



MONROVIA MIDDLE SCHOOL

215 S. Chestnut Street
Monrovia, IN 46157
Phone: (317) 996-2352
Fax: (317) 996-3429
www.m-gsd.org/mms

MONROE-GREGG SCHOOL DISTRICT

135 S. Chestnut Street
Monrovia, IN 46157
Phone: (317) 996-3720
Fax: (317) 996-2977
www.m-gsd.org

ADMINISTRATION

| | |
|------------------------|--|
| Mrs. Rebecca McPherson | Principal, extension 3002 |
| Mr. Scott Tucker | Dean of Students, extension 3003 |
| Mr. Todd Evers | Athletic Director, extension 2006 |
| Mrs. Gretchen Knock | Guidance Counselor A-L, extension 2012 |
| Mrs. Joanie Stader | Guidance Counselor M-Z, extension 2011 |

MONROE-GREGG SCHOOL BOARD

| | |
|----------------------|----------------|
| Dr. Kirk Freeman | Superintendent |
| Mr. Tom Kennedy | President |
| Mr. Jack Elliott | Vice President |
| Mrs. Celina Clements | Secretary |
| Mr. Tim Pridemore | Member |
| Mr. Brock Sears | Member |

MONROVIA MIDDLE SCHOOL STUDENT – PARENT HANDBOOK

Welcome to Monrovia Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Adopted by the Board of School Trustees on April 8th, 2019

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of April 2019. If any of the policies or administrative guidelines referenced herein are revised after April 2019, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

EQUAL EDUCATION OPPORTUNITY

Board Policy 2260

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the District, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:

Dr. Kirk Freeman, Superintendent, (317) 996-3720 extension 1002

The complaint procedure is described on Form 2260 F2. The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

PESTICIDE NOTIFICATIONS

If any parent or employee wants to be notified of any planned pesticide applications at Monroe-Gregg School District, please notify the superintendent at 317-996-3720. For Indoor Air Quality questions, please notify Brett Everett, maintenance director at 317-996-2258 extension 1006.

MISSION STATEMENT

Monrovia Middle School strives to prepare students to meet the challenges of today, to become productive citizens and life-long learners by providing an appropriate standards-based curriculum in a safe, supportive environment where students can achieve academic, social, and behavioral success.

CORE VALUES

We believe that:

1. We believe in the achievement of ALL students.
2. We are a warm and welcoming environment.
3. We study, share and implement best practices effectively and with fidelity for the betterment of our students and each other.
4. We do what is best for kids all the time.

SCHOOL COLORS

Green and White

SCHOOL NICKNAME

Bulldogs

The Proud Bulldog Shall:

1. Set goals, objectives, and priorities while attending class regularly and on time;
2. Learn proper time management by completing all assigned school work;
3. Take pride in the school, community, and country by demonstrating respect for the property and beliefs of others;
4. Strive to have a healthy mind and body;
5. Obey the rules of the school and society, while assuming personal responsibility for your actions;
6. Display good sportsmanship at all times.

MONROVIA MIDDLE SCHOOL DAILY SCHEDULE

| Periods | Regular | Pep Session | Two Hour Delay |
|----------------|----------------|--------------------|-----------------------|
| 1 | 7:53 - 8:43 | 7:53 - 8:38 | 9:53 - 10:23 |
| 2 | 8:47 - 9:37 | 8:42 - 9:27 | 10:27 - 10:57 |
| 3 | 9:41 - 10:31 | 9:31 - 10:16 | 11:01 - 11:31 |
| 4A | 10:35 - 11:00 | 10:20 - 10:45 | 11:35 - 12:00 |
| 4B | 11:04 - 11:29 | 10:49 - 11:14 | 12:04 - 12:29 |
| 4C | 11:33 - 11:58 | 11:18 - 11:43 | 12:33 - 12:58 |
| 5 | 12:02 - 12:52 | 11:47 - 12:32 | 1:02 - 1:32 |
| 6 | 12:56 - 1:46 | 12:32 - 1:21 | 1:36 - 2:06 |
| 7 | 1:50 - 2:40 | 1:25 - 2:10 | 2:10 - 2:40 |
| Pep Session | | 2:14 - 2:40 | |

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her guidance counselor.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse's office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN SCHOOL

Board Policy 5111

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the School are required to enroll with their parent(s) or legal guardian(s). When enrolling, the parent(s) will need to bring:

- A birth certificate or similar document,
- Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- Proof of residency, (no homeless child, who meets the Federal definition of homeless, will be denied enrollment based on a lack of proof or residency)
- Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment.

PLACEMENT OF TRANSFERRING STUDENTS

Students transferring to the Monroe-Gregg School District from state accredited school systems may be assigned to grades and/or subjects on the basis of placement decisions made by appropriate school officials of previous schools.

Students transferring from non-state accredited schools may be assigned on the basis of their performance on tests appropriately selected and administered by the principal (or designee) to evaluate, approve, and assign values to all educational experiences requested to be transferred. This policy may not be used to circumvent federal, state, or local regulations.

NON-RESIDENT STUDENT ENROLLMENT

Board Policy 5111.01

Students who do not reside in the Monroe-Gregg School District and wish to enroll in the school system as cash transfer tuition students will be considered in the following manner:

1. Application for admission as a cash transfer student should be submitted to the administrative staff of the Monroe-Gregg school in which enrollment is sought.
2. The staff will review the request for acceptance or rejection of the application based on availability of space, program, and teaching personnel.
3. The student's school record and past conduct will be reviewed to determine if this information and conduct are consistent with the standards expected of the Monroe-Gregg student body.
4. The parents, guardians, or custodians agree to pay the transfer tuition in a timely manner (when applicable). Failure to pay the full cost of transfer tuition by the end of the current school year will result in a revocation of transfer rights for the following school year.
5. All book fees, student fees, athletic fees, lunches, etc. will be the responsibility of the parent or guardian and must be paid in full by the end of the school year.
6. The parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
7. Cash transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of each school year.
8. The administrative staff will act upon the request for admission and inform the applicant of the status of said request accompanied by the permission to enroll from the resident District.

TRANSFER OUT OF THE CORPORATION

Board Policy 5131

If a student plans to transfer from Monrovia Middle School, the parent must notify the guidance department. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact their student's guidance counselor for specific details.

WITHDRAWAL FROM SCHOOL

Board Policy 5130

A student anticipating withdrawal from school should have a parent/guardian contact the guidance office at least one day before the final attendance day. This allows teachers to be notified and to release grades earned at the time of withdrawal. An official withdrawal form can then be carried by the student to his new school. All obligations, book rental, library, textbooks and money from fundraisers must be turned in before a transcript will be sent to the receiving school. Educational

and health records will be forwarded to a school where a student seeks or intends to enroll upon request by the student, a parent, or the receiving school, and to a court of law upon presentation of a legal subpoena.

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

HEALTH SERVICES

A health clinic facility is available for limited use or for awaiting transportation home for students who become ill or are injured. Only emergency first aid will be administered.

1. In case of illness or injury, a student should report to his or her current classroom teacher or the teacher whose class he/she is about to attend for a pass to the Nurse's Office. Students are not to report to the clinic during passing periods unless prior arrangements have been made. It is not acceptable for students to make their own arrangements to go home due to illness or injury. It is our policy to send home a child with a temperature of 100 degrees or higher. The child should remain at home until his/her temperature has been below 100 for 24 hours with fever reducing medication.
2. If it is determined that the student should not be in school due to illness or injury, the school nurse or administrative office staff will call the student's parent/guardian.
3. The parent/guardian is responsible for transporting the student home or for making arrangements for transportation. It is the responsibility of the parent/guardian to notify the main office for changes in contact information.
4. If the student's condition appears to be or appears to become such that immediate medical attention is required, Emergency Medical Services will be requested, and their recommendations will be followed.
5. Monroe-Gregg School District does not assume financial responsibility for Emergency Medical Service, emergency transportation, or medical services rendered.
6. Students entering grade 6-12 must have appropriate documentation of the following vaccinations: HepB, DTaP, Polio, MMR, Varicella, Tdap, and meningococcal (MCV4).
7. A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).
8. Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.
9. Please talk with your child's healthcare provider about meningococcal disease and vaccination.
10. I.C. 20-30-5-15, All 10th grade students will be instructed regarding breast cancer & testicular cancer.

GUIDELINES FOR KEEPING/SENDING A STUDENT HOME

Fever: Students need to stay home and or will be sent home if they have a fever greater than 100 degrees, and need to be fever free for 24 hours.

Strep Throat: For a throat culture that tests positive for strep or if there are symptoms still present (fever, tender lymph nodes, and sore throat with pus) Student needs to stay home for 24 hours after beginning antibiotic treatment.

Pink eye: When there is a white or yellow discharge from the eye(s), students need to stay home for 24 hours after beginning antibiotic treatment.

Vomiting: Student needs to stay home if they are vomiting or have vomited in the last 8 hours.

Chicken Pox: Student needs to stay home for at least 7 days after initial outbreak of lesions, or longer if all lesions have not scabbed and crusted over.

Lice/Nits: Students with live lice and or nits will be sent home. Monroe-Gregg School Corporation has a "No Nit" Policy. Upon their return to school, the student must visit the school nurse for evaluation.

HEARING

Hearing screenings are done every school year for the 7th grade students. Any student can be tested with parent or teacher request. Parents will be notified if the student does not pass the screening.

VISION

Vision screenings are done every school year for the 8th grade students. Any student can be tested with parent or teacher request. Parents will be notified if the student does not pass the screening.

IMMUNIZATIONS

Board Policy 5320

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an

authorized exemption from State immunization requirements (I.C. 20-34-4-2) on file in the health office. Every child who enters grades 6 through 10 shall also have a meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to your student's school nurse.

USE OF MEDICATIONS

Board Policy 5330

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Prescription Medication Permit must be filed with the respective building Nurse before the student will be allowed to begin taking any medication during School hours.
3. All medications must be registered with the Nurse's office.
4. Medication that is brought to the office will be properly secured.
5. Medication may be conveyed to School directly by the parent. A two to four (2-4) week supply of medication is recommended.
6. Medication **MAY NOT** be sent to School in a student's lunch box, pocket, or other means on or about his/her person, except for **emergency** medications for allergies and/or reactions.
7. Students who may require administration of an **emergency** medication may have such medication stored in the nurse's office. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
8. A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 – 12, if the student's parent provides written permission for the student to receive the medication.
9. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
10. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
11. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

NON-PRESCRIBED MEDICATIONS (OVER-THE-COUNTER)

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent, Non-Prescription Medication Permit. These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Board Policy 8450

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the Communicable Disease Reference Guide for Schools: 2013 Edition.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

Board Policy 8453

The District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in

contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

WELLNESS POLICY

Board Policy 8510

The goal of the Monroe-Gregg School District Wellness Policy is to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. The M-GSD Wellness Committee meets bi-annually and consists of teachers, administrators, parents and students. The complete M-GSD Wellness Policy can be found on the district website.

SPECIAL EDUCATION

Board Policy 2460

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the District's programs and facilities.

The law defines a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Free and Appropriate Public Education

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Nate Dilley, Director of Special Education, extension 2215.

HOMELESS STUDENTS

Policy 5111.01

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

PROTECTION AND PRIVACY OF STUDENT RECORDS

Board Policy 8330

The District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may review Policy 8330 - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education record without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made. The parent may access the following: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

CAFETERIA SERVICES

Board Policy 8500

There are two types of serving lines available to students. The first line consists of traditional "type A" lunch and "ala carte" items, while the second line consists of "ala carte" items only.

1. Every student has his/her own lunch account with his/her own lunch account number. This number is received when students register for their first day of school, and they will keep this number until they graduate.
2. Lunch money should be deposited into the locked collection boxes, which are located at the school entrances. Collection boxes will be emptied daily at 8:30am and the money will be applied to student accounts. Lunch lines move faster when money is applied to accounts before lunch.
3. Lunch accounts may be viewed online by going to www.m-gsd.org and using the online Record Keeping System. You must have your student's Username and Password, which is available through the Technology Department.
4. The High School and Middle School have a "no change" policy in effect for the purchase of lunch. No change will be given when money is received by the cashier.

Online Payment

If you would like to make a deposit to your student's lunch account online, begin by logging into that student's Skyward account. If you have multiple students, you will have to log into each of their accounts separately for the different deposits. Please remember that RevTrak charges \$2.00 for every payment made through the online system.

1. Click on Food Service, located on the left side menu.
2. Click on Make a Payment.
3. Enter the amount of payment you wish to deposit.
4. Click on MGSD RevTrak.

5. Click on Go to Check Out.
6. Follow the prompts.

Applying Online for Free and Reduced Lunch and Textbook Benefits

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. This can be done during the online registration process at the beginning of each school year or throughout the year by accessing your student's Skyward account.

1. After logging into Skyward, click on Food Service, located on the left side menu.
2. Click on Applications.
3. To apply for benefits online, click Add Application and follow the prompts.
4. To apply for benefits by a paper application, click on Print Application, then bring the completed form to your school's Main Office.

Cafeteria Regulations

Students need to understand the following guidelines with regard to the cafeteria during lunch:

1. All students are responsible to report to the cafeteria during their assigned lunch period;
2. Students are not allowed to leave the cafeteria area without permission from a lunch supervisor;
3. Students are expected to sit in a seat at a table or booth to enjoy their lunch.
4. Students are required to throw away all trash and return their tray to the wash area. Tables should be clean and clear of trash and food in order for the next group of students to enjoy a pleasant lunch experience;
5. Any school employee in the cafeteria has the same authority as a teacher. Defiance or disrespect will result in disciplinary consequences;
6. Due to safety concerns for a rapid exit in case of an emergency, backpacks and bookbags are not allowed in the lunchroom during lunch periods.

TEXTBOOK RENTAL SYSTEM

Most textbooks used are rented through the bookstore. Charges are made dependent upon courses elected. Damage, above normal wear and tear, entails additional cost to the student. Loss, theft, or "beyond use" damage will require replacement cost of the text.

1. Rental cost at date of enrollment:

| | | |
|------------------|---------------------------|----------------------|
| From opening to: | October 15 | Full rental |
| | October 15 to December 15 | $\frac{3}{4}$ rental |
| | January 4 to March 15 | $\frac{1}{2}$ rental |
| | March 15 to end of school | $\frac{1}{4}$ rental |

Class fees for middle school students are non-refundable after the first two weeks of the semester or enrollment date. Students who are expelled from school are not eligible for refunds

2. Refund - Based on rental for the year:

| | | |
|-----------------|------------------------------|----------------------|
| From opening to | October 15 | $\frac{3}{4}$ refund |
| | October 15 to December 14 | $\frac{1}{2}$ refund |
| | December 15 to February 15 | $\frac{1}{4}$ refund |
| | February 15 to end of school | $\frac{1}{2}$ rental |

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for the safe-keeping, loss, or damage to personal valuables.

FIRE, TORNADO, AND SAFETY DRILLS

Board Policy 8420

Fire, tornado, earthquake and other safety drills will be conducted throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event that an actual emergency should exist.

Fire drills are noted by a continuous ringing of the bell system. Tornado alerts are conducted upon the intermittent sounding of the same bell system or verbal directive over the public address system. Safety drills are announced as verbal directive.

- Lockout – Secure the perimeter: Lockout is called when there is a threat or hazard outside of the school building.
- Lockdown – Locks, lights, out of sight: Lockdown is called when there is a threat or hazard inside of the school building.

- Evacuate – To the announced area: Evacuate is called to move students and staff from one location to another.
- Shelter – Using the announced type and method: Shelter is called when the need for personal protection is necessary.

EMERGENCY CLOSINGS AND DELAYS

From time to time during the winter months it becomes necessary to close or delay school due to inclement weather. The decision to close or delay school will almost always be made by 6:00 AM on the day school is to be closed and if possible, the evening before. M-GSD has an Alert Now system, which will be inform parents of closings, delays, and early dismissal information. Parents and students are also encouraged to listen to the following radio and television stations for news of school closings:

| | | | |
|-------------|------------|--------|----------|
| Television: | | Radio: | |
| WRTV | Channel 6 | WFBQ | 94.7 FM |
| WISH | Channel 4 | WCBK | 102.3 FM |
| WTTV | Channel 8 | | |
| WTHR | Channel 13 | | |
| WXIN | Channel 59 | | |

ANNOUNCEMENTS AND BULLETIN BOARD USE

All posters and announcements must be approved by the office before display. Daily announcements will be made during period 1. Student activities announcements must carry the signature of approval from the sponsor. The public address system will only be used for emergency and unavoidable changes in the afternoons.

BOOKSTORE SERVICES

The bookstore is open during lunch times.

In addition to handling all rental textbooks, the bookstore sells the expendable materials and workbooks required. Other school supplies as pencils, notebooks, etc., are also available for purchase.

EMANCIPATED STUDENTS

Legal emancipation is the result of a court action. Emancipated status requires that students eighteen (18) years of age be totally self-supporting. They may not accept any shelter or support from their parent(s) or guardian(s). Emancipated students are, in every way, living independently from their parent(s) or guardian(s). For the purpose of school contact, records procedures, disciplinary issues, and attendance procedures, only students who are legally emancipated will be permitted to assume that status. Students seeking emancipation must notify their counselor and speak to an administrator.

SAFETY AND SECURITY

Board Policy 8400

Visitors and Guests

Board Policy 9150

Only MMS students and employees have free access to the building. Visitors are generally not allowed in the building. This is an effort to ensure student safety and eliminate distractions to the educational process. All visitors must enter the building at the main entrance, door #1, and proceed immediately to the main office. Visitors will be asked to provide a driver's license or state issued ID. If the visitor will be proceeding past the main office, he/she will be issued a visitor's badge to be displayed while in the building. Before exiting the building, visitors must pass through the main office to return their badge to the secretary.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors are locked during the school day and should not be propped open using any type of material.

Students are not to open exterior doors for others and are expected to immediately report any individuals trying to gain entry by any means other than through the Main Entrance.

Portions of the building that will not be needed after the regular school days are closed off.

If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.

Students may not bring visitors to school without prior approval from the administration.

Video Surveillance

Board Policy 7440.01

The District may utilize video surveillance and electronic monitoring in order to protect District property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Since this video is considered part of a student's record, they can be viewed only in accordance with Federal law.

USE OF THE LIBRARY (MEDIA CENTER)

Courtesy and appropriate behavior is expected when students are in the library. Failure to comply with this expectation could cause a student to lose the privilege of using the library for the remainder of the current grading period. The purpose of the library is to provide as broad a selection as possible of computer access, books, periodicals, and other materials for reference and reading.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each semester.

TOBACCO – FREE CAMPUS

Monroe – Gregg School District is a Tobacco-Free Campus. DEFINITION - For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other tobacco product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. This definition also includes any nicotine-delivery system such as e-cigarette products.

No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the state/district/school
- On school grounds, athletic grounds, or parking lots;
- At any school-sponsored event off campus.

No Student is permitted to possess a tobacco/nicotine product.

TELEPHONES

Telephones are available in the main office for student use only on an emergency basis. Students will not be called from class unless a parent phones with an emergency situation.

GUIDANCE SERVICES

Guidance counselors are available throughout the school day. Students should sign up in the guidance reception area if they desire to see a counselor. Indicate name, grade, and the nature of the discussion if possible. Counselors will then call the students from class as time allows. Urgent problems may create priority on the list. Students should feel free to discuss problems of classes, grades, course selection, vocational or college opportunities, or items relating to personal welfare if desired.

STUDENT STRESS POLICY

Any student who has either verbally or nonverbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

PUBLICATIONS

The Yearbook is published each year with the assistance of a faculty advisor. Reporting, writing, photographing, and layouts are done by the student volunteers.

STUDENT INSURANCE

Each year the administration makes available an insurance program to the student body. This provides protection for accidents occurring at school or school sponsored activities at minimal cost. The school does not assume financial responsibility for any accidents or stolen articles, including iPods, cell phones, Mp3 players, & PDAs.

STUDENT ASSISTANCE PROGRAM

Philosophy

Monroe-Gregg School Corporation recognizes that many influences outside of school may interfere with student's personal and social development and educational attainment. The harmful effects of substance abuse impact students, teachers, families, and the community. The corporation also realizes that a number of other issues exist that negatively affect behavior and interfere with students' ability to learn. These exist in relationship to substance abuse and include absenteeism, truancy, classroom disruption, pregnancy, vandalism, depression, and physical or sexual abuse.

M-GSD believes that parents are primarily responsible for the welfare of their children. However, the corporation must help when the parents cannot if it is to fulfill its mission of providing a quality education and assist its students in becoming a

productive member of society. Therefore, Monroe-Gregg will institute a student assistance program that will include diversified services including: prevention, identification, intervention and aftercare to meet the individual needs of all students.

The program will make parents, school staff, administration, and members of the community, active partners in the formation, implementation, and maintenance of the program. An organized personnel training plan will exist and parent participation will be encouraged. Monroe-Gregg School District believes that the assistance program must be perceived by students as non-threatening, highly confidential process whose primary purpose is to meet their needs so that they will be free to take full advantage of their educational opportunities.

The program will further earn the confidence of students and parents by humanely viewing drug/alcohol dependency as a treatable illness while fairly and consistently enforcing all policies and regulations regarding student conduct.

Purpose

The general purpose of the program is to assure that any student who has a personal problem relating to chemical dependency or abuse or to any other issue will be provided an opportunity to seek professional assistance. Many personal problems can be successfully dealt with and resolved if assistance is offered at an early stage and referral is made to an appropriate type of assistance.

Core Team Component

Although the SAP appears to have drug and alcohol issues as primary concern, the program also addresses many difficult aspects of student life. In grades 6-8, the principal component of the SAP is the Core Team. This consists of five staff members who are or will be trained in drug and alcohol issues. The team will consist of the following: Assistant Principal, Principal, Counselor, Teacher/Coach, School Nurse, and Core Team Coordinator.

Identification

As mentioned earlier, students may be referred to the Student Assistance Program by the staff, community by a parent, or another student. Students may also make self-referrals. It shall be the policy of Monrovia Middle School to provide an intervention process designed to interrupt problem behavior of the students. Intervention strategies will be initiated under the following circumstances:

1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Students breaking rules outlined in the student policy requiring disciplinary action.

Referrals

Any student referred to the Student Assistance Program other than for disciplinary reasons shall have a referral form completed by the referring party. When necessary a Core Team member may assist the referring party in completing this requirement. The Core Team will make a recommendation based on all of the available information provided to them.

Acceptance of Assistance Voluntary

Student participation in the Student Assistance Program is voluntary. The decision to accept or request assistance from the SAP will be voluntary on the part of the student. All students, whether participating in the Student Assistance Program or not will be expected to meet all school rules governing student conduct and academic performance.

Expenses

Services or materials provided by the school will be at no cost to the student. Services that are provided by personnel or agencies outside the school system will be paid by the student, his/her parents, or guardians. The school will not be responsible for payment of incurred cost.

Aftercare

Monrovia Middle School recognizes the importance of support groups for students experiencing problems either personal or substance abuse related. The following support groups will be established for the following areas:

1. Students concerned about other's use.
2. Students concerned about their own use.
3. Students who have received some type of treatment.
4. Students experiencing family problems.
5. Students experiencing bereavement.

Parents and Community

The Monroe-Gregg School District recognizes the importance of involving parents and the community in the education of our students. Parents will be given the opportunity to participate in the Safe Home Program. The Safe Home Program allows parents an excellent resource as well as a chance to engage in a network of informed district patrons. This network will allow parents to work together to encourage healthful decision-making skills by our young people.

The key element in the program is the establishment of a parental network of persons who pledge to provide a drug and alcohol free home environment.

Other components include: The commitment to communication between other pledge parents regarding social events in the community, the guarantee of drug and alcohol free parties in the home, allowing the parent's name to appear in local publications as a Safe Home Parent (phone number not included.), and allowing the parent's name and phone number to appear on a list of Safe Home Parents, a copy of which will be distributed to all members.

One Sensible Solution

In extenuating circumstances, students may have access to an on – site therapist employed by One Sensible Solution. All therapists hold degrees in either psychotherapy and/or social work. They offer home – based, community – based, individual, family, and group therapy. Contact is made through a student's guidance counselor and require parent/guardian permission before being seen. One Sensible Solution accepts Medicaid, Medicare, and Private insurance, the School District is not financially responsible for these services.

SECTION II – ACADEMICS

CLASS SCHEDULES

1. The office staff will meet with students early in the second semester to assist in selecting classes for the next year. All students new to Monroe-Gregg are given a listing of courses offered.
2. Students should select their courses carefully as selections made determine the schedule created.
3. Changes to already determined schedules after the start of the year will be subject to approval by administration.

GRADE REPORTS

1. At the conclusion of each nine weeks grading period, a grade report is issued to the students. The two grading period letter grades are used to determine the final semester letter grade. Monrovia Middle School teachers will have the option of semester exams.
2. Grade reports will be distributed following the end of a grading period. The student is responsible to hand deliver grade reports to his/her parent(s) or guardian(s). Unclaimed grade reports will be returned to the office. Thus, if a student is absent on the day when grade reports are distributed, he/she should claim their grade report from the office on the day of his/her return. The final grade report of the school year will be mailed home.
3. Teachers will issue progress reports halfway through a grading period if progress is unsatisfactory. These reports are distributed to students.
4. Parents will also have the student management program Skyward available to assist in communication with teachers.

HONOR ROLL

1. Honor roll recognizes those students who have achieved all A's and B's on their 9 week report card.
2. Students on the honor roll are recognized on the school website.

NATIONAL JUNIOR HONOR SOCIETY

1. The National Junior Honor Society is the frontrunner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship.

HONOR CLASSES

1. Students can be selected to participate in language arts and math honor classes during their 7th and 8th grade year. The selection is based off of teacher recommendation as well as a combination of assessments such as CoGat, ILEARN and STAR testing.

INCOMPLETE GRADES

1. If a student, because of an absence, is unable to complete all make-up work before the end of the grading period may be given an "I". When the work is completed and the teacher turns in the grade, it will appear correctly on the next issue of the grade report.
2. Incomplete grades are to be made up within two weeks after the end of the grading period. Failure to make up the work will result in the student's incomplete grade being converted into a grade of F.

PERMANENT SCHOOL RECORD

An academic record is kept on file in the office for each student showing the final grade for each semester in every class taken while in the middle school. The total number of absences each year is recorded, along with the student's academic performance. These facts are utilized whenever recommendations are required by colleges or prospective employers.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1976

1. The responsibility for development, maintenance and security of student records is a combined effort of students, teachers and the administrative personnel.
2. The parents of student (age 17 and younger) have the right to inspect a student's permanent record and the right to a hearing concerning correction if they feel the record is an error. These rights pass fully to the student when he/she reaches the age of 18.
3. A complete policy governing the collection, classification and accessibility of data on permanent records has been adopted by the governing board. A copy may be obtained up request.

HOMEWORK POLICY

Board Policy 2330

We believe that successful student achievement can be enhanced when the school and homework together for the benefit of the student. Further, we believe that homework can have a positive effect on achievement. We feel if parents and teachers will work together on assigning and monitoring homework, it will help improve the home-school partnership.

Philosophy

Homework is a cost effective instruction technique. It can have positive effects on achievement and character development and can serve as a vital link between the school and family. Homework should have different purposes at different grades. It should foster positive attitudes, habits, character traits, and facilitate knowledge acquisition in specific topics. Homework can assist schools in emphasizing the partnership needed between the home and school in the educational process of students. Homework can teach the student to accept responsibility, help him develop self-reliance in his work and improve student skills and work habits.

Teacher's Role

Homework should:

1. The assignments should reinforce, review, enhance or extend what has been discussed or used in the classroom.
2. Homework should not be used as a substitute for classroom instruction or as a last minute addition in order to give students work to do.
3. Directions for homework assignments should be clear and specific so that students should be able to complete the assignments without the need for parental assistance.
4. Not all assignments need to be formally evaluated but used to find problems in student progress to determine areas for reteaching.
5. Homework that is for formal evaluation should be made available to students and/or reviewed with the students after evaluation.
6. Evaluation of homework should be related to information introduced and used in class.
7. All students in a class or group should be responsible for the same assignment with rare exceptions.
8. If homework assignments are mandatory, failure to turn in mandatory assignments should carry clear and sure consequences.
9. Homework can also include voluntary assignments meant to meet the needs of individual students or groups of students.
10. Teachers should communicate any ongoing homework problems a student is having with the parents.
11. Teachers will submit weekly plans on the student management program Skyward.

Student's Role

Students should:

1. Clarify with the teacher any questions pertaining to the instructions before leaving the class, its purpose, when it is due and how it should be done.
2. Take home all homework assignments, books, materials and information needed to complete the assignments.
3. Write down homework assignments when given.
4. Establish a time and place at home to work on homework. Choose a quiet area and ask other family members to respect your need for privacy.
5. Budget time for homework and other activities due to the great demand of time for both academic homework and other activities
6. Students are responsible for checking with teachers to make sure they are aware of all assignments the teacher has issued. Use of an agenda is recommended.
7. Students can check teachers' lessons on student management program Skyward.

SKYWARD ACCESS

Skyward is the student management system utilized by the Monroe-Gregg School District. Students and parents are issued login information at the beginning of each year and are encouraged to monitor grades on a daily basis. All changes to Skyward needs to be updated online by the user or in person in the main office.

GRADING SCALE

The grading system at Monrovia Middle School is shown below. The points assigned are used in computing grade point average.

| | | | |
|----|---|-----|--------------------|
| A | = | 4.0 | |
| A- | = | 3.7 | Excellent |
| B+ | = | 3.3 | |
| B | = | 3.0 | Above Average |
| B- | = | 2.7 | |
| C+ | = | 2.3 | |
| C | = | 2.0 | Average |
| C- | = | 1.7 | |
| D+ | = | 1.3 | |
| D | = | 1.0 | Below Average |
| D- | = | .7 | |
| F | = | 0 | Failure |
| WF | = | 0 | Withdrawal/Failure |
| I | = | 0 | Incomplete Grade |

CLASSROOM GRADING SCALE

Board Policy 5421

The following scale issued in all classrooms to compute grades within each nine weeks grading period.

| | | | |
|----------|----|---------|----|
| 94 - 100 | A | 74 - 77 | C |
| 90 - 93 | A- | 70 - 73 | C- |
| 88 - 89 | B+ | 68 - 69 | D+ |
| 84 - 87 | B | 64 - 67 | D |
| 80 - 83 | B- | 60 - 63 | D- |
| 78 - 79 | C+ | 0 - 59 | F |

SECTION III – ATTENDANCE

ATTENDANCE PHILOSOPHY

Board Policy 5200

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented and the student's ability to establish proper work habits. Whether the goal is the workforce or postsecondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. **Every absence has the potential to interrupt the student's understanding of the material being presented.**

Compulsory Attendance

I.C. 20-33-2

Indiana Code mandates that the responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

ATTENDANCE POLICY

Monroe-Gregg School District is required to enforce regular attendance of students. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program the student is enrolled in is session or during the attendance sessions to which the student has been assigned.

Classifications

A full day absence is when a student misses four (4) or more periods in the same day. A class absence is when a student misses twenty (20) minutes or more of a class period. Absences will be classified in one of three categories: Exempt, Unexempt, or Tardy.

- E = Exempt – Parent/guardian communicates to administration prior to absence using Pre-Arranged Absence form located in the Main Office, and is **verified with official documentation**.
 - SP = Service as a page or honoree of the general assembly;
 - SE = Service on a precinct election board or helper to a political candidate on the date of an election;
 - SF = Exhibiting or participating in the Indiana State Fair for educational purposes;
 - NC = Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal.
 - FT = School sanctioned field trips
 - ISS/OSS = In-School and Out of School suspensions
 - CV = College/Technical school visit
 - DF = Death of an immediate family member verified by documentation
 - CA = Court appearance with documentation
 - SU = Medical Surgery with Doctor's documentation
- U = Unexempt – Parent/guardian communicates to the administration in person or by phone.
 - IL/IN = Student illness/injury with or without documentation. Doctor's documentation will be recorded in Skyward.
 - PA = Pre - arranged
 - AP = Professional appointments
 - CA = Court appearance without documentation
- T = Tardy – Arriving to class within twenty (20) minutes from the start of class.

TR = Truant – NO PARENT/GUARDIAN COMMUNICATION TO ADMINISTRATION WITHIN TWO DAYS OF ABSENCE. Counts towards Unexempted total of twelve (12) days and consequences will be assigned to the student.

Notification of Absence

Parents/legal guardians are responsible for notifying the School of their child's absence by calling (317) 996-2352 before 9:00 am on the day of the absence. This call serves as notification of the student's **absence** as well as **why** he/she is not attending school. If the Administration has not received notification of an absence by this time, verification phone calls will be made using the contact information listed on our student management system, Skyward. If no verification of the absence is made within two (2) school days of the absence, it will be classified as Truant.

Partial Day Absences

For the Administration to legally release a student during the school day, a call must be made to the School's Main Office no later than one (1) hour prior to the student leaving the building. This allows time for the Office to arrange for a pass and for the student to pick up the pass. Any student arriving at school after 7:53 am, must report directly to the School's Main Office. In an **emergency situation**, where the departure is unplanned, a parent/guardian may be required to come to the Main Office to release the student. Any student released for all or part of the school day **must exit the building**.

Late Arrivals

It is the responsibility of the student and the parent/guardian to ensure that the student arrives to school on time each day. Monroe – Gregg Schools provide transportation to all students, in good standing, that reside within its District boundaries. If a bus is late, the students' attendance is not affected. If the arrival time is within twenty (20) minutes of the start of class, the student will be counted Tardy. If the late arrival is to **1st period**, students are required to report to the Main Office for a pass. A student is subject to disciplinary consequences when he/she accrues three (3) or more Tardies to any class. If a student arrives more than twenty (20) minutes late, it is an absence for that period. If a student accrues more than 12 absences in one class period, the parent/guardian and the student will attend an attendance program.

Extended Medical Absence

Students with a health condition that causes repeated absence are to provide the Administration with a **Physician's Certificate of Student's Illness for Incapacity to Attend School**. This is legal document signed by the **attending physician** stating that the student is under that physician's care and the illness being treated frequently renders the student incapable of attending school. This document can be picked up in the School's Main Office.

Due Process Notification

- A. A twelve-day limit of absences will be enforced. This limit includes all absences other than those listed in "Exempt" of the Classification of Absences.

B. Due Process for the absences will be as follows:

- a. 6th absence: Parent(s)/guardian(s) will receive written notification by regular mail upon their student's sixth (6th) unexcused absence.
- b. 9th absence: a meeting may be set with parent(s)/guardian(s), student, guidance counselor, administrator, and Teacher of Record (if applicable)
- c. 12th absence: A written notification will be sent by certified mail and the parent/guardian will be contacted by an administrator or truancy officer. **If medical documentation is not provided for all absences after (12), the truancy officials will be contacted.**

Habitual Absence

I.C. 20-33-2-25

Monroe – Gregg School District is required to report a child who is habitually absent from school to:

- An Intake Officer of the Juvenile Court or;
- The Department of Child Services

Habitual Truancy – A student truant from school, ten (10) days or more, within a school year.

Chronic Absenteeism – A student absent from school for ten percent (10%) or more of a school year for any reason. Our school year is one hundred – eighty (180) instructional days which equates to eighteen (18) school days.

Consequences of habitual absence shall include but are not limited to:

- Suspension of driving permit/license privilege through the Bureau of Motor Vehicles
- Suspension/loss of work permit through the Department of Labor
- Referral to the Indiana Department of Child Services concerning lack of parental responsibility in providing proper care and supervision of a child
- Referral to the Morgan County Juvenile Department of the Prosecutor's Office
- Loss of course credit
- Assignment to alternative placement with loss of participation in School activities and events

Pre-Arranged Absences

Whenever a student is going to be absent from school for a foreseeable reason, such as vacation, he/she must have a parent/guardian fill out a pre-arranged absence form, located in the Main Office, in advance. No pre-arranged absences are granted when a student has accumulated twelve (12) days of unexcused absences or when the requested days would exceed that number. Pre-arranged absences will be limited to five days per year. Students are requested to submit the pre-arranged absence form at least a week in advance and should inform their teachers to receive their assignments for the absence period. Pre-arranged absences count toward the attendance policy. It is the student's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.

School Sponsored Field Trips

Board Policy 2340

Field trips are to be scheduled by teachers to broaden the experiences of the classroom activities. Students will be excused to go on field trips with verified written parental permission. This form must be turned into the teacher before the trip is taken. Students are responsible for all work missed while on the field trip. A student may be excluded from any field trip if problems have occurred on previous trips or the student has had significant behavioral issues during the current school year. Any financial commitment lost due to the student behavioral issues is non-refundable. Any student who has missed nine (9) or more unexcused days, will not be able to attend field trips that require them to miss other classes.

Professional Appointments

Parents/guardians are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. If a student misses more than four (4) periods due to the appointment, it will be considered a full day absence. Professional appointments should not be scheduled during semester test time. Exceptions need prior arrangements with the principal. Students should deliver notification from the office of the appointment with the date and time seen to the Main Office upon returning to school.

Extra/Co - Curricular Participation

The social development, extra/co - curricular activities of students are a vital part of the total educational program at Monrovia Middle School. Students who become involved in extra/co - curricular activities generally find school more interesting, challenging and personally more fulfilling. Activities such as, athletics, musicals, band, choir, and academic contests, are intended to develop interest, talents, leadership and organizational abilities. Students who participate in these areas are, by default, representing Monrovia Middle School in the community. It is an expectation that academic

responsibilities are the highest priority on a student's list of participation. Students must be in attendance the last four (4) periods of the day to participate in an extra/co – curricular event/contest, unless prior approval by the Administration.

Make Up Work

Students absent from school will be allowed to make up any work missed unless the absence was due to truancy or they have surpassed the unexempted limit of twelve (12) school days. It is the student's responsibility to request assignments from teachers and will be allowed two (2) days per day absent to make up the assignments. Students neglecting to follow this procedure will receive zero's (0) for missed work. Guidance services are available only for extended illness of a week or more. Absences due to suspension are exempted from the twelve (12) day limit, but it is the student's responsibility to collect any assignments missed when they return.

SECTION IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Board Policy 2430

Monrovia Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter. The School has many student groups that are authorized by the School. It is the District's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Authorized groups include:

Co-Curricular Activities

| | | |
|-------------------------------|--------------|------------|
| National Junior Honor Society | Theatre Arts | FFA |
| Student Government | All Choirs | Spell Bowl |
| Color Guards | All Bands | Math Bowl |
| SADD Club | Yearbook | |

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Extra-Curricular Athletics

| | |
|---------------------------------------|---|
| Football (7th and 8th grade only) | B/G Basketball (7th and 8th grade only) |
| B/G Cross Country | Wrestling |
| Boys' Golf | Baseball (7th and 8th grade only) |
| Volleyball (7th and 8th grade only) | Softball (7th and 8th grade only) |
| Girls' Golf | B/G Track |
| Cheerleading (7th and 8th grade only) | |

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Board Policy 5730

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Only District sponsored organizations may use the name of the School or School mascot.

ATHLETICS

Board Policy 2431

Monrovia Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact **Todd Evers**, the Athletic Director, at **(317) 996 – 2258 extension 2006** or visit the athletics website, <http://monroviasports.com/>

MONROVIA MIDDLE SCHOOL DRUG TESTING PROGRAM

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular and co-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold:

1. Provide for the health and safety of students;
2. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. Encourage students who use drugs to participate in drug treatment programs.

Students involved in extra and co-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in school activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

Reasonable Suspicion

This program will not affect the policies, practices, or rights of the School District in dealing with drug, alcohol, or tobacco possession/use where reasonable suspicion is obtained by means other than random sampling provided herein. The administration shall have the authority to require any student to submit to a chemical or mechanical test of the student's breath or urine if the administration has reasonable suspicion to believe the student is using or under the influence of any drug. **For use in Monroe – Gregg School District policies, a drug is defined as any substance/look alike that causes impairment such as: controlled substances, prescription medication, over-the-counter, natural intoxicants, or impairing chemicals.**

Reasonable suspicion may arise from the following:

1. The student's physical appearance and/or odor indicating use;
2. Possession of drug paraphernalia or impairing substance;
3. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using or possessing impairing substance.

A chemical or mechanical test of the student's breath and/or urine will be produced in accordance with the adopted procedures. If a student tests positive, disciplinary action will be taken, as outlined in the consequences of Table 3 Offenses. A student's refusal to submit to the chemical or mechanical test will result in the administration proceeding with the appropriate disciplinary action.

A parent may request testing of his/her child at their expense. In addition, students may volunteer to be placed in the testing pool even if they do not participate in extra or co-curricular activities or do not drive to school.

Purpose and Achievable Goals

The primary purpose of this program is not intended to be disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug-related problems and as an extension of the school's educational substance abuse programs. Continuing substance abuse obviously is inconsistent with participation in school, and the program includes appropriate procedures for dealing with any such problems. In addition, a curriculum will teach and reinforce the substance abuse-free message and any student affected will be referred to Monrovia High School's Student Assistance Program (SAP).

Obligation to Govern the Medical Condition of Students

I.C. 20-34-2-5 directs that this School District to plan and maintain drug free schools. I.C. 20-30-5-11 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

School and Community Partnership

The elimination of drug and alcohol abuse is the goal of this program. Due to the objective facts described above, and considering the established need to identify effective alternatives to address this problem, the substance abuse problem at Monrovia Middle School needs to be addressed to ensure the health and safety of our students. A substance abuse-free environment must be the goal of the school district, and the support and cooperation of the entire community is essential if the goal is to be realized.

Procedure

Any student in grades 6-8 and his/her parent, must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:

1. Extracurricular or Co-Curricular activities (See list)

All of these activities require that a student be at his/her best and chemical-free in order to provide a safe environment not only for him/her, but also for other students and adults who potentially could be affected.

A urine specimen will be given on site and will involve supervision by the Principal (or his designee) and/or the Athletic Director (or his designee) and/or the School Nurse. The student will have up to two (2) hours to provide a specimen and may be given up to two (2) sealed, 16.9 fluid ounce bottles of water. If a student is unable to provide a urine sample, an oral

fluid sample will be taken. The student to be tested will be escorted from class to the nurse's office/testing site. The test result will remain confidential. Only the Principal, Assistant Principal, Athletic Director, and Coach, along with the student and his/her parents will know the results. The student and parents will be notified of the results regardless of the outcome. Students will be tested randomly as they are drawn from a pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This will keep students conscious of the possibility of being tested at any time during the year. Any student refusing to provide a specimen for testing will be removed from the pool and ineligible to participate in extra or co-curricular activities as well as lose the student parking privilege for one (1) calendar year.

Removal from the Random Pool

Any student who is placed in a testing pool will remain in that pool until he/she notifies the Monrovia Middle School administration in writing. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may re-enter the testing pool with a "Consent Form." A student may re-enter the testing pool before the 365 days expires but to do so he/she must agree to be tested at the expense of the student. A "Consent Form" must accompany the test to re-enter the testing pool. When a student transfers to Monrovia Middle School, he/she would be eligible for activities/privileges upon completion of transfer forms and "Consent Form."

Positive Test Results

In the event a student tests positive, he/she along with the custodial parents/guardians, will meet with the Principal (or Designee), the Athletic Director (or designee), and/or the guidance counselor. During this meeting, the positive test will be discussed and the exclusion of activities will be stated.

1. First offense = 25% participation ban of the regular season contests/remaining school days AND Certificate of Completion from an approved Drug/Alcohol Education Course
2. Second offense = 50% participation ban of the regular season contests/remaining school days
3. Third offense = 365 day participation ban
4. Fourth offense = Career participation ban

If the activity (co-curricular) is one that meets during the school day where academic credit is earned, the student will continue to attend that activity during the school day only. Participation outside of the school day will be suspended. It is the responsibility of the sponsor to implement a parallel curriculum to ensure that there is no academic penalty. To be able to resume the privilege of participating in activities and/or of driving to school, the student will be tested again at the conclusion of the exclusion period.

STUDENT EMPLOYMENT

Board Policy 5895

The School does not encourage students to take jobs outside of School that could interfere with their success in School. If a student believes that s/he must maintain a job in addition to going to School, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Indiana law requires all persons who are employed under age 18 to obtain a work permit. Students needing work permits must obtain an "Intent to Employ" card from their employer, and they must have their birth certificate. The card must be returned to the Administrative Assistant's office before the work permit can be issued.

The School may deny a work permit to a student whose academic performance does not meet the School's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

SECTION V – TRANSPORTATION

BUS CODE OF CONDUCT

The purpose of these expectations is to ensure the safe transportation of students for school activities, as well as the safety of pedestrians and other drivers who share the streets with school buses. Every student is expected to adhere to the rules for student behavior listed below for field trips, extracurricular activities, and transportation to and from school. It is the responsibility of the bus drivers, transportation director, and administration to enforce these rules with their accompanying penalties. Student's responsibility is to understand and follow the rules for bus conduct, as well as respecting the rights and feelings of other students on the bus. It is the parents' responsibility to inform the bus driver when their child will not be

boarding the bus. The bus will not wait. Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Transportation Director, Gina Speck extension 2007.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Transportation Director stating the reason for the request and the duration of the change and the Transportation Director approves.

Students who are riding to and from School on transportation provided by the School are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

Driver Responsibility

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Student Expectations

The following behaviors are expected of all students:

Previous to loading (on the road and at School) each student shall:

- Be on time at the designated loading zone (5 minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to your seat and be seated.

During the trip each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not drop off students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

Bus Offenses

Students who fail to adhere to the above expectations while traveling with a bus driver, coach, teacher, administrator, or other staff member will receive corrective consequences when determined by due process. The first occurrence of a Table II or III offense may result in bus privileges being lost for five (5) days or more. These consequences may include:

First offense

- Verbal warning from the driver explaining the behavior violation and the expectation;

Second offense, driver makes contact with parent;

- Driver/Student conference explaining behavior issue;
- Student's assigned seat may be moved to the front for a specified number of days;
- Driver notifies building administrator and transportation director of violation with documentation;

Third offense, student loses bus privilege for one (1) day;

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and transportation director of violation with documentation;
- Administrator contacts Parent or Guardian notifying them of the privilege loss;

Fourth offense, student loses bus privilege for three (3) days – five (5) days

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and transportation director of violation with documentation;
- Administrator/Transportation Director/Parent or Guardian conference required before student may ride bus again.

Fifth offense, student loses bus privilege for five (5) days – rest of the semester.

SAFETY BELT POLICY

I.C. 9-19-10-2

All operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will receive the following consequences:

1. First-time offender will receive a written warning, safety-education material, and parent/guardian will be notified.
2. Second-time offender will lose parking privileges for 1 day, and parent/guardian will be notified.
3. Third-time offender will have his/her parking privileges revoked for 1 week, and parent/guardian will be notified.
4. Fourth-time offender will have his/her parking privileges revoked for the remainder of the year and parent/guardian will be notified.

Any school administrator, staff member, or police officer may report a violation of this policy to the appropriate school authority.

SECTION VI – STUDENT EXPECTATIONS

A major component of the educational program at Monrovia High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Board Policy 5500

Students are expected to:

1. respect all key stakeholders at Monroe-Gregg School District by valuing each other's point of view.
Stakeholders include: employees, students, and visitors;
2. Be honest and cooperative at all times;
3. Keep your hands, feet and belongings to yourself;
4. Walk through the hallways quietly;
5. Follow directions of school staff immediately, the first time directions are given;
6. Treat others politely in your behavior and conversation;
7. Possess/under the influence of NO drugs, alcohol, or tobacco products;
8. Bring NO dangerous or unnecessary items to school;
9. Assume the responsibility of all personal possessions at all times;
10. Use school equipment in the manner in which it was intended to be used;
11. Eat in the assigned place at lunchtime: display good manners and leave the eating place clean by placing your trash in the appropriate containers;
12. Bring NO energy drinks or open drinks into the building.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all students in the class;
2. All students in the class the opportunity to learn.

Teachers will use classroom interventions such as warnings, seat change, or detentions to ensure the classroom environment is conducive to learning. In some cases, such as repeated or major disruptions, the teacher may remove the student from class by sending them to the office with a discipline referral.

CODE OF CONDUCT

Board Policy 5600

The Board of School Trustees has adopted the following Code of Conduct. Violations of the Code of Conduct may be punishable by suspension or expulsion and it is applicable to students:

- On School property at any time;
- During and immediately before and after any School activity at any location;
- Traveling to and from School or to and from a School activity;
- Off school property if the conduct involves bullying and two (2) or more students who attend school in the District and the conduct has an adverse educational impact.

The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students. The objectives of the enforcement of these standards and the Code of Conduct are:

- To protect the physical safety of all persons and prevent damage to property;
- To maintain an environment in which the educational objectives of the School can be achieved;
- To enforce and instill the core values of the Monroe-Gregg School District and its School community.

The following factors will be taken into account to determine the extent of any discipline utilized to enforce student behavior standards and Code of Conduct:

- The nature and extent of any potential or actual injury, property damage, or disruption;
- The student's prior disciplinary history and the relative success of any prior corrective efforts;
- The willingness of the student to participate in any corrective action;

BOOK BAGS AND BACKPACKS

Monrovia Middle School does not allow students to carry book bags, or backpacks between classes. Book bags can be used to transport items to and from school, but must remain in student lockers during the school day. Purses are not permitted in the classroom.

UNLAWFUL ACTIVITY

I.C. 20-33-8-15

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

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES

I.C. 20-33-8-16

As used in this section, "firearm" has the meaning set forth in I.C. 35-47-1-5. "Deadly weapon" has the meaning set forth in I.C. 35-31.5-5-2-86, the term does not include a firearm or destructive device. "Destructive device" has the meaning set forth in I.C. 35-47.5-2-4.

A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or
2. In possession of a firearm or destructive device on school property;

Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who is expelled under this section. The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student who is:

1. Identified as bringing a deadly weapon to school or on school property; or
2. In possession of a deadly weapon on school property

May be expelled for not more than one (1) calendar year.

The superintendent may give notice to the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student with disabilities (as defined in I.D. 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

BATTERY

I.C. 35-42-2-1

A person who knowingly or intentionally touches another person in a rude, insolent (showing a rude and arrogant lack of respect), or angry manner commits battery.

DRESS AND GROOMING

Board Policy 5511

Monrovia Middle School believes that students should be attired in such a way as they reflect credit on themselves, their families, and their school. While fashion changes, the reason for being in School does not. Students are in School to learn. Any student dress or accessory that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational

setting; final determination of appropriate dress lies with the administration. In such cases, the student will be required to change to school issued attire, for the remainder of the school day and return the item borrowed at the end of the day.

- All shorts and skirts will be at least fingertip length;
- From the first period bell to the end of the day, hats are not to be worn in the building (hats will be confiscated and returned at the end of the day with penalty). This includes any item that covers the head.
- Excessive rips in jeans/pants must have tights underneath, or the rips are below fingertip length;
- No bike shorts, spandex, yoga pants, tights, and leggings are allowed unless covered by fingertip length clothing apparel.
- Pants must be worn around the waist, above the hips.
- All shirts will have sleeves, will cover student's waist, chest, and back. Tank tops and spaghetti straps are not appropriate;
- Undergarments will be completely covered at all times;
- Print on clothing will refrain from advertising alcohol, violence, tobacco, drugs, sexual content or obscenities;
- Heavy coats, gym bags, blankets, and pillows will be left in lockers during the school day.
- Non-prescription sunglasses are not to be worn inside the school building.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Certain classes offered at MMS require that special protective clothing and equipment must be worn for the health and safety of students.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. In cases where personal property creates a distraction to the educational environment, the School may confiscate such items and return them to the student's parents.

Damage to, or loss of, school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students will not engage in voluntary or consensual sexually related contact with another person. The PDA such as kissing, petting, inappropriate body movements and actions, is a private matter and should be reserved for private moments. Conferences will be held with persons unable to govern themselves appropriately and suspensions can be applied to persistent violators.

STUDENT PASSES

Students in the hall during a class period must have a pass signed by an authorized individual classroom teacher, secretary, etc. Students who forge passes or are in possession of a forged passes may be assigned detention, suspended, or expelled from school.

CLOSED CAMPUS

Monrovia Middle School operates as a closed campus. Therefore, students are not to leave the grounds during school hours without the consent of the office.

INSUBORDINATION

Students must comply with the directions of teachers or other school personnel when directions are given to maintain order or to prevent an interference with any educational function. Failure to follow these directions will result in disciplinary action.

HARASSMENT, INTIMIDATION, AND BULLYING

Board Policy 5517

Harassment, intimidation, or bullying committed by students toward other students is strictly prohibited. Engaging in conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

Sexual Harassment

Sexual harassment may include, but is not limited to, unwelcome:

- Sexual propositions, invitations, solicitations, and flirtations;
- Verbal expressions of a sexual nature;
- Inappropriate touching, patting, pinching or obscene gestures;

Remarks speculating about a person's, or one's own, sexual activities or sexual history.

Bullying

I.C. 20-33-8-0.2

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own or others' eyes), intimidate (to make timid or fearful), or harm (injure) the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the School District and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.

Students, parents, and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal or the principal's designee on the same day that the incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent of the school corporation with ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

The principal shall provide the parents of the students who are parties to the investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated. This information is to be provided in an expedited manner.

Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

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

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action).

Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

1. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

IN POSSESSION

Students are “in possession” of an item for purposes of these grounds for suspension and expulsion if the item is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their primary control such as locker or vehicle.

STUDENT SEARCHES

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student’s consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store school supplies and personal items necessary for use at school. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage areas is located. **UNAPPROVED LOCKS SHALL BE REMOVED AND DESTROYED.** Students are not to override the locking mechanism in their locker. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated. As used in this section, “reasonable suspicion” means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or District property.

This “reasonable suspicion” may come in different forms such as informational reports or K9 sniffs. K9 sniffs will be conducted by the Morgan County Sheriff’s office randomly throughout the school year. They will take place throughout the building and grounds.

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

PERSONAL ELECTRONIC DEVICES

In order to avoid disruption of the educational environment and protect students’ right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours. Students must keep PCDs powered down and in their assigned locker between the hours of 7:53 am and 2:40pm. Laser pointers are not permitted at Monrovia High School. Other electronic equipment, including, but not limited to, portable TV’s, DVD players, laptop or tablet computers, electronic toys, hand-held video games, cellular telephones, personal music devices, and cameras, are not deemed necessary learning tools at Monrovia Middle School. An exception to this prohibition would be the possession and

use of PCDs by students with disabilities in accordance with their IEPs. Videotaping, photographing or audio recording of any Monroe – Gregg School District employee without prior consent of the employee, is strictly prohibited. Violation of this policy will result in school assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator.

If students are concerned about these items being lost or stolen, they should be left at home. Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Morgan County Sheriff's Department.

TEACHERS

Individual teacher policies must be a part of the teacher's syllabus and classroom management plan distributed to all students upon being enrolled in the course. Classroom regulations on proper use of electronic devices must be clearly displayed throughout the classroom.

RESPONSIBLE USE

When utilizing this technology, students will prevent it from distracting or disrupting classroom instruction. Social media sites are monitored by administration throughout the day for inappropriate postings, bullying incidents, or dishonest academic practices. Violations of this policy may result in the loss of privileges on an individual basis. Any media created, displayed, or distributed by students during school hours, 7:53 am – 2:40 pm, is subject to disciplinary consequences if it is unlawful or it is used to harass other students. Media created, displayed, or distributed outside of school hours fitting the same criteria, may be subject to the same consequences if it causes a disruption to the educational environment.

DISCIPLINARY CONSEQUENCES

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Progressive Consequences

A violation by a student of a rule listed in Tables I, II, or III is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Corrective actions such as the following will be used to alter disruptive behavior;

- Change of seating or location;
- Before-school, lunchtime, after-school detention;
- Removal from a class or activity.

Teacher Assigned Before and After School Detentions (B/ASD)

When assigned detention:

1. Student will be given a form for parent signature that will notify parent of time, date, and reason for detention;
2. Twenty-four hours' notice will be given to the student.

Students are responsible for obtaining their own transportation to and from school detentions. Students should report at 7:00 am for a morning detention and will need to be picked up at 3:30 pm for an afternoon detention. Any student, who does not make transportation arrangements prior to their detention, will be assigned one day of In-School Suspension (ISS).

Students must bring all necessary materials to work on their school assignments. They will not be allowed to leave the room for more work. If they do not bring their work, they will be given work to be completed while in the detention. There is no sleeping while in detention. The Code of Conduct is observed while serving detention. No food, drink, or electronic device is allowed in detention.

Students arriving late to detention:

1. Less than five minutes = serve that detention and another will be assigned;
2. More than five minutes = serve the rest of that detention and two more will be assigned;
3. Failure to serve an assigned detention will result in one or more days of ISS.

Lunch Detentions

Lunch detentions follow the same expectations; however, students are responsible for serving the detention during their lunch period. They are allowed to purchase a school lunch and eat it at the detention tables in the cafeteria. The student is responsible for bringing work as well as their detention form to be signed by the lunch duty supervisor. Failure to abide by

these expectations may result in additional detentions being assigned. No talking or electronic devices are permitted during detention.

Tardy Detentions

One (1) detention is assigned by the teacher along with parental contact, on the 3rd tardy. On the 4th tardy two (2) detentions are assigned with parental contact by the teacher. If the student is tardy a 5th time, two (2) morning detentions will be assigned by an administrator along with three (3) demerits and administrator parental contact. A 6th tardy results in three (3) detentions and three (3) demerits, etc.

Disruption of detention will result in an additional detention being assigned. Continued disruption will result in one or more days of ISS.

Removal from Class or Activity

A teacher may remove a student from the teacher's class or activity for a period of up to five (5) days if the student is assigned regular or additional work to be completed in another school setting.

In School Suspension (ISS)

In School Suspension is a more severe consequence for students. They are removed from the normal school day, report to room 211 at 7:53 instead of their regular first period class and leave at 2:40. They are required to copy the Monrovia High School Student Expectation section of the student handbook the first time they are assigned ISS each school year. Upon completing the assignment, the ISS supervisor will sign off and the student is then required to work on school assignments they missed due to their ISS consequence. If the student does not complete the Expectation assignment, they are to finish it at home and turn it in before school begins the following day. If he/she fails to complete the assignment, the student will report to room 211 the following day and remain until completed. Students may be placed in ISS for a period of up to five (5) days.

If a student is removed from ISS for refusal to copy the Student Expectation section or disruption, he/she will be warned that this choice will result in a removal from ISS, ten (10) demerits, and an Out of School Suspension (OSS) for up to two (2) days.

All students in ISS will be allowed to purchase the government school lunch or bring their own lunch. The A la Carte menu is a privilege that is not given to students in ISS. Students are escorted to the restroom for breaks throughout the day.

DEMERIT SYSTEM

The demerit policy is a method used to ensure consistent increase in severity of disciplinary measures for students repeatedly in violation of school expectations. They are assigned on a weighted system based on the severity of the offense. Students are to be informed of demerits accumulated after each offense and that habitual offenders are penalized by this system.

Students accruing thirty-five (35) demerits in one school year will be placed on a discipline contract which will be signed by the student, the parent/guardian, the administrator, and the student's Teacher of Record if applicable. This contract states the student must:

1. Not accumulate more than five (5) additional demerits for the remainder of the school year;
2. Not commit any offenses higher than Table I.

If the student does NOT adhere to this contract, the expulsion process may begin as determined by administration. Any student violating their discipline contract OR reaching forty (40) demerits in a school year may be recommended for expulsion.

OUT OF SCHOOL SUSPENSION (OSS)

I.C. 20-33-8-18

Out of School Suspension is a disciplinary action used when a serious incident has occurred or a student is considered a habitual offender. An administrator may suspend a student from attendance at Monrovia High School, as well as attendance at any school sponsored event, for not more than ten (10) school days. When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - A written or oral statement of the charges;
 - If the student denies the charges, a summary of the evidence against the student will be presented; and
 - The student will be provided an opportunity to explain his/her conduct.
1. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
2. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, the student's misconduct, and the action taken by the principal.

Students serving an OSS are not to be on School District property or attend any school functions during the OSS time, which ends at 7:00 am on the day returning to school.

EXPULSION AGREEMENT

Students who will be recommended for expulsion may be given the opportunity to sign an Expulsion Agreement to continue earning credits towards graduation. By choosing this option, parent/guardian and student, are voluntarily waiving the right to the expulsion due process procedure. The student will remain on probationary status for the remainder of the expulsion period, but will have no note of the expulsion on his/her school record if the terms of the agreement are upheld. Only one (1) expulsion agreement may be utilized per the student's MHS career.

EXPULSION

Expulsion is a disciplinary action used for removal from school for a period longer than ten (10) days. A student may be recommended for expulsion from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm or a destructive device, the minimum expulsion is one (1) calendar year. In the case of a deadly weapon, the maximum length of the expulsion period is one (1) calendar year. Students who are expelled are not to be on School District property or attend any school functions during the expulsion period.

EXPULSION DUE PROCESS PROCEDURE

I.C. 20-33-8-19

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

1. The superintendent or designee will appoint an expulsion examiner who is a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the expulsion examiner. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal or designee will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. The expulsion examiner may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the examiner determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - Interference with an educational function or school purposes; or
 - A physical injury to the student, other students, school employees, or visitors to the school.

ENROLLMENT AFTER EXPULSION

I.C. 20-33-8-24

The principal may require a student who is at least sixteen (16) years of age and wishes to re enroll after an expulsion to attend one or more of the following:

1. An alternative educational program;
2. Evening classes;
3. Classes established for students who are at least sixteen (16) years of age.

LEGAL SETTLEMENT

I.C. 20-33-8-17

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

NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion to the school board as the school board has voted not to hear student expulsion appeals. The only formal appeal may be made through the court system.

POLICE REFERRAL

If referral to the police is recommended after due process has been followed, the administrator will do the following:

1. Inform the student that a referral will be made to the police;

2. Inform the parents/guardian by phone that such a referral is being made;
3. Provide the police with the facts of the offense which has been committed by the student;
4. Submit a written report of the offense to the police and school administration including the student's name and address, as well as any pictures of or actual confiscated evidence with time and date of confiscation.

IN THE EVENT OF SPECIAL CIRCUMSTANCES, THE ADMINISTRATION RESERVES THE RIGHT TO ENFORCE OTHER DISCIPLINARY ACTION WHEN NECESSARY

DESCRIPTION OF CONSEQUENCES

The following pages describe the tiered approach to discipline at Monrovia Middle School. Table 1 has teacher initiated consequences that are tiered up to the third offense, increasing each time. This table will most often be handled by teachers however administrators will begin intervening on the third occurrence. The abbreviations are defined below:

T. Det. = Teacher Detention ISS = In-School Suspension TPC = Teacher Parental Contact
 OSS = Out of School Suspension APC = Administrative Parental Contact ISD = In-School Detention (1 period)
 SRE = Suspension Recommended Expulsion

***Drug - For use in Monroe – Gregg School District policies, a drug is defined as any substance/look alike that causes impairment such as: controlled substances, prescription medication, over-the-counter, natural intoxicants, or impairing chemicals.**

| <u>Table 1 Offense</u> | <u>Demerits</u> | <u>1st</u> | <u>2nd</u> | <u>3rd</u> |
|---|------------------------|---------------------------|------------------------------|-----------------------------|
| Unprepared for Class | 0 - 2 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Minor Disruptive Behavior | 0 - 2 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Horseplay/Pushing/Running | 0 - 2 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Littering | 0 - 2 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Loitering/Unauthorized Area | 0 - 2 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Inappropriate Public Display of Affection | 0 - 5 | 1 - 2 T. Det - TPC | 2 - 3 T. Det - TPC | 2 - 3 BSD/ASD or 1ISS - APC |
| Misuse of Personal Electronic Devices | 0 - 5 | 1 - 2 T. Det - TPC | 2 - 3 BSD/ASD or 1SS - APC | 1 - 2 ISS APC |
| Misuse of School Technology | 0 - 5 | 1 - 2 T. Det - TPC | 2 - 3 BSD/ASD or 1SS - APC | 1 - 2 ISS APC |
| Dress Code Violation | 0 - 5 | Change - APC | 2-3 Lunch Det - APC | 2 - 3 BSD/ASD or 1ISS - APC |
| Cheating | 0 - 5 | Loss of Credit - TPC | Loss of Credit - 1 ISS - APC | 1 - 2 ISS APC |
| Tardy | 0 - 8 | Teacher Warning | Teacher Warning | 1 T.Det. - TPC |
| | | 2 T. Det- TPC | 1 BSD/ASD or 1P ISS - APC | 2 BSD/ASD or 2P ISS - APC |
| | | 3 BSD/ASD or 3P ISS - APC | 1 ISS APC | 2 ISS APC |
| Failure to Comply | 0 - 3 | 1 - 2 T. Det - TPC | 2 - 3 BSD/ASD or 1SS - APC | 3 - 4 BSD/ASD - APC |

| # | <u>TABLE 2 OFFENSE</u> | <u>DEMERITS</u> | <u>1ST OFFENSE</u> | <u>2ND OFFENSE</u> | <u>3RD OFFENSE</u> |
|----------|-------------------------------------|------------------------|---------------------------|---------------------------|---------------------------|
| 1 | Insubordination | 4 - 8 | 2 B/ASD - 1 ISS APC | 1 - 2 ISS APC | 3 ISS APC |
| 2 | Staff Disrespect | 4 - 8 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |
| 3 | Failure to Serve Detention | 3 - 5 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |
| 4 | Encouraging Others to Violate Rules | 4 - 6 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |

| | | | | | |
|----|--|--------|------------------------------------|--------------------------------|----------------------------------|
| 5 | Harassment/Intimidation | 7 - 15 | 2 B/ASD - 1 ISS APC | 2 - 4 ISS APC | BULLYING |
| 6 | Failure to Report an Unsafe Act | 3 - 5 | 1 ISS APC | 2 ISS APC | 3 ISS APC |
| 7 | Truancy - Day | 5 - 10 | 1 ISS APC | 2 - 3 ISS APC | 3 - 4 ISS APC |
| 8 | Truancy - Class | 3 - 5 | 2 BSD/ASD or 2P ISS - APC | 1 - 3 ISS | 2 - 4 ISS |
| 9 | Vandalism/Damage School Property <\$100 | 5 - 20 | 2 B/ASD - 3 ISS Repair/Replace APC | 2 - 4 ISS Repair/Replace APC | 5 ISS Repair/Replace APC |
| 10 | Possession of Lighter/Matches | 5 - 10 | 1 ISS Confiscate APC | 2 - 4 ISS Confiscate APC | 4 ISS - 5 OSS Confiscate APC |
| 11 | Misusing/Damaging Another Student's Property | 5 - 8 | 2 B/ASD - 1 ISS Repair/Replace APC | 2 - 3 ISS Repair/Replace APC | 4 ISS - 5 OSS Repair/Replace APC |
| 12 | Possession/Distribution of Obscene Material | 5 - 10 | 2 B/ASD - 2 OSS Confiscate APC | 3 ISS - 5 OSS APC | 5 OSS - Susp. Rec. Expulsion |
| 13 | Attempted Battery on Another Student | 5 - 10 | 1 - 2 ISS APC | 3 - 4 ISS APC | 2 - 5 OSS |
| 14 | Forgery/Dishonesty | 5 - 8 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |
| 15 | Foul Language | 3 - 7 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |
| 16 | Gambling | 3 - 5 | 1 ISS APC | 3 ISS APC | 5 ISS APC |
| 17 | Theft/Possession of Stolen Goods <\$100 | 5 - 10 | 1 - 2 ISS Replace APC | 2 - 3 ISS Replace APC | 5 ISS Replace APC |
| 18 | Verbally Abusing Another Student | 3 - 10 | 2 B/ASD - 1 ISS APC | 2 - 4 ISS APC | 5 ISS APC |
| 19 | Inappropriate Use of School Technology | 5 - 10 | 1 ISS APC Loss of use 9 weeks | 2 ISS APC Loss of use semester | 3 ISS Loss of Use school year |
| 20 | Malicious Physical Contact | 4 - 9 | 1 - 2 ISS APC | 3 - 4 ISS APC | 5 ISS APC |
| 21 | Major Disruptive Behavior | 5 - 10 | 2 ISS - 2 OSS APC | 4 ISS - 5 OSS APC | 5 OSS - SRE |
| 22 | Cafeteria Disruption | 3 - 10 | Lunch Cleanup - 1 ISD | 1 ISS - 3 ISS APC | 5 ISS APC |
| 23 | Violation of Parking/Driving Expectations | 5 - 10 | Warning - 1 Week Loss APC | 1 Week Loss APC | 1 Semester Loss APC |
| 24 | Violation of AV Recording Policy | 5 - 25 | 2 B/ASD - 5 OSS APC | 5 OSS - SRE | SRE |
| 25 | Obscene Gesture | 3 - 7 | 2 B/ASD - 1 ISS APC | 2 ISS APC | 3 ISS APC |

| # | TABLE 3 OFFENSE | DEMERITS | 1st | 2nd |
|----|--|----------|-----------|-----|
| 1 | Battery IC 35-42-2-1 | 15 - 30 | 5 OSS | SRE |
| 2 | Fighting | 15 - 30 | 5 OSS | SRE |
| 3 | Possession/Under the Influence of Alcohol IC 7.1-5-7-7 | 20 - 30 | 5 OSS | SRE |
| 4 | Body Safety Violation | 15 - 30 | 2-5 OSS | SRE |
| 5 | Possession/Sale/Distribution of Drug Paraphernalia IC35-48-4-8.3 | 15 - 30 | 5 OSS | SRE |
| 6 | Gross Insubordination | 15 - 30 | 2 - 5 OSS | SRE |
| 7 | Lewd Acts/Indecent Exposure IC 35-45-4-1 | 15 - 30 | 5 OSS | SRE |
| 8 | Threat to a Staff Member IC 35-45-2-1 | 15 - 30 | 5 OSS | SRE |
| 9 | Vandalism >\$100 IC 35-43-1-2 | 10 - 20 | 5 OSS | SRE |
| 10 | Verbally Abusing Staff Member | 15 - 30 | 5 OSS | SRE |
| 11 | Theft/Possession of Stolen Goods >\$100 IC 35-43-4-2 | 20 - 30 | 5 OSS | SRE |
| 12 | False Alarm/Fire Report | 20 - 30 | 5 OSS | SRE |

| | | | | |
|----|---|---------|-----------|-----|
| 13 | Threat to Use Weapons | 20 - 30 | 5 OSS | SRE |
| 14 | Trespassing IC 35-43-2-2 | 10 - 15 | 2 - 3 OSS | SRE |
| 15 | Removal From ISS | 10 - 15 | 2 - 3 OSS | SRE |
| 16 | Using or Being Under the Influence of Drugs *see definition | 20 - 30 | 5 OSS | SRE |
| 17 | Bullying | 20 - 30 | 5 OSS | SRE |
| 18 | Stealing/Possession of Stolen Testing Materials | 15 - 30 | 5 OSS | SRE |
| 19 | Possession of Tobacco/Nicotine Delivery System* see below | 15 - 30 | 5 OSS* | SRE |
| 20 | Use of Tobacco/Nicotine Delivery System* see below | 15 - 30 | 5 OSS | SRE |
| 21 | Possession of Knife/Lookalike | 15 - 30 | 5 OSS | SRE |

| # | TABLE 4 OFFENSE - SUSPENSION RECOMMENDED EXPULSION | | | |
|----|---|--|--|--|
| 1 | Battery/Attempted Battery on a Staff Member | | | |
| 2 | Violation of Behavior Contract | | | |
| 3 | Habitual Truancy/Unexcused Absences | | | |
| 4 | Bomb Threat IC 35-47-5-2-4 | | | |
| 5 | Possession of a Firearm/Lookalike IC 35-47-9-2 | | | |
| 6 | Intent to Distribute Alcohol IC 7.1-5-7-8 | | | |
| 7 | Possession/Detonation of an Incendiary/Explosive Material/Destructive Device IC 35-47.5-5-2 | | | |
| 8 | Possession of a Deadly Weapon/Look alike | | | |
| 9 | Robbery IC 35-42-5-1 | | | |
| 10 | Arson IC 35-43-1-1 | | | |
| 11 | Possession/Intent to Distribute Drug *see definition | | | |
| 12 | Sexual Battery IC 35-42-4-8 | | | |

- Restorative Justice Opportunity: If a student is found in possession of a Nicotine Delivery System (Table 3, #20) that student can reduce their consequence from 5 days OSS to 3 days OSS by completing a 6 Unit course on the dangers of tobacco and nicotine delivery systems and providing a parent signature. The school will provide the website of the course, as well as any paper copies of the course materials the students may need. Parents can visit the website below for access to the course:
 - <https://med.stanford.edu/tobaccopreventiontoolkit/E-Cigs/ECigUnit1.html>
- Students who are being disciplined for being in possession of or using tobacco/nicotine delivery system (Table 3, #20 and #21) MUST complete the 6 unit course before returning to the classroom. If a student does not complete the course by the time their Out of School Suspension has transpired they will complete it in the In School Suspension class before returning to their normal class schedule.

**NOTICE OF RIGHT TO
OBJECT TO RELEASE OF DIRECTORY INFORMATION**

The Federal Family Educational Rights & Privacy Act (“FERPA”) gives a parent/guardian or eligible student (student 18 or older) the right to object to the release of “directory information” identifying the student by the Monroe-Gregg Schools.

The term “directory information” includes the following information:

1. Name of student
2. Home address of student
3. Listed/published student’s telephone number(s)
4. Date and place of birth of the student
5. Student’s major field of study
6. Student’s officially recognized school activities
7. Dates of attendance in the Monroe-Gregg Schools

8. Height and weight for sports
9. Degrees, awards and honors including academic and sports accomplishments
10. Photographs, videos, audiotapes, and other media incorporating the likeness of the student or the student's voice (school plays, performances, etc.)

To object to the release of all or any part of this information, complete the form on the back of this page and before September 1, 2019, mail or deliver the fully completed and signed form to:

Superintendent
Monroe-Gregg Schools
135 S. Chestnut Street
Monrovia, IN 46157

Students and/or parents who object to information being distributed to U.S. Military must contact the main office.

OBJECTION TO RELEASE
OF DIRECTORY INFORMATION

On behalf of _____, a student who is _____ years of age and enrolled in grade _____, in the Monroe-Gregg Schools, I/we object to the release of the following types "directory information" identifying this student:

I/we agree that this objection shall remain in effect for the 2016-2017 school year.

Parent/Guardian _____
Date

Student _____
Date

Student, age _____

MONROE-GREGG SCHOOL DISTRICT
ACCEPTABLE USE POLICY

Personal Communication Devices Board Policy 5136

Introduction

Monroe-Gregg recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

1. The Monroe-Gregg network is intended for educational purposes.
2. All activity over the network or using district technologies may be monitored and retained.
3. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
4. Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
5. Misuse of school resources can result in disciplinary action.
6. Monroe-Gregg makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
7. Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Monroe-Gregg may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, Monroe-Gregg will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

Monroe-Gregg provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

Monroe-Gregg may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Monroe-Gregg may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Monroe-Gregg may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices (POD) Policy

Students should keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

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

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

Netiquette

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

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

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

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

Examples of Acceptable Use

1. Use school technologies for school-related activities.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
5. Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.

8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of myself and others.
10. Help to protect the security of school resources.

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

Examples of Unacceptable Use

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Use school technologies to send spam or chain mail.
6. Plagiarize content I find online.
7. Post personally-identifying information, about myself or others.
8. Agree to meet someone I meet online in real life.
9. Use language online that would be unacceptable in the classroom.
10. Use school technologies for illegal activities or to pursue information on such activities.
11. Attempt to hack or access sites, servers, or content that isn't intended for my use.

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

Limitation of Liability

Monroe-Gregg will not be responsible for damage or harm to persons, files, data, or hardware.

While Monroe-Gregg employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Monroe-Gregg will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

1. Suspension of network, technology, or computer privileges
2. Notification to parents
3. Detention or suspension from school and school-related activities
4. Legal action and/or prosecution

