judicial proceeding
- A limit of TWO college visitation days per year, documented by the Guidance Office (seniors, juniors by special arrangement with the Guidance Department). If additional college visitations are necessary, they can be arranged by the guidance office.
- School related and approved absences such as field/study trips, job shadow, etc.
- Celebrating/observing a bona-fide religious holiday (**when requested by the parent**).
- Attending the funeral of immediate family members.
- Incapacitating Illness (**must have a certificate of incapacitation signed by a medical doctor or a person licensed to practice osteopathic medicine or chiropractic medicine.**) A form can be obtained in the main office.
- Absences verified as necessary by the administration.

## **UNEXCUSED ABSENCES**

***Unexcused absences are those that are not listed above. Examples of unexcused absences are:***

- Any absence not verified by a phone call or note within 2 school days of the students return.
- Absences for reasons such as personal shopping trips, hair appointments, working, etc.
- Missing the school bus, car not starting, sleeping in and etc. that causes the student to be more than 10 minutes late to school.
- Truancy. This is when a student misses school and does not have the approval of the parent or the school.

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

progressive discipline plan.

**On the third (3rd) day of unexcused absence** - 1st Attendance letter will be sent home and a 60 minute After School Detention will be assigned. A parent phone call from a school official will be placed.

**At the fifth (5th) day of unexcused absence** - 2nd Attendance letter will be sent home and two 60 minute After School Detention will be assigned. A home visit from school officials will be conducted and/or parent conference will be held.

**On the eighth (8th) day of unexcused absence** - 3rd Attendance letter will be sent home (certified mail) and a day of ISR will be assigned.

If a student reaches 10 days of unexcused absence and beyond in a semester, one or more of the following actions may occur:

- A report of Educational Neglect may be filed with the Department of Children Services (DCS).
- A report of Violation of the Compulsory School Attendance Law may be filed with the Randolph County Prosecutor's Office.
- A report of Habitual Truancy may be filed with the Randolph County Juvenile Probation Department.
- A recommendation of expulsion and/or revocation of credits may be filed by school administration.

### **HABITUAL TRUANCY**

A habitually truant student is defined as a student who is truant from school for 3 or more days or accumulates 10 or more unexcused absences from school. A student who is habitually truant from school will be referred to DCS and the Prosecutor's Office for possible educational neglect.

**Any student under the age of 18 who is a habitual truant under IC 20-33-2-11 may be referred to the Indiana Bureau of Motor Vehicles for Invalidation of his or her driving privileges per IC 9-24-2-1**

### **LATE TO FIRST PERIOD**

Students arriving after the 8:05 am bell must sign in at the office and receive a pass to class. They will be considered tardy unless excused by the administration. Students who miss more than 10 minutes of any class period without a school supported excuse will be counted absent from that class for attendance purposes. Fatigue, car trouble, oversleeping, missing the bus, riding with another tardy student, and other personal reasons will be unexcused unless approved by administration. Students late to school will be counted tardy by the office and given consequences according to the tardy discipline step plan. Teachers will maintain tardies for all classes.

**Students who are 10 minutes late to school may be required to report to ISR for the remainder of the period. Students will be marked as Absent Unexcused and held until the end of first period.**

### **TARDY & ABSENCE PER CLASS PERIOD**

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

### **TARDINESS TO CLASS:**

A tardy will result when a student is not in the classroom when the bell rings. A teacher's classroom expectations will prevail on the determination of when a student is tardy to class when their expectations are more structured. Teachers will notify students when they are tardy to class and will notify the office with a referral when a student has reached the 3rd tardy, and each subsequent tardy. Tardy counts will reset at the end of each nine weeks.

## TARDY CONSEQUENCES

1st	Teacher gives warning to student
2nd	Teacher gives warning to student
3rd	<b>Referred to the office for excessive tardiness</b>

## TARDY REFERRALS TO THE OFFICE

1st (3rd tardy)	60 Minute After School Detention (3:15-4:15)
2nd (4th tardy)	Two 60 Minute After School Detentions (3:15-4:15)
3rd (5th tardy)	One day of ISR

Any additional tardy referrals after the 4th tardy will begin progressive consequences that may include days of In-School or Out-of-School suspension, and may lead to recommendation for expulsion from school.

- **Tardiness starts over at the beginning of each nine weeks.**
- Habitual tardiness may also result in the loss of driving privileges.
- **After School Detention assignments take priority over athletics, other extracurricular activities, and work.**
- When a student skips or misses an After School Detention assignment, the assignment will be carried to the next week, and an additional consequence will be added, up to and including suspension from school. (see discipline matrix).

## MAKE-UP WORK

All academic assignments missed in a class because of an absence may be made up. It is the student's responsibility for making up missed academic assignments. The absent student will have the same number of days to make up assignments missed as the length of the absence. However, in the case of work or projects assigned one week or more before the due date, the project may be due the day the student returns to school. In the case of a planned absence, the arrangements to determine when the assignments and/or projects will be due should be made before the absence.

When suspended, students are still expected to complete any homework assignments missed while on their suspension. In order to receive credit, homework assignments must be turned in on the day the student returns. Suspended students will also be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns.

## ABSENCE & EXTRACURRICULAR ACTIVITY

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

## ABSENCE & OUT-OF-DISTRICT TRANSFER STUDENTS

In accordance with Senate Enrolled Act SEA 108 - Education Matters (IC 20-26-11-32), the following

attendance policy has been adopted at Monroe Central Junior-Senior High School:

When an out-of-district student has had a history of unexcused absences and the governing body of the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled with the school corporation, the school corporation may: (1) deny enrollment; (2) discontinue enrollment during a current or in a subsequent school year; or (3) establish terms and conditions for enrollment or continued enrollment in a subsequent year.

### **OUT-OF-DISTRICT POLICY:**

The Monroe Central School Corporation may enroll students who do not meet the requirements of legal settlement in the Monroe Central School Corporation.

The Board hereby establishes June 1, 2024, as the date by which a request to transfer into the corporation must be received by the Superintendent of Schools.

The School Board authorizes the Superintendent to deny a request for a student to transfer to the school corporation or establish terms or condition for enrollment that prevent a student from enrolling in a school, if the student has been suspended (as defined in IC 20-33-8-7) or expelled (as defined in IC 20-33-8-3) during the twelve (12) months preceding the student's request to transfer under this section:

- (A) For ten days (10) or more school days
- (B) for a violation under IC 20-33-8-16 (possession of firearms, deadly weapons, or destructive devices)
- (C) for causing physical injury to a student, a school employee, or a visitor to the school
- (D) for a violation to the school corporation's drug or alcohol rules or
- (E) the student has a history of unexcused absences and the governing body of the school corporation believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled within the school corporation.

### **LEAVING SCHOOL EARLY**

Students should observe the following procedures when leaving school anytime before 3:05 p.m.:

1. Any student leaving school before dismissal time must have permission from the main office.
2. Students must provide a reason for leaving school early. This must be in the form of a note or phone call from their parent/guardian. A written statement from a physician/dentist may also be used.
3. Students wishing to leave school early must report to the attendance secretary prior to the start of school on the day they wish to leave school early.
4. When the student leaves school before 3:05 p.m., he/she must check in with the high school secretary to be signed out prior to leaving school.
5. Any student failing to follow these procedures shall be considered truant and subject to such punishment deemed necessary and proper by the building principal or his appointed representative.
6. Any student traveling between school buildings for cadet teaching or other programs must sign out with the high school secretary and sign in with the elementary school secretary. Students failing to do this will have discipline consequences.
7. Any student who is absent or leaves school prior to 3:05 p.m. due to illness may not attend or participate in any extracurricular activities.

### **DISCIPLINE-STUDENT BEHAVIOR - CODE OF CONDUCT**

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

shall develop their own classroom management plan that addresses minor disciplinary infractions. Office referrals are to be used when the teacher can't teach, and other students cannot learn due to the disruption caused by another student.

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

**In School Restriction (ISR):** Students report to the ISR room during the assigned time to serve isolation during school hours. Their school work is provided and a strict atmosphere is enforced. Students may serve a one period ISR, a ½ day ISR, a full day ISR, or a multiple day ISR.

**After School Detention:** The student will report to a designated area after school on the assigned day promptly at 3:15. Students may be assigned to 60 minute detention (3:15-4:30). After School Detention will be operated like an ISR with a strict atmosphere and students are required to bring school related work to occupy their time. Failure to attend may result in OSS. Rescheduling will require the parent to contact the school, and, if approved, may require the student to serve extra time. Failure to show up to an assigned After School Detention will result in a 60 minute being rescheduled to the following week. If a student fails to show for this it could result in a day of ISR.

**Out of School Suspension (OSS):** Students are removed from the building from one to ten days. During this time students may be assigned to attend the Suspension Day School operated by the Greater Randolph Interlocal Cooperative located in Winchester, Indiana. Students who are assigned to attend Suspension Day School may also be ordered to appear before the judge of the Randolph Circuit Court, depending on the offense leading to the suspension. When suspended, students are still expected to complete any homework assignments missed while on their suspension. In order to receive credit, homework assignments must be turned in on the day the student returns. Suspended students will also be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns. Students are not permitted to be on school property or attend any school related activities during the days that they are serving an out of school suspension. OSS also indicates concern that the student could be expelled (see expulsion) if discipline concerns continue.

**Suspension Day School:** Students may be assigned to complete suspension day school at Monroe Central. This is at the direction of the principal or designee and designed to create a structured day for Out of School suspensions. Students who refuse to attend Suspension Day School will not be permitted to return to the regular school setting until assigned days at the Suspension Day School have been completed. In addition, proceedings against the student may be initiated with Juvenile Probation. Students who exhibit disorderly or disobedient conduct while attending Suspension Day School may be referred to law enforcement and/or Juvenile Probation.

**Alternative Discipline:** Any of various options of disciplinary actions not mentioned previously may be implemented if the administration feels it will inhibit the undesirable behavior and benefit the student and school.

**Corporal Punishment (paddling):** Paddling is legal in the state of Indiana and may be used as alternative discipline.

**Jr. High School Detention:** Detention during lunch or after school may otherwise may be used during the school day for students who do not meet the standard for work completion, academic performance, behavior,

or other expectations set forth by the Junior High teachers.

**Disciplinary Probation:** Students are placed on probation that limits and/or suspends driving, extracurricular, and social privileges for a specified period of time (see below).

- **Extracurricular:** This student may not take part in any extracurricular events including but not limited to athletic contests, academic team meets, and class and club parties. The student may still participate in regular meetings and practices with the consent of a building administrator.
- **Social:** This student may not attend any extracurricular events, dances, school functions outside of the regular school day without the consent of a building administrator.
- **Driving:** This student may not drive any vehicle to school during the probationary period. The student may not have another student drive his or her vehicle. No vehicle owned by this student or the student's family may be substituted for this vehicle during the probation. Driving to school is a privilege and not a right. The school provides bus transportation for any student living in the corporation boundaries.

Any attempt to circumvent the suspensions during the probationary period may result in permanent loss of privileges, a lengthening of the probationary period, or further disciplinary action including but not limited to in school restriction, Monday night school, suspension, or expulsion.

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

## **SUSPENSION OR EXPULSION**

The following types of student conduct shall constitute grounds for long term suspension or expulsion for one semester, up to one calendar year, subject to procedural provisions: Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct prohibited by this subparagraph taken from Indiana Code:

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

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

#### **Sec. 8.**

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

(1) **Student misconduct.**

(2) **Substantial disobedience.**

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

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

(2) **Off school grounds at a school activity, function, or event; or**

(3) **Traveling to or from school or a school activity, function, or event.**



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

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

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

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

Any student under the age of 18 who is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15 may be referred to the Indiana Bureau of Motor Vehicles for Invalidation of his or her driving privileges per IC 9-24-2-1

**Drug/Alcohol Expulsions:** Students who are expelled for first offense for drugs or alcohol will have the option to return on an expulsion agreement if they meet the following criteria:

- Enter a licensed drug/alcohol course
  - Student must provide documentation within 30 days or student will be expelled
  - Must be a licensed program provided by an outside agency
  - Parents are responsible for costs associated with any program
  - If available, the school may suggest a program
- Have no previous suspensions for Tobacco/Vaping
- Have suspension for 10 days prior to returning to school

**Expulsion and Credits:** Students who are expelled have the option of completing courses online through a program outside of Monroe Central. The school may provide this information, but any cost or contact must be made by the parents or guardians. Monroe Central does not provide an online curriculum for expelled students.

**School Work During Suspensions:** When suspended, students are still expected to complete any homework assignments missed while on their suspension. In order to receive credit, homework assignments must be turned in on the day the student returns. Suspended students will also be permitted to make up tests, quizzes, and major projects missed during their suspension. The student will initiate the need to make up the test, quiz, and/or major project with the teacher. The test, quiz, and/or major project must be made up in a reasonable amount of time communicated by the teacher. In most cases, the test, quiz, and/or major project will be made up the day the student returns.

## **VIOLATIONS AND PENALTIES**

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

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

Discipline will get progressively tougher as the student accumulates multiple referrals throughout the school year. The administration reserves the right to utilize alternative discipline for any discipline referral.

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

## **DISCIPLINE GUIDE**

This guide is to inform students and parents of various rules violations and their range of possible consequences. This is only a sample of possible violations. More information regarding student discipline can be found on the previous and following pages. NOTE: Discipline is cumulative for the entire school year and treated as such.

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

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

## **DISCIPLINARY MATRIX**

The chart below is to serve as a guide to students and teachers as to the recommended disciplinary procedures that will be used at Monroe Central Jr./Sr. High School. Students who chose to violate school rules will have consequences for their actions. Offenses not addressed on the chart will be handled in a manner consistent with the overall disciplinary philosophy of Monroe Central Jr./Sr. High School.

<b>Violation</b>	<b>First Report</b>	<b>Second Report</b>	<b>Third Report</b>
<b>Alcohol Violation</b>	OSS and Recommendation for expulsion		
<b>Classroom disruption/Insubordination</b>	1 period of ISR	2 periods of ISR	Full day ISR
<b>Cell Phone</b>	Warning and phone to office (Refusal is automatic insubordination)	Detention and Parent Pickup	1 Day ISR and Parent Pickup
<b>Cheating/Plagiarism</b>	"0" on assignment (1,2,3)	Failure of 9 weeks (4)	No semester credit (5)
<b>Computer Misuse</b>	Warning/Detention	/1 Period of ISR	Loss of Privilege
<b>Defacing Property</b>	Restitution and ISR	Restitution and OSS	Restitution and OSS
<b>Dishonesty/False Informing</b>	Lunch/After School Detention	1 Day ISR	2 days OSS
<b>Disruptive Behavior</b>	Warning/One period of ISR	1 Day of ISR	OSS
<b>Dress Code</b>	Warning and asked to change	Detention and asked to change	1 Day ISR
<b>Driving/Parking Violation</b>	Warning	2 Week Driving Suspension	Driving Privileges Revoked.
<b>Drug Paraphernalia/Violation</b> <b>Use or Under Influence of Drugs</b> <b>Selling or Providing Drugs</b>	OSS and Recommendation for expulsion/Referral to Police		
<b>Educational Disruption</b>	1 Period of ISR	1 day of ISR/OSS	OSS/Expulsion
<b>False Attendance Call/Note</b>	Lunch/After School Detention	1 day ISR	2 days ISR
<b>Failure to Identify Self</b>	Detention	One Day of ISR	OSS
<b>Fighting</b>	3-5 days OSS	5-10 days OSS	OSS & Rec. for Expulsion
<b>Fighting - Battery</b>	Police Notified/OSS	Police Notified/OSS	Police Notified/Expulsion
<b>Fireworks, Explosives, Stink Bombs</b>	OSS/Expulsion		
<b>Food or Drink Violation</b>	Warning	Lunch/After School Detention	1 period ISR
<b>Forgery or Misuse of a Pass</b>	Lunch/After School Detention	1 Period ISR	1 Day ISR
<b>Horseplay</b>	Warning	Detention/1 period/ISR	1 Day ISR
<b>Inappropriate Affection (PDA)</b>	Warning	Lunch/After School Detention	1 Day ISR
<b>Inappropriate Conduct</b>	ISR/OSS/Expulsion	ISR/OSS/Expulsion	OSS/Expulsion
<b>Inapp. Language/Gesture to Employee</b>	1-3 Days OSS	2-4 Days OSS	4-6 Days OSS
<b>Inapp. Language/Gesture to student</b>	1 Period of ISR	1 Period of ISR	1 Day of ISR
<b>Leaving Class without Permission</b>	1 Period of ISR	1 Period of ISR	1 Day of ISR
<b>Leaving the Building w/o Permission</b>	1 Day of ISR	OSS	
<b>Major Theft (Police Called)</b>	Restitution and 2 days OSS	OSS and Rec. for Expulsion	
<b>Minor Theft</b>	Restitution and 1 Day ISR	Restitution and 2 Days OSS	Restitution and 4 days OSS
<b>Out of Area</b>	1 Period ISR	1 Day ISR	1-3 Days OSS

<b>Physical Attack on Staff/Student</b>	OSS and Recommendation for Expulsion		
<b>Physical Contact - Inappropriate</b>	1 Day of ISR/OSS/Expulsion	OSS/Expulsion	
<b>Possession of a Weapon</b>	OSS and Recommendation for Expulsion		
<b>Public Indecency</b>	Referral to Police/OSS	Referral to Police/OSS/Expulsion	Police/OSS/Expulsion
<b>Reckless Driving</b>	Warning/Detention	Loss of Driving Privileges	Expulsion
<b>Recording/Sharing a Fight</b>	1 Day of ISR	1 Day of ISR/OSS	OSS
<b>Serious Defiance/Insubordination</b>	1 Period of ISR	1 Day of ISR	2-4 Days OSS
<b>Serious Disruption in School</b>	1 Period of ISR	1 Day of ISR	2-4 Days OSS
<b>Skipping Class</b>	Lunch/After School Detention	1 Day of ISR	2 Days ISR
<b>Threat/Intimidation of Employee</b>	1-10 Days OSS	10 Days OSS / Rec. for Expulsion	
<b>Threat/Bullying</b>	1 Day ISR	2-4 Days OSS	OSS & Rec. for Expulsion
<b>Tardiness</b>	Lunch/After School Detention (1)	2 Lunch/After School Detentions (2)	1 Day ISR
<b>Technology Use Violation</b>	Warning	Lunch/After School Detention	Suspension of privilege
<b>Tobacco/Vaping Violation</b>	3 Days OSS	4 Days OSS / Police Contacted	OSS & Rec. for Expulsion
<b>Truancy/Leaving School</b>	1 Day ISR	2 Days ISR	2 days OSS
<b>Uncharged or Forgotten Device</b>	Warning	Lunch Detention/1 Period of ISR	1 Day of ISR
<b>Vandalism</b>	Restitution & 1-3 Days OSS	Restitution & 3-5 Days OSS	OSS & Rec. for Expulsion

**AFTER SCHOOL DETENTION** - Tuesday Nights from 3:15-4:30

**IN-SCHOOL RESTRICTION (ISR)** - Held During the School Day

**OUT OF SCHOOL SUSPENSION (OSS)** - Student is placed at home or alternative placement in the Success School.

- MCHS administration reserves the right to make exceptions to any actions referred to in this handbook and respond according to their professional judgment as it pertains to the benefit and welfare of the student, the student body, or school atmosphere and process

## **BULLYING**

Monroe Central Jr./Sr. High School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Monroe Central encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. Monroe Central will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

### **Definition of Bullying**

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group

of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **Complaint/Investigation Procedure**

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, school resource officer, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principals should be filed with the Superintendent. Reports may also be filed via a hard copy form in the High School Office, or electronically via the school website.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students. Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action as indicated above.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Harassment:**

Physical/verbal/sexual/written and/or any similar harassment of other students and/or staff members and /or anyone else is not permitted as well as threat and intimidation in any form of another student and/or staff member and/or anyone for any reason. Examples include, but are not limited to: threatening to strike, attack, or harm a staff member, student or other person, coercing a staff member, student or other person, threatening notes, comments, innuendoes, or rumors, bullying and hazing. Examples of sexual harassment may include but is not limited to the following: verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure for sexual activity, suggesting or demanding sexual involvement accompanied by implied or explicit threats. Students are encouraged to inform an adult at the school so that action can be taken. Harassment/Intimidation will not be tolerated. Consequences could involve conferences, detentions, suspensions and/or expulsions.

## **STUDENT RIGHTS/RESPONSIBILITIES**

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

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

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

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

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

## **CELL PHONES AND ELECTRONIC DEVICES**

### **Acceptable Technology Use Policy - Cellphones, Chromebooks, Tablets: SECTION 1. IC 20-26-5-40.7 I -**

The following are inappropriate uses of Cell Phones, Laptops, and Tablets: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, and invasion of personal rights, cheating on test/exams, or other forms of illegal behavior during the instructional and non-instructional day.

Photographing, videotaping or otherwise recording individuals is strictly prohibited without teacher/administrative approval. Students shall not capture, display, send or possess pictures of a sexual nature. A violation of any of these may result in suspension or expulsion.

**Students must have cell phones turned off and put away during classes from beginning to end. Students may use cell phones during passing periods and at lunch as long as the use of the cell phone is not causing a disruption to school purposes or violating any school policies.**

If the student refuses to hand over a phone for the remainder of the day after a violation has occurred, the student may receive a detention and/or additional consequences for repeated offenses, related insubordination, or failure to serve detention.

Students must "silence" Cell Phones, headphones, and other devices in places of instruction. **Phones should NOT be SEEN nor HEARD in the classroom.**

In order to help students be more successful in class and limit distractions, teachers have agreed to:

- Have a centralized location for the holding of cell phones/electronic devices.
- Ask students to put the phones in the holders at the start of class with phones silenced or off.
- Have an assigned pocket for the class period.
- Allow students to use cellphones at appropriate times in the classroom at the teacher's discretion.
- Students are not allowed to have cell phones or electronic devices during standardized testing.

Students choosing to keep the phones on them run the risk of disciplinary action. Students also have the option of keeping the phone in their locker.

- Teachers can use discretion on usage of the phones in their classrooms when appropriate.

**The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited.** Cell Phones that ring, vibrate, or in any other way disrupt the educational process of a class, are grounds for confiscation. Any student whose phone is seen or heard, or disrupts the educational setting will be subjected to the following:

- 1) Student's phone will be delivered to the office by the teacher or aide. The teacher will then fill out a discipline referral to document the issue.
- 2) Once at the office, the student's phone will be held until the end of the day. On the first offense the phone will be returned to the student, further offenses will result in parents having to pick up the phone.
- 3) Students refusing to hand over the phone will be considered insubordinate and student risks further disciplinary action.
- 4) Depending on the number of previous cell phone incidents, the student will be assigned to a disciplinary consequence. (see below).

Students are only permitted to use Cell Phones in the cafeteria during their lunch periods and in hallways between classes.

No student shall use a Cell Phone, or any other electronic device (including Chromebook) to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to: in restrooms, locker rooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating in any form, cyberbullying, sexting, taking pictures or videos, using phones in places of school business, and etc.

*Each teacher has the right to permit the use of Cell Phones or other devices for instructional purposes.*

*\*\* The use of cell phones to record a hallway incidents will result in a two day suspension for violation as this is a serious disruption of school climate.*

### **Consequences for Cell Phone Violations in the classroom:**

**First Offense:** Phones will be confiscated, and students may pick up cell phones or other electronic devices from a school administrator at the end of the day. Students refusing to hand over the phone will be considered insubordinate and student risks further disciplinary action.

**Second Offense:** Phone will be confiscated, and the student will be sent to the ISR room for the remainder of the period and student must meet with an administrator. Parents will be contacted to claim the student's cell phone or other electronic devices from a school administrator.

**Third Offense:** Phone will be confiscated, and the student will be sent to the ISR room for the remainder of the period. Parents will be contacted to claim the student's cell phone or other electronic devices from a school administrator. Discipline will be at the discretion of the administrator.

*Refusal of a student to give up their phone, or to leave the class and report to ISR may be viewed as insubordination and will result in an automatic out-of-school suspension.*

### **Cheating and Academic Dishonesty:**

Academic Dishonesty is handled by the teacher and a referral sent to the office for the student's file.

**Cheating Definition:** To act dishonestly or practice fraud. This includes such actions as copying school work or allowing another student to copy your school work without the teacher's permission. The use of any electronic device to send answers, share and claim work that is not yours, and/or capture a picture or a screenshot of assignments and/or answers also falls under the definition of cheating. The usage of AI technology to create responses or write papers can also be considered cheating/academic dishonesty. At any time during grades 9-12, cheating will result in the following consequences:

#### High School:

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

2nd - Automatic "0" on entire assignment or test, parent notified

3rd - Automatic "0" on entire assignment or test, parent notified

4th - Automatic "F" for grading period with a maximum score of 59.4% in current class, parent notified

5th - Automatic "F" for semester, parent notified

#### Middle School:

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

2nd - Automatic "F" for grading period with a maximum score of 59.4% in current class, parent notified

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

However, if a cheating offense occurs in a class with a prior plagiarism offense in the same school year, then the discipline consequence will accelerate to the 4th offense level. If a cheating offense occurs in a class with two prior plagiarism offenses in the same school year, then the discipline consequence will accelerate to the 5th offense level.



## **DRESS CODE**

The school dress code has been established to fulfill the following 5 criteria 1) Promote a more serious school atmosphere which emphasizes academics and promotes good behavior. 2) Increase student achievement by encouraging students to concentrate more on their studies and less on their wardrobe. 3) Reduce social conflict (Racial/Political/Gang Related/Violence/Sexual content/etc.) 4) Meet the Social and Moral values of the Community and 5) Meet Safety and Health regulations set forth by the State and school.

The faculty and administration of Monroe Central assumes that the student and his/her parents will accept the major responsibility for the student's appearance. When in the judgment of the building principal or appointed representative, student dress is dangerous, offensive, and/or objectionable within the bounds of good common sense, infractions will be corrected, referrals will be written, and the student will be returned to class. Students will be required to change into clothes provided in the office, the clothing must be returned. If a student refuses to change or removes corrections, the student will be assigned ISR for the remainder of the day.

1st Offense - Warning, Asked to change/parents bring clothes

2nd Offense - One Lunch Detention, Phone call to parent

3rd Offense - One 60 minute After School Detention, Phone call to parent

Future violations will be considered insubordination and lead to out of school suspension.

The following shall be guidelines for student dress at Monroe Central Jr./Sr. High School. As a general guideline, students should dress in good taste and be dressed for success. The appropriateness of dress will be determined by school administration.

## **PANTS/SHORTS/SKIRTS**

- Pants will be worn appropriately at the waist. Sagging or pants worn low at the waist will not be permitted.
- Skirts/Dresses/Shorts: The bottom hem of shorts, skirts, and dresses shall not be less than finger tip when material lies naturally without stretching and pulling before measurement, with the wearer standing straight, with arms at the side.
- Spandex shorts (i.e. Volleyball shorts) are not acceptable during the school day.
- Holes and cuts in pants must be modest. Holes should not show skin, pockets, and/or undergarments at or above the bottom of the pockets.

## **SHIRTS/TOPS**

- Tank Tops must measure the equivalent width of 3 fingers across the shoulders.
- No clothing or insignias that advertise or communicate alcohol, sexual nature (includes dual meanings), tobacco, drugs, violence, racism, hate messages, or inappropriate language.

## **SHOES**

- Must wear shoes or other appropriate footwear.
- Science and Ag teachers may require students to wear shoes that protect the entire foot when working in the labs.
- Physical Education teachers may require students to wear athletic, non-marking shoes.

## **OTHER ACCESSORIES**

- Chains or spikes on clothing or on the person are not permitted at school.
- Hats, hoods, and/or head coverings should be removed in the classroom at the discretion of the teacher. The administration will make a determination if questions arise.
- No sunglasses may be worn in the building (medical exception).

- No backpacks in hallways, cafeteria, or classrooms once the 1st period bell rings until the end of the day.
- Backpacks are not allowed in the classrooms or cafeteria unless allowed by the administration.

**Any other attire that is considered inappropriate for the learning environment by the administration.**

## **EXCLUSION**

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

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

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

Careless use and disposal of candy, gum, drinks and other food presents a sanitation and cleaning problem and may be deemed vandalism to school property. Food and drinks are not to be taken into classrooms without the prior approval of the administration or classroom teacher. Students may store their lunches in their lockers as long as food and drinks are properly sealed. The administration will develop rules to regulate the use of these items as conditions warrant. **The building administration has the right to revoke gum privileges in the building if students abuse the privilege. School custodians will monitor and report issues of gum found on floors, gym floors, door jams, walls, and under desks and cafeteria tables. If students can not handle the privilege to chew gum and dispose of it PROPERLY, the privilege will be revoked, and gum will become punishable through the Progressive Disciplinary system.**

## **HALL PASSES**

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

## **BUS REGULATIONS**

Bus transportation is provided by the corporation and students are encouraged to utilize this service. For reasons of safety and comfort students riding school buses shall observe all regulations set forth by the bus driver and the school.

School bus drivers are to have control of all students between the homes of the students and the school. The driver shall keep order, maintain discipline among the students while in the bus or along the route, shall treat all the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge, and shall assure that the following regulations are observed by all student passengers:

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.

4. Students shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any other objectionable manner.
5. No windows or doors shall be opened or closed except by permission of the bus driver.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. The student should be waiting at his/her boarding station when the school bus arrives.
8. Upon recommendation of the bus driver, school authorities shall deny the privilege of riding on the school bus to any students who refuse to conduct themselves in a courteous manner on the bus.

### **PROCEDURES FOR EXPULSION AND EXCLUSION**

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

A. A written charge shall be filed by the principal with the superintendent. If the superintendent deems that there are reasonable grounds for investigation or that an investigation is desirable, he shall within twenty-four (24) hours after such charge is filed, appoint a hearing examiner.

B. The hearing examiner shall within two (2) school days after he is appointed, or such additional time not to exceed two (2) school days as is reasonably necessary, give a statement to the student and his parent, custodian, or guardian that a hearing upon the charges will be scheduled if the student or his parent, custodian, or guardian requests in writing delivered to the hearing examiner in person, or by registered or certified mail, within ten (10) calendar days.

The statement shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for expulsion or exclusion. This shall include a summary of the evidence to be presented against the student but this provision shall not be technically interpreted if there is a good faith effort to make such a statement.
2. The penalty, if any, the principal or his designee has requested in his charge and any other penalty to which the student may be subject.
3. A description of the hearing procedures.
4. A statement that the student, his/her parent, guardian, or designee may access the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and a right to know the identity of the witnesses to appear against him, except where the giving of such names of the witnesses may, in the opinion of the hearing examiner, subject them to unreasonable harassment.

A statement that the student, his parent, guardian, or designee has a right to a hearing on the specified charges before expulsion or exclusion can be invoked. The student, his parent, guardian, or designee must request a hearing in writing and deliver this request to the hearing examiner in person or by registered or certified mail within ten (10) calendar days after the statement is given. If the penalty in the charge by the principal or his designee shall automatically go into effect upon the fifth school day following receipt of the statement required in this sub-paragraph (B) and the request for the hearing is made following such fifth day, such automatic penalty shall immediately be rescinded. Whereupon the authority to make findings of fact, to recommend punishment, if any, and to impose any interim suspension beyond the principal's authority shall be transferred to the hearing examiner. If such a hearing is not requested within ten (10) calendar days following this statement, all rights, administratively and judicially, to contest and appeal, the penalty requested in the charge of the principal or his designee shall be waived.

Any student under the age of 18 who is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16 may be referred to the Indiana Bureau of Motor Vehicles for Invalidation of his or her driving privileges per IC 9-24-2-1

## SECTION III RENAISSANCE PROGRAM

The way the school looks, the achievements that are recognized and the way people treat each other are all unmistakable. You can sense a shared understanding of what the school values. And, maybe most importantly, you can tell that it's a place where students and educators truly want to be. The Monroe Central Junior-Senior High Renaissance Program currently includes, but is not limited to:

- Bear Positive Program
- Positive Behavior Tickets
- Character Development Wall
- Grade Improvement Challenges

### **RESPECT:**

Our Renaissance program shows respect to what we regard as important. We strive to show respect to academic performance, character development, and to the staff and faculty (staffulty) dedicated to helping students succeed.

### **RECOGNIZE:**

Renaissance creates an energized culture of recognition that runs broad and deep. It's a culture that is purposeful in identifying achievements of all stakeholders and thoughtful in recognizing them. A Renaissance culture is focused on catching students (and educators) doing something awesome.

### **REWARD:**

Renaissance rewards students for actions and achievements that align with what the school respects. There are many examples of Renaissance rewards — each of them serves to show appreciation to the efforts of students and teachers, to reinforce the behaviors that are valued and respected at school, and to provide motivation for more achievements.

### **REINFORCE:**

If academic performance, character development and staffulty are most important, that message should be reinforced with all stakeholders all year long.

### **RESULTS:**

When students and educators work together to RESPECT student character, academic excellence and staffulty, and when they RECOGNIZE, REWARD and REINFORCE achievements in these areas in fun and meaningful ways, that leads to RESULTS.

### **POSITIVE BEHAVIOR**

Positive behavior and the development of character and good decision-making is important at Monroe Central. **Trustworthiness. Respect. Responsibility. Fairness. Caring. Citizenship.** The Six Pillars of Character are ethical values to guide our choices. The standards of conduct that arise out of those values constitute the ground rules of ethics, and therefore of ethical decision-making.

The Six Pillars act as a multi-level filter through which to process decisions. So, being trustworthy is not enough — we must also be caring. Adhering to the letter of the law is not enough — we must accept responsibility for our action or inaction.

The Pillars can help us detect situations where we focus so hard on upholding one moral principle that we sacrifice another — where, intent on holding others accountable, we ignore the duty to be compassionate, etc. In short, the Six Pillars can dramatically improve the ethical quality of our decisions, and thus our character and lives.

**1. TRUSTWORTHINESS**- When others trust us, they give us greater leeway because they feel we don't need monitoring to assure that we'll meet our obligations. They believe in us and hold us in higher esteem. That's satisfying. At the same time, we must constantly live up to the expectations of others and refrain from even small lies or self-serving behavior that can quickly destroy our relationships. Simply refraining from deception is not enough. Trustworthiness is the most complicated of the six core ethical values and concerns a variety of qualities like honesty, integrity, reliability and loyalty.

**Honesty** - There is no more fundamental ethical value than honesty. We associate honesty with people of honor, and we admire and rely on those who are honest. But honesty is a broader concept than many may realize. It involves both communications and conduct.

**Honesty in communications** is expressing the truth as best we know it and not conveying it in a way likely to mislead or deceive. There are three dimensions:

**Truthfulness.** Truthfulness is presenting the facts to the best of our knowledge. Intent is the crucial distinction between truthfulness and truth itself. Being wrong is not the same thing as lying, although honest mistakes can still damage trust insofar as they may show sloppy judgment.

**Sincerity.** Sincerity is genuineness, being without trickery or duplicity. It precludes all acts, including half-truths, out-of-context statements, and even silence, that are intended to create beliefs or leave impressions that are untrue or misleading.

**Candor.** In relationships involving legitimate expectations of trust, honesty may also require candor, forthrightness and frankness, imposing the obligation to volunteer information that another person needs to know.

**Honesty in conduct** is playing by the rules, without stealing, cheating, fraud, subterfuge and other trickery. Cheating is a particularly foul form of dishonesty because one not only seeks to deceive but to take advantage of those who are not cheating. It's a two-fer: a violation of both trust and fairness.

**Integrity** - The word integrity comes from the same Latin root as "integer," or whole number. Like a whole number, a person of integrity is undivided and complete. This means that ethical people act according to their beliefs, not according to expediency. They are also consistent. There is no difference in the way they make decisions from situation to situation; their principles don't vary at work or at home, in public or alone. Because they must know who they are and what they value, their integrity takes time for self-reflection, so that the events, crises and seeming necessities of the day do not determine the course of their moral life. They stay in control. They may be courteous, even charming, but they are never two-faced. They never demean themselves with flattering behavior toward who they think might do them some good. They are trusted because you know who they are: what you see is what you get. People without integrity are called "hypocrites" or "two-faced."

**Reliability (Promise-Keeping)** - When we make promises or other commitments that create a legitimate basis for another person to rely upon us, we undertake special moral duties. We accept the responsibility of making all reasonable efforts to fulfill our commitments. Because promise-keeping is such an important aspect of trustworthiness, it is important to:

**Avoid bad-faith excuses.** Interpret your promises fairly and honestly. Don't try to rationalize noncompliance.

**Avoid unwise commitments.** Before making a promise, consider carefully whether you are willing and likely to keep it. Think about unknown or future events that could make it difficult, undesirable or impossible. Sometimes, all we can promise is to do our best. Avoid unclear commitments. Be sure that, when you make a promise, the other person understands what you are committing to do.

**Loyalty** - Some relationships — husband-wife, employer-employee, citizen-country — create an expectation of allegiance, fidelity and devotion. Loyalty is a responsibility to promote the interests of certain people, organizations or affiliations. This duty goes beyond the normal obligation we all share to care for others.

**2. RESPECT** - People are not things, and everyone has a right to be treated with dignity. We certainly have no ethical duty to hold all people in high esteem, but we should treat everyone with respect, regardless of who they are and what they have done. We have a responsibility to be the best we can be in all situations, even when dealing with unpleasant people.

The Golden Rule — do unto others as you would have them do unto you — nicely illustrates the Pillar of respect. Respect prohibits violence, humiliation, manipulation and exploitation. It reflects notions such as civility, courtesy, decency, dignity, autonomy, tolerance and acceptance.

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

- When a teacher or someone is speaking to you, make eye contact with them at all times.
- When speaking with an adult within the building, refer to them by saying Mr., Mrs., Ms., or Dr. as appropriate. It could be considered disrespectful to refer to a teacher by only their first or last name.
- Do not whine, complain, or make excuses.
- Utilize appropriate etiquette in the cafeteria during breakfast and lunch.
- In the hallways and other common areas, loud or boisterous behavior is disrespectful to other students, our school's teachers, and the school's educational environment.

**Civility, Courtesy and Decency** - A respectful person is an attentive listener, although his patience with the ill-mannered need not be endless (respect works both ways). Nevertheless, the respectful person treats others with consideration, and doesn't resort to intimidation, bullying or violence except in extraordinary and limited situations to defend others, teach discipline, maintain order or achieve social justice. Punishment is used in moderation and only to advance important social goals and purposes.

**Tolerance and Acceptance** - Accept individual differences and beliefs without prejudice. Judge others only on their character, abilities and conduct.

**3. RESPONSIBILITY** - Life is full of choices. Being responsible means being in charge of our choices and, thus, our lives. It means being accountable for what we do and who we are. It also means recognizing that our actions matter and we are morally on the hook for the consequences. Our capacity to reason and our freedom to choose make us morally self-directed and, therefore, answerable for whether we honor or degrade the ethical principles that give life meaning and purpose.

Ethical people show responsibility by being accountable, pursuing excellence and exercising self-restraint. They exhibit the ability to respond to expectations.

**Accountability** - Accountable people are not victims and don't shift blame or claim credit for the work of others. They consider the likely consequences of their behavior and associations. They recognize the common involvement in the triumph of evil when nothing is done to stop it. They lead by example.

**Pursuit of Excellence** - The pursuit of excellence has an ethical dimension when others rely upon our knowledge, ability or willingness to perform tasks safely and effectively.

**Diligence** - It is hardly unethical to make mistakes or to be less than "excellent," but there is a moral obligation to do one's best, to be diligent, reliable, careful, prepared and informed.

**Perseverance** - Responsible people finish what they start, overcoming rather than surrendering to obstacles. They avoid excuses such as, "That's just the way I am," or "It's not my job," or "It was legal."  
**Continuous Improvement** - Responsible people always look for ways to do their work better.

**Self-Restraint** - Responsible people exercise self-control, restraining passions and appetites (such as lust, hatred, gluttony, greed and fear) for the sake of longer term vision and better judgment. They delay gratification if necessary and never feel it's necessary to "win at any cost." They realize they are as they choose to be, every day.

**4. FAIRNESS** - What is fairness? Most would agree it involves issues of equality, impartiality, proportionality, openness and due process. Most would agree that it is unfair to handle similar matters inconsistently. Most would agree that it is unfair to impose punishment that is not appropriate with the offense. The basic concept seems simple, even intuitive, yet applying it in daily life can be surprisingly difficult. Fairness is another tricky concept, probably more subject to legitimate debate and interpretation than any other ethical values. Disagreeing parties tend to maintain that there is only one fair position (their own, naturally). But essentially fairness implies adherence to a balanced standard of justice without relevance to one's own feelings or inclinations.

**Process** - Process is crucial in settling disputes, both to reach the fairest results and to minimize complaints. A fair person scrupulously employs open and impartial processes for gathering and evaluating information necessary to make decisions. Fair people do not wait for the truth to come to them; they seek out relevant information and conflicting perspectives before making important judgments.

**Impartiality** - Decisions should be made without favoritism or prejudice.

**Equity** - An individual, company or society should correct mistakes, promptly and voluntarily. It is improper to take advantage of the weakness or ignorance of others.

**5. CARING** - If you existed alone in the universe, there would be no need for ethics and your heart could be a cold, hard stone. Caring is the heart of ethics, and ethical decision-making. It is scarcely possible to be truly ethical and yet unconcerned with the welfare of others. That is because ethics is ultimately about good relations with other people.

It is easier to love "humanity" than to love people. People who consider themselves ethical and yet lack a caring attitude toward individuals tend to treat others as instruments of their will. They rarely feel an obligation to be honest, loyal, fair or respectful except insofar as it is prudent for them to do so, a disposition which itself hints at duplicity and a lack of integrity. A person who really cares feels an emotional response to both the pain and pleasure of others.

**6. CITIZENSHIP** - Citizenship includes civic virtues and duties that prescribe how we ought to behave as part of a community. The good citizen knows the laws and obeys them, yes, but that's not all. He volunteers and stays informed on the issues of the day, the better to execute his duties and privileges as a member of a self-governing democratic society. He does more than his "fair" share to make society work, now and for future generations. Such a commitment to the public sphere can have many expressions, such as conserving resources, recycling, and cleaning up litter. The good citizen gives more than he takes.



# Monroe Central Bear Way



	Hallway	Cafeteria	Classroom	Restroom	Bus	Online
Brave	<ul style="list-style-type: none"> <li>Be an Upstander</li> <li>Inform Adults When Issues Arise</li> <li>Lead by Example</li> </ul>	<ul style="list-style-type: none"> <li>Follow Directions</li> <li>Invite Others to Sit with You</li> </ul>	<ul style="list-style-type: none"> <li>Embrace New Ways of Thinking</li> <li>Speak Up</li> <li>Positive Participation</li> </ul>	<ul style="list-style-type: none"> <li>Alert Staff When There is Damage</li> <li>Alert Staff When There Are Issues (Facility or Behavioral)</li> </ul>	<ul style="list-style-type: none"> <li>Report Unsafe Behavior</li> <li>See Something, Say Something</li> </ul>	<ul style="list-style-type: none"> <li>Report Cyberbullying</li> <li>Avoid Conflict</li> </ul>
Engaging	<ul style="list-style-type: none"> <li>Be Outgoing and Friendly</li> <li>Have a Positive Attitude</li> <li>Become a Team Player</li> </ul>	<ul style="list-style-type: none"> <li>Talk to Peers with Appropriate Volume/Language</li> <li>Encourage New Friendships</li> </ul>	<ul style="list-style-type: none"> <li>Read/Listen, Then Ask Questions</li> <li>Use Time Wisely</li> <li>Pay Attention</li> </ul>	<ul style="list-style-type: none"> <li>Wash Hands/Use Good Personal Hygiene</li> <li>Flush Toilets</li> </ul>	<ul style="list-style-type: none"> <li>Help Others in Need</li> <li>Be Aware of Personal Space</li> </ul>	<ul style="list-style-type: none"> <li>Use Technology for Positive Purposes</li> <li>Use Online Resources Available to You</li> <li>Promote Learning with Quality Sources</li> </ul>
Achieving	<ul style="list-style-type: none"> <li>Be On Time/Punctual</li> <li>Have All Materials for Class</li> <li>Always Do Your Best</li> </ul>	<ul style="list-style-type: none"> <li>Clean Up Your Lunch Area</li> <li>Use Good Table Manners</li> </ul>	<ul style="list-style-type: none"> <li>Give Your Best Effort</li> <li>Learn from Mistakes</li> <li>Know What is Expected for Each Day</li> </ul>	<ul style="list-style-type: none"> <li>Use Restroom During Passing Period or Breaks</li> <li>Use Bathroom Passes with Integrity</li> </ul>	<ul style="list-style-type: none"> <li>Be Ready to Enter and Exit Bus Promptly</li> <li>Be a Positive Role Model</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Screen Time</li> <li>Submit Your Own Original Work</li> </ul>
Respectful	<ul style="list-style-type: none"> <li>Respect Others' Space</li> <li>Maintain Inside Voice/Appropriate Language</li> <li>Help Those in Need</li> </ul>	<ul style="list-style-type: none"> <li>Return Chairs to Tables</li> <li>Pick Up Trash</li> <li>Be Kind and Helpful to Cafe Staff</li> </ul>	<ul style="list-style-type: none"> <li>Put Away Phones</li> <li>Follow Classroom Rules</li> <li>Listen Actively</li> </ul>	<ul style="list-style-type: none"> <li>Use Appropriate Language/Volume</li> <li>Maintain Cleanliness</li> <li>Support Individual Privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use Respectful Language/Volume</li> <li>Clean Up After Yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep Comments Positive</li> <li>Be Kind to Peers Online</li> <li>Be Supportive and Encouraging with Your Online Presence</li> </ul>
Safe	<ul style="list-style-type: none"> <li>See Something/Say Something</li> <li>Practice Mature Conduct</li> <li>Be Aware of Your</li> </ul>	<ul style="list-style-type: none"> <li>Alert Staff of Spills</li> <li>Respect Personal Space of Others</li> </ul>	<ul style="list-style-type: none"> <li>Follow Classroom Procedures</li> <li>Relay Concerns to Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Alert Teachers or Staff of Safety Concerns</li> <li>Practice Mature Behavior and</li> </ul>	<ul style="list-style-type: none"> <li>Stay in Seat</li> <li>Be Careful Entering and Exiting Bus</li> </ul>	<ul style="list-style-type: none"> <li>Be Aware of Your Online Presence</li> <li>Keep Accounts and Personal Information Private</li> </ul>



# SECTION IV DRUG & ALCOHOL TESTING

## DRUG/ALCOHOL TESTING (REASONABLE SUSPICION)

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

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

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

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

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

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

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

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

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

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

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

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

- \* To identify and aid students who might have substance abuse problems

- \* To provide students and parents information on ways to prevent drug/alcohol abuse

- \* To allow for effective transition of students back into school after treatment

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

Reasonable suspicion includes, but is not limited to, the observation of negative behaviors as outlined above and/or specific indicators concerning the appearance, behavior, odors, impaired motor coordination, glazed or bloodshot eyes, dilated pupils, slurred speech, sickness such as vomiting or disorientation; information received by the principal or designee from teachers, parents, students, employees, or detection devices considered reasonably reliable; the past record of a student with any of the above and below mentioned factors; an accident involving a motor vehicle before during or after school hours at school or in any other

school district location defined as any school building on school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school activities; on or off school grounds at any school sponsored or approved activity, event or function; or during any time when students are under the supervision of employees or volunteers when engaged in any school business or under school auspices.

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

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

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

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

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

A student's refusal to submit to a test, leaving the premises without submitting a specimen, exchanging someone else's specimen with their own, or refusal to provide a valid specimen as described above will be considered an admission of a violation of school policy pertaining to the use and/or possession of drugs or alcohol and will be dealt with according to the provisions of the school handbook for possession or use of drugs and/or alcohol. If an outside laboratory is used, and the laboratory reports that the specimen is adulterated or invalid for the student, the school will deem it as a refusal to provide a valid specimen as above.

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

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

Specimens to be tested off site will be turned over to a testing laboratory, and each specimen may be tested for alcohol and "street drugs" (which may include all drugs listed as controlled substances under the laws of the

state of Indiana). Also “performance enhancing” drugs such as steroids may be tested. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

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

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

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

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

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

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

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

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

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

will be paid for by the student or his/her parent/guardian.)

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

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

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

#### Guidelines for Action:

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

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

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

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

## **SECTION V GENERAL INFORMATION**

### **ANNOUNCEMENTS**

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

The regular school schedule begins each day at 8:05 A.M. and ends at 3:05 P.M. Students are asked not to arrive at school before 7:35 A.M. unless they have an appointment with a teacher. First bell rings at 8:00 A.M. and the final bell to begin classes rings at 8:05 A.M. Students are considered at school when they arrive on school property or when they board the school bus.

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

### **ASSEMBLY PROGRAMS**

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

- Arrive on time and find a seat quickly.
- Give prompt attention when the person in charge appears at the speaker's stand.

- All students are expected to stand during the playing of the school song.
  - Refrain from talking or doing anything which would disturb other members of the audience while the the program is in progress.
  - It is inexcusable for one person to spoil others' pleasure in the program.
  - Applaud in a manner which is suitable to the type of program selected.
  - Applause which includes stomping, whistling, or shouting ceases to be a compliment to the person who has just appeared.
  - Talking, eating, reading, chewing gum, distracting, or disrupting in any way during a program is inappropriate.
  - Wait to be dismissed by the person in authority when the program has been concluded.
- The consequences for disrupting an assembly program will be determined by the school administration.

Assemblies are planned throughout the school year. During an assembly, students are expected to show respect and conduct themselves in an appropriate manner. Individual students who choose not to behave in a respectful manner will be removed and further consequences applied. In addition, individual students can be denied admission to assemblies at administrative discretion.

### **TECHNOLOGY/SCHOOL FEES**

1. Technology usage and school fees are reassessed annually to determine fair and accurate costs at each grade level.
2. Fee and/or Reduced application forms are available in the office for anyone wishing to apply.
3. If fees are not paid by the end of June, an additional fee will be applied when turned over to a collection agency.

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

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

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. Good food is offered at reasonable prices. Students may purchase food from the cafeteria or bring their own lunch. Students are not allowed to leave school grounds for lunch. In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Deposit all litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave tables, chairs, and floors clean for others.
4. Keep the cafeteria in good order; no cutting in on cafeteria lines by students.
5. **NO EATING OUTSIDE THE CAFETERIA AREA!!** All goods must be eaten in the cafeteria at the tables. Do not take food to other parts of the building.
6. **DRINKS:** All drinks outside of the cafeteria must have a sealable cap, be contained in a clear see-through bottle, and remain at their locker unless teacher permission is given to have in class.
7. Cutting in line is prohibited! One's grade level does not determine placement in line.

Students - \$2.30 Lunch	\$0.40 Reduced Lunch	Adults \$3.00 Lunch
\$1.25 Breakfast	\$0.30 Reduced Breakfast	

Students who need to substitute water for milk require a new doctor's note each school year. Other students may purchase water, but no substitutions without a doctor's slip.

Charging of meals is discouraged at the JH & HS levels. It is strongly encouraged that payments be made in advance. For your convenience we do accept Visa/MasterCard, or you may go online at [www.mymealtime.com](http://www.mymealtime.com) to set up an account for your student(s) to make deposits and monitor their meal account(s). Daily payments of cash or personal checks will also be taken.

#### Charging Policy:

- Students may NOT charge more than one meal a day.
- Students may NOT charge more than 3 meals TOTAL.
- Parents will be notified of charges and prompt payment will be expected.
- An alternate lunch consisting of a peanut butter sandwich and a carton of milk will be provided until the negative balance is paid in full.
- NO Ala Carte items may be charged.
- NO extra or speciality items may be charged.

Please note that ALL students including those on Free/Reduced MUST have cash or money in their accounts to purchase specialty/snack items. Ex. Frozen Yogurt, Specialty Drinks, etc.

All accounts with a negative balance that are not paid in full by the end of the school year will be turned over to collections.

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

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

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

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

- Before school, drop off at the stop sign on **Bear Lane or North Parking Lot**.
- After school pick up (3:05 pm dismissal) in the **North Parking Lot ONLY** (staff lot).

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

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

1. Students will be permitted to park in the South Parking Lot ONLY.
2. Only students in grades 9-12 that are licensed drivers are permitted to drive to school.
3. Each student who drives a vehicle to school must adhere to school rules and regulations.

4. Each student will have on file in the principal's office a "Student Driving Privilege Application" filled out and signed by parents and students. Students will display a parking permit from the rear view mirror in the front windshield, in such a way that the permit number is visible from the exterior of the car. A small fee of \$5.00 to cover the cost of permits may be assessed to drivers.
5. All vehicles are to be parked as soon as possible upon entering school property and all occupants are to immediately leave the vehicles.
6. Students are not permitted in the cars or parking lot during the school day without permission of the teacher and the office.
7. Speeding or careless driving on school property, or bordering school property, is prohibited.
8. Three or more tardies to school in a given nine weeks may result in loss of driving privileges.
9. Seat belts will be worn by drivers and all front seat passengers in all vehicles operated on campus at all times.
10. Passengers are not allowed to ride outside of passenger compartments (beds of trucks are prohibited).
11. Driving privileges will be suspended for a minimum of four weeks following a positive drug test in either the random or reasonable suspicion testing program. Probationary driving privileges may be restored following the four week period and a follow up negative test.
12. Violations of any of the above rules could lead to suspension or termination of driving privileges.

### **ILLEGAL TRESPASS ON SCHOOL GROUNDS**

Unauthorized individuals on school property between the hours of 7:45 AM and 3:30 PM or in areas of the school or school grounds without permission could be charged with criminal trespass. A student knowingly giving access to an unauthorized individual could also result in discipline or criminal charges.

### **CONTRACTS AND OBLIGATIONS**

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

### **UNATTENDED STUDENTS**

Students must not be in the building unsupervised before or after school hours. Students will be required to be under the supervision of their teachers and in common areas of the school building while awaiting parent pickup.

### **DANCE POLICIES**

Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. All school rules are applicable and enforced during dances. Any illegal activities, including, but not limited to drug or alcohol use or possession, will result in a maximum suspension of ten (10) days or recommendation for expulsion from school. The appropriate law enforcement agency may be contacted. A student who is suspended as a result of any misconduct at a school dance will not be allowed to attend any school dance for the remainder of the school year.

If students wish to bring a non-Monroe Central student as a guest, students must complete the Dance Request Form and have it approved by the building principal at least five (5) days in advance of the dance or at the time of ticket purchase. MCHS students are allowed to bring only one guest per dance. **Guests must be at least a seventh grader and also under the age of 21.** This form requires the signature of the administrator of the guest's school. Only pre-registered guests will be admitted to dances. Dance request forms are available in

the MCHS Main Office.

The Jr/Sr Prom is for Juniors and Seniors at MCHS. Anyone who is not a Junior or Senior at MCHS must be the guest of an MCHS Junior or Senior. No students below grade 9 or older than 20 are permitted to attend the Prom.

In attending a dance at Monroe Central, students must also understand and agree to the following:

- 1. Students may be subject to a search as a safety precaution in order to enter the dance**
  - All students/vehicles/property are subject to a search if deemed necessary. Contraband will be confiscated. This precautionary search will also require students entering the Prom to submit to a mandatory breathalyzer. If a student is suspected to be under the influence at ANY dance, they may be asked to submit to drug testing and/or sobriety tests.
- 2. All school rules including Dress Code are subject to enforcement.**
- 3. Students must have a current Student ID Card.**
  - Once in the dance, you may not leave for any reason. If you leave, you may not return.
  - No one will be admitted to the dance more than 30 minutes after the dance start time unless prior arrangements have been made.
- 4. Students must follow the following guidelines for appropriate dancing. They must understand that each student has the right to feel safe in a non-hostile and respectful environment. We want each student to be able to express themselves in a manner that is appropriate, and exemplifies our MCHS Character.**
  - A. Sexually suggestive dancing will not be tolerated.
  - B. Feet should be on the floor at all times
  - C. Hands must remain visible and may not be on the floor
  - D. The **VERTICAL** rule - Students are not allowed to bend over while dancing; they must remain vertical.
  - E. Students may not lie down on the floor while dancing.
  - F. A student will receive one warning for inappropriate dancing. If the behavior persists, the student will be asked to leave the dance. Students who dance inappropriately or break any of the school rules will be removed from the dance by one of the administrators or escorted if necessary. Students asked to leave the dance will not be eligible to attend the next scheduled school dance.
  - G. Whatever dancing moves or behavior a chaperone deems improper and/or indecent will not be permitted
- 5. Students may not enter a dance more than one (1) hour after the dance begins.**
- 6. Students may not leave and re-enter a dance.**
- 7. Students must understand the Guest Dance Policy.**
  - Your guest will be expected to adhere to the rules set forth in this behavior contract.
  - Guests must present their dance ticket and respective school ID card, or other photo ID if not attending school.
  - Guests who choose to disregard this agreement will not be allowed to attend MCHS dances for the remainder of the current school year.

## **EMERGENCY PROCEDURES**

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

## **HARASSMENT**

Harassment will not be tolerated at Monroe Central Junior Senior High School. Physical, verbal, sexual,



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

## **INSURANCE**

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

## **LIBRARY**

The library is open during normal school hours. With prior arrangement, these hours may be extended.

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

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

To provide opportunities for students to feel comfortable in a library;

To help students achieve satisfying and rewarding experiences in reading, listening, and viewing;

To help students become independent and effective users of information resources;

To help learners acquire and maintain skills in researching, choosing, and using all forms of media;

To provide exposure to technologies and guide students in the evaluation of information types and sources;

To help students and teachers acquire a background of information that will enable them to make intelligent judgments in their daily life;

To contribute to the growth and development of students in independent thinking;

To help students develop the practice of critical reading and thinking;

To infuse students with an appreciation of books and literature and encourage them to be lifelong readers;

To provide for recreational reading; and

To further the professional growth of faculty members.

## **LIBRARY REGULATIONS**

1. Each student must present a pass upon entering the library.
2. When leaving the library, each student must pick up his pass.
3. The library is reserved for those students who wish to use the materials located there. Students who do not need to use the library materials should return to class or their study hall.
4. Any student whose behavior is inappropriate for the library, or who infringes upon the rights of others to use the library and its materials, and will be asked to leave the library.
5. No food or drinks are permitted in the library.
6. 7th and 8th grade students wanting to read Young Adult selections and up will need to have a permission form signed by their parent/guardian.

## **LOCKERS**

Locker space will be provided for all students of Monroe Central Jr./Sr. High School. Lockers are the property of the school and are held in common by the school and the student. Lockers may be inspected by school authorities when deemed necessary. Students are asked to keep lockers locked, neat and tidy, and report any malfunction of lockers to the main office. Students are not to share lockers unless approved by the office. Students are to use only the locker which has been assigned to them. Students are not to place any object into the mechanism of the locker so that it is "rigged". **Nothing is to be placed on the outside of student lockers including but not limited to decorations, stickers, tape, or magnets without permission of school administration.**

## **LOST/DAMAGED TEXTBOOKS/CHROMEBOOKS/CHARGERS**

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

Report all lost or damaged Chromebooks and/or chargers to the Technology Department. The Technology Department will assess the damage, and when necessary, will issue a bill for repair or replacement costs.

## **PERSONAL PROPERTY**

The school will assume no responsibility for items lost or stolen.

## **PEST CONTROL AND USE OF PESTICIDES**

The Monroe Central School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. Annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. Provide the name and phone number of the person to contact for information regarding pest control – Ron Downing, 765-468-7545;
- C. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. Provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. Maintain a written record for ninety (90) days of any pesticide applications.

The Monroe Central School Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

## **RELEASE OF INFORMATION**

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

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

**STUDENTS 18 YEARS OR OLDER** You are faced with a number of differing decisions than students who are considered minors under law. You are allowed to attend school until you are 21 years of age. This offers you a chance to complete your high school education under a normal school program. Your age and legal status are two important points for consideration when we evaluate your presence and behavior. The following are representative guidelines for adult students: 1. The rules and procedures for the normal school operation apply to you. 2. Since you are an adult your attendance is no longer a legal necessity, but instead it is a privilege granted to you by this community and the Board of Education. It is for this reason that you should clearly understand that tardiness, absences, and improper behavior will be handled severely. Also misbehavior - (Insults, defiance, violence, vandalism, smoking, use of behavior-altering substance, etc.) will be harshly dealt with. The first offense will result in a severe suspension and the second will cause a recommendation for expulsion.

## **STUDENT SERVICES**

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

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

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

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

The State of Indiana requires that students remain in school and finish the semester until they are 18. A

student under the age of 18 who wishes to exit from school for any reason must bring his parent or guardian to the office of the principal.

A student transferring to another school must bring his/her parent/guardian to meet with the Registrar. This form must be completed and returned to the Registrar before leaving the building. All debts incurred at school must be returned to the Treasurer's Office before any refunds on book rental can be made.

### **PERMANENT RECORDS AND TRANSFERS**

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

### **CREDIT FROM PRIVATE SCHOOLS**

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

### **THE SCHOOL AND GOVERNMENTAL AGENCIES**

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

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

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

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

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

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

### **SCHOOL CLOSING INFORMATION**

All information regarding school closings or delays due to weather or other special circumstances will be made on the school website and through the following news agencies:

- Radio: 104.1 and 98.3
- Television: Indianapolis Channels 4, 6, 8, 13, and 59

- Social media - School Twitter Account
- Alert Solutions (may include a phone call, text message, and/or email message)

## **SEARCH AND SEIZURE**

Copies of Search and Seizure policy are available upon request.

## **SOCIAL FUNCTIONS/EXTRACURRICULAR ACTIVITIES**

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

## **STUDY TRIPS**

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

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

Class trips are planned throughout the school year. The students thoroughly enjoy these trips and the school encourages them to participate. Alternative activities will be provided for the student during the class trip time period.

## **STUDY HALL PERIOD EXPECTATIONS**

All Monroe Central students in grades 7 through 12 will be assigned to a Study Hall Period. The following expectations apply to any room:

1. Cellphones are neither seen nor heard (They should be put out of sight. Cell Phone policy applies to the Study Hall just like any other classroom.)
2. No food or drinks (other than water)
3. Study Hall is a period for STUDY (Students should be quietly working on school work. If they have no work, they should read for enjoyment.)
4. Your Study Hall Period Teacher will act as an academic advisor/mentor. They will be expected to do periodic grade and missing work checks for all students assigned to their class.

## **TELEPHONES**

Students will not be excused from class to use telephones except for emergencies. Students will not be allowed to make calls and will not be called from classes to talk on the phones.

## **VISITORS**

Students may not have visitors at school as this practice interferes with regular classroom work, seating arrangements, and study procedures.. All visitors MUST sign in through the office, submit and pass a limited background check, and wear a visitors badge while in the building.

# **SECTION VI ELECTRONIC MEDIA ACCEPTABLE USE/ INTERNET SAFETY POLICY**

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

It is the intent of Monroe Central School District to keep its mission statement and educational goals in mind when making decisions concerning access to the Internet by students. Access to the vast libraries, databases, bulletin boards and other electronic media that the Internet provides, gives our students essential skills that they may need as future employees in our technological society. Before student access at school can be initiated, evaluation of Internet resources by competent school staff must be completed. If students navigate into areas not yet previewed, the guidelines and lists of resources related to our school district's learning objectives should be provided by our staff.

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

At Monroe Central access to the Internet is a privilege, not a right. Students must be responsible users to remain eligible to use the Monroe Central School District's Internet access point. This means students need to follow guidelines set forth by this policy while using any district computer or device. Students/Staff Internet traffic will be monitored by a 3rd party Internet Filtering System. At minimum this system will filter out content determined to be obscene, child pornography, and/ or harmful to minors. Requests to unblock content will be filtered through the Building Principals. Right of privacy in regard to student data files, Internet activity, and other electronic media may not always be considered. Staff members or school administration may need to review these files to insure user responsibility on our school network.

Pursuant to Federal law, students shall receive education about the following:

- A) Safety and security while using the school Internet access
- B) The dangers inherent with the online disclosure of personally identifiable information
- C) The consequences of unauthorized access (i.e. "hacking", "cyber bullying" and other unlawful or inappropriate activities by students online and
- D) Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security. Furthermore, staff members will monitor the online activities of students while in school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs.

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

- 1) The student must be responsible for appropriate behavior while on the Internet, just as in any other classroom setting while at school.
- 2) The following uses of school provided Internet access are not permitted by any students or staff:

- a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b) to transmit obscene, abusive, or sexually explicit language;
- c) to violate any local, state, or federal statute;
- d) to vandalize, damage, or disable the property of another individual or organization;
- e) to access another individual's materials, information, or files without permission;
- f) to violate copyright or otherwise use of intellectual property of another individual or organization without permission;
- g) to visit objectionable Web sites such as pornography or hate/crime sites;
- h) gambling, electronic day trading, publicly expressing personal opinions as in online chat rooms, instant messaging, or in conducting illegal activities;
- i) playing of online games that are not within the scope of curriculum objectives;
- j) viewing of online streaming videos that are not part of the school curriculum or Indiana state standards for education.
- k) downloading of files or programs to network computers that cause damage or file corruption to any Monroe Central computer or other electronic devices;
- l) downloading of any programs like WeatherBug that requires constant updating which reduces network bandwidth for other Internet users.

3) Personal computers or any other electronic devices that are brought to school by students or staff members are the responsibility of the owner. The school and/or school corporation bears no responsibility in case of damage or theft of the device

4) The following guidelines shall be used for school provided email access by students or staff:

- a) No subscribing to list server emails that are not related to school business.
- b) No distribution of chain letters, inappropriate humor or pornography.
- c) Legal restrictions on uploading or downloading of copyrighted, obscene, objectionable materials as they apply to e-mail messages or attachments.
- d) E-mail is a business communication tool that is owned by the school corporation.
- e) E-mail comes with no guarantee of privacy so users should apply sound judgment in its use at school.
- f) Each user of e-mail has a responsibility for information being transmitted and shall equate e-mail communications to a public meeting
- g) Personal email accounts are not to be accessed by students using the Monroe Central network unless otherwise approved for curricular needs by the administration.

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

- a) The networked computers are no longer solely personal, but have a higher function as a computing resource.
- b) Downloading or installing of software to a networked computer must not be done without authorization from the technology director or principal. The computers are set up with a standard set of software to function on the network. Certain stand-alone computer software can conflict with a network setup.
- c) Personal hardware shall not be attached to networked computers without authorization from the technology department.
- d) Personal school data, if not stored in Google Drive for students and Google Drive for staff, is the sole

responsibility of the user for backup purposes.

#### **6) Student Use of Corporation Computers**

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

#### **7) Student Use of Social Media**

Students shall not access social media for personal use from the Monroe Central network, but shall be permitted to access social media for educational use in accordance with their teacher's pre-approved plan for such use by the principal.

#### **8) Web Publishing and Right to Privacy**

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

#### **IMPORTANT NOTICE:**

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

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

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

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

#### **CHROMEBOOK LOANERS/MISUSE/NEGLECT**

- 1) Students with damaged Chromebooks will be required to pay for damages or make arrangements with administration to pay within 10 school days. All outstanding repair bills may be sent to small claims court or a collection agency.
- 2) Students are responsible for keeping track of their Chromebooks. Repeated issues of students leaving them in the gym, in a classroom, in the hallway, or on a bus, etc. will result in disciplinary action.
- 3) Neglect or intentional damage of a Chromebook will result in financial restitution for the cost of repair or replacement.
- 4) Students who insist on visiting inappropriate websites using their school-issued Chromebook will be given a warning and parents will be called for the first offense. Continued offenses will result in



limitation or possible loss of Chromebook usage and further discipline.

## **SECTION VII RANDOM EXTRACURRICULAR DRUG TESTING**

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

### **Reasonable Concern**

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

### **Purpose**

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

### **Scope**

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

### **Legal Obligation**

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

### **Drug Education**

The Athletic Director will require any person who tests positive to complete a drug education session. Each driver and prospective participant shall receive a copy of this policy. The policy will be explained to them at that time. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information for seeking professional help, if needed, for a use or abuse problem.

### **Consent Form (Driving and Extracurricular Activities - Random Drug Testing)**

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

- It is **Mandatory** that each student who attends or participates in extracurricular activities including dances sign and return the “consent form.”
- All “consent forms” must be submitted to the High School office by the initial deadline. The initial deadline will be determined by the administration.
- If any student that did not sign the “consent form” at the initial deadline wishes to participate in extracurricular activities he/she must submit to and test negative on a drug test at the next random sampling.
- It is **Mandatory** that each student who drives or participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in denial of driving privileges and/or in non-participation.
- Each driver and extracurricular participant shall be provided with a “consent form.” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Monroe Central High School.

### **Testing Procedure**

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

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

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

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

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

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

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible

for all the “extracurricular activities” for the remainder of the school year in addition to the regular penalty under the school discipline code that would result from a positive test for that student. This will be reported to the parent/guardian.

If the test is to be performed on site, the student may remain until the results are known. If the actual test is to be conducted off site, the student will immediately return to class with an admit slip or pass with the time he/she left the collection site after the specimen is taken. The principal/administrative designee must time and sign the pass.

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

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

### **Chain of Custody**

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

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

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

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

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

Parents and/or Guardians of all tested students will be informed of random testing participation once testing has been completed via an AlertSolutions call, text, and/or email.

### **Test Results**

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

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

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

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

If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities according to the extracurricular guidelines in this handbook. The student driver will lose his driving privilege for a minimum of four weeks. The extracurricular student or driver student may not participate or drive until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities and or drive after the time stipulated in the handbook. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the regular extracurricular/driving disciplinary procedures shall be followed.

In addition, Monroe Central Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation. This testing will follow the reasonable suspicion standard found elsewhere in this policy. Information on verified "positive" test results will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.

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

### **Financial Responsibility**

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

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

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

### **Confidentiality**

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

### **Other Rules**

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

# SECTION VIII STUDENT HEALTH GUIDELINES

*It is our goal to encourage students to have the most **in class** learning time without compromising the care given to those children who need health related assistance.*

## **IMMUNIZATIONS**

Indiana law requires that students in all grades are required to meet the minimum immunization requirements before the start of each of the respective grade levels. The immunization record must be on file with the school and include the student's name, date of birth, the vaccine given, date (month/day/year) of each immunization, and a healthcare professional's signature.

**Number of doses the student must have received PRIOR to attending each grade level.**  
**Students who do not meet the requirements will be excluded from school.**

**2019-2020 ISDH School Immunization Requirements (minimum)**

Grade Level -->	Pre	K	1	2	3	4	5	6	7	8	9	10	11	12
<b>DTaP</b>	4	5	5	5	5	5	5	5	5	5	5	5	5	5
<b>Polio</b>	3	4	4	4	4	4	4	4	4	4	4	4	4	4
<b>Hepatitis B</b>	3	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>MMR</b>	1	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Varicella</b>	1	2	2	2	2	2	2	2	2	2	2	2	2	2
<b>Hepatitis A</b>	-	2	2	2	2	2	2	2	2	-	-	-	-	2
<b>TDaP</b>	-	-	-	-	-	-	-	1	1	1	1	1	1	1
<b>Meningococcal(MCV4)</b>	-	-	-	-	-	-	-	1	1	1	1	1	1	2
<b>Meningococcal B (MenB)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-

\*If needed, please contact the Randolph County Health Department, or your physician, to administer these for you.

## **MEDICAL/RELIGIOUS OBJECTIONS**

Indiana School Immunization Law (IC 20-8.1-7) provides that students who do not present proof of immunization on or before the first day of school may not attend school without a religious or medical objection on file annually. All objections to immunizations must be provided to the school nurse at the beginning of each school year in writing. Medical/Religious objection forms are available in the office and online.

## **EMERGENCY INFORMATION**

Please be sure to update your child's health history and demographics prior to the start of each school year. Included with this, please make note of any current medications that your child is taking, chronic or acute illnesses, allergies, dietary or physical restrictions, or anything important to your child's health that the nurse should know. (Dietary and physical restrictions require a new physician's order annually.)

In order to facilitate reaching the parents of ill or injured children, please remember to update emergency information with the school secretary. Please report any change in your home, work, and/or cell phone

numbers. Please also supply names and phone numbers of friends and/or relatives who can be called if parents are not available. Most often, ill or injured children will immediately ask for their parent/guardian and are very sad and upset when we cannot reach them.

Parents who are going to be out of town should send a note to the school with information regarding who will be responsible for their children in the parents' absence.

## **INJURIES/ILLNESS**

**Out of school injuries** should be taken care of *before* the child returns to school.

No student should be sent to the Health Office before 9:00 am, with the exception of vomiting and brand new injuries that have occurred while at school. Please do not send your child to school knowing they have been ill while at home.

When a child is sent to the health office during the school day, if warranted, a parent will be notified. It then becomes the parent's responsibility to pick up the child or make arrangements for the child to be picked up as soon as possible. Example: a student who has vomited or who has a temperature  $\geq 100.0$  will automatically be sent home from school per policy. However, a student may also be sent home when his/her temperature is below 100.0 F, should other symptoms warrant it.

**To prevent disease transmission to other children**, please do not send a child with a contagious illness, vomiting, diarrhea, or fever to school. Students may return to school when:

- **fever** - may return after the student has been fever-free for at least 24 hours without medication (i.e. temperature below 100.0 F *before* giving products containing Tylenol(acetaminophen) or Advil (Ibuprofen).
- **vomiting and/or diarrhea** – may return when vomiting/diarrhea hasn't occurred for at least 24 hrs
- **strep infections** – may return 24 hrs after first dose of antibiotic & temperature below 100.0 degrees for at least 24 hrs
- **pink eye** – may return after using prescribed medication for at least 24 hours and improved condition
- **skin lesions** – it is mandatory that any student that has an open wound keep it covered during the school day and during athletic events
  - \* **MRSA** –may return when the wound can be covered and the drainage contained with a dry bandage at all times during the school day and during athletic events
  - \* **impetigo**- may return 24 hrs after antibiotic therapy has been initiated and it is mandatory that the wound be covered and contained with a dry bandage at all times during the school day and during athletic events while the wound is draining
  - \* **ringworm** – may return only if the lesion is covered and verification of antifungal treatment is given
- **scabies** – may return the next day after using prescribed treatment
- **fifth disease** – may return once rash appears; please notify the school of occurrences

## **MEDICATION**

The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

In the best interest of the student, most medications can and should be adjusted around school hours. Special authorization is required for medications to be given at school that could otherwise be given at home.

Medications brought to school are kept locked in the clinic and will not be available to your child or your child's supervisor after the student's regularly scheduled in-school hours.

When it is necessary for your child to take medication at school, the following are in effect for your child's protection:

- **Transportation and Storage of Medication:** ALL medication, both prescription and non-prescription, must be transported to and from the school nurse's office by a parent or guardian, do not send medication on the bus. *Students are not permitted to have any medication or drug in their possession without a doctor's order.*
- **Original Container:** ALL medication, prescription or non-prescription, must be in its original container. A prescription medication will already have the pharmacy label with the name of the student, name of medication, and the time when medication is to be administered. Please write your child's name on unopened non-prescription containers. *All unused medication should be picked up at the end of the year, if not picked up, it will be discarded.*
- **School Permission to give Medication:** Medication must have both (1) a written doctor's statement indicating that the medication is to be taken during school hours including time of administration and (2) a completed parent permission form; in order for the school to give the medication. Physician orders may be faxed to the school. Medication Permission Forms are available in the office or online. It shall be the student's responsibility to come to the nurse's office to receive the medication at the designated time.
- **Medication not kept at school:** If it becomes necessary to give a student medication that is not kept at school, a parent may come to the school and administer the medication to the student during school hours. The medication cannot be dropped off. (Our staff cannot administer any form of medication without the required paperwork.)
- **Student possession and self-administration** of emergency medication is permitted for students with acute or chronic medical conditions. Written authorization must be received each year from both the parent and physician stating the disease and that the student has been instructed on and understands how to self-administer the medication including the proper care/handling of the medication.
- **Analgesics:** The school nurse or principal designee will administer analgesics (generic Tylenol or Advil) if the OTC parent consent form is current for the school year. Parents may be notified prior to administration each time analgesics are considered. Analgesics will not be the first line of treatment, and will not be given for head injuries or fever. (limited quantity)
- **Antacid:** The school nurse or principal designee will administer an antacid (generic Tums or equivalent) if the OTC parent consent form is current for the school year. Parents may be notified prior to administration each time antacids are considered. Antacids will not be the first line of treatment and will not be given for vomiting. (limited quantity)
- **If a scheduled medication is to be terminated:** the parent should notify the school by phone or provide a written, and dated, withdrawal of consent.
- **Cough drops:** Please discuss the use of cough drops in the classroom with your child's teacher. If warranted, the school nurse or principal designee will administer a cough drop.

## HEAD LICE

*Parents have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their own children's hair and starting immediate treatment when head lice are detected.*

While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify the presence of an active infestation, and bring it to the child's parent's attention. All parents whose child is found with head lice will receive a handout about head lice identification, treatment, and prevention.

Students found with active lice will be sent home and may return to school as soon as appropriate treatment

has been completed. The school nurse will provide the student with information regarding treatment and control of pediculosis when nits or lice are found. All parents are encouraged to periodically check their student for nits, which would indicate the presence of an adult, egg-laying louse. The school nurse will only conduct single student "head checks" on an as needed basis, when symptoms warrant inspection.

## **BED BUG PROCEDURES**

If there is a report of a student having bedbugs, the following will take place:

1. The corporation nurse or health aid will investigate the report by talking to the child and examining the child to see if bites are visible.
2. If deemed necessary, a call will be made home by the corporation nurse or health aid to the parent.

In the event that a bedbug is seen on a student or their belongings, if bites are seen on the child and confirmed they are bedbug bites, **or** if the parent reports that they do have bedbugs in the home, the following will take place:

1. The corporation nurse or health aid will contact the building principal.
2. The building principal will contact the Superintendent, who will contact the Maintenance Director.
  - a. The Superintendent and Maintenance Director will determine if an inspection and/or treatment is required.
3. The parent will be contacted.
4. The student will be sent home for the remainder of that school day.
  - a. The student will be checked for new bedbug bites each morning until cleared.
5. Clothing:
  - a. The student(s) will provide a change of clothing to the school prior to returning to school.
    - i. The clothing will be heat treated and laundered before the student(s) can wear them.
  - b. The student(s) will report directly to the clinic upon arrival to school each morning to change clothes.
  - c. The clothes the student takes off will be inspected for bedbugs and then laundered and heat treated.
  - d. The student will put their original clothing on again before leaving school each day.
  - e. The clothing the student takes off at the end of the day will be laundered and heat treated in preparation for the student to wear at school the following day.
  - f. The student's coat will be heat treated and laundered each day prior to outdoor recess.
6. Backpack
  - a. The student(s) will not be able to bring a backpack to school.
  - b. A clear Ziploc gallon bag may be brought for papers or things that cannot get wet.
7. Lunchbox
  - a. If the student brings their lunch to school, the student will be required to bring their lunch in a clear Ziploc gallon bag.
8. Chromebook
  - a. The student will take home their current Chromebook or an older model Chromebook will be assigned to the student to take home.
    1. Before being sent home, the Chromebook will be heat treated.
    2. The Chromebook that is sent home will not be brought back to school.
  - ii. A new device will be issued to the student that will stay at school.
    1. The device will be left in the classroom or returned to the library.
    2. The homeroom teacher or librarian will charge the Chromebook each evening.



3. If the student is issued a new Chromebook case, it will be kept in a sealed plastic bag and/or inside a plastic tote, each evening while the Chromebook is being charged.

#### 9. Transportation

- a. The student(s) will not be permitted to ride the bus to school in the morning until they are cleared by the corporation nurse or health aid.
- b. The student(s) may ride the bus home after school.
- c. The bus the student(s) rides to and from school will be inspected and/or treated to ensure bedbugs are not present.

Once a student and all students in the household go for 14 school days, without any signs of bedbugs **and** the child's house has been treated, we will discontinue the daily checks and resume normal procedures.

- A signed document from a pest control company may be provided to the school that confirms the home has been treated and cleared of bedbugs.
- The corporation nurse or health aid must check the student(s) for 14 school days and there must be no sign of bed bugs or bites before they will be cleared.

In the event that bedbugs are seen in a classroom, the Superintendent or Maintenance Director will contact American Pest Professionals or another pest control company to determine if an inspection and/or treatment is required.

### **NURSES DAILY SCHEDULE**

There is one Registered Nurse and one Health Aide for the school corporation, therefore, time is split between the Jr Sr High building and the Elementary building. The schedule adjusts according to student needs. If you cannot reach the nurse at one building, please try to contact her at the other, leave a message, or email via the school website. Each building principal will designate personnel who will be available for students who visit the health office when the nurse is unavailable or not in the building.

### **QUICK FACTS ABOUT MENINGOCOCCAL DISEASE FROM THE ISDH**

#### **What is meningococcal disease?**

*Neisseria meningitidis* bacteria are normally found in the nose and throat of 10 – 15% of healthy adults. There are 5 strains of *Neisseria meningitidis* responsible for most diseases. Rarely, the bacteria can enter areas of the body where bacteria are normally not found and cause a severe, life-threatening infection ("invasive disease") known as meningococcal disease. Examples of meningococcal disease include meningitis (infection of the lining of the brain and spinal cord) and septicemia (bloodstream infection). This is a very rare disease; around 30 cases are reported each year in the state of Indiana.

#### **How is meningococcal disease spread?**

The disease is not spread by casual contact or by attending the same work or school setting. *Neisseria meningitidis* bacteria are spread from person to person *only through* contact with droplets from an infected person's nose or throat, including saliva. Some common ways the bacteria can be spread from an infected person are:

- Living in the same household or dormitory room
- Kissing on the lips
- Sharing drinks from the same container (glasses, cups, water bottles)
- Sharing eating with utensils (forks and spoons)
- Sharing a toothbrush, cigarettes, or lipstick

Preventive antibiotic therapy is recommended for individuals who are close contacts of or provide medical care to someone who has meningococcal disease.

#### **Who is at risk for meningococcal disease?**

Young infants, students attending high school or college, and military recruits are more likely to get the disease. Individuals with a weakened immune system are also at higher risk for the disease, as well as

those who live in crowded dwellings or have household exposure to cigarette smoke.

### **What are the symptoms of meningococcal disease?**

Symptoms of meningococcal disease include:

- Fever (sudden onset)
- Severe headache
- Stiff neck
- Drowsiness or confusion
- Skin rash that appears as bruising or bleeding under the skin
- Nausea and vomiting
- Eyes that are sensitive to light

In babies, the symptoms are more difficult to identify but may include:

- Fever
- Fretfulness or irritability
- Poor appetite
- Difficulty in waking the baby

### **How is meningococcal disease diagnosed?**

If you have any of the above symptoms, it is important to seek medical attention immediately. An infected person may become sick within a few hours of developing symptoms, and early diagnosis is important. Your health care provider may collect blood or spinal fluid to see if meningococcal bacteria are present.

### **How can meningococcal disease be treated?**

Meningococcal disease is treated with several different types of antibiotics, and early treatment may reduce the risk of complications or death from the disease. A 24-hour course of antibiotic therapy reduces a person's likelihood of spreading the bacteria. Supportive care in an intensive care unit may be necessary for those with severe infection, and surgery may be needed to remove damaged tissue and stop the spread of infection.

### **How is meningococcal disease prevented?**

Meningococcal disease can be prevented by good hygiene. Cover the nose and mouth when sneezing or coughing, throw away used tissues, and wash hands often. Do not share eating or drinking utensils with anyone.

### **Is there a vaccine that can prevent this disease?**

There are two types of vaccine that protect against 4 of the 5 common strains of this disease. One type, MCV4, is available for use in people ages 9 months to 55 years old. The second type, MPSV4, is recommended for adults 56 years and older who are at elevated risk. Ask your healthcare provider which one is right for you. A dose of MCV4 vaccine is recommended for adolescents at age 11 or 12 years old, with a booster dose at age 16. Indiana requires that all 6th-12th grade students receive 1 dose of MC4 meningococcal vaccine and all 12<sup>th</sup> grade students receive 2 doses. Meningococcal vaccine is also recommended for other people at increased risk for meningococcal disease, such as:

- College freshmen living in dormitories
- U. S. military recruits
- Travelers to countries where meningococcal disease is common, such as parts of Africa or the Hajj in Saudi Arabia
- Anyone with a damaged spleen, or whose spleen has been removed
- Persons with certain medical conditions that affect their immune system (check with your healthcare provider)
- Microbiologists who are routinely exposed to meningococcal bacteria

Revaccination is recommended for children and adults with ongoing risk factors for meningococcal disease. For information on the availability of meningococcal vaccine, contact your health care provider or local health department.

There is no vaccine available for infants under 9 months of age, or for 1 of the common strains, meningococcal B disease.

All information presented is intended for public use. For more information, please refer to the Centers for Diseases and Control and Prevention (CDC) meningitis website at:

## **QUICK FACTS ABOUT HUMAN PAPILLOMAVIRUS(HPV) FROM THE ISDH**

### **What is HPV?**

Genital human papillomavirus (also called HPV) is the most common sexually transmitted infection (STI) in the United States. There are more than 40 HPV types that can infect the mouth, throat, and genital areas of males and females. A handful of these types can cause cancer. Most people who become infected with HPV do not even know they have it.

### **What are the symptoms of HPV?**

Most people with HPV do not develop symptoms or health problems from it. In 90% of cases, the body's immune system clears HPV naturally within two years. But sometimes, certain types of HPV can cause genital warts in males and females. Other HPV types can cause cervical cancer. These types can also cause other, less common but serious cancers, including cancers of the vulva, vagina, penis, anus, and head and neck (tongue, tonsils and throat).

### **How is HPV spread?**

HPV can be spread through genital contact, oral sex, vaginal sex or anal sex, even when the infected partner has no signs or symptoms. A person can have HPV even if years have passed since he or she had sexual contact with an infected person. Most infected persons do not realize they are infected or that they are passing the virus on to a sex partner. Very rarely, a pregnant woman with genital HPV can pass HPV to her baby during delivery.

### **Who is at risk for HPV?**

Genital HPV is a common virus that is passed from one person to another through direct skin-to-skin contact during sexual activity. Most sexually active people will get HPV at some time in their lives, though most will never even know it. HPV infection is most common in people in their late teens and early 20s.

### **How do I know if I have HPV?**

Most people with HPV have no symptoms, but if symptoms are present, see your doctor. Getting regular pap smears for women is important as abnormal results might prompt your doctor to do an HPV test. Last reviewed: October 14, 2014

### **How is HPV treated?**

There is no treatment for the virus itself, but there are treatments for the diseases that HPV can cause, like genital warts and cervical cancer.

### **How can HPV be prevented?**

There are several ways that people can lower their chances of getting HPV:

- Vaccines can protect males and females against some of the most common types of HPV. These vaccines are given in three shots. It is important to get all three doses to get the best protection. The vaccines are most effective when given before a person's first sexual contact, when he or she could be exposed to HPV. The vaccines are recommended for 11 and 12 year-old boys and girls. They can also be given to males and females 13 through 26 years of age who did not get any or all of the shots when they were younger. These vaccines can also be given to children as young as 9 years of age.
- People can also lower their chances of getting HPV by being in a faithful relationship with one partner; limiting their number of sex partners; and choosing a partner who has had no or few prior sex partners. But even people with only one lifetime sex partner can get HPV.
- For those who choose to be sexually active, condoms may lower the risk of HPV. But HPV can infect areas that are not covered by a condom - so condoms may not fully protect against HPV.

See your doctor to decide if you need a vaccine against HPV.

All information presented is intended for public use. More information on HPV can be found at:

<http://www.cdc.gov/std/HPV/STDFact-HPV.htm>

<http://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/hpv.html>

# SECTION IX CHROMBOOK INFORMATION

## *Monroe Central School Corporation*

### *Procedures and Information for Students and Parents:*

#### *One-To-One Using Chromebooks*

##### **1) Receiving Your Chromebook**

- A) Chromebook Distribution To Students -- Students need to bring the chromebook to school charged and ready for use everyday. **Chromebooks will be placed in the lockers of Students in the Jr./Sr. High School and in the Classrooms of students in the Elementary.**
- B) Transfer/New Student Distribution To Students—Any transfer/new student will be issued their Chromebook device at a later date and time depending on when enrollment occurs. Responsibility for the Chromebook begins at the time the student receives the device.

##### **2) Returning Your Chromebook**

- A) End of Year—At the end of the school year, students will turn in their Chromebooks. Failure to turn in your assigned Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- B) Transferring/Withdrawing Students—Students that transfer out of or withdraw from Monroe Central must turn in their Chromebook to the elementary or high school office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Monroe Central may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

##### **3) Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by Monroe Central. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

- A) General Precautions
- No food or drink should be next to the Chromebook.
  - Cords, cables, and removable storage devices must be inserted carefully into Chromebook.
  - Chromebook should not be used or stored near pets.

- Chromebook should not be used with the power cord plugged in when the cord may be a tripping hazard.
- **Chromebook must remain free of any writing, drawing, stickers and labels.**
- Heavy objects should never be placed on top of Chromebook

#### B) Carrying Chromebooks

- **Always transport Chromebook in a protective case.** Failure to do so may result in disciplinary action.
- Never lift Chromebook by the screen
- Never carry Chromebook with the screen open

#### C) Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in your backpack that will press against the cover of Chromebook.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, etc.)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

#### D) Asset Tag / Label

- All Chromebooks will be labeled with a District asset tag/label (not to be removed).
- Asset tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

### 4) Using Your Chromebook At School

**Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.**

#### A) If a student does not bring his/her Chromebook to school

- Loaners will be available in the classrooms, however, repeated use of loaners due to failure to bring them to school or failure to have them charged may result in disciplinary action outlined in the Student Handbook.
- Students are responsible for keeping track of their Chromebooks. Repeated issues of students leaving them in the gym, in a classroom, in the hallway, or on a bus, etc. will result in disciplinary action.

#### B) Chromebooks being repaired

- Students with damaged Chromebooks will be required to pay for damages or make arrangements with the administration to pay. All outstanding repair bills may be sent to small claims court or a collection agency.
- Chromebooks on loan to students having their devices repaired **are not to be taken home unless prior arrangements are made.**

C) Charging Chromebooks

- Chromebooks should be brought to school each day with a full charge.
- Students should charge their Chromebook at home every evening.
- There will be a limited number of charging stations available to students in the classroom.

D) Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

E) Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

F) Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.

G) Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, unless requested by an administrator.

H) Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- The school district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups on Google Drive of their important work.

## 5) Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Monroe Central Administrative Procedures, Acceptable Use Policy for Electronic Media, and all other guidelines in this document wherever they use their school-issued Chromebooks.

## 6) Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

### A) Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

### B) Virus Protection

- Chromebooks are the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

## 7) Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students need to contact their teachers to request the site be unblocked.

## 8) Software

### A) Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms
- All work is stored in the cloud.

### B) Chrome Web Apps and Extensions

- Some web apps will be available to use when the Chromebook is not connected to the Internet. (i.e. graphing calculator)

## 9) Chromebook Identification

- ### A) Records--The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device.

- B) Users--Each student will be assigned the same Chromebook for the duration of his/her time at Monroe Central. So, please take good care of your device!

## 10) Repairing / Replacing Your Chromebook

### A) Tech Support

- All Chromebooks in need of repair should be reported to a teacher. The teacher will take the chromebook and fill out a repair request with the Tech Dept.

### B) Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement of parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the Tech Support Area.

### C) Estimated Costs (subject to change and vary depending on model)

The following are estimated costs of the Chromebook parts and replacement:

- Total replacement of Chromebook--\$ 279.00
- Replacing Screen--\$ 20.00
- Replacing Keyboard/touchpad--\$ 20.00
- Replacing Power cord--\$ 30.00

### D) Accidental Damage Coverage (Optional)

- Each student can pay an annual \$ 10.00 device fee. This will cover **one accidental damage claim per school year. A \$20.00 deductible will also apply for this damage claim.** All additional claims to the device will be at the full replacement cost illustrated in item (C) above.
- If a student/parent **does not** pay the annual \$10.00 device fee, then they will be responsible for paying the full price of the repair.
- In order to receive accidental damage coverage, damages must result from an accident. Details of the accident must be submitted through the teacher.
- If in the opinion of the building administration, it is felt that the student did not exercise proper care and/or take appropriate precautions, and this behavior resulted in damage to the Chromebook, the cost of the repair will be the responsibility of the student/parent.
- In the event there are repeated “accidents” of a similar nature, the school administration may view this as a situation whereby the student did not exercise proper care and /or reasonable precautions. In the event this is the case, the cost of the repair will become the responsibility of the student/parent.



- Some items might be covered by your homeowners/renters insurance policy. You would need to check with your insurance agent or coverage of your current policy.

#### E) Paying for Damaged Devices

- Students with damaged Chromebooks will be required to pay for damages or make arrangements with the administration to pay. All outstanding repair bills may be sent to small claims court or a collection agency.

### 11)No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

#### A) Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

### 12)Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- 6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### 13) G Suite for Education

We use G Suite for Education to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At [insert name of school/district], students will use their G Suite accounts to complete assignments, communicate with their teachers, [if applicable, insert sign into their Chromebooks], and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions.

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

Assignments	Calendar	Classroom	Cloud Search
Drive and Docs	Gmail	Google Chrome Sync	Google Chat
Google Meet	Google Vault	Groups for Business	Jamboard
Keep	Migrate	Sites	Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

Applied Digital Skills	Blogger	Chrome Canvas	Chrome Web Store
FeedBurner	Google Alerts	Google Arts and Culture	Google Bookmarks

Google Books	Google Earth	Google Cloud Platform	Google Groups
Google Maps	Google My Maps	Google News	Google Photos
Google Play	Google Play Console	Google Public Data	Looker Studio
Google Search Console	Google Translate	Managed Google Play	Material Gallery
Scholar Profiles	Third Party App Backups	Tour Creator	Youtube

Services or applications may be added or removed as new services or applications become available. Further, we allow students to access additional third-party services with their Google Workspace for Education accounts. Our school administrator enables access to these third-party services with your student's Google Workspace for Education account, and authorizes the disclosure of data, as requested by the third party services.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, Monroe Central School Corporation may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google core services, Google also collects information based on the use of those services. This includes:

- account information, which includes things like name and email address.
- activity while using the core services, which includes things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services.
- settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.
- location information. Google collects information about your student's location as determined by various technologies such as IP address and GPS.
- direct communications. Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

The Additional Services we allow students to access with their Google Workspace for Education accounts may also collect the following information, as described in the [Google Privacy Policy](#):

- activity while using additional services, which includes things like terms your student searches for, videos they watch, content and ads they view and interact with, voice and audio information when they

use audio features, purchase activity, and activity on third-party sites and apps that use Google services.

apps, browsers, and devices. Google collects the information about your student's apps, browser, and devices described above in the core services section.

location information. Google collects info about your student's location as determined by various technologies including: GPS, IP address, sensor data from their device, and information about things near their device, such as Wi-Fi access points, cell towers, and Bluetooth-enabled devices. The types of location data we collect depend in part on your student's device and account settings.

### How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the [Google Cloud Privacy Notice](#) for more information.

In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the [Google Privacy Policy](#) for more details.

### Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

### Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

### Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;

Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;  
Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our [Google Privacy Policy](#), the [Google Cloud Privacy Notice](#), and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting [insert contact information for school administrator]. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [Google Workspace for Education Privacy Center](#) (at <https://www.google.com/edu/trust/>), the [Google Workspace for Education Privacy Notice](#) (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](#) at <https://www.google.com/intl/en/policies/privacy/>), and the [Google Cloud Privacy Notice](#) at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).

**SECTION IX ATHLETIC HANDBOOK**

**MONROE CENTRAL  
JUNIOR-SENIOR HIGH SCHOOL**



**ATHLETIC HANDBOOK  
FOR  
STUDENT-ATHLETES & PARENTS**

# ATHLETIC PHILOSOPHY

## MONROE CENTRAL JUNIOR-SENIOR HIGH SCHOOL FIGHT SONG

Oh, Brown and Gold of Monroe Central to you we'll let our voices ring.  
Oh, for your glory and your fame we are oh, so proud to sing.  
Oh, we will fight for Monroe Central and we will show our loyalty.  
Oh, Golden Bears we are backing you so, onward to victory.

## ATHLETIC DEPARTMENT MISSION STATEMENT

The Monroe Central Athletic Department is based on the spirit of education based athletics that will be defined by the overall development of the student-athlete. As such, it is committed to teaching not only the skills and strategies of sports, but also the ability to be humble in success and to handle disappointment maturely. Participation in athletics is a privilege. Participation will teach sportsmanship, accountability, loyalty, confidence, respect, sacrifice, self-discipline and teamwork. Student-Athletes are expected to compete for championships while also serving as a source of pride for the Monroe Central Community.

## ATHLETE DEFINED

A student is considered an athlete for one year (365 days) on-campus & off-campus from the time he/she enrolls at Monroe Central Jr./Sr. High School, turns in an athletic physical and attends practice that is held in-season or out of season. When a student is considered to be an athlete, he/she will be held accountable for the policies and penalties of this handbook. Consequences for violating club/academic team rules do not take the place of athletic consequences for teams sanctioned by the IHSAA. For purposes of Code of Conduct, Junior High Athletes, Cheerleaders, and other students who assist with an athletic team (examples, but not limited to: manager, filmer) will be held to the same standards, policies and penalties and will be termed "Athlete" in this handbook.

## ATHLETIC AFFILIATIONS

Monroe Central Athletics is a proud member of the Indiana High School Athletic Association (IHSAA). We are required to abide by the rules it has set to govern high school athletics. A more detailed account of IHSAA rules can be accessed at [www.ihsaa.org](http://www.ihsaa.org).

Monroe Central Athletics is a proud member of the Mid-Eastern Conference (MEC). We are required to abide by the rules it has set to govern athletics for the athletes within this conference.

2020 Member Schools: Blue River Valley, Cowan, Daleville, Eastern Hancock, Monroe Central, Randolph Southern, Shenandoah, Union (Modoc), Wapahani, Wes-Del.

Monroe Central Athletics is a proud member of the Randolph County Athletic Association (RCAA). We are required to abide by the rules it has set to govern athletics for the athletes within this county.

2020 Member Schools: Monroe Central, Randolph Southern, Union (Modoc), Union City, Winchester.

## ATHLETIC TEAMS

Athletes participating on IHSAA sanctioned teams will adhere to all rules, regulations and policies mandated by the IHSAA. Furthermore, Monroe Central Junior High & teams not sanctioned by the IHSAA will follow the same guidelines, rules & policies outlined by the IHSAA and in this handbook. Any student who is assisting an athletic team (example, but not limited to: manager, filmer) will also be subject to any penalties for breaking IHSAA rules or this Code of Conduct.

FALL	WINTER	SPRING
Cross Country - Varsity - Boys & Girls	Basketball - Varsity & JV - Boys	Baseball - Varsity & JV
Cross Country - Jr. High - Boys & Girls	Basketball - Varsity & JV - Girls	Softball - Varsity & JV
Football - Varsity & JV	Basketball - Junior High - Boys	Golf - Varsity - Boys
Football - Junior High	Basketball - Junior High - Girls	Track - Varsity - Boys
Golf - Varsity Girls	Wrestling - Varsity & JV	Track - Varsity - Girls
Volleyball - Varsity & JV	Wrestling - Junior High	Baseball - Junior High
Volleyball - Junior High	Cheerleading - Varsity & JV	Softball - Junior High
Cheerleading - Varsity & JV	Cheerleading - Junior High	Track - Junior High
Cheerleading - Junior High	Go Bears!	Golf - Junior High - Girls & Boys

## ATHLETE CODE OF CONDUCT

### MONROE CENTRAL ATHLETE CODE OF CONDUCT: DEFINITIONS, EXPLANATIONS & PENALTIES:

The following descriptions of terms, definitions, and explanations of the rules and penalties are established for the athletes of Monroe Central Jr./Sr. High School.

### INDIVIDUAL TEAM RULES

Each Head Coach will furnish his/her athletes with team specific rules and/or regulations at the beginning of the season which apply to that sport. These rules may go beyond those listed in this handbook, but cannot be a lesser standard. The Athletic Director must approve these individual rules, and with approval, those penalties will be supported.

### NUTRITIONAL SUPPLEMENTS

Monroe Central Jr./Sr. High School does not encourage or endorse the use of any type of nutritional supplements. The use of products such as protein supplements, amino acid supplements, creatine, weight gain and/or loss products, etc. is a decision to be made by the student-athlete and their parents.



## SATISFACTORILY COMPLETING A SEASON

Those athletes assessed a penalty which would carry over to another season must “SATISFACTORILY COMPLETE” the season they are in. To fulfill this requirement, the athlete must satisfy all of the coach’s requirements which are expected of the other team members.

## SUSPENSION FOR A PERCENT OF A SEASON

- Suspension for One Season (100%)  
If an athlete is excluded from 10 scheduled games and the season consists of 20 games, then 50% of the penalty has been satisfied. The remaining 50% must come from the next season he/she satisfactorily completes.
- Suspension for Less than One Season (Example: 50%)  
If an athlete is excluded for one scheduled game and the season consists of 10 games, then 10% of the penalty has been satisfied. The remaining 40% must come from the next season he/she satisfactorily completes.

For all Code of Conduct violations. The report of the penalty will be provided by the Athletic Director to the athlete, his/her parents, and his/her coach through Final Forms.

Each sport is different in regards to how games/matches are counted. Every time the athlete was scheduled to take the floor/mat/field, that would count as 1 game. (Example: Baseball doubleheader = 2 games, wrestling super six = 5 matches (wrestling tournaments will count as 1 event), basketball tournament, semi-final & championship game = 2 games)

## SUSPENSION DUE PROCESS

1. The suspended individual has the right to appeal their suspension within 5 days of the verdict.
2. The suspended athlete, manager, or cheerleader may appeal their suspension in writing to the principal.
3. An upholding of the suspension by the principal, the suspended individual may appeal, in writing, to the Athletic Board of Appeals. The Board of Appeals will be the Jr./Sr. High School Assistant Principal, Elementary Athletic Director, Director of Student Services. The Board of Appeals, by a majority vote, will render a decision.

## MONROE CENTRAL ATHLETIC RULES & PENALTIES

TYPES OF VIOLATION	OCCURRENCE	PENALTY
Felonies & Misdemeanors	All	All determined by the Principal and Athletic Director.
Possessing, using or being under the influence of alcohol, a controlled substance, possession of paraphernalia, tobacco, tobacco products, CBD Oil or	1st	Suspension from team(s) for the equivalent of 25% of the contest for one athletic season, or for the first season they satisfactorily complete;

<p>the admission of use of any of the above products. Any student who is randomly drug tested that test positive will be in violation of the code of conduct and will need to serve the appropriate penalty.</p> <p>Examples of above violations: These are examples and are not limited to that listed below.</p> <p>Alcohol (beer, whiskey, vodka)</p> <p>Controlled Substance (marijuana, heroin, cocaine, meth,)</p> <p>Paraphernalia (Bongs, pipes, e-cigarettes, vape pens)</p> <p>Tobacco (cigarettes, vape, smokeless tobacco, cigars)</p> <p>CBD Oil is not permitted as a substance athletes should be taking or in possession of. This product can cause positive drug tests.</p>		<p>Student-Athlete will meet with the Athletic Director to discuss dangers of using these products. The Student-Athlete will meet with the Athletic Director prior to returning to the team to discuss what the next violation's penalty will be.</p>
	2nd	<p>Suspension from current team and/or next team equivalent to 100% of the contest for that athletic season, or for the first season they satisfactorily complete. (Example: athlete is playing football, has violation, athlete would miss remainder of football season &amp; the next athletic season they participate in.) (Example: athlete is on summer break, has violation, athlete would miss entire next athletic season they participate in.) The Student-Athlete will meet with the Athletic Director prior to returning to the team to discuss what the next violation's penalty will be.</p>
	3rd	<p>Suspension from athletic team(s) for two calendar years.</p>
	4th	<p>Expulsion from athletics the remainder of their high school career.</p>

TYPES OF VIOLATION	OCCURRENCE	PENALTY
<p>Actions that reflect negatively on Monroe Central Junior- Senior High School and are unbecoming of how a student-athlete should represent Monroe Central Junior-Senior High School.</p>	<p>All</p>	<p>All determined by the Principal and Athletic Director. Each case will be handled individually based on the violation and prior Code of Conduct record for the student-athlete. Suspensions can range from community service, 10% suspension of the current season to EXPULSION from athletics for the remainder of their high school career.</p>
<p><b>THEFT</b> - A Student-Athlete has been found to have stolen personal or school property from a person or school. This could have happened at Monroe Central or at another school.</p>		
<p><b>TRESPASSING</b> - A Student-Athlete has been found to have trespassed on private property to the severity that the owner has issued a complaint to the school.</p>		
<p><b>VANDALISM</b> - A Student-Athlete has been found to have vandalized private property or school property to the severity that the owner has issued a complaint to the school.</p>		

SOCIAL MEDIA - A Student-Athlete has been found to have used social media/internet/written/video/picture messages on or off campus that is “unbecoming of a Golden Bear” or reflects discredit upon Monroe Central Junior/Senior High School. (Examples of negative language that will not be tolerated: Racial, Ethnic, Gender, Sexual Preference Or Harassment, use of profanity etc.) (\*Possession of above violations (alcohol, tobacco, drugs, etc. will be penalized with 25%, 100%, 2 year, lifetime penalty chart).

FIGHTING - This could be a physical or verbal fight with other students or adults that was disciplined by the school.

Suspensions that are considered a 1st or 2nd occurrence (excluding Felony offenses) may be reduced to half the penalty if the student-athlete attends a rehabilitation course presented by the school at the cost of the parents. The course must be completed in a timely manner and certificate of completion presented to the Athletic Director and Principal in order to be considered. All cases are at the discretion of the Athletic Director and Principal.

### **SCHOOL SUSPENSIONS AND DETENTIONS**

Any student-athlete who receives a school suspension or detention must satisfy that school suspension or detention before they participate in athletics. (Example: a student receives an after school detention, the student must report to their detention over attending practice or athletic events). Further athletic and/or team penalties may result if a school suspension/detention does occur.

### **ATTENDANCE: (ABSENCE) POLICY**

Monroe Central student-athletes must adhere to the Monroe Central Jr./Sr. High School attendance policies. Daily attendance to school and practice is very important and expected. Furthermore, student-athletes must have attended the final three (3) classes the day of contests to be able to participate in his/her athletic event. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, college visitation day) must be approved through the athletic office.

### **ACADEMIC ELIGIBILITY**

In order to participate in athletic contests, an athlete must meet all eligibility requirements of the IHSAA and be passing at least 70% of subjects for the preceding grading period. Semester grades take precedence over those from a nine-week grading period. This includes athletes moving from the seventh to the eighth grade. This does not include athletes moving from the Junior High School (eighth grade) to the High School (ninth grade).

To be able to participate in Junior High athletics at Monroe Central Junior High School, a student MUST pass five of his/her seven classes. Students who become ineligible due to academic reasons will be required to attend the school's tutoring sessions two days per week in order to remain on the team.

A student athlete's grades will be checked once the grade cards are made official. If a student is deemed to have not met the academic criteria to be eligible, they will be considered ineligible at that time. All ineligible Junior High athletes will have their grades checked again at the mid-term and can be considered eligible at this time if the above criteria has been met. To be considered passing, a student must have earned a D- or higher

to claim academic eligibility. Ineligible athletes may not participate in any authorized contests. They may however, remain on the team and practice.

### **RANDOM DRUG TESTING**

Random drug testing will be administered by Monroe Central Jr./Sr. High School. All athletes will be required to participate in the random drug tests and will adhere to all policies and penalties put in place by the Student Handbook and the Athletic Code of Conduct.

### **QUITTING A TEAM**

Once an athlete begins practice in a sport and his/her team membership is terminated by either the athlete, or the coach, for a reason other than being "cut" due to lack of ability - he/she is ineligible to practice or participate in another sport during that season. This may be appealed to the Athletic Director. An exception will require mutual consent of both coaches involved and the Athletic Director. Any athlete who quits a team must communicate with the head coach about his/her decision and return any property belonging to Monroe Central Jr./Sr. High School.

### **ONE SPORT PER SEASON**

In general, an athlete is allowed to participate in ONLY ONE sport during a season. Exceptions require approval of both coaches involved and the Athletic Director.

### **UNSPORTSMANLIKE CONDUCT**

If an athlete is ejected or disqualified from a contest for any unsportsmanlike conduct there will be a conference with the Athletic Director, head coach and athlete involved on the next school day. Each case will be handled on its own merits with no precedent for discipline being set by any case.

### **CHAIN OF COMMAND**

Any athlete and/or parent that would like an explanation on the Student-Athlete Handbook and/or penalties imposed on an athlete must follow the chain of command.

TEAM RULE: Assistant Coach, Head Coach, Athletic Director, Principal

ATHLETIC CODE OF CONDUCT: Athletic Director, Principal

In no situation should the Superintendent or the Monroe Central School Board be contacted prior to following this chain of command.

## **ATHLETIC AWARDS**

### **VARSITY LETTER (MC)**

A chenille varsity letter will be awarded to any athlete fulfilling a varsity letter requirement. Only one letter will be given during the four years. Any replacements must be purchased through the Athletic Department at the athlete's expense.

## **SPORTS EMBLEM**

An emblem symbolizing the sport for which the athlete fulfilled a varsity letter requirement will be given once in each varsity sport. Any replacement must be purchased through the Athletic Department at the athlete's expense.

## **SERVICE BARS**

A bar emblem will be given each time an athlete fulfills a varsity letter requirement.

## **LETTER JACKETS**

Jackets are not given as awards. Monroe Central-style jackets will be available through local sporting goods stores. (Store locations available from the Athletic Department)

## **NUMERALS**

Chenille numerals indicating the year the athlete will graduate will need to be purchased at the athletes expense from an outside vendor.

## **AWARD SERIES FOR A SINGLE SPORT**

1. 1st Varsity Letter:
  - Letter, Sport Emblem & Bar
  - Certificate - Recognizing Varsity Letter
2. 2nd Varsity Letter:
  - Bar
  - Certificate - Recognizing Varsity Letter
3. 3rd Varsity Letter:
  - Bar
  - Certificate - Recognizing Varsity Letter
4. 4th Varsity Letter:
  - Bar
  - Certificate - Recognizing Varsity Letter

## **AWARD SERIES FOR COMBINED TOTAL LETTER**

If a student-athlete receives more than 10 varsity letters in his/her high school career, a commemorative plaque will be awarded to the student-athlete.

## **SPECIAL AWARDS**

County & Conference Championships: Each team member, or individual winner, will receive a chenille patch in the shape of their sport, inscribed with the championship information. These patches will be purchased by the Athletic Department. Individuals who earn All-Conference or All-County selections will receive a medal,

provided by the county and conference organizations. No patches for All-Conference or All-County will be purchased by the Athletic Department.

IHSAA Sectional, Regional Championships: Each team member, or individual winner, will receive a chenille patch in the shape of their sport, inscribed with the championship information. These patches will be purchased by the Athletic Department.

IHSAA Semi-State & State Championships: Each team member, or individual winner, will receive a chenille patch in the shape of the State of Indiana, inscribed with the championship information. These patches will be purchased by the Athletic Department.

All-State: Individual winner, will receive a chenille patch in the shape of the State of Indiana, inscribed with the All-State information. Academic All-State is included in this category. However, please see the table below for recognized organizations where Academic All-State patches will be purchased by the Athletic Department. ~~These patches will be purchased by the Athletic Department.~~

SPORT	RECOGNIZED ORGANIZATION
Boys/Girls Cross Country and Track	IATCCC
Boys/Girls Golf	IHSGCA
Football	IFCA
Volleyball	IHSVCA
Boys & Girls Basketball	IBCA
Wrestling	IHSWCA
Baseball	IHSBCA
Softball	SCAI

Rings: Any team or individual that is an IHSAA “State Champion” or “Runner-Up” will have the opportunity to purchase the ring the IHSAA offers to those groups. These rings will not be purchased out of the Athletic Department funds, but the Athletic Department will help fundraise for athletes to have the opportunity to purchase these rings.

### **VARSITY LETTER REQUIREMENTS**

Athletes: Individual letter requirements will be determined by the sport’s head coach and communicated to the student at the beginning of the sport season. An athlete must complete the season in good standing.

Student Managers: If a student is a manager for a varsity athletic team, the varsity coach will determine the requirement for earning a varsity letter.

Auxiliary Personnel: Includes people who work with the team primarily at games only. These participants will not qualify for awards through the Athletic Department. They will be recognized by their respective team and its coaching staff.

# **ATHLETIC TRAINING**

## **PHYSICAL & PARTICIPATION FORMS**

All athletes must have an original IHSA Physical Form on file in the Athletic Office prior to the start of their official sports season's first practice. Any physical after April 1 of the current year, is good for the next school year. Athletes and parents must also sign the concussion & sudden cardiac arrest acknowledgement form. Failure to complete these forms will result in an athlete not being able to practice and compete until forms are completed and filed with the Athletic Department.

## **INJURY TO AN ATHLETE**

All injuries to an athlete either during a game, at practice or on personal time should be reported to the Athletic Trainer. Athletes and Parents are required to follow the Athletic Trainers treatment and rehab schedule to ensure the safety of athletes. Communication between the athlete, parents and Athletic Trainer are vital. The Athletic Trainer will communicate with the Athletic Director and Head Coach on all injuries.

## **POLICIES AND PROCEDURES**

The Athletic Trainer will have policies and procedures in place to treat and rehab athletes. All injuries, concussions or medical emergencies should be handled by the Athletic Trainer and may require advanced medical attention. In no way should a coach diagnose a medical issue/injury for an athlete.