

**Monrovia High School
Monroe-Gregg School District
2010-2011**

Monrovia High School
205 S. Chestnut St.
Monrovia, IN 46157
317-996-2258

Mr. Jacob Hagist.....Principal
Mrs. Yolanda Goodpaster-Assistant Principal-High School
Mr. Mike Springer.....Associate Principal-Middle School
Mr. Cary Hargis.....Athletic Director
Mrs. Gretchen Knock.....Guidance Counselor
Mrs. Joanie Stader.....Guidance Counselor

MONROVIA HIGH SCHOOL

STUDENT-PARENT HANDBOOK

TABLE OF CONTENTS

Section I. Attendance

Civil Rights Policy.....	7
Family Educational Rights & Privacy Act (FERPA).....	7
Protection of Pupil Rights Amendment (PPRA).....	8
Philosophy	9
Absences from School	10
Classification of Absences	11
Notification of Absences.....	12
Semester Summary	12
Ben Davis Vocational School.....	12
Tardiness to School & Class.....	13
Tardy Policy to School & Class.....	13
Cutting Class	13
Truancy.....	13
Pre-Arranged Absence	13
Homebound Instruction.....	14
College/Tech School Visitations.....	14

Section II. General Information

Announcements & Bulletin Boards.....	14
Bookstore Services.....	15
Cafeteria Services.....	15
Class Rings.....	15
Health Services.....	15
Emergency Drills.....	18
Guidance Services.....	18
Library/Media Center	19
Lost and Found.....	19
Publications	19
School Day	19
Student Insurance.....	19
Telephones.....	19
Textbook Rental.....	20
Visitors and Guests.....	21

Work Permits	21
Classroom Rules.....	21
Student Lockers.....	21

Section III. Student Assistance Program

Philosophy	22
Purpose	23
Core Team Component	23
Identification.....	23
Referrals	23
Acceptance of Assistance.....	23
Expenses	24
AfterCare	24
Parents & Community	24

Section IV. Academic Information

Class Schedules	24
Four-Year Plan Sheet	25
Full-Time Student	25
Evening & Summer School.....	25
Schedule Change Request Policy.....	25
Indiana Academic Honors.....	26
Indiana's Core 40.....	27
Grade Point Average	27
Class Rank	27
Graduation Ceremony Policy	27
Seventh Semester Graduation.....	28
Valedictorian & Salutatorian.....	28
Senior Class Ranking	28
Grade Reports	28
Honor Roll.....	29
National Honor Society	29
Incomplete Grades.....	29
Semester Exam Week	30
Scholarships & Awards	30
Permanent School Records.....	30
Family Rights and Privacy Act	30
Grading Scale	30
Homework Policy	31
Field Trips	32
Make Up Work.....	34
Absences/Activity Participation	35
Emergency School Closings	35

Late Enrollment.....	36
Withdrawal	36
Re-Enrollment.....	36
Placement of Transferring Students.....	37

Section V. Special Programs, Awards, Scholarships

Academic Recognition Program.....	37
-----------------------------------	----

Section VI. Extra Curricular Participation

Drug and Alcohol Testing Policy.....	39
Student Activity Eligibility	39

Section VII. Student Conduct General Rules

Public Display of Affection	43
Student Passes.....	44
Closed Campus	44
School Jurisdiction	44
Harassment	44
Audio & Video Devices	45
Insubordination	46
Student Dress	46
Personnel Authority.....	46

Section VIII. Discipline Code

Roles and Responsibilities	47
----------------------------------	----

Section IX. General Behavior Standards

Behavior Standards	50
--------------------------	----

Section X. Classroom Expectations

Established Procedures	50
------------------------------	----

Section XI. Discipline Descriptions

General Standards.....	50
------------------------	----

Section XII. Categories of Offenses	
Category I Offenses	51
Category II Offenses	52
Category III Offenses	53
Due Process	54
Demerits	56
Suspension	57
Grounds for Expulsion or Suspensio.....	58
ISD.....	61
Thursday, Friday & Saturday School.....	61
Teacher Detention (TASD)	62
School Detention (B/ASD)	62
Suspension	62
Due Process for Suspension and Expulsion	63
Section XIII. Attendance and Tardy Policy	
Attendance Policy	63
Attendance Requirements	64
Section XIV. Bus Code of Conduct	
Responsibilities of All	63
Table 1 Offenses	66
Table 2 Offenses	67
Student Parking & Driving	68
Disciplinary Actions – Table 1	70
Disciplinary Actions – Table 2	71
Disciplinary Actions – Table 3	71
Right to Object to Release of Directory Information.....	74
Objection to Release of Directory Information Form-----	75
Parent right To Object to Viewing of Materials Form-----	76
Student Medication Permit-----	77

Section XV. Athletics

Philosophy.....81
Athletic Council.....81
Eligibility- Senior HighSchool.....81

CIVIL RIGHTS POLICY

It is the policy of the Monroe-Gregg School Corporation not to discriminate on the basis of race, color, religion, sex, age, handicap, national origin including limited English proficiency, in its services, programs, instruction, facilities, or employment policies as required by the Indiana Civil Rights Act (I.C. 22- 9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

For further information, clarification, or complaint please contact the following persons: Title IX Coordinator, Chris Sampson, Monrovia Elementary, Monrovia, Indiana 46157, (317) 996-2246 and Section 504 Coordinator, Superintendent of Monroe-Gregg School Corporation, P.O. Box 468, Monrovia, Indiana 46157, (317) 996-3720.

These rules and policies apply to summer school as they do during the regular school year. This information and Policies presented to the Superintendent of Schools and validly adopted by the Board of School Trustees on June 20, 1993.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives Department funds may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34-CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age ("eligible student").

LEAs must annually notify parent and eligible students of their rights under FERPA. 34 CFR § 99.7. The annual notification must also include:

- The procedure to inspect and review education records;
- The procedure to request amendment of education records;
- A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent; and
- The right of parents to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. (A model FERPA notification for LEAs is enclosed and is also available on FPCOs Web site – www.ed.gov/policy/gen/guid/fpco..)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Statue: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98.

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's [parents];
2. Mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors.

The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Board of School Trustees

Mr. Tom Pridemore Mr. Jack Elliott
Mrs. Nancy Dorsett Mr. Scott Everett
Mr. James Shields

Superintendent Dr. Julie Wood

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HIGH SCHOOL ADMINISTRATION

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**MONROVIA HIGH SCHOOL
MISSION STATEMENT
PHILOSOPHY OF EDUCATION**

The Mission of Monrovia High School is to provide for each student a diverse education in a safe, supportive environment that promotes self-discipline, commitment and excellence in learning.

Our Core Values:

We believe that
Learning is important, and everyone can learn.
Students are responsible for their actions and must be held accountable for their choices.
Teachers should be life-long learners.

Students will be proficient in all curricular areas as outlined in the Indiana State Standards.

SCHOOL COLORS

Green and White

SCHOOL NICKNAME

Bulldogs

The Proud Bulldog Shall:

1. Attend class regularly and on time.
2. Complete all assigned school work.
3. Take pride in the school, community and country.
4. Strive to have a healthy mind and body.
5. Assume personal responsibility for your actions.
6. Display good sportsmanship at all times.
7. Demonstrate respect for the property and beliefs of others.
8. Set goals, objectives and priorities.
9. Learn proper time management.
10. Obey the rules of the school and society.

Section I. ATTENDANCE

PHILOSOPHY OF ATTENDANCE

Attendance at Monrovia High School is governed by the Indiana Code and local policy adopted by the Board of School Trustees. Every parent or legal guardian is responsible for helping the school enforce these policies.

A quality education includes learning not only factual subject matter, but good habits of responsibility, punctuality, and reliability. If a student is excessively absent, this well-rounded education is short-circuited. He/she loses the insight, participation, discussion and explanation that occurs in class. He/she also jeopardizes the opportunity to acquire traits of dependability and punctuality that future employers may expect.

ABSENCES FROM SCHOOL

Absences for any class are not to exceed ten (10) days per semester. Students are guaranteed the opportunity to earn credit in any course which ten or fewer absences have occurred. Students accumulating more than ten absences in three or more classes will be required to present a medical excuse (listing the date and time that the student was seen by the medical staff, this must include a signature of the attending physician). Any absence exceeding 10 days in any one class, without a medical excuse listing the time and date the student was seen, will result in an F for the semester. Absences exceeding 10 days in 3 or more classes will result in suspension pending expulsion. Any student under 16 years old who misses more than 10 days will be referred directly to the Morgan County truancy officials. Any student 16

years old or older who misses more than ten days without a medical excuse in three or more classes will be suspended and recommended for expulsion for the semester.

CLASSIFICATION OF ABSENCES

- A. All absences will be classified as ABSENCES for the first ten days. This eliminates the classification of excused and/or unexcused absences.
1. Parents or guardians are required to contact the school on the morning of the absence, explaining the reason or purpose of absence.
 2. Work that is missed will be addressed under the “Make Up Work” section.
- B. Days absent that will not count against the ten days are as follows:
1. Service as a page at the Indiana General Assembly
 2. Service as a helper on election day with proper paperwork completed.
 3. Court subpoena
 4. Active duty with the Indiana National Guard
 5. Attendance at school sponsored activities
 6. School suspensions
 7. Death in the immediate family
 8. College or technical school visitation approved by the Guidance Department will be counted as a field trip as per the School Board Policy 5200 + IC 20.2-2.

All Absences other than those listed above count toward the ten day limit. Exception: **Only the first three days of consecutive days illness** count toward the ten day limit. A faculty committee will review any other unusual circumstance.

- C. Medical Absences while under a doctor’s care require written verification presented before 9:00 AM the following day or upon return to school if it is the same day. Ben Davis students will return notes at 12:00 noon.

Medical appointments should be scheduled after 2:45 PM to minimize the amount of school missed. Only one-half day will be allowed for most medical appointments. Medical appointments should not be scheduled during semester test times. Exceptions need prior arrangements with the principal or administrative assistant.

NOTIFICATION OF ABSENCE

When a student is absent from school, a parent or guardian is to call the school at 996-2258 Ext. 1 and report the following:

- a) Student's name and grade
- b) Relationship and Name of caller, and
- c) Reason for absence

Calls are to be made before 7:30 AM on the day of the absence. The school will make every attempt to verify all absences the morning they occur.

SEMESTER SUMMARY OF ATTENDANCE PROCEDURE

- A. A ten-day limit of absences per semester will be enforced. This limit includes all absences other than those listed in B of the Classification of Absences.
- B. Due Process for the absences will be as follows:

8th absence: letter will be sent to the parents explaining the expulsion process and what will occur on the 11th day absence in 3 or more classes. (This is a due process notification)

10th absence: Parents will be informed that the student is in jeopardy of being removed from school (depending on the number of classes missed) on their next absence. (Only .medical notes from a doctor will be accepted for absences at this point in the semester)

11th absence: Student will be suspended pending expulsion and parents will be required to attend a hearing. This hearing .. will be to review the attendance record and explain the expulsion process.

Ben Davis Vocational School

1. Juniors and Seniors can arrange with the counselors to attend our vocational and technical programs housed at Ben Davis High School. Students who enroll must continue through the school year. Failure to complete the program may result in the student reimbursing his/her tuition to Monroe-Gregg School District. If a student is suspended, expelled, or withdrawn from Monrovia, his/her such status also applies to enrollment at Ben Davis High School, and vice versa.
2. Vacation periods for Monroe-Gregg and the vocation school do not always coincide. A student is required to attend the vocational school even if Monroe-Gregg is on vacation and to attend Monroe-Gregg even if the vocational school is dismissed.

3. 2 hour school delay will result in a.m. vocational students arriving at Monrovia at 12:40pm. All p.m. vocational students report to periods 1 and 2 then release to vocational school.
4. Students attending BD who ride the bus to BD **MUST** ride the bus Back to MHS. Also once you are at MHS come into school, sign in and if you are suppose to leave for a dental or dr. appt. we will sign you out. (DO NOT LEAVE FROM THE BUS)
5. PM-BD Students must sign out in the HS Office when you leave for BD.
6. If for some reason you do not attend BD (illness, dr. or dental appt. etc.) you still need to sign in or out at your regular time that you would need to be at MHS.

TARDINESS TO SCHOOL & CLASS

Most tardiness is avoidable. Tardiness disrupts not only the school program, but also the progress of the class group. Future employers and college entrance boards have a high regard for promptness. Whenever a student arrives at school after the tardy bell has rung, **he/she should report directly to the office.**

Any student arriving 20 minutes late to periods 1-7 will be considered absent from that period. Any student arriving prior to 20 minutes will be considered tardy.

Tardy Policy to School & Class

<u>Tardy</u>	<u>Consequence</u>
1	Teacher warning
2	Teacher warning
3	Teacher detention
4	1 After school detentions, 3 demerits
5	1 ISS, 3 demerits
6	2-1SD, 3 demerits, denial or revocation of student's work permit for 120 days.
7	3-1SD, 3 demerits
8	1 day Out of school suspension, 5 demerits
9	2 days Out of school suspension, 5 demerits

CUTTING CLASS

Cutting class is defined as failure to attend class or leaving class while still on the school campus. Students cutting class are subject to disciplinary action. The action is listed in Table 2, #17.

TRUANCY

Truancy is defined as being absent from school without illness or without permission from school. Students found to be truant from school are subject to disciplinary action. This action is listed in Table

2, #18. The Morgan County Truant Officer will also be notified. A student who is truant for 3 days will be considered a habitual truant.

PRE-ARRANGED ABSENCE

1. Whenever a student is going to be out of school for a reason other than an unexpected illness, he/she must have a parent call the school and request in writing the absence in advance. No pre-arranged absences are granted when a student has accumulated ten days absences in a given semester, or when the requested days would exceed that number. Pre-arranged absences will be limited to five (5) days per year.
2. The pre-arranged absence is designed to assist the student by giving adequate notice to the teacher of the potential absence. It allows the student to arrange to do work in advance, while absent, or when he/she returns. All such arrangements must be worked out with the teacher with permission from the Office.. To get full advantage of the procedure, students must do this one week in advance of the planned absence.
3. Due to unavailability of driver examinations, a student may pre-arrange one absence in order to obtain their license.
4. If you are going to be absent the day of finals, arrangements must be made with the HS Principal, (Mr. Hagist) in advance and paperwork filled out. If this procedure is not completed and you miss the day of finals, you can not take the finals you missed.

HOMEBOUND INSTRUCTION

Homebound and/or a school-home telephone program provides instruction to students unable to attend school because of physical handicaps or special health problems. For a student to be eligible for this program, the parent must provide a physician's written evaluation indicating that the student will be homebound for at least four consecutive weeks. If this situation occurs, the student's parent/guardian should contact a guidance counselor.

COLLEGE/TECHNICAL SCHOOL VISITATIONS

A senior may visit a school where he/she is considering enrollment during a school day if it is pre-arranged with the Guidance Department. An arranged appointment must be confirmed. These days will not count against a student's ten day limit. Should a student make more than two visitations, additional days will count as absences.

Only juniors who have taken the SAT or ACT test may schedule a college visit during their 11th grade year.

The regulations also apply to appointments made by coaches for athletes attempting to make college selection. Failure to follow the above procedure will result in an absence being counted. College visitation days will not be approved immediately preceding or following

a scheduled school vacation. No college visitations will be approved for underclassmen.

Section II. GENERAL INFORMATION

ANNOUNCEMENTS AND BULLETIN BOARD USE

1. All posters and announcements must be approved by the office before display.
2. 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.

CAFETERIA SERVICES

1. 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.
2. Every student has their own lunch account with their 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.
3. 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.
4. Lunch accounts may be viewed on-line by going to www.m-gsd.org and using the Harmony Record Keeping System. You must have your student's User name and Password, which is available through the Technology Department.
5. 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 cashier.

CLASS RINGS

In the fall of the year students are given the opportunity to purchase class rings which are delivered during the second semester. A deposit is required when ordering, with the balance due upon delivery.

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.

2. 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. 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's/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 Corporation does not assume financial responsibility for Emergency Medical Service, emergency transportation, or medical services rendered.

6. If a student leaves school early due to an illness, he/she will not be permitted to attend school-sponsored evening events. The student must be in attendance for the second half of a school day (defined as 10:35am – 2:40 pm) in order to attend a school-sponsored evening activity.

7. Students entering grade 6-12 must have appropriate documentation of the following vaccinations: Tetanus, diphtheria, acellular pertussis vaccine (Tdap); meningococcal conjugate vaccine (MCV4-Menactra); 2 varicella vaccinations appropriately spaced per CDC guidelines, or documentation of disease history, or laboratory evidence of immunity.

8. A new Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

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. Please talk with your child's health care provider about meningococcal disease and vaccination.

Guidelines for keeping a student home or 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 and there are symptoms present (fever, tender lymph nodes, 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 for eye((s), students need to stay home for 24 hours after beginning antibiotic treatment.
- Vomiting: Student needs to stay home if they are vomiting
- Chicken Pox: Student need to stay home for at **least 7 days** after initial outbreak of lesions, or longer if all lesions have not scabbed 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.

Prescription Medications:

Parents may bring prescription medications to school for the nurse or nurses assistant to administer.

Medications must be sent in original bottle.

Parents should send no more than (1) week's supply. The bottle will be returned when empty.

Parents must either bring the medicine to school or send a note, dated and signed, giving school staff permission to administer medication., Students are not to carry medicine with them while at school, unless it is emergency medications (asthma, diabetic, epi pen etc.) with proper documentation on file.

Non-Prescription Medications

The school DOES NOT provide ANY medication. If the student needs to take an over the counter medication, parents need to bring in medication to school in the original bottle, written directions for medicine administration, and written consent. Any unused medication must be picked up by the parents at the end of the school year.

Vision Screening

Vision screenings are done on 1st, 3rd and 8th grades. This is a basic screening of visual acuity. A referral letter will be sent home for any student that fails. Any student can be tested with a parent or teacher request. A modified clinic is also held for the 1st grade every year with Optometrists.

Hearing

Hearing screening done every school year for the 1st, 4th, 7th and 10th grade students. Any student can be tested with parent or teacher request. Parents will be notified if the student does not pass the screening.

Child Services

The law requires all persons to report to the proper authorities in Morgan County all cases of suspected child negligence, abuse or sexual abuse. Indiana Code 20.30-5 All 10th grade students will be instructed regarding breast cancer & testicular cancer.

Student Stress Policy

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

EMERGENCY DRILLS

1. Fire, tornado, and earthquake 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.
2. 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.

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.

LIBRARY/MEDIA CENTER

1. Courtesy and appropriate behavior are 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.
2. 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.
3. Internet Access Policy – see on page 78

LOST AND FOUND

Articles found should be turned into the secretary in the main office. Textbooks will usually be returned to the bookstore while other items are kept in the office. All unclaimed articles are discarded at the end of each semester.

PUBLICATIONS

The “Headliner” and the “Bulldog” are published by the Yearbook and Newspaper staffs respectively with the assistance of a faculty advisor. Reporting, writing, photographing and layouts are done by the students who have completed a class in journalism prior to electing these classes.

SCHOOL DAY

1. Students are normally admitted to the building at 7:00 AM with school beginning at 7:53 AM. School is dismissed at 2:40 PM. Students arriving prior to the 7:00 bell are to report to the cafeteria and are released by the bell into the building.
2. Monrovia High School operates on a seven period day. Classes are 50 minutes long with 4 minute passing periods.
3. Fourth period class is longer to include time for lunch. There are 3 lunch sessions during the period.
4. Media center is open from 7:15 am until 3:00 pm.

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 ipod's, cell phones, Mp3 players, & PDA's.

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.

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 14..... Full rental
 - October 15 to December 14..... ½ rental
 - January 4 to March 14 Full rental
 - March 15 to end of school ½ rental

2. Rental cost for High School classes for one semester class, at enrollment:
 - 1st Semester
 - From opening to October 14..... Full rental
 - October 15 to December 14 ½ rental

- 2nd Semester
 - Start of semester to March 14 Full rental
 - March 15 to end of school year ½ rental

Class fees for High 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.

3. Refund - Based on rental for the year:
 - From opening of school to October 14..... ¾ refund
 - October 15 to December 14..... ½ refund
 - December 15 to February 14 ¼ refund
 - February 15 to end of school None

4. Refund for High School classes for one semester classes:
 - First Semester
 - Opening to September 14..... ¾ refund
 - September 15 to October 14 ½ refund
 - October 15 to November 9 ¼ refund
 - November to end None

Second Semester

- Start of semester to February 10 ¾ refund

February 11 to March 14 ½ refund
March 15 to April 19 ¼ refund
April 20 to the end of semester None

VISITORS AND GUESTS

Only MHS students and employees have free access to the building. Visitors are generally not allowed in the building. This is an effort to eliminate distractions which interrupt the educational process. **All visitors to the building must check in at the main office and receive a visitors pass approved by the Administration.**

WORK PERMITS

Indiana law requires all persons who are employed under age 18 to obtain a work permit. Students needing work permits must obtain a white "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. A decrease in the student's GPA may cause revocation of a work permit or refusal of issuance until GPA improvement is evidenced.

CLASSROOM RULES

Student behavior will be governed by the classroom teachers' regulations (i.e. students should bring paper and pencil.) Teachers are also responsible for rules and regulations governing field trips & co-curricular activities away from school. It is the student's responsibility to read and understand the rules & regulations and to follow them accordingly.

STUDENT LOCKERS

1. All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classroom, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or educational function, or which are forbidden by state law or school rules.
2. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose (i.e. prevent use of the locker to store prohibited

3. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. 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.
4. The principal, or a member of the administrative staff, may search a desk, locker or other storage area on school premises when there is reasonable cause for a search.
5. The principal or another member of the administrative staff, acting under the direction of the principal, may search the individual during the school day or a school sponsored activity, if there is reasonable cause for a search of that student. (Public Law 148 (IC 20-8.1-5-7))

**Section III. STUDENT ASSISTANCE PROGRAM
PHILOSOPHY**

Monroe-Gregg School Corporation recognizes that many influences outside of school may interfere with students 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 which 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, physical or sexual abuse.

The Monroe-Gregg School District 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 community members 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 rewarding 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 9-12, 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 - District Substance Abuse-Coordinator, Counselor, Student Assistance Program Coordinator, Teacher/Coach, School Nurse, 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 High School to provide an intervention process designed to interrupt problem behavior of the students. Intervention strategies will be initiated under the following circumstances:

- A. Students seeking help
- B. Students exhibiting inappropriate, unusual or a typical behavior.
- C. 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 provided by personnel or agencies outside the school system will be paid for by the student, his/her parents or guardians. The school will not be responsible for payment of incurred cost.

AFTERCARE

Monrovia High 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:

- A. Students concerned about other's use.
- B. Students concerned about their own use.
- C. Students who have received some type of treatment.
- D. Students experiencing family problems.
- E. 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.) 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.

Section IV. ACADEMIC INFORMATION

CLASS SCHEDULES

1. Counselors 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. This booklet lists courses, class prerequisites, credit values, grade level entry and a short description of each course.
2. Students should select their courses carefully as selections made determine the schedule created.

FOUR-YEAR PLAN SHEET

Each student enrolling for the freshman year begins a plan sheet that will carry through until he/she has graduated. Every year when the following year's schedule is being created the card is updated with courses taken and planned.

FULL-TIME STUDENT

Every student enrolled is to be a full-time student. There is no provision for part-time status. If a student is withdrawn from three or more classes, by choice or by disciplinary reason, resulting in an enrollment violation of state mandate, he/she will be suspended pending expulsion from school under the due process procedure.

EVENING AND SUMMER SCHOOL ENROLLMENTS

Monrovia High School offers a limited number of courses during the summer which includes the summer Drivers Education program. Other classes desired and taken elsewhere must have prior approval of the class by the Guidance Department and principal. Other courses would be considered on an individual basis.

SCHEDULE CHANGE REQUEST POLICY

1. During Announced Days Prior To The Opening of School, contact the Guidance Department for these situations:
 - A. Current any clerical and/or computer errors on your schedule.
 - B. Initiate reworking of schedules of seniors that could not graduate with the present schedule.
 - C. Change a schedule to include the retaking of a class failed in previous year.
 - D. Change a schedule of someone repeating a course who is assigned the same instructor and wishes a change.
 - E. Change a schedule of someone who needs to move to a different level of a class (i.e. English 12 to English 12H).

During these days we will accept change requests from any grade level. Whether the changes are approved may depend entirely upon whether the change can be accomplished with the same period and/or

upon current enrollment in the classes. ALL CHANGE REQUESTS WILL REQUIRE PARENT CONTACT.

2. After School Has Opened - Change requests are limited to the first three days for the situations that follow:
 - A. Correct any clerical and/or computer errors.
 - B. Senior schedules may be reworked if the present schedule cannot result in graduation. Approval for change requests will be contingent upon the reason for the requests, the size of the class to be dropped and/or added, the action's effect upon the overall class selections of the student.

3. Changes for Second Semester - Change requests will be accepted from all grade levels during the first full week in December for the situations listed below:
 - a. Correct any clerical and/or computer errors.
 - b. Senior schedules may be reworked if the present schedule cannot result in graduation.
 - c. Add a class previously failed during the same period of a scheduled study hall or in place of one semester class.
 - d. Drop a full-year class failed during the first semester for a study hall.
 - e. Drop a second semester only class for a study hall. All additions and deletions will be subject to consideration of class size. ALL CHANGE REQUESTS WILL REQUIRE PARENT CONTACT.
 - f. PARENT CONTACT. Except under very special circumstances - any student who withdraws from a class after the third week, whether by choice or disciplinary action, will receive a W/F as a semester final grade for that class.

GRADUATION REQUIREMENTS

INDIANA ACADEMIC HONORS DIPLOMA		REGULAR DIPLOMA	
<u>Subject</u>	<u>Credits</u>	<u>Subject</u>	<u>Credits</u>
English	8	English	8
Mathematics	8	Math	4
Science	6	Science	4
Social Studies	6	Social Studies	4
Foreign Lang.	6	Health/Sub Abuse	2
Health/Sub Abuse	1	Physical Education	1
Physical Education	1	Electives	15
Electives	11		40 Credits
	47 Credits		

Students entering grade 12 in the school year 2004-2005 and subsequent years will be required to attain 43 credits to receive a Monrovia diploma. The two additional credits must be in math and/or science.

INDIANA'S CORE 40 DIPLOMA

<u>Subject</u>	<u>Credits</u>
English	8
Mathematics	6-8
Science	6
Social Studies	6
Health/Sub Abuse	1
Physical Education	1
Electives	10-12
40 Credits	

GRADE POINT AVERAGE

To calculate a cumulative grade point, the semester final grade of each full-credit class is assigned a point valuation as indicated under the grading scale section. This total is then divided by the number of credits attempted, with the results being carried out three decimal places. This calculation is done for each student after each semester.

CLASS RANK

The cumulative grade points of all the students in each class are listed in order. The highest grade point is then number one and so on down the list. This ranking is done each semester in grades 9-11 and after the seventh semester for seniors. Only students who have been enrolled for 9 weeks or more of a semester will be included in current class rank.

GRADUATION CEREMONY POLICY

1. To become eligible for graduation and the commencement exercises a student must meet all requirements set forth by the Monroe-Gregg School District and the State of Indiana.
2. A student who is under suspension, expulsion, or exclusion at the time of graduation may not participate in commencement ceremonies.
3. Graduating students must have a completed SENIOR CHECK LIST on file in the principal's office by the last day of senior's final

4. A maximum of three correspondence credits may be applied toward graduation from Monrovia High School unless the student completes his/her final semester here.

SEVENTH SEMESTER GRADUATION

It is advisable to complete four full years of high school. Graduation may be achieved, however, after seven semesters. This must be planned when the classes are being elected for a student's senior year. A form requesting this must be filed containing both student and parent signatures. A mid-year graduate may participate in end-of-the-year senior activities. Participation in graduation exercise requires attendance at scheduled practices. Mid-year graduates are not eligible for Valedictorian or Salutatorian honors which are given at the end of the year. A student requesting early graduation must have passed the ISTEP state graduation exam to be eligible for 7th semester graduation.

VALEDICTORIAN AND SALUTATORIAN

Every year the graduating senior with the highest cumulative grade point is recognized as the class Valedictorian. The student with the next highest cumulative grade point average is named Salutatorian. Only eight semester graduates are eligible for consideration of this honor. A student must have attended Monrovia H.S. for at least 7 semesters to be considered for valedictorian and salutatorian. These awards carry a special medallion to be worn over the graduation robe.

SENIOR CLASS RANKING

1. Each student in the top ten percent (10%) of the graduating class (completing eight semesters) is honored with a medallion. These honorees are taken from the seventh semester rank list. There are no replacements of those who are ineligible due to seventh semester graduation.
2. Seventh semester grades are used to establish final class rank and cumulative GPA. These are often requested by colleges even after acceptance has been granted.
3. A maximum of 3 credits from another accredited institution may be applied toward a diploma for Monrovia High School. This excludes those who complete their final semester here. Administrative Committee will consider special requests.

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

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 guidance office. Thus, if a student is absent on the day when grade reports are distributed, he/she should claim their grade report from the guidance 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.

HONOR ROLL

1. A scholastic honor roll is compiled each time a nine weeks grade report is issued with the final honor roll being based on semester grades rather than nine weeks' grades. To attain the honor roll, a student must have earned a minimum grade point average of 3.0. Two special categories of honor roll recognizes those students who have achieved all A's, all A's and B average.
2. To be on any honor roll a student cannot have received an F grade.
3. Copies of the honor roll are given to each teacher and mailed to all area newspapers for publication.

NATIONAL HONOR SOCIETY

Sophomores, Juniors and Seniors who have demonstrated outstanding scholastic ability, as well as ability in the areas of leadership, service and character, are recognized through membership in the Honor Society. To be eligible for the Honor Society a student must have attended Monrovia High School for one semester. In addition, an overall grade point average of 3.3 must be achieved and maintained. Those who are eligible will be evaluated according to the National By-laws and the basis of leadership, service and character. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. Members who fall below the standards which were the basis for their selection shall be warned in writing by the Chapter Advisor and given one semester to correct the deficiency. In the case of flagrant violations of school rules or civil laws, a member does not necessarily have to be warned to be removed from the Honor Society. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

INCOMPLETE GRADES

1. A student who 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.

SEMESTER EXAM WEEK

1. Semester exams will be administered during the last week of each semester.
2. A final exam schedule is made available prior to final exam week.
3. Pre-arranged absences are not allowed during exam week.
4. Students are to remain in their classroom for the entire exam time.
5. Exams are given only at the scheduled time designated by the administration.

SCHOLARSHIPS AND AWARDS

Each year several organizations offer awards and scholarships to graduating senior. Most of these are presented at the Senior Banquet.

PERMANENT SCHOOL RECORDS

An academic record is kept on file in the guidance office for each student showing the final grade for each semester in every class taken while in high school. The total number of absences each year is recorded, along with the cumulative grade point average and class rank at the end of each semester. These facts are utilized whenever recommendations are required by colleges or perspective 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 a 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 in 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 upon request.

GRADING SCALE

1. The grading system at Monrovia High 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

AP Calculus, AP Biology, AP English 12, AP U.S. History, and AP Music Theory will be offered to students meeting pre-requisites and will be weighted by 1.0 quality points (added to earned grade quality points) per semester. Courses listed as Honors Courses will be weighted by 0.5 quality points (added to earned grade quality points) per semester.

2. A. Classroom Grading Scale: 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

- B. Averaging of semester grades: To arrive at a student's semester grade the value of the two nine weeks letter grades are multiplied by 2 and the value of the final exam grade is added. The total of these values is divided by 5. The resulting quotient is a numerical average whose equivalent may be found in the scale above. **A combination of two F's out of a possible three grades will mean automatic failure for the semester.**

HOMEWORK POLICY

I. INTRODUCTION

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.

II. PHILOSOPHY

1. 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.
2. Homework should have different purposes at different grades. It should foster positive attitudes, habits, character traits, and facilitate knowledge acquisition in specific topics.
3. Homework can assist schools in emphasizing the partnership needed between the home and school in the educational process of students.
4. Homework can teach the student to accept responsibility, help him develop self-reliance in his work and improve study skills and work habits.

III. TEACHER'S ROLL

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 exception.
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.

IV. STUDENT'S ROLE

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. Due to the great demand on students time for both academic homework and other activities, students need to budget time for 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.

V. PARENT'S ROLE

1. Parents should show interest and support their children but remember that homework is the responsibility of the student, not the parents.

2. Parents should create a home atmosphere and attitude that helps establish student self-study as a priority.
3. Parents should provide suitable study conditions which are free from distractions of television, radio, friends or siblings.
4. Parents should help students to wisely budget study time with other activities.
5. Parents are essential in the monitoring process. If they see a problem or have a question, they should contact the teacher for assistance.

FIELD TRIPS

1. Field trips are scheduled by teachers to broaden the experiences of the classroom activities. Students will be excused to go on field trips with written parental permission slip. This must be turned into the teacher (sponsor of the field trip) no later than one week before the field trip.
2. Teachers should indicate on the permission slip if the absence will jeopardize the student's grade. Students are responsible for all work missed while on the field trip. A sponsor may also refuse to take a student on a field trip if the sponsor believes the student is irresponsible or if problems have occurred on previous trips or the trip may be hazardous to the student.
3. Field trips should not be scheduled during last two weeks of any semester (special circumstances will be considered on an individual basis).
4. Students who have 8 absences without a doctors note will not be allowed to travel on a field trip.. Special circumstances will require an administrative decision. This is to reward those who have a good attendance record and hopefully remind those with poor attendance of the importance of attending school.

MAKE UP WORK

1. Students absent from school must on the day of return make appropriate arrangements with their various teachers to make up missed assignments. Students will have two (2) calendar days for each day absent to make up missed work (this only pertains to work assigned on the day the student is absent). The missed work must be submitted at the start of class on day two (2) to receive full credit. THIS DOES NOT INCLUDE TESTS. This is a minimum requirement.
2. Students neglecting to follow the above will have an "F" recorded for missed work.

3. Guidance office services are available only for extended illness of one week or more. Homework may be requested if a student will be absent for two or more days. Parents should call by 9:00 AM and allow teachers twenty-four hours to fulfill these requests.

ABSENCES/ACTIVITY PARTICIPATION

1. An all day absence prohibits a student from participating in an ECA or after school function.
2. Participation in extracurricular activities will not be allowed unless the student attends four class periods, in their entirety, on that day.
3. Students leaving school during the day may not participate in after school activities unless a medical excuse is provided prior to the activity or unless prior approval is received from the principal or assistant principal.
4. In order to participate in extra-curricular activities a student must have passed at least 5 solid (full credit) classes in the previous nine week grading period. At the semester, semester grades take precedence.

EMERGENCY SCHOOL CLOSING

From time to time during the winter months it becomes necessary to close school due to inclement weather. The decision to close school will almost always be made by 6:00 AM on the day school is to be closed and if possible, the evening before. Parents and students are encouraged to listen to the following radio and television stations for news of school closings:

Television Stations

WRTV	Channel 6
WTTV	Channel 4
WISH	Channel 8
WTHR	Channel 13

LATE ENROLLMENT

Students who have been enrolled in another school corporation will be accepted as transfer students whenever the family moves into the Monroe-Gregg District. However, a student will not be

enrolled after the second week of a semester unless he/she has been enrolled in another school corporation during that time. The Monroe-Gregg School Corporation is under no obligation to enroll anyone over 16 years of age. Transcripts and current grade information must be provided by a student transferring before he/she will be enrolled.

WITHDRAWAL

1. 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.
2. 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.

RE-ENROLLMENT

A student who has withdrawn from Monrovia High School without entry into another school corporation will be allowed to re-enroll at Monroe-Gregg only under certain conditions. (Upon the first occurrence of such a situation the student will be re-admitted at the beginning of a new semester.) If the situation reoccurs he/she should have completed at least one credit by correspondence or attendance at another school corporation's day or evening program. Monroe-Gregg will accept transfer of the credit(s) earned toward graduation. A maximum of three credits will be accepted unless the student's final semester is completed at Monrovia High School.

A student may enroll in a maximum of three (3) night school or correspondence courses while enrolled as a full time day student. This indication of sincerity of purpose will make a former student eligible for re-admission.

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.

Section V. SPECIAL, PROGRAMS, AWARDS, SCHOLARSHIPS

ACADEMIC RECOGNITION PROGRAM

A. PHILOSOPHY

It is the philosophy of the Academic Awards program that a student needs to be involved in activities outside of, as well as, exhibit educational leadership in the classroom. Therefore, in order to obtain an award in this area, the student must do more than excel at grades.

B. CRITERIA AND PROCEDURE

The principal shall annually review the criteria and procedures for Academic Awards. Changes in the award criteria and procedures shall be discussed and decided by the Awards Council. The composition of the Council shall be a minimum of three teachers and the principal or his designee.

C. AWARDS

- a. CERTIFICATES - A student may apply and will receive a certificate when they accumulate 25 points in a given calendar year.
- b. PIN - A student may apply and will receive an Academic Pin when they accumulate 50 points in a given calendar year.
- c. ACADEMIC LETTER - A letter will be awarded to those students who apply and have accumulated 75 points in a given calendar year.
- d. Subsequent letter awards will be given for continuing point achievement.

AWARDS CRITERIA

Points for the Academic Award at Monrovia High School may be earned in the following manner:

Grade point average: each nine weeks and semester

- a. A.....2 points

- b. B.....1 point
- c. These stipulations apply:
 - 1. No grade lower than a C- for the same period.
 - 2. Enrollment in a minimum of four (4) academic classes.
 Academic Awards points:
 - 1. Honors = 1 point
 - 2. AP Course = 5 pts.
 Participation in Enrichment and Academic Competitions:
 - A. Academic Competition Points
 - 1. Spellbowl 5
 - 2. Quiz Bowl (Varsity) 15
 - (Reserve)10
 - (Team Member) 5
 - 3. Superbowl..... 10
 - 4. Member of 2 teams..... 15
 - 5. Member of 3 teams..... 20
 - B. Any department may petition the Academic Council to have various subject events included for points up to 5 points. The Academic Awards Council will assign the number of points for each activity based on the petition.
 - 1. Some examples of these might be:
 - a. English Achievement Day
 - b. Science Fair
 - c. Science Olympiad
 - d. Envirothon
 - C. Academic workshops or conferences may also be petitioned for points by the individual.
 - 1. The Academic Awards Council will assign one to ten points per approved activity. The points assigned will be based on the student's presentation to the council following the activity.
 - 2. Academic Awards
 - National Honor Society/NJHS 8
 - A. Performing Arts Productions
 - 1. Performer/Student Director 8
 - 2. Production Staff 5
 - C. Art Fair Award Recipient 5
 - D. Hugh O'Brian Program 5
 - E. Girl's/Boy's State.10

F. Lugar Symposium	5
G. VFW Speech Contest Award Recipient.....	5
H. Scholarship Awards	
1. Eisenhower	15
2. Hoosier Scholar	8
3. National Merit Semifinalist.....	20
4. Valedictorian/Salutatorian	10
5. Top Ten- Senior Class Only.....	5
I. 9-12 Highest Cumulative GPA in each class	
1. 5 th	1
2. 4 th	2
3. 3 rd	3
4. 2 nd	4
5. 1 st	5

Section VI. EXTRA CURRICULAR PARTICIPATION

- A. The social development and extracurricular activities of students are a vital part of the total educational program at Monrovia Jr.-Sr. High School. Students who become involved in extracurricular activities generally find school more interesting, challenging and personally more fulfilling.
- B. Some activities such as homecoming and the prom are designed strictly for fun. Others, such as athletics, the spring musical and music, as well as academic contests, are intended to develop interest, talents, leadership and organizational abilities.
- C. In order for a student to participate in ECA events on a specific day, the student must be in first period class by the end of the period.
- D. **Monrovia High School Drug Testing Policy**
 - 1. **Mission Statement**
The mission of Monrovia High School is to provide a quality education for all students in a safe and supportive environment promoted by the cooperative efforts of parents teachers, and the community. Monrovia High School recognizes that a safe and supportive environment is a drug –free environment. Thus, it is the goal of Monrovia High School to promote safety and health and most importantly to help those students and families who have been adversely affected by drugs and alcohol.
 - 2. **Introduction**

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling provided herein.

Monrovia High School also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage to permit testing, or deny drug testing to a student and follow current practices as outlined in the Due Process Procedures. Furthermore, Monroe-Gregg School Corporation reserves the right to test any student, outside the random selection, who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage. "Reasonable suspicion" is defined to mean that the school corporation believes the physical appearance, behavior, speech, odor, and/or previous test results of a student are indicative of the use of drugs or alcohol.

3. 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 schools' 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 Schools Student Assistance Program (SAP)

4. Obligation To Govern The Medical Condition Of Students

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, IC 20-8.1-7-3 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

5. 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 High 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.

6. Procedure

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

- Extracurricular or Co-Curricular activities (See list)
- Drive a vehicle to school

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 himself/herself, but also for other students and adults who potentially could be affected.

An oral fluid 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 the School Nurse. 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 Student Assistance Coordinator, 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 (monthly) from a pool of those agreeing to be tested. Each month testing may occur on a different day, Monday through Saturday. This will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number and that number will be placed in a monthly drawing.

A strict chain of custody will be enforced to eliminate invalid tests or outside influence. Each student will remain under school supervision until he/she has produced an adequate specimen. If he/she cannot produce a specimen, then he/she will be taken to the office and told he/she is no longer eligible for any of the activities/privileges referred to earlier. In addition, parents/guardians will be telephoned and informed the student is unable to provide a specimen in the testing procedure. The parents will be told the student may be tested at a later date to be reinstated for eligibility.

If a student shows signs of being at-risk, the Principal (or designee) may call the student's parent and ask that he/she be tested. At-risk factors will include, but are not limited to excessive discipline problems and/or excessive absences from school. 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.

Any student who is placed in a testing pool will remain in that pool until he/she notifies the Monrovia High 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 High School, he/she would be eligible for activities/privileges upon completion of transfer forms, Monrovia High School Driver/Parking Tag Form (if applicable), and "Consent Form."

7. Positive Test Results and Appeal

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 the Student Assistance Coordinator. During this meeting, the positive testing will be discussed and the exclusion or activities will be stated. The student and custodial parents/guardians will be told that a restriction from participating in any of the listed activities and/or driving to school will be implemented for at least 42 calendar days...21 calendar days if student agrees to attend 3 drug awareness sessions with a school administration approved organization within the first 21 calendar days of the suspension. 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. The student or his/her custodial parents/guardians may appeal by requesting that the oral fluid sample be tested again by an approved lab at a cost to the student or his/her custodial parents/guardians.

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 expense of the student or his/her custodial parents/guardians**. This testing will occur at the conclusion of the 42-calendar day or 21-calendar day restriction from activities. Upon reinstatement to activities the student will

periodically for the next three months be tested **at the expense of the student or custodial parents/guardians.**

If the student tests positive a second time, the student will be restricted from activities and/or driving to school for one calendar year. The restriction begins from the time the student/custodial parents/guardians are notified. Multiple positive results from testing are indicative of continued substance use and will mean that the student will be referred for professional evaluation paid by the parent.

**School Co-Curricular Activities
(qualifies for MMM Award)**

Academic Team	Honor Society
Drama Club	Student Council
All Choirs	All Bands
FCA	Foreign Language Clubs
Color Guards	Flag Corps
Headliner Staff	Yearbook
TSLA	

**Extra-Curricular Athletics
(qualifies for MMM Award)**

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys'/Girls' Basketball	Baseball
Boys'/Girl's Cross Country	Wrestling	Softball
Boys'/Girls' Soccer	Cheerleaders	Boys' Golf
Volleyball		Boys'/Girls' Track
Girls Golf		
Cheerleaders		

Section VII. STUDENT CONDUCT GENERAL RULES

PUBLIC DISPLAY OF AFFECTION

Students will not engage in voluntary or consensual sexually related contact with another person. The public display of affection such as kissing, petting, and 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 their agenda signed by an authorized individual classroom teacher, secretary, etc. Students may not go outside the building unless authorization

is given by or approved by the office. Students who forge agendas or are in possession of a forged agenda may be assigned detention, Saturday School, suspended, or expelled from school. Hall passes are included in the school agenda. Lost agendas can be replaced at the cost of \$10.00 .

CLOSED CAMPUS

Monrovia High School operates as a closed campus. Therefore, students are not to leave the grounds during school hours without the consent of the office, unless attending vocational school or School-to-Work programs.

SCHOOL JURISDICTION: STUDENT SAFETY AND RESPONSIBILITY

A student is under school rules and jurisdiction whether he/she is in regular attendance, on his/her way to and from school, attending an after school or evening school sponsored function, even if the function is not occurring on the school premises.

SEXUAL HARASSMENT

Peer sexual harassment is strictly forbidden at Monrovia High School, on school premises and during school programs and activities . Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, that interferes with the ability of a student or students to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. The school will take prompt and fair action to investigate any report and to stop the sexual harassment.

HARASSMENT OF TEACHERS AND STUDENTS

The school will investigate and assist in the prosecution of students responsible for acts of vandalism, annoying telephone calls, and other forms of harassment or intimidation of students and/or teachers.

Sexual and other forms of harassment will be handled based on the adopted School Board Policy 5517. This policy specifically defines harassment and the reporting procedure for individuals in

the school corporation. The school officials will make this harassment policy and the consequences for violating the harassment policy available to all students. Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications including electronic transmitted; physical act committed: or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.” Forms of intimidation and harassment (teasing, name calling, spreading rumors, sexual harassment, extortion of money or personal items and physical/verbal threats or action) are unacceptable. Bullying also occurs if there is a substantial interference with a student’s education or an employee’s role in education, or if it creates a hostile education environment.

Responsibility for these acts will result in disciplinary action being taken by the school.

Consequences: 2 to 3 days out of school suspension, 10 to 20 demerits, refer to Table 3, #25.

AUDIO & VIDEO DEVICES

The playing or display of cell phones, camcorders, ipod’s, MP3 players, PDA’s, radios, CD’s, TV’s or any other audio device is not permitted during school hours (7:15am to 2:40pm). Cell phones are for emergencies only, they must not be turned on during the school day. Students are not to have electronic devices on during the school day. This specifically includes **text messaging** during the school day, which is strictly forbidden.

For the purpose of school and student safety, Monrovia High School has established policy on cell phone. Students will need to register cell phones in the Assistant Principal’s Office within 14 days of entry into the school.

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.

STUDENT DRESS

Students will not engage in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes. The appearance and dress of any

student is the primary responsibility of the parent. Monrovia High School is concerned with the appearance, as well as the behavior of students. The school believes that students should be attired in such a way as they reflect credit on themselves, their families, and the school. Students are not to wear hats, cut-off T-shirts, sunglasses, halter-tops, gloves, unbuckled belts, chains, spiked bracelets or necklaces, wallet chains, tops or shirts which allow midriff to be exposed or distracting clothing.

In addition, articles or clothing depicting and/or advertising tobacco, drugs, alcohol, obscenities, or that which is otherwise inappropriate or disruptive, are not to be worn at school or at school sponsored functions.

In such cases the student will be required to change to school issued attire for the remainder of the school day returning the item at the end of the day borrowed. Certain classes offered at MHS require that special protective clothing and equipment must be worn for the health and safety of students. If in the judgment of teachers, or administrators, reasonable discretion has not been exercised to avoid undue distraction, to provide for proper cleanliness or to maintain proper levels of common decency, the school will intervene.

Students will not be allowed to carry gym bags during the school day. Gym bags must be kept in lockers and can only be used for P.E. classes.

Students refusing to abide by the school's expectations may be assigned detention, Saturday School, suspension, or if necessary, suspension pending expulsion.

PERSONNEL AUTHORITY

As stated in IC 20-8.1-5-7: The superintendent, principal, and administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such actions including:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning students additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restriction of extracurricular activity.
7. Restriction from graduation activities.
8. Detention, Saturday School, suspension from school and/or expulsion.

Section VIII. DISCIPLINE CODE

The philosophy of the Monrovia High School Discipline Code provides a standardized procedure for establishing a positive environment in which students can learn. All students are expected to adhere to the rules set forth in the Monrovia High School Handbook and it is the responsibility of the staff and the administration to enforce the codes as established in the handbook.

NOTE: In the event of special circumstances the administration reserves the right to enforce other disciplinary action when necessary.

ROLES AND RESPONSIBILITIES

All school and community members are responsible for insuring that this school environment supports the educational program. This community includes parents, students, school staff, administration, counselors, assistant principals, principals, superintendent, the Board of Education of Monroe-Gregg School Corporation, and all other citizens. The Discipline Code is based on RESPECT for all members of the school community. The atmosphere needs to be one of "Mutual Respect".

A. Parent's responsibilities include:

1. Working with school personnel, community agencies to enforce appropriate student behavior.
2. Care for student's health and well-being.
3. See that students consistently attend school, on time, with lessons prepared.
4. Understand each section of the Monrovia High School Handbook discipline section and ensure that their child knows the established standards.

B. Student's responsibilities include:

1. Understand the established standards in the Monrovia High School Handbook discipline section.
2. Follow established standards in class, on school property, on the bus, and at school activities.
3. Attend school regularly, on time, with lessons prepared.
4. Demonstrate RESPECT for the rights and feelings of other students, school personnel and visitors.
5. Students will be held responsible for their actions.

- C.** Faculty responsibilities include:
1. Provide an inviting environment for learning.
 2. Understand and consistently enforce school's discipline standards and rules.
 3. Confer with parents, school personnel, and students to correct unsatisfactory behavior.
 4. Use the Monrovia High School Handbook discipline section to teach students established standards.
- D.** Counselors responsibilities include:
1. Counsel students with behavior problems, as an intermediate step for Category I Offenses.
 2. Counsel with staff on effective ways to improve behavior within school.
 3. Confer with parents concerning unacceptable behavior of students.
 4. Understand and consistently enforce school discipline standards.
- E.** Administrative Assistant's responsibilities include:
1. Understand and consistently enforce school's discipline standards.
 2. Counsel with staff on ways to improve student behavior.
 3. Administer demerit system and maintain accurate student records.
 4. Serve as the informal hearing officer.
 5. Confer with parents when a violation of Category II and III Offenses have occurred.
 6. Report finding on each disciplinary action to the referring teacher.
- F.** Principal's responsibilities include:
1. Plan, organize, and direct the school to assure that all standards are implemented.
 2. Monitor the standards to keep the school a safe place.
 3. Confer with parents, students, and staff concerning school standards and rules.
 4. Establish in-service programs for staff so that all persons understand and can implement school standards explained in this handbook.
- G.** Hearing Officer's responsibilities include:

1. Use the standards of the Monrovia High School Handbook discipline section, the policies of the School Board of Education of Monroe-Gregg School District, and the laws of the State of Indiana as guides for making decisions about students.
2. Insure that students receive due process.
3. Review background information provided concerning students and make certain that evidence has been obtained from available sources prior to making a decision about a student.
4. Certify that the evidence obtained supports the decision reached.

H. Superintendent's responsibilities include:

1. Assure that building administrators follow the policies of Monroe-Gregg School District that pertain to behavior standards.
2. Review and act on recommendations for expulsion as they are received from building administrators and from the Hearing Officer.
3. Recommend to the Board of Education changes that should be made in policies in light of changes in state and federal law, as well as administration's suggestions.

I. Board of Education's responsibilities include:

1. Establish and uphold discipline standards established for the school district.
2. Review school discipline reports and standards yearly, implementing any necessary changes.

Section IX. GENERAL BEHAVIOR STANDARDS

Students at Monrovia High School will follow the established behavior standards while on school property, at school activities, and while going to and from school. Students are expected to respect all employees of the Monroe-Gregg School Corporation.

These general standards include:

1. Keep one's self and one's belongings to one's self.
2. Be honest and cooperative at all times.
3. Walk quietly through the halls.
4. Follow directions of school staff immediately, the first time directions are given.
5. Treat others politely in your behavior and conversation.
6. Possess NO drugs, alcohol, or tobacco products.
7. Bring NO dangerous or unnecessary items to school.

8. Assume the responsibility of all personal possessions at all times.
9. Use school equipment in the manner in which it was intended to be used.
10. Eat in the assigned place at lunchtime; display good manners and leave the eating place clean.
11. Place all refuse in trash containers.
12. Have no open soft drinks in the halls, lockers or classrooms.
13. Have no food in the halls, lockers or classrooms.
14. Respect and understand that all disciplinary actions are based on faculty and staff discretion.

Section X. CLASSROOM EXPECTATIONS

Each student will follow the established classroom standards/procedures, which will be explained and posted by each teacher. The classroom standards are listed below:

1. Students will be on time and at the scheduled place throughout each school day.
2. Students will be prepared for lessons with assignments completed for each class they have.
3. Students will have the necessary supplies, books, and other materials needed for each class.
4. Students will use only their own personal knowledge as they complete assignments, tests, or other work intended to measure that knowledge. Cheating is unacceptable. (Refer to Table 1)
5. Students will follow all other rules established by the teacher for a specific class.

Section XI. DISCIPLINE DESCRIPTIONS

Students are responsible for abiding by school standards while they are under the school's authority. The school's authority extends to the students while they are on school property, at school activities, and while going to and from school. All disciplinary actions are based on faculty and staff discretion. The offenses have been divided into three categories, described below.

1. Category I Offenses include actions which are disruptive to the school environment and do not follow the established standards of behavior.
2. Category II Offenses include actions which interfere with the rights of other students, adults, or their property. These are

3. Category III Offenses include actions which are illegal and are severe violations of school standards.

Section XII. CATEGORIES OF OFFENSES

The categories of offenses as described above show the type of offenses that would fall within each category. Students who commit offenses at Monrovia High School may expect to receive corrective action from a teacher, an administrator, or other staff member. In all cases, due process for students will be followed, according to Indiana State Law, mandated in Indiana Code 20-8.1-5.1-8. Listed below are the offenses in each category.

CATEGORY I OFFENSES (Teacher Initiated Discipline)

- Classroom problems: not having class materials, not complying with class rules, not doing homework
- Disruptive behavior
- Horseplay
- Littering
- Loitering
- Physical Contact Between Sexes
- Pushing/running
- Text Messaging
- Tardy to class
- Failure to comply with reasonable request
- Cheating

Notes concerning Category I Offenses

- a. Physical contact includes inappropriate body movements, hugging, kissing, walking arm in arm, or other similar behavior beyond holding hands. This is not appropriate behavior for school.
- b. Tardy policy says the students are to be in their seats when bell rings.
- c. Failure to Comply pertains in particular, but not exclusively, to a student's failure to obey teacher's instructions concerning Class I Offenses. In order for teachers to be able to consistently apply penalties and corrective measures, students must not defy any reasonable instruction. Further, it is not the student's position to define "reasonable," it is rather the staff member's or administrator's position to do this.

- d. Cheating is submitting work of any type which is not completely your own.

CATEGORY II OFFENSES (Referral to Administrative Assistant)

- Attempting Battery on another Student
- Dressing Improperly
- Encouraging another Student to Violate School Rules
- Possessing a Knife as defined in table 2
- Failure to Serve Detention
- Forgery, misrepresenting one's self (verbal, written or implied)
- Gambling, Money Flipping, or Playing Cards
- Maliciously Damaging School Property (value less than \$20.00)
- Cutting Class, leaving the classroom without permission
- Misusing School Property
- Possession of Tobacco Products or look alike items; use of tobacco product can result in a more serious penalty
- Stealing or Possessing Stolen Goods (value less than \$10.00)
- Stealing or Possessing Stolen Goods (value less than \$100.00)
- Using Inappropriate, Vulgar or Lewd Language
- Verbally Abusing another Student
- Verbally Abusing a Staff Member
- Misuse of Technology Equipment
- Truancy
- Water-related items

Notes concerning Category II Offenses

- a. **DRESS CODE** to be followed by all students:
1. No clothing depicting alcohol, violence, tobacco products or obscenities can be worn.
 2. No midriff or abdominal area of the body can be showing when student raises arms. No low cut tops or blouses will be permitted. (T-shirts will be loaned to offenders)
 3. No sleeveless tops can be worn.
 4. Pants can have no holes above the knees.
 5. Pants must be worn around the waist, above the hips.
 6. Shorts or skirts must be longer than mid-thigh in length.
 7. Hats will not be allowed anywhere in the building. 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).

8. The school believes that the students should be attired in such a way that reflects credit on themselves, the school and the community.
9. Gym bag will not be permitted during school day. Only book bags will be allowed.
10. No blankets, quilts or pillows will be allowed to be used during the school day.
11. No coats or jackets will be allowed to be worn during the school day.

CATEGORY III OFFENSES (Referral to Administrative Assistant)

- Assault or Attempting Battery on a Staff Member
- Battery
- Extortion
- Fighting
- Gross Insubordination
- Improper Sexual Advance/Contact
- Indecent Exposure
- Maliciously Damaging School Property (value \$20.00 - \$100.00)
- Maliciously Damaging School Property (value greater that \$100.00)
- Physically Abusing Teacher/Adult
- Possessing, Using, or Being Under the Influence of Alcohol or Drugs
- Possessing, Using, or Giving Away Explosives or Fireworks
- Possessing, Using, or Giving Away Weapons or a Knife
- Selling Drugs at School
- Setting Off Fires at School
- Setting Off False Fire Alarms
- Sexual Abuse
- Stealing or Possessing Stolen Goods (value \$100.00 - \$999.99)
- Stealing or Possessing Stolen Goods (value greater than \$1000)
- Threatening to Use Weapons
- Trespassing

A. Due process means

1. Students accused of an offense shall have their rights protected.
2. They shall be entitled to notice of the charge and shall be afforded the opportunity to be heard and to present evidence

3. They shall have the right to appeal any disciplinary action.
- B. Due process procedures are listed below. The category and severity of disciplinary action shall be decided upon by the principal or designee for all offenses not described herein.
1. Due process for Category I Offenses to be followed by the classroom teacher as follows:
 - a. The teacher or staff member shall serve as an informal hearing officer and shall:
 - b. Inform the student of what the student is accused
 - c. Provide the student with the evidence concerning the accusation
 - d. Present the evidence leading to the accusation
 - e. Make a decision based on the accusatory evidence and the student's evidence
 - f. Administer appropriate corrective action if student is found guilty.
 2. If a Parent Conference is required according to **Table 1**, after due process has been followed, the staff member will:
 - a. Contact the parent or guardian by phone.
 - b. If no phone contact is possible, the staff member will send the required letter.
 - c. Relate to the parent the offense and the corrective action previously taken.
 - d. Request that the parent discuss the matter with the student and suggest approaches that might lead to a change in behavior by the student.
 3. If a Guidance Department Referral is required according to **Table 1**, after due process has been followed, the staff member will:
 - a. Write a referral letter to the appropriate counselor.
 - b. State within the letter the offenses and the corrective action which has been taken.
 - c. Request that the counselor arrange a meeting with the student and determine what follow-up action should be taken to correct the student behavior.
 - d. Receive back from the counselor a written report stating the follow-up action to be taken by counselor, teacher, and student.

4. If an In-Class Detention is required according to **Table 1**, after due process has been followed, the staff member will:
 - a. Inform the student of the violation and
 - b. State the date and time of the detention to be served in the classroom.
 - c. Not assign a student to detention with less than 24 hours notice.
 - d. Have a conference with the student during the detention within the class.
5. Due Process for Category II Offenses and Category III Offenses will have the administrator serve as an informal hearing officer, following the same steps for Due Process outlined for Category I Offenses, as mandated by Indiana State Law.
6. Corrective Action for Category II and III Offenses may include the following: an Administrator-Student conference, Parent contact, a Parent/Student/Administrative Assistant (hereafter A.A.) conference, and demerits. The procedure is outlined below; each administered by an administrator or designee.
 - a. Administrative Assistant - Student Conference if required, the A.A. will:
 - 1) Have a conference with the student at an arranged time.
 - 2) Seek the student's cooperation to correct the unacceptable behavior.
 - 3) Establish a goal with a definite time line for student to improve behavior.
 - 4) Establish a procedure to monitor improvement.
 - b. Parent Contact: if required, the A.A. will:
 - 1) Contact the parent/guardian (hereafter "parent") by phone. If contact is not possible, the A.A. will notify by mail.
 - 2) Relate the offense and corrective action previously taken to the parent.
 - 3) Request that the parent discuss this matter with the student and suggest approaches leading to a behavior change by the student.
 - c. Parent/Student/A.A. Conference: if required after due process has been followed, the A.A. will:

- 1) Contact the parent to arrange for a suitable time for the meeting.
 - 2) Arrange a suitable time for the student to meet.
 - 3) Relate the facts and corrective action to be taken at the meeting with the parent and the student.
 - 4) Establish goals to be accomplished by student within a definite time line.
 - 5) Arrange a date for parent to contact to assess the progress of the student.
- d. Demerits will be awarded not as a disciplinary measure, but as a method of allowing for a consistent increase in severity of disciplinary measures for students repeatedly in violation of school rules. They are awarded on a weighted system, based on the severity of the offense. If after due process, demerits are required as a part of the corrective action, the A.A. will:
- 1) Review the record of that student to determine previous demerits from the current school year.
 - 2) Inform the student or parent of the record contents which the A.A. maintains.
 - 3) Inform the student that demerits are accumulated over a school year and that habitual offenders are penalized by the demerit approach.
 - 4) Assign corrective action after determining the total demerits accumulated by the student.
- e. Further notes concerning the use and assignment of demerits
- 1) With 30 or more demerits, the A.A. will review the students discipline record and the state statute and determine if the student should be expelled for the semester. Students may also be recommended for expulsion for actions defined as “grounds for expulsion or suspension” by **IC 20-33-8-14** regardless of the number of accumulated demerits.
 - 2) Demerits received during semester I will not be continued into semester II.
 - 3) After accumulating at least 4 demerits, students can remove 4 demerits for 20 demerit free school days. This method does not apply to Category III demerits. This reduction method can be repeated using the above described formula. However, demerit reductions cannot be banked or carried forward.

- 4) Any student accumulating 25 demerits in one semester will be placed on “disciplinary probation”. The student must:
 - a) Follow school code of conduct
 - b) Pass all CORE subjects
 - c) Attain no more than 15 demerits
 - d) Not receive a Table III referral
 - e) Sign contract agreeing to all the school’s regulation.
 - f) Submit & fund school drug testIf a student is in violation of the probation, student will be suspended pending expulsion.

f. Suspension, if required after due process has been followed with administrator serving as informal hearing officer, will follow the following procedure:

- 1) Determine that the student has committed an offense which warrants suspension and falls under the adopted school rules and the applicable state laws, and
- 2) Suspend the student from attending the regular school schedule and before and after school-related activities, and
- 3) Inform the student of the time period, the place, and the provisions of the suspension, and
- 4) Contact the parent by phone if possible, and
- 5) Mail a written notice of the suspension to parents or guardian.

Note: Students are not to be on school grounds or to attend school functions during O.S.S. time. Suspension time ends at 7:15 AM on the day returning to school.

g. Expulsion Procedure

An expulsion is the denial of school attendance for a student for more than five days and is usually for the remainder of a semester or school year which results in loss of all credits for that time period. Expulsions which take place during the second semester may remain in effect for summer school and may remain in effect the first semester of the following school year. It is imposed at the principal’s recommendation by a hearing officer. A student is entitled to a hearing prior to an expulsion if he or she does not ask for the hearing, the expulsion is automatic after 10 calendar days of notification by the hearing officer.

**GROUNDS FOR EXPULSION OR SUSPENSION
(IC 20-33-8-14)**

The following types of student conduct constitute grounds for expulsion or suspension under Indiana Code 20-8.1-5.1-8 and are subject to the procedural provision of this chapter, and as stated by School Corporation rules:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting and interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with the intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any lawful meeting of assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision. This subdivision shall not, however, be construed to make any particular student conduct grounds for expulsion where such conduct is constitutionally protected as an exercise or free speech or assembly or other right under the constitution of Indiana or the United States.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of small value.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action

5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonable be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this sub-division.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function and are validly adopted under sections 2 and 3 (IC 20-33-8-14) of this chapter.
11. Student who is expelled from vocational school will also be considered expelled from Monrovia High School. The established expulsion process will be followed.

In addition to the grounds for expulsion or suspension under subsection (b) a student may be expelled or suspended 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. The following infractions include but are not limited to examples resulting in disciplinary action:

1. Smoking or possessing tobacco products in the building or on school grounds.
2. Cutting class or study hall.
3. Fighting
4. Refusing to obey a teacher (defiance).
5. Failing to do assigned work.
6. Failing to have proper materials in class.
7. Disrespect shown to a teacher.
8. Use of profanity.
9. Vandalism, theft, or other destruction of property.
10. Misbehaving on a school bus.

11. Improper behavior in or out of the cafeteria.
12. Being in the hall without a verified pass.
13. Being in an unauthorized area.
14. Possessing or lighting firecrackers or other similar devices.
15. Using or possessing drugs or alcohol.
16. Use of any inhalant.
17. Leaving school building for lunch.
18. Returning to school grounds for the purpose of riding a bus home.
19. Failing to serve a detention without reasonable cause.
20. Sharing of lockers.
21. Falsified documents (passes, attendance notes, etc.).
22. Other conduct interfering with the school's educational purpose or function.
23. Possession or use of any offensive or disruptive odor causing items.

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

1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function or event; or
3. traveling to or from school or a school activity, function, or event.

In-School Detention

In-school suspension (ISD) is designed for those students who violate school policies and need to be removed from normal school day activities and placed in an area where constant supervision is available. ISD begins at 8:45am and ends at 2:40pm. Students will be required to bring their own work to ISD and work will be provided for those students who have none. Students are encouraged to bring their own lunch, however, if a student forgets, a standard government lunch will be available for purchase. All students assigned to ISD will be required to write the Monrovia Jr.-Sr. High School Student Conduct Code prior to starting class work. Students referred to the office for failing to comply with ISD rules while in ISD will be assigned out of school suspension.

THURSDAY, FRIDAY & SATURDAY SCHOOL

Thursday, Friday & Saturday School is intended to provide a means of modifying student behavior without interfering with the student's academic progress. Thursday, Friday & Saturday School assignments are made only by the administration.

OPERATION

Saturday School will be held at Monrovia High School room 211 on Saturday mornings from 8:00 AM to 11:30 AM. Thursday & Friday School from 2:50 – 5:45 in room 211 .

THURSDAY, FRIDAY & SATURDAY SCHOOL REGULATIONS

1. Room 211 will be open for Saturday School at 7:45 AM and locked at 8:00 AM. Students will not be admitted after 8:00 AM. Thursday & Friday School will be open at 2:45 and locked at 3:00pm.
2. Saturday students are expected to remain in the I.S.D. Room from 8:00 AM to 11:30 AM. A five-minute break will be given at 10:00 AM
3. All regular school rules are in effect. Failure to follow directions and/or requests of the supervisor will result in immediate dismissal. No credit will be given for partial completion of the assignment.
4. Each student is expected to bring enough work to remain occupied for 3½ hours. Acceptable materials include textbooks, library books, or appropriate reading material as approved by the administration or Saturday School supervisor.
5. It is recommended that students contact their teachers for work prior to their assignment.
6. Sleeping or the appearance of sleeping will not be allowed.
7. Students will sit where they are assigned. No food, candy, or beverages are to be brought or consumed at Saturday School.
8. Students will not have access to their lockers. Arrangements are to be made before leaving school the previous day.
9. Failure to follow any of the rules and regulations of the Saturday School will result in immediate dismissal. Students dismissed will be requested to telephone home before leaving.
10. Students who are dismissed may be assigned out-of-school suspension in addition to being required to complete the Saturday School assignment.
11. A parent's note or telephone call must be received by 7:30 AM on the Monday following the assigned Saturday School absence. All absences for which a note or call is not received will be considered unexcused.
12. Excused absences include illness, unavoidable family emergency, death in the family, or medical appointment.
13. An excused absence will allow the student to serve the following Thursday, Friday or Saturday session.
14. No reassignment will occur for unexcused Saturday School absences.

15. Students may be assigned school/community services during this time.

TEACHER DETENTION (TASD)

Students may be assigned a Teacher After-School Detention (TASD) by any teacher. Students will be given a 24-hour notice to serve this detention. Students are to bring study materials to the detention.

ADMINISTRATIVE DETENTION (B/ASD)

Students may be assigned an Administrative Before/After-School Detention (B/ASD) for referrals to the Asst. Principal from teachers or staff. Multiple detentions will be referred to Asst. Principal for possible suspension or Thursday, Friday or Saturday School. Students will be required to bring study materials to this detention. (Before/After School Detentions may be assigned where appropriate.)

SUSPENSION

Suspension is a disciplinary action used when a serious incident has occurred. It involves the temporary removal from school. The principal or assistant principal may suspend a student for a period of no more than ten school days for conduct constituting grounds for expulsion or suspension as set out in IC 20-33-8-31.

Students suspended out of school can make up all work.

SUSPENSION AND EXPULSION DUE PROCESS

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when either suspension or expulsion is utilized as a disciplinary measure. A copy of the law is on file in the Office and is available to students upon request.

Section XIII. ATTENDANCE AND TARDY POLICY

The purpose of an attendance and tardy policy at Monrovia High School is to maintain standards for all students such that their education is not hindered by poor attendance to their classes. Every student is expected to be at school on time every day, adhering to the rules and exceptions outlined for student attendance outlined below. It is the responsibility of the teachers and administrators to enforce these rules with their accompanying penalties. Attendance at MJSHS is governed by the Indiana Code and local policy adopted by the Board of School Trustees. Every parent or legal guardian is responsible for helping the school enforce these policies. This section is divided into four parts: attendance

policy, tardy policy, cutting policy, and truancy policy. These rules are in force for any scheduled regular school day.

A. Attendance Policy

1. Perfect Attendance

The following reasons will not be counted as absences for purposes of determining perfect attendance:

- a. Serving as a Page in the Indiana General Assembly
- b. Election day activities as authorized by statute
- c. Serving as a witness in a court proceeding
- d. Educational activities approved by the principal
- e. Obtaining an Indiana Driver's License
- f. Death in the immediate family for up to 5 school days; this includes parents, grandparents, and siblings, including those resulting from marriage
- g. Absence due to inability of the school corporation to provide transportation to the school, when that transportation is school's responsibility
- h. Circumstances that are approved by the principal

2. Attendance Requirements

- a. Absences from school are not to exceed 10 days per semester. Students accumulating more than 10 days absences will be required to present a medical excuse for each additional absence in order to remain in school. The student must be seen by the medical person issuing the excuse. This excuse must show time, place and date of medical visit.
- b. More than 10 absences without medical verification for one class will result in an F for that semester and invalidation of student's drivers license for 120 days.
- c. More than 10 absences without medical verification for 3 or more classes will result in a school suspension and a recommendation for expulsion for that semester.
- d. Absences while under a doctor's care require written verification presented to the office before 9:00 AM the following day or upon return to school if it is the same day. Ben Davis students must return notes by 12:00 Noon.
- e. Medical appointments should be scheduled after 2:45 PM to minimize the disruption in the student's education.
- f. Generally, only ½ day will be allowed for medical appointments. The principal is allowed to make exceptions to this rule.

- g. Consecutive illness past 3 days must be accompanied by a medical verification from the medical person issuing the medical excuse. This excuse must show time, place and date of medical visit.

Section XIV. BUS CODE OF CONDUCT

The purpose of a standard bus code of conduct is to insure 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. It is the responsibility of the bus drivers, transportation director and administration to enforce these rules with their accompanying penalties. This section is divided into four parts: **responsibilities, general behavior standards, bus rules, and list of offenses.** These will each be in force for all bus trips, including field trips, extracurricular activities, and transportation to and from school.

A. Responsibilities

The parent's responsibilities include:

1. Working with bus drivers to enforce appropriate student bus conduct.
2. Understand each rule for bus conduct and ensure that their child follows the standards.
3. Provide transportation if a student is removed from the bus for unsatisfactory behavior.

The student's responsibilities are the same as for regular school conduct:

Understand and follow the rules for bus conduct, as well as respecting the rights and feelings of other students on the bus.

The bus driver's responsibilities include:

1. Provide a safe trip for students on all school trips.
2. Understand and consistently enforce school's bus conduct rules.
3. Confer with parents, school personnel, and students to correct unsatisfactory behavior.
4. Use the bus code of conduct to teach the students about the established standards.
5. Notify the principal and transportation director in writing when discipline is necessary.
6. To unload all busses at the MS parking lot in the morning.

B. Behavior

The following list describes the kind of behavior that students should have while on the bus, for any school activity. Students should keep in mind that all school standards are in place when

they are riding the bus, and as such, the same expectations are made of their conduct on buses as in the school itself.

1. Keep one's self and one's belongings to one's self.
2. Be honest and cooperative at all times.
3. Sit quietly in the seats.
4. Follow directions of bus driver immediately, the first time directions are given.
5. Treat others politely in your behavior and conversation.
6. Possess NO drugs, alcohol, or tobacco products.
7. Bring NO dangerous or unnecessary items (e.g. radios) to school.
8. Assume the responsibility of all personal possessions at all times.
9. Say or do NOTHING that would distract the driver's attention.
10. Place all refuse in trash containers.

C. Bus Rules

Students are responsible for following the rules that each bus driver has for his or her bus. The rules will be posted in the bus. They are listed below.

1. Students will be on time for all bus trips each school day.
2. Students will remain seated while the bus is moving, and sit in their assigned seat.
3. Students will speak quietly and act under control at all times.
4. Students will follow all standards required of them in the Monrovia High School Handbook discipline section.
5. Students will follow all other rules established by the driver for a specific bus.

D. Bus Conduct Offenses

Students are responsible for abiding by school standards while they are under the school's authority. The school's authority extends to the students while they are on school buses. The bus driver is an employee of the school, and as such, has the right and authority to discipline students for misbehavior on the bus. The offenses have been divided into two categories, described below.

1. Category I Offenses include actions which are disruptive to the bus environment and do not follow the established standards of behavior.
2. Category II Offenses include actions which violate school rules beyond those that maintain a respectful environment on the bus.

NOTE: The administration reserves the right to enforce other disciplinary action when necessary.

The categories of offenses as described above show the type of offenses that would fall within each category. Students who commit bus offenses at Monrovia High School may expect to receive corrective action from a bus driver, coach, teacher, administrator, or other staff member. In all cases, due process for students will be followed, according to Indiana State Law. Listed below are the offenses in each category.

Category I Offenses

1. Eating or drinking on the bus
2. Hands out the windows
3. Littering
4. Not in assigned seat
5. Operating bus machinery (horn, radio, doors, etc.)
6. Operating windows without permission
7. Out of seat while bus is moving
8. Rude gestures or profanity
9. Running, scuffling or other horseplay
10. Yelling out loud distracting talking

When a Category I Offense has occurred, the following steps will be taken by the bus driver, or other school staff member.

First Offense:

1. Driver confers with student, explaining the behavior violation.
2. Driver explains what the proper behavior should be.
3. Driver writes down student name, violation, and date.
4. Student sits in the front seat behind driver for specified number of days.
5. Driver records date when student returns form to them.

Second Offense:

Steps 1 - 3 repeated

4. Student loses bus-riding privileges for 1 day.
5. Driver notifies building administrator and transportation director.
6. Driver sends form home with student, informing them of the 2nd violation consequences.

Third Offense:

Steps 1 - 3 repeated

4. Student loses bus-riding privileges for 3 - 5 days.
5. Driver notifies building administrator and transportation director.
6. Administrator/Parent conference required before student may ride bus again.

Fourth Offense:

Steps 1 - 3 repeated

4. Student loses bus-riding privileges for 5 days to 4 months.
5. Driver notifies building administrator and transportation director.

Category II Offenses

See Monrovia High School Student Handbook discipline section.

First Offense:

The first occurrence of any Category II Offense merits the penalty listed above for a Category I 4th Offense.

STUDENT PARKING AND DRIVING

Parking lot facilities and driving privileges will be available to any student who finds it necessary to drive to and from school. These privileges will be certified when the registration of an automobile occurs. Students must also agree to have their name placed in the random drug testing pool. This is a requirement for permission to drive and park on school property.

Driving on school property and the use of parking lot facilities will be withdrawn whenever a driver operates his/her car in a manner that is illegal and/or threatens the welfare of people and property. This includes his/her driving to and from school according to state statutes. In order to achieve this goal, the following regulations will be required of all drivers and passengers. Failure to abide by these regulations will result in the withdrawal of driving and parking privileges on school property.

Due to the volume of drivers, parking spaces will be assigned & permits issued by class seniority (seniors, juniors, etc.), and if necessary determined by academic class rank.

Monroe-Gregg School Board accepts no responsibility for personal vehicles on school grounds.

1. All vehicles and operators must be properly licensed.
2. All automobiles parked on the school grounds must be registered with the Assistant Principal. Parking tags are purchased for \$5.00. A driver's license is required to purchase a parking tag.

3. Valid parking tags must be on display at all times.
4. Student parking is strictly limited to designated areas.
5. Students are required to park between lines, not using more than one parking space.
6. Parking in the driving lanes is prohibited.
7. Students involved in theft or vandalism are subject to any and all penalties of the school and public statutes.
8. Students may not be in their cars during the school day. Upon arriving at school, students should lock and leave their cars immediately and enter the building. No student is permitted in the parking lot during school hours without a valid pass.
9. Students violating the above rules and regulations are subject to, but not limited to the following:
 - a. A warning
 - b. School detention
 - c. \$5.00 fine or suspension of driving privilege for 1 week.
 - d. Suspension of school driving privileges for 1 month.
 - e. Suspension of school driving privileges for 1 semester.
 - f. Car being towed from premises.
10. The privileges of bringing a student-operated motor vehicle onto school premises is hereby **CONDITIONED** on **WRITTEN CONSENT** by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle by school administration. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff may request a law enforcement officer to search a motor vehicle on school premises. (Public Law 148 (IC 20-8.1-5-7)).
11. Automobile mechanical problems are not an excuse for tardiness to school, or absence from school



TABLE 1: DISCIPLINARY ACTIONS FOR CATEGORY I OFFENSES

	Dem.	#1	#2	#3	#4
1. Classroom Problems	0 - 2	1 - 2 T. Det.	2 - 3 T. Det.	3 - 4 T. Det.	
2. Disruptive Behavior	0 - 2	1 - 2 T. Det.	2 - 3 T. Det.	3 - 4 T. Det.	
3. Horseplay	0 - 2	1 - 2 T. Det.	2 - 3 T. Det.	3 - 4 T. Det.	
4. Littering	0 - 2	1 - 2 T. Det./Cleanup	2 - 3 T. Det./Cleanup	3 - 4 T. Det./Cleanup	
5. Loitering	0 - 2	1 - 2 T. Det.	2 - 3 T. Det.	3 - 4 T. Det.	
6. Physical Contact between Sexes	0 - 5	1 - 2 T. Det.	2 - 3 T. Det.	1-ISS	
7. Pushing/ Running	0 - 2	1-2 T Det.	2 - 3 T. Det.	3 - 4 T. Det.	
8. Misue of Electronic Devices	0 - 2	1 T. Det./confiscate	2 - 3 T. Det./Confiscate/ parent return	4 T. Det/conf./confiscate/ 1 OSS/parent return	
9. Text Messaging	0 - 2	1-2 T.Det./confiscate	1 - 2 T. Det./confiscate	1 OSS/Confiscate/ parent return	
10. Tardy to Class	0 - 3	W	W	T. Det - 3 Dem.	1-B/ASD-3 Dem.-PC
11. Failure to Comply with Reasonable Request	4 - 8	2-B/ASD - 1-ISS-PC	3-B/ASD - 1-ISS-PC	2-ISS-PC	
12. Cheating	2 - 5	3-B/ASD - 1-ISS-PC	1-ISS - 1 Sat. Sch.-PC	2-Sat. Sch.-PC	

CODE: S/S Conf. = Staff/Student Conference
W = Warning
PC = Parent Contact by Teacher
T. Det. = Teacher Staffed Detention (after School)

B/ASD = After School Detention
A.A. Ref. = Administrative Assistant Referral
PSAA = Parent, Student, Administrative Assistant conference
Sat.Sch. = Saturday School (8:30 AM to 11:30 AM)
Fri. Sch.=Friday School (2:45pm to 5:45pm)

NOTES:

- a. The classroom problems of non-compliance with class rules will be a part of each teacher's management plan for behavior in the classroom.
- b. The A.A. will support all classroom management plans that handle above described hallway/classroom misbehavior.
- c. Teachers should keep records of disciplinary actions for steps 1 through 4 above.
- d. Disruptive Behavior in class or hallway behavior that disrupts the proper environment that should be present for learning.
- e. Horseplay is any physical behavior that is not appropriate for the classroom setting.
- f. Cheating will not be tolerated and will result in a zero on the assignment or test involved.
- g. Physical contact includes inappropriate body movements, hugging, kissing or other behavior beyond holding hands.
- h. Tardy policy states that the student must be in the room when the bell rings.

- i. Teachers will also be able to use lunch detentions as well as T. Det. for classroom problems.

TABLE 2: DISCIPLINARY ACTION FOR CATEGORY II OFFENSES

	Dem	#1	#2	#3
1. Attempting Battery on Another Student	5 - 9	1-ISS - 2-ISS-PC	3 - 4-ISS-PC	2 - 4-OSS-PC
2. Dressing Improperly	4 - 7	Change-PC	1-ISS - 2-B/ASD-PC	3 B/ASD - 2-ISS-PC
3. Encouraging Another Student to Violate Rules	4 - 6	1 - 3-B/ASD-PC	3 - 5-B/ASD-PC	1 - 2-ISS-PC
4. Possessing a Knife	5 - 10	1 - 2-ISS-PC-confiscate	2 - 3-ISS-PC-confiscate	3-ISS - 1-OSS-PC-confiscate
5. Failure to Serve Detention or Sat. School	3 - 5	1-ISS - 3-B/ASD-PC	2 - 3-ISS-PC	1-OSS - 3-ISS-PC
6. Forgery	5 - 8	1-ISS - 2-B/ASD-PC	2-ISS - 3 B/ASD-PC	3-ISS-PC
7. Gambling	3 - 5	1-ISS - 2-B/ASD-PC-\$	2-ISS - 1 Sat.Sch.-PC-\$	2-Sat.Sch - 2-OSS-PC-\$
8. Maliciously Damaging School Property (<\$20)	3 - 5	1-ISS - 2-B/ASD-PC-\$	2-ISS - 1 Sat.Sch.-PC-\$	3-ISS - 2 Sat.Sch.-PC-\$
9. Misusing School Property or other Students Property	5 - 8	1 - 2-ISS-PC-R/R	2-ISS - 1 Sat.Sch.-PC-R/R	3-ISS-2Sat.Sch.-R/R
10. Possession of Tobacco Products	7 - 10	2-ISS - 1-OSS-PC-confiscate & traffic ticket	3-ISS - 2-OSS-PC-confiscate & traffic ticket	4-OSS-PC-confiscate & traffic ticket
11. Possession of Pornographic Material	3 - 7	2-ISS - 1 Sat.Sch-PC-confiscate	3-ISS - 2 Sat.Sch.-PC-confiscate	1-OSS-PC-confiscate
12. Stealing or Possession of Stolen Goods (<\$10)	3 - 7	2-ISS - 1 Sat.Sch.-PC	3-ISS - 2 Sat. Sch.-PC	1-OSS-PC
13. Stealing or Possession of Stolen Goods (<\$100)	8 - 10	2-ISS - 2-OSS-PC	3-ISS - 3-OSS-PC	5-OSS-PC
14. Using Vulgar or Lewd Language	3 - 7	1-ISS - 2-B/ASD-PC	1-ISS - 2-ISS-PC	2 Sat.Sch.-PC
15. Verbally Abusing Another Student	7 - 10	1-ISS - 2 B/ASD-PC	1-ISS - 2-ISS-PC	2 Sat.Sch.-PC
16. Cutting Class (per period cut)	3 - 5	1-ISS - 2 B/ASD-PC	1-ISS - 3-B/ASD-PC	2 Sat. Sch.-PC
17. Class Disturbance/Improper Class Action	5 - 10	1 - 2-ISS-PC	1-ISS - 3-ISS-PC	2 Sat. Sch.-PC
18. Truancy	5 - 10	1 - 3-ISS-PC	1-ISS - 3-ISS-PC	2-OSS-PC-120 day invalidation of driver's license
19. Misuse of Technology Equip. (e.g. Internet)	5 - 10	Loss of Access-9 wks.-PC	Loss of Access-18 wks.-PC	Loss of Access-Sch. Yr.-PC Loss of Access-Career-PC
20. Improper Use of Water Items, etc. (includes snow & ice)	5 - 10	1-ISS - 2-ISS-PC	2-ISS - 3-ISS-PC	1-OSS-PC

CODE: § = Pay Damages
 PC = Parental Contact by Administrative Assistant
 ISS = In-School Suspension
 R/R = Repair and/or Replace
 OSS = Out of School Suspension
 B/ASD = After School Detention
 PSAA = Parent, Student, Administrative Assistant Conference
 Sat.Sch. = Saturday School (8:30 Am to 11:30 AM)
 Susp. Rec. Exp. = Suspension Recommending Expulsion
 F.T. Comply = Failure to Comply with a Reasonable Request by a Staff Member

Notes: The Dress Code is defined in the Student Handbooks

- The Dress Code is defined in the Student Handbook.
- Vulgar or Lewd Language is determined by the Staff Member.
- Failure to Serve Detention is not excused because of work or other after school commitments.
- Code is I.C. 35-47-5-2.5. It provides that a person who "recklessly, knowingly, or intentionally possess a knife" on school property, a school bus, or a special purpose bus commits a Class B misdemeanor. The term knife is defined as a "sharp edged or sharp pointed blade capable of inflicting, cutting, stabbing or tearing wounds and is intended to be used as a weapon." The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife.

TABLE 3: DISCIPLINARY ACTION FOR CATEGORY III OFFENSES

	Dem.	#1	#2	#3
1. Attempting Battery on a Staff Member or Adult	30	Susp. Rec. Exp.-PC		
2. Battery	10 - 15	3-ISS - 5-OSS-PC	4-ISS - 3-OSS-PC	Susp. Rec. Exp.-PC
3. Extortion	10 - 15	2-ISS - 1-OSS-PC	3-ISS - 2-OSS-PC	Susp. Rec. Exp.-PC
4. Fighting	10 - 15	3-ISS - 5-OSS-PC	4-ISS - 3-OSS-PC	Susp. Rec. Exp.-PC
5. Gross Insubordination	5 - 10	3-ISS - 2-OSS-PC	4-ISS - 3-OSS-PC	5-OSS-PC
6. Improper Sexual Advances/Contact	10 - 15	2-ISS - 2-OSS-PC	3-ISS - 3-OSS-PC	Susp. Rec. Exp.-PC
7. Indecent Exposure	10 - 15	2 - 3-OSS-PC	3 - 4-OSS-PC	Susp. Rec. Exp.-PC
8. Maliciously Damaging School Property (\$20 to \$100)	10 - 20	3-ISS - 2-OSS-\$-PC	3 - 4-OSS-\$-PC	Susp. Rec. Exp.-\$-PC
9. Maliciously Damaging School Property (over \$100)	20 - 30	3-OSS - 5-OSS-\$-PC	Susp. Rec. Exp.-\$-PC	
10. Physically Abusing a Teacher or Adult	30	Susp. Rec. Exp.-PC		
11. Possessing, Using or Being under the Influence of Alcohol	20-30	3OSS-5OSS+Enrollment & successful completion of school approved substance abuse program or Bi-monthly drug test @ parent/guardian/child's expense (\$20). Testing will start one week after infraction & conclude at the end of the school year. Testing period minimum = 90 days.	Susp. Rec. Exp.-PC	
12. Possessing, Using or Being under the Influence of Drugs	20-30	3OSS-5OSS+Enrollment & successful completion of school approved substance abuse program or Bi-monthly drug test @ parent/guardian/child's expense (\$20). Testing will start one week after infraction and conclude at the end of the school year. Testing period minimum = 90 days.	Susp. Rec. Exp.-PC	
13. Possessing, Using or Giving Away Explosives or Fireworks	20 - 30	3 - 5-OSS-PC	Susp. Rec. Exp.-PC	
14. Possessing, Using or Giving Away Weapons	30	Susp. Rec. Exp.-PC		
15. Stealing Test Materials	10 - 15	2-ISS - 1-OSS-PC	3-ISS - 2-OSS-PC	Susp. Rec. Exp.-PC
16. Selling Drugs at School or possessing drug paraphernalia	20-30	3OSS-5OSS+ Enrollment & successful completion of school	Susp. Rec. Exp.-PC	

		approved substance abuse program or Bi-monthly drug test @ parent/guardian/child's expense (\$20). Testing will start one week after infraction & conclude at the end of the school year. Testing period minimum = 90 days.		
17. Setting Fires at School	30	Susp. Rec. Exp.-PC		
18. Setting Off False Fire Alarms	20 - 30	3-OSS-Susp.Rec.Exp.-PC	Susp. Rec. Exp.-PC	
19. Sexual Abuse	20 - 30	4 - 5-OSS-PC	Susp. Rec. Exp.-PC	
20. Stealing or Possessing Stolen Goods (value \$100 to \$999.99)	10 - 20	4-1SS - 2-OSS-PC	4-OSS - 2 Sat. Sch.-PC	Susp. Rec. Exp.-PC
21. Stealing or Possessing Stolen Goods (value < \$1000)	20 - 30	4 - 5-OSS-PC	Susp. Rec. Exp.-PC	
22. Threatening to Use Weapons	20 - 30	3 - 5-OSS-PC-Sus/Rec. Exp.	Susp. Rec. Exp.-PC	
23. Trespassing	10 - 20	2 - 3-OSS-PC -	4 - 5-OSS-PC	Susp. Rec. Exp.-PC
24. Verbally Abusing Staff Member	15 - 30	5 - 10-OSS-PC-Sus/Rec. Exp.	Susp. Rec. Exp.-PC	
25. Harrassment	10 - 20	2 - 3-OSS-PC	3 - 5-OSS-PC	Susp. Rec. Exp.-PC

CODE: \$ = Pay Damages B/ASD = After School Detention ISS = In-School Suspension PC = Parental Contact by Administrative Assistant
 OSS = Out of School Suspension Sat. Sch. = Saturday School Susp. Rec. Exp. = Suspension recommending Expulsion
 PSAA = Parent, Student, Administrative Assistant Conference

- NOTES:** a. Gross insubordination: defiant behavior by a student, which could include improper language, improper gestures, displays emotional or physical displeasure or any other action of defiant behavior.
 b. Fighting is the physical exchange of blows by 2 or more students.
 c. Failure to Serve Detention is not excused because of work or other after school commitments.
 d. Failure to complete program in Table 3 #11 will result in test results submitted to Morgan County Sheriff's Office

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:

- Name of student
- Home address of student
- Listed/published student's telephone number(s)
- Date and place of birth of the student
- Student's major field of study
- Student's officially recognized school activities
- Dates of attendance in the Monroe-Gregg Schools
- Height and weight for sports
- Degrees, awards and honors including academic and sports accomplishments
- 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, 2010, 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.

Title IX Coordinator for Monroe-Gregg School district is Mr. Chris Sampson. Contact at Monrovia Elementary School (996-2246)

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 2010-2011
school year.

Parent/Guardian

Date

Student

Date

Student, age_____

MONROE-GREGG SCHOOL DISTRICT
MONROVIA, INDIANA 46157

STUDENT MEDICATION PERMIT

Date: _____

Student's Name: _____ Grade: _____

Medication: _____ Dosage: _____

Purpose of Medication: _____

Time of day to be given: _____

Allergies: _____ Possible side effects: _____

*ALL medications are to be brought to school in the original container(s) appropriately labeled stating name of student, medication, time, and dosage. Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the nurse's office and administered in accord with this policy. "However, if authorization for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 – Self-Administered Medication, then the student may retain possession of the self-administered medications."

Now, asthmatic children in Indiana can carry their medications with them at all times! This includes all transportation to and from, and all school activities on or off school grounds.

I give my permission for the above person(s) to administer the said medication during the school day. I understand that all medications are to be picked up at the end of the year or they will be destroyed.

Date: _____

(Signature of Parent/Guardian)

Network and Internet Access Agreement for Students

Agreement

This agreement is entered into this 11th day of August, 2010 between members of the Monrovia Student Body, hereafter referred to as the Student, and Monrovia High School, hereafter referred to as the Corporation. The purpose of this agreement is to provide Network (Electronic Mail and Electronic Bulletin Board) and Internet access hereinafter referred to as the Network for the educational purposes of the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, (3) enhance information gathering and communication skills.

The intent of this contract is to insure that students will comply with all Network and Internet acceptable policies approved by the Corporation. In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The Corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary action.
- B. The Corporation reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Corporation, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use the Corporation-approved computer account/access to obtain, view, download or otherwise gain access to such materials.
- C. All information services and features contained on Corporation or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The Corporation and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Students account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Corporation. Misuse shall include, but not be limited to:
 - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - 2. Misrepresenting other users on the Network
 - 3. Disrupting the operation of the Network through abuse of hardware or software
 - 4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 - 5. Interfering with others use of the Network
 - 6. Extensive use for non-curriculum related communication
 - 7. Illegal installation of copyright software
 - 8. Unauthorized down-sizing, copying, or use of licensed or copyrighted software
 - 9. Allowing anyone to use an account other than the account holder
- F. The use of Corporation and/or Network resources are for the purpose of (in order of priority):
 - 1. Support of the academic program
 - 2. Telecommunications
 - 3. General information
- G. The Corporation and/or Network does not warrant that the functions of the system will meet a specific requirement the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information or time (sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The Student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The Corporation and/or Network will periodically make the determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The Corporation and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by it's users.
- J. The Student may transfer files from information services and electronic bulletin board services. For each file received through a file transfer, the Student agrees to check the file with a virus detection program before opening the file for use. **Should the student transfer a file, shareware or software which infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network**

- K. The Student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the Corporation Network Director. The Student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- L. The Student may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.
- M. The Corporation reserves the right to log computer use and to monitor files server space utilization by users. The Corporation reserves the right to remove a user account on the Network to prevent further unauthorized activity.

Section XV. ATHLETICS

A. PHILOSOPHY

The athletic program at Monrovia High School is part of the total educational program and supports the goal of the school to promote the physical, mental, social and moral development of the student athlete. The athletic program also fosters the qualities of leadership, scholarship, sportsmanship and an appreciation for healthy competition.

The program provides for maximum participation of male and female athletes-both individually and as members of a team. The athletic program of Monrovia High School is under the jurisdiction of the Monrovia-Gregg Board of School Trustees and subject to its rules and regulations as well as rules and regulations established by the Indiana High School Athletic Association.

ATHLETIC COUNCIL

1. *Composition*-The Athletic Council shall be composed of the Principal, the Athletic Director, and each Head Coach.
2. *Purpose*-The Athletic Council shall meet periodically to review athletic department policies and procedures and to recommend revisions or changes in athletic department practices.

ELIGIBILITY- HIGH SCHOOL

Eligibility for student athletes at Monrovia High School is based on the following:

1. All rules, regulations and decisions promulgated by the IHSAA (Indiana High School Athletic Association).
2. All rules, regulations and decisions of Monrovia High School and the Monroe-Gregg Board of Trustees.
3. All rules, regulations and decisions of the Athletic Conference to which the school belongs.
4. All rules, regulations and decisions of any competent court or agency.
5. Any athlete who quits an athletic team must wait until that team is eliminated from the Indiana High School Athletic Association Tournament before they can practice or play on another sport team.