

Madison-Grant United  
School Corporation  
Student Handbook



Grades Pre K-12  
2017-2018 School Year

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 1, 2010. If you have questions or would like more information about a specific issue or document, contact you school principal, or access the document on the Corporation’s website: mgargylls.com by clicking on “ \_\_\_\_\_ ” and finding the specific policy or administrative guideline in the Table of Contents for that section.

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the building principal, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2010. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2010, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

## MISSION OF THE SCHOOL

**MGUSC Mission** – The mission of MGUSC is to develop students who can read, write, master the core standards, develop responsibility and who are successful in post secondary settings.

## CORE VALUES

- INTEGRITY – doing what you say you are going to do; adhering to moral/ethical principles
- CONTINUOUS IMPROVEMENT – showing growth/progress in learning and teaching
- HIGH EXPECTATIONS – raising the bar; requiring more from our students & ourselves
- ACCOUNTABILITY – holding people responsible for their performances/behaviors
- DATA DRIVEN DECISIONS – collecting/analyzing data in order to make decisions that will increase/promote student achievement
- TEAMWORK – a joint action by two or more people in a group working towards a common goal
- SAFETY – taking the necessary measures to ensure the safety of our students on multiple levels
- ALIGNMENT – eliminating gaps and overlaps with standards and curriculum that promotes people working towards mutually intelligible goals

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Dr. Scott Deetz  
Superintendent  
765-948-4143

The complaint procedure is described on Form 2260 F8.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

## **SCHOOL DAY**

Park Elementary	Begin: 8:25 a.m.	Dismissal: 3:15 p.m.
Summitville Elementary	Begin: 8:25 a.m.	Dismissal: 3:15 p.m.
Junior High School	Begin: 8:05 a.m.	Dismissal: 3:10 p.m.
Senior High School	Begin: 8:05 a.m.	Dismissal: 3:10 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age eighteen (18) or older) are expected to follow all School rules. If residing at home, adult students should include their parents in their educational program.

## **INJURY AND ILLNESS**

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities,
- C. or custody (if appropriate),
- D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof of residency)
- E. proof of immunizations.

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

Non-resident students should refer to the Corporation Policy 5111 for eligibility requirements to enroll.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **SCHEDULING AND ASSIGNMENT**

(Elementary level)

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

(Secondary level)

Schedules are provided to each student at the beginning of each semester. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **EARLY DISMISSAL**

No student may leave school prior to dismissal time without either a.) a written request signed by the parent/guardian b.) the parent coming to the school office to personally request the release c.) phone call by parent/guardian requesting the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from MGUSC, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation when requested. Parents are encouraged to contact accepting school for specific details.

## **WITHDRAWAL FROM SCHOOL**

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

## IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis B, and chicken pox. Every child who enters grades 9 and 12 shall be immunized against hepatitis B. From time-to-time other communicable diseases may be designated by the State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

**[For schools offering a pre-school program, add the requirements for two (2) doses of HIB.]**

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the State Department of Health concerning cervical cancer and the Human Papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

## USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 FI, Fla, and F 1 b must be filed with the respective building Principal before the student will be allowed to begin taking any medication during School hours.
- C. All medications must be registered with the Principal's office.



- D. Medication that is brought to the office will be properly secured.
- E. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9 - 12, if the student's parent provides written permission for the student to receive the medication. All prescription medications must be picked up by parents.

- F. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the School year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.

#### **Non-prescribed (Over-the Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

#### **Elementary (Grades K to 6)**

Parents may authorize the School to administer a non-prescribed medication using a form which is available at the School Office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

#### **Secondary (Grades 7 to 12)**

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug use provisions of the Code.

A diabetes management and treatment plan shall be prepared and implemented for a student with diabetes for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's diabetes treatment and the student's parent/legal guardian.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The Corporation has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

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

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

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

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such an impairment.

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

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

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Kimberly Whybrew 948-4143.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact Kimberly Whybrew at 948-4143.

## **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact Madison-Grant Central Office.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at the Madison-Grant Central Office.

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal. The information a parent may access includes:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES AND CHARGES**

MGUSC charges specific fees for the following activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The School and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

All fees are to be paid within the appropriate deadlines. Any senior who has fees or obligations due at the close of his/her senior year will not be permitted to participate in graduation exercises.

## **STUDENT FUND-RAISING**

Students participating in School-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with School guidelines. The following general rules will apply to all fund-raisers:

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

No house-to-house canvassing is allowed by any student for any fund-raising activity.

Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for ....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

Students may not sell any item or service in school without the prior approval of Building Principal of this policy may lead to disciplinary action.

## **STUDENT VALUABLES**

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

## **MEAL SERVICE**

The School participates in the National School Breakfast Program and the National School Lunch Program. A' la carte or individual items are available and follow the guidelines of the "Smart Snacks in Schools". When meals and other food items are purchased, the purchase price is deducted from the student's meal account. Money can be deposited daily or in advance. A low-balance statement may be sent home, when possible, as a convenience. You may also monitor student balances, participation, and deposit funds by credit card online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Charges are allowed up to two lunch meals. A' la carte items may not be charged. The school will provide a minimal lunch consisting of a cheese or peanut butter sandwich and milk at no cost to any student that exceeds the charge limit.

Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

99.3 FM WCJC- Marion	1240 AM WHBU- Anderson
1400 AM WBAT- Marion	98.7 FM WQME- Anderson
106.9 FM WMRI- Marion	100.5 FM WWKI- Kokomo
860 AM WGOM- Marion	104.1 FM WLBC- Muncie
104.9 FM WERK- Muncie	93.5 FM MAX- Muncie

We will also contact Channel 6, Channel 8, and Channel 13 Television in Indianapolis, with morning school announcements. There is also a link on the school webpage to the WTHR school closings and delays page on the internet.

Parents and students are responsible for knowing about emergency closings and delays.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.



Students may not bring visitors to school without first obtaining written permission from the Building Principal.

All Corporation employees are to wear photo-identification badges while in Corporation schools and offices or on Corporation property.

The Corporation may utilize video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

### **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom, and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## USE OF OFFICE TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## USE OF WIRELESS COMMUNICATION DEVICES (WCD)

### BOARD OF SCHOOL TRUSTEES MADISON-GRANT UNITED SCHOOL CORPORATION

5136

### WIRELESS COMMUNICATION DEVICES

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberrys/Smartphones, Wi-Fi-enable or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

**Electronic Devices:** All electronic devices are to be turned off and put away during instructional times or at the request of school personnel. During the school day, a student has the privilege to use these devices during his or her assigned lunch period or passing period. Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian. \*The school is not responsible for any lost, damaged, or stolen electronic devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. (v) Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by Corporation staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in Corporation custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school day's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

### GRADES

MGUSC has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

100 - 93 = A (4.00)	76 - 73 = C (2.00)
92 - 90 = A- (3.67)	72 - 70 = C- (1.67)
89 - 87 = B+ (3.33)	69 - 67 = D+ (1.33)
86 - 83 = B (3.00)	66 - 63 = D (1.00)
82 - 80 = B- (2.67)	62 - 60 = D- (0.67)
79 - 77 = C+ (2.33)	59 - below = Failure

I – Incomplete

P – Acceptable achievement

### Grading Periods

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

## **PROMOTION, PLACEMENT, AND RETENTION**

### Elementary – Junior High School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

### High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and meet the Graduation Qualifying Examination requirement. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

## GRADUATION REQUIREMENTS (511 IAC 5-3-1 to 2, 6-7-1 to 15) Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Indiana Department of Education for graduation, meet the school requirements for basic coursework, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

Specific course requirements are:

Language Arts	8 credits
Health and Safety	1 credit
Phys. Ed.	2 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Career Academic Sequence	6 credits
Flex Credit	5 credits
Electives	6 credits
Total	40 credits

The graduation requirements each student is required to meet at Madison-Grant High School are:

- A. The academic standards tested in the graduation examination;
- B. The core 40 course and credit requirements adopted by the State Department of Education;
- C. Additional graduation requirements established by the Board of School Trustees.

Upon the request of the student's parents, the student may be exempted from the Core 40 curriculum requirements and be required to complete the general curriculum to graduate as required by State law.

## Honors Diploma

Madison-Grant High School shall award the Diploma with Honors to any student who has fulfilled the following requirements:

### Graduation Requirements

The Indiana Department of Public Instruction and the Board of Education of the Madison-Grant School Corporation have established the following requirements for graduation from Madison-Grant High School:

#### Core 40 Diploma (40 Credits)

#### Classes of 2010 & up

English-Language Arts

8 Credits

Mathematics

6 Credits (including Algebra II)

- All students are required to take a math or physics course during their junior or senior year.

Science

6 Credits

Social Studies

6 Credits

Physical Education

2 Credits

Health Education

1 Credit

Directed Electives

5 Credits

Electives

6 Credits

**ACADEMIC HONORS DIPLOMA (47 Credits)** Students must complete all of the Core 40 classes listed above and all of the additional courses listed below with a “C” or above in each course and with a total grade point average of a “B” or above to be considered for receiving an AHD or Core 40 with AHD.

#### Classes of 2010 & up

Math

2 Additional Credits

World Languages

6-8 Credits

Fine Arts

2 Credits

Complete one of the following:

- Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
- Score a 26 or higher composite on the ACT
- Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)

Core 40 becomes Indiana’s required high school curriculum in fall 2007. Students entering high school at that time will be expected to complete Core 40 as a graduation requirement. By providing all Indiana students a balanced sequence of academically rigorous high school courses in the core subjects of English/language arts, mathematics, science and social studies; physical education/health and wellness; and electives including world languages, career/technical, and fine arts, the Core 40 requirement gives all our students the opportunity to compete with the best. That’s great news for Indiana students. To graduate with less than Core 40, a student must complete a formal opt-out process involving parental consent.

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

## **Opt-Out Process for Indiana's New Graduation Requirements**

### **Indiana Code 20-32-4-7,8,9,10**

**To graduate with less than Core 40, the following formal opt-out process must be completed:**

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### **Graduation Qualifying Examination Requirements for (Class of 2010 and 2011 only)**

#### **Graduation and Participation in Graduation Ceremonies**

Madison-Grant High School has the following requirements that all students must meet to receive a high school diploma and to participate in the graduation ceremony at the end of each school year. Students at Madison-Grant High School must qualify in one of the following three categories:

- 1) A student must satisfy all local and state requirements, including achieving a passing score on the Graduation Qualifying Exam in both math and English, **or**;
- 2) A student must satisfy all local and state requirements and complete all directed and elective Core 40 courses with a "C" or better (for definition purposes, a letter grade of "C-" or a grade point average of 1.670 will be considered as the letter grade of "C") **or**;
- 3) A student must demonstrate Grade 9 skills in English and mathematics through other assessments or classroom work (this will require a written recommendation from the teacher with concurrence by the building principal **and**
  - a) Retake the Graduation Qualifying Examination at least one time every year in each subject area in which he/she was deficient
  - b) Complete the remediation opportunities provided to students by Madison-Grant High School
  - c) Maintain a school attendance rate at Madison-Grant High School of at least ninety-five percent (95%) with excused absences not counting against the student's attendance
  - d) Maintain a "C" average or the equivalent in the courses comprising the 22 credits required by the State of Indiana for graduation. For definition purposes, a letter grade of "C-" or a grade point average of 1.670 will be considered as the letter grade of "C"
  - e) Satisfy all local and state graduation requirements.

#### **Special Clarification**

A student not meeting the requirements in at least one of the three categories above will not be allowed to participate in graduation ceremonies and will not receive any type of certificate such as a Certificate of Attendance or a Certification of Completion.



### ISTEP+ GRADUATION QUALIFYING EXAMINATION

The Indiana State Board of Education has adopted a rule, Section 1.511 IAC 5-3-4 to establish when a student is considered to be in Grade 10 for purposes of initially taking the Graduation Qualifying Examination. It reads as follows: **511 IAC 5-3-4 Definition of Grade 10 - Sec. 4.**

1. A student is considered to be in grade 10 for purposes of initially taking the graduation examination if the student meets any one (1) of the following criteria prior to an administration of the graduation examination:
  - a. The student has been enrolled in high school during the majority of each of:
    - two (2) semesters; or
    - three (3) trimesters.
  - b. The student has earned at least ten (10) credits that apply toward high school graduation.
    - The student meets the definition of grade 10 that has been adopted by the student's school for determining class standing.
2. If a student is considered to be in grade 10 under the definition in subsection (a)(1), but is not considered to be in grade 10 under the definitions in subsection (a)(2) or subsection (a)(3), the student's school may delay the initial administration of the graduation examination for no more than one (1) year for the student if all of the following criteria are met:
  - a. The student's parent agrees to the delay.
  - b. The school, in consultation with the student's parent, has developed an educational program specifically for the student.
  - c. The educational program will take more than four (4) years for the student to complete. The educational program includes:
    - A written plan for the school to make available to the student the courses necessary for the student to:
      - demonstrate the academic standard measured by the graduation examination; and
      - earn a high school diploma; and
      - other provisions, as determined by the school.
    - The definitions in subsection (a)(1) and subsection (a)(2) determine when a student will initially take the graduation examination. The definitions are not synonymous with class standing. (*Indiana State Board of Education; 511 IAC 5-3-4*)
    - A Life Skills student enrolled in the Special Education program will have the opportunity to participate in the graduation ceremonies and receive a certificate of achievement rather than a diploma.

Beginning with the graduation class of 2012, students will follow state guidelines and take end of course assessments in Algebra I, Biology, and English 10 instead of passing the GQE.

### ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS

Any student in 11th or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the Corporation. Any interested student should contact Guidance Department to obtain the necessary information.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the School's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from School or referral to law enforcement authorities.

### **MADISON-GRANT UNITED SCHOOL CORPORATION** **STUDENT ACCEPTABLE USE POLICY**

**6144**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. It also recognizes that safeguards have to be established to ensure that the Corporation's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Corporation is directed to establish administrative guidelines to ensure that students and staff are making appropriate and ethical use of computers, other equipment and networks. The Corporation shall establish administrative guidelines which comply with federal and state laws and are in accordance with any guidelines promulgated by the State Department of Education.

The Superintendent shall also ensure that staff and students are adequately informed about disciplinary actions that will be taken if Corporation technology and/or networks are abused in any way or used in an illegal or unethical manner.

The Madison-Grant United School Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sties about cyber-bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber-bullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber-bullying, and how to respond when subjected to cyber-bullying.

#### **Network and Internet Acceptable Use Guidelines:**

The Madison-Grant United School Corporation provide network and Internet (hereafter referred to as Network) access to

- support the achievement of Indiana academic standards
- enhance the development of 21<sup>st</sup> Century skills
- provide access to information
- encourage innovation and creativity

Network access is a privilege, not a right, and as such, users take seriously the responsibilities associated with signing this user agreement.

Users should **NOT** use the Network to

- access, create, send or receive, store, or display obscene materials
- create or send threatening or libelous communications or communications which include vulgar, abusive, or otherwise inappropriate language
- access or use other individuals' accounts, information, or files without permission
- access websites, files, or other information or resources using passwords not specifically assigned to themselves
- pursue commercial or for-profit endeavors
- waste district resources
- damage, disable, or otherwise disrupt the operation of the Network
- violate any local, state, or federal statutes, including but not limited to copyright law
- access equipment not supplied by Madison-Grant United School Corporation, such as laptops, cell phones, pdas, iPods.

Users who find themselves inadvertently accessing inappropriate materials or resources are directed to immediately and discretely terminate that access and report the incident to a teacher.

Users are directed to exercise caution while online regarding the disclosure of personal information such as name, age, gender, home address, telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher any online contacts which are frightening, threatening, or otherwise inappropriate.

It is the joint responsibility of students, parents, and staff members of the school district to assure the appropriate and effective use of technology to both enhance the quality of student learning and the efficiency of district operations. The smooth and reliable operation of the Network is dependent upon the proper conduct of the end users who must adhere to stated guidelines.

**Madison-Grant United School Corporation Network User Agreement**  
**Signature Page for K-6 Student:**

User: \_\_\_\_\_

By signing below, I agree to the following:

1. I promise to use all computer and electronic equipment carefully and not damage or change the hardware, software, settings or the network.
2. I promise never to use any form of electronic communication to frighten or bully anyone.
3. I promise to use the computer and the Internet for schoolwork only. I will use the programs and websites that my teacher has approved.
5. I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate.
7. I promise to obey copyright laws and to use information honestly.
8. I promise to print only when my teacher tells me to.
9. I understand that if I break any of my promises, I might not be able to use the computers and other electronic equipment.

User first and last name: \_\_\_\_\_  
(PRINT)

User signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian:

\_\_\_\_ Yes, as the parent/guardian of this student I have read the Madison-Grant United School Corporation Network and Internet Acceptable Use Guidelines and I will help my student abide by them. I understand that any violation of these responsibilities may result in the revocation of access privileges, disciplinary action and / or legal action if deemed appropriate.

Parent signature \_\_\_\_\_

**Madison-Grant United School Corporation Network User Agreement  
Signature Page for 7-12 Student:**

User: \_\_\_\_\_

I have read and will abide by the Madison-Grant United School Corporation Network and Internet Acceptable Use Guidelines. I understand that any violation of these responsibilities may result in the revocation of access privileges, disciplinary action and / or legal action if deemed appropriate. By signing below I agree to the following:

1. I will use all computer and technology equipment responsibly and as instructed by faculty members.
2. I will not use any form of electronic communication to harass, frighten or bully anyone.
3. I will use all computer and technology equipment for approved educational purposes.
4. I will not share personal information such as passwords, full name, address or phone numbers with others, in person or digitally.
5. I will not view, send or display inappropriate messages or pictures.
6. I will report inappropriate material or computer use to a faculty member.
7. I will obey copyright laws.
8. I understand that I may forgo my right to use computer and technology equipment if I violate any of these guidelines.

User first and last name: \_\_\_\_\_  
(Print)

User signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian:

\_\_\_\_ Yes, as the parent/guardian of this student I have read the Madison-Grant United School Corporation Network and Internet Acceptable Use Guidelines and I will help my student abide by them. I understand that any violation of these responsibilities may result in the revocation of access privileges, disciplinary action and / or legal action if deemed appropriate.

Parent signature: \_\_\_\_\_

[If user is a student in the Madison-Grant United School Corporation, parent/guardian signature is required]

## STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each student will be expected to pass the ISTEP Test. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Date yet to be released by the IDOE	End-of-Course Assessments (Winter)
Date yet to be released by the IDOE	ISTEP+ Applied Skills Assessment
Date yet to be released by the IDOE	IREAD-3
Date yet to be released by the IDOE	ISTEP+ Multiple-Choice
Date yet to be released by the IDOE	End-of-Course Assessments (Spring)

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

College entrance testing information can be obtained from the Guidance office. Depending on the type of testing, specific information and/or parent consent may need to be obtained. MGUSC will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

MGUSC provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the School. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot.

### **ATHLETICS**

MGUSC provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

### **STUDENT EMPLOYMENT**

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

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

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

## SECTION IV – STUDENT CONDUCT

### ATTENDANCE AND ABSENCE

All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

The Madison-Grant Schools encourage students who miss school to make up classroom work, regardless of the reason for the absence. Students will be allowed one school day for each day of absence to complete make-up work beginning with the first day of return. Students who have an excused absence and/or suspension may make up all work for credit. Students who have an unexcused absence will not be given credit for daily classroom work for the day of the unexcused absence. However, tests, quizzes and assignments representing more than daily classroom credit may be made up for credit following unexcused absences. MGHS has an attendance policy as follows:

All student absence from school will be classified as follows:

#### 1. Excused Absence

- A. Illness
- B. Death in the Immediate Family
- C. Quarantine
- D. Special Permission - All special permission absences must be approved by the school principal.

Excused Absence: All work may be made up for credit, if the student initiates the process the first day upon returning to school and is willing to do so at the teacher's convenience. Make-up time for absences will be equal to the number of days missed beginning the first day of return.

- 1. Make-up time may be set by the teacher for after school, before school, during lunch, during study hall (if applicable), during the involved class, or any other time the student is not to be in another class.
- 2. It is considered reasonable for the teacher to require a previously announced test/quiz to be made up the first day of return.

#### 2. Unexcused Absence

Any absence for reasons other than those listed under excused absence, provided the parent or guardian is aware of and approved of the absence.

Truancy is absence without parent knowledge or approval, and shall be treated as an unexcused absence.

Unexcused Absence: Tests/assignments representing more than daily classroom credit may be made up for credit. Daily classroom work will not be given credit for the day of unexcused absence.

#### 3. Students shall NOT be recorded as absent nor shall they be penalized in any manner in the following instances:

- A. When serving as a page or as an honoree of the Indiana General Assembly.



- B. When serving on the precinct election board or as a helper to a political candidate or to a political party on the date of an election.
- C. When a student is appearing as a witness in court as the result of a subpoena to appear.
- D. When a student is ordered to active duty with the Indiana National Guard for not more than ten days in a school year.
- E. Absences excused with a doctor's slip giving the EXACT periods/days a student is unable to attend class/school, because of mental, physical or emotional reasons, will NOT count towards the nine-absence limit per class period.

4. After a student accumulates **five (5) absences** from any class in a semester, a letter will be mailed to the parent(s). When a student accumulates **seven (7) absences** from any class in a semester, a second letter will be sent to the parent(s) and a parent conference with the administration will be requested.

5. Students who have accumulated more than **nine (9) absences**, whether excused or unexcused, from any class in a semester may be subject to loss of credit in that class in accordance with due process procedures as stated in the student discipline policy. ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED, COUNT TOWARDS THE ATTENDANCE POLICY LIMIT: illness, needed at home, personal business, driver's test, errands, car problems, overslept, vacation periods, etc. all count towards the attendance limit. Students will not be counted absent when participating in school authorized field trips, sporting events, or serving as a Page in the General Assembly.

6. Vocational students will not be required to attend vocational school and will not be counted absent when Madison-Grant High School is closed due to inclement weather.

7. Students who have violated the attendance policy in three (3) or more of their scheduled classes per semester may forfeit the right to remain in those classes for the semester. In such cases, the principal will follow the corporation due process policy.

8. A student who is absent for more than nine (9) days in one semester due to serious injury, illness, or extenuating circumstances may receive approval from the administration for an extension of the attendance rule on a day-to-day basis. Students must submit a doctor's notice for any injury or illness on the day they return to school to receive an extension of the attendance limit. If a student returns to school without a doctor verification and the parent feels there are extenuating circumstances, the parent must notify the school administration in writing of the reason(s). NOTE: It is the student/parent's right and responsibility to notify the school if such an extension is requested.

9. ADMISSION PROCEDURE to notify and explain an absence to the school is as follows:

- A. PARENTS MUST MAKE A TELEPHONE CALL OR SEND A NOTE NOTIFYING THE SCHOOL OF THEIR SON OR DAUGHTER'S ABSENCE. Those parents unable to call the school during regular business hours (7:30 a.m. - 4:00 p.m.) may fax a message to 948-4874. FAILURE TO CONTACT THE SCHOOL TO NOTIFY AN ABSENCE WILL RESULT IN THE STUDENT BEING CONSIDERED TRUANT.
- B. All returns to school after any absences (including suspensions) will be handled at the Attendance Window between 7:45 a.m. and 8:03 a.m. Students will receive an excused or unexcused slip. This slip must be shown to each teacher at the beginning of each class for initialing.

- C. Students will NOT be admitted to class without this slip. It is the student’s responsibility to obtain this admit slip BEFORE 1<sup>st</sup> period. If a teacher has to send a student to get an admit slip, the student is automatically considered tardy to class.
- D. Students visiting a doctor, dentist, or other medical facility during part or all of the school day MUST bring an official office visit form from the physician upon return to school. This form MUST show the time and date of the office visit to be considered excused. *Any additional time or days being excused by the doctor MUST appear on the form.* Students will NOT be counted absent from any class period that is covered with a doctor’s slip. Failure to follow this procedure will result in an absence that will count towards the student’s nine-day allowance.

10. UNEXCUSED ABSENCES policy at MGHS is as follows:

- A. Examples of UNEXCUSED absences include but are not limited to:
  - 1. Absence due to oversleeping, transportation problems, etc. (late bus arrival not included).
  - 2. Failure to receive verbal permission from administration, counselors, or office personnel when leaving during the school day (considered truancy).
  - 3. Failure to properly provide acceptable reason for absences from school such as a doctor's note, a dentist note, etc. upon return to school following an absence.
  - 4. Any tardy more than 15 minutes to a class.
  - 5. Not following proper admission procedures upon return to school following an absence.
  - 6. Family vacations.
- B. Assignments missed the day of an unexcused absence will be made available at the student's request; however, the teacher is under no obligation to assist the student in any other manner with regard to such assignments. Furthermore, students will not be given credit for daily classroom work for the day of the unexcused absence. However, tests, quizzes and assignments representing more than daily classroom credit may be made up for credit following unexcused absences.
- C. From the time of arrival on campus in the morning until departure at 3:10 P.M., NO STUDENT IS TO LEAVE SCHOOL WITHOUT OBTAINING VERBAL PERMISSION from the counselors, principals, school nurse, or other office personnel. Students must sign a departure sheet at the Attendance Window after obtaining permission to leave school. The student’s parent or guardian must be notified before a student will be released from school. The student WILL NOT be allowed to leave school for any reason without parental approval.
- D. Truancy is defined as being absent from school without parent permission or knowledge and without permission from school officials. Disciplinary action for truancy and cutting class/classes is as follows:

First Offense of 4 periods or less .....	1 ASD or Friday School
First Offense of 5 periods to one day .....	1 day I.S.S. and 20 day driving suspension
Second Offense .....	2 days I.S.S. and 40 day driving suspension

Third Offense... 3 days I.S.S. and  
loss of driving privileges for the remainder of the semester  
\*Student will also be referred to the juvenile probation  
dept. of either Grant or Madison County.

Fourth Offense... 5 days suspension and  
possible due process

Tests, quizzes and daily classroom assignments will NOT be allowed to be made up for credit on the day(s) a student is *truant* from school.

### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of School for vacations. When a family vacation must be scheduled during the School year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

#### Make-up of Tests and Other School Work

Students, who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the school office as soon as possible to obtain assignments.

Make-up work due to suspension must be completed.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses the ISTEP Test or other standardized test, the student should consult with the school office to arrange for taking the test.

#### (Elementary and Junior High School Only)

### STUDENT ATTENDANCE AT SCHOOLEVENTS

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity.

## STUDENT BEHAVIOR STANDARDS

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

### Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a School environment that is safe, friendly, and productive.

### Classroom Environment

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

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class the opportunity to learn.

### Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

There is a definite relationship between good dress habits, good work habits, and proper school behavior. Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect. THE FOLLOWING IS WHAT SCHOOL OFFICIALS BELIEVE TO BE INAPPROPRIATE:

- spiked necklaces and/or bracelets of any kind at any time during the school day.
- midriffs, short shorts (anything above fingertip length), AND pajama pants
- clothing with holes or torn **above fingertip length**
- clothing advertising alcohol, drugs or tobacco
- clothing with vulgar or suggestive language or symbols
- ALL sleeveless shirts (all shirts/blouses MUST have sleeves)
- Blouses and/or tops that expose too much of the chest

In addition, students are to wear shoes or sandals and keep their torso and undergarments covered at all times. Coats, caps, hats, bandanas, headbands, visors, other head coverings, and sunglasses are not to be worn during the school day (8:05 a.m. to 3:10 p.m.). **Jeans, pants, shorts, and skirts must be worn at the waistline at all times.** The length of shorts and skirts must meet the "fingertip length" guideline. *All leggings, yoga pants, and tights must be covered by fingertip length attire.* Athletic uniforms that do not meet the dress code standard are banned during school hours.

Students who wear inappropriate clothing to school will be asked to change. A student who is unable to change inappropriate clothing will not be allowed to attend class and will be placed in I.S.S. Habitual offenders of the dress code may result in detentions and/or suspensions.

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

### **Care of Property**

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The School may confiscate such items and return them to the students parents.

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

## CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a School activity.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. knowingly interfering with School purposes or inducing another student to do so;
2. stealing or damaging School property or property of another person;
3. knowingly causing bodily harm to another person;
4. threatening another person with bodily injury;
5. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
7. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
8. possessing or providing an alcoholic beverage;
9. consuming or being under the influence of a drug or alcohol except as authorized by prescription;
10. possessing, providing, or using tobacco or any tobacco product (such as e-cigarettes and vapors)
11. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
12. failing or refusing to comply with directions of an adult supervising a class or school activity;
13. directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. materially altering any School document such as a hall pass;
15. violating Indiana or Federal law;
16. leaving a School activity or School property without prior approval of a teacher or supervising adult;
17. cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
18. attempting or conspiring with another person to violate any student behavior standard;

## 19. Anti-Harassment

The School prohibits the harassment, intimidation of any student on school property or school sponsored events. Harassment and intimidation are defined as any intentional written, verbal or physical act directed towards another student that:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of harassment or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of harassment intimidation to the principal, assistant principal, dean, or the Superintendent, teachers, or counselors. Complaints about the principal should be filed with the Superintendent, and complaints about the Superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of 2 administrators.

The administrator or Board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within 5 work days after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the Superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the Superintendent or designee within 10 days of receipt of the decision. The Superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within 10 days of the appeal being filed, the Superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the Superintendent or designee an appeal can be made to the Board within 10 days of receipt of the latest decision. The Board will conduct a hearing within 20 days, and will issue a written decision within 10 days after the close of the hearing.

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

**Sexual Harassment, may include, but is not limited to:**

- A. verbal harassment or abuse;**
- B. pressure for sexual activity;**

- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

### **Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment**

#### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

#### **B. Nonverbal:**

Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

#### **C. Physical Contact:**

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F I and a copy forwarded to the Building Principal.



Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

## **20. Use of an object as a weapon**

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

## **21. Knowledge of Deadly or Dangerous Weapons or Threats of Violence**

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

## **23. Bullying-Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

## **Enforcement of Student Behavior Standards and Code of Conduct**

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the School can be achieved;
  - c. to enforce and instill the core values of the Madison-Grant United School Corporation and its School community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the School in a school environment free from behavior that violates the School's behavior standards;
  - e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. a deadly a weapon is defined as:
  1. a loaded or unloaded firearm;
  2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

## **DISCIPLINE**

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the School. It includes but is not limited to:

- writing assignments;
- change of seating or location;
- lunch-time, after-school detention;
- in-school restriction;
- removal from a class or activity.

### **Detentions**

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### **Removal**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity.

### **Secondary**

Such removal may be from the class or activity period for no more than five (5) days.

### **Elementary**

Such removal may be from the classroom for an entire school day.

### **In-School Suspension – In-School Discipline**

The In-School Suspension will be in session during regular school hours.

The following rules shall apply to In-School Suspension:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students shall not be allowed to use the telephone or to go to their lockers.

## **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to 5 school days and expulsion for the remainder of a semester or longer.

### **Suspension**

The principal may deny a student the right to attend School and/or take part in any School function for up to a maximum of ten (10) consecutive school days.

### **Expulsion**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

## **EXPULSION FOR FIREARMS POSSESSION**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

## **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

### **The Appeal Process**

The suspension may be appealed after receipt of the suspension notice, to Building Principal. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process,

- the student shall not be allowed to remain in School.

When a student is suspended, s/he may make-up work missed

- while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

### **Expulsion from School**

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

## **SEARCH AND SEIZURE**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property.

The dog may be allowed to examine School property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

## **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet School guidelines.

A. A material cannot be displayed or distributed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Building Principal twenty-four (24) hours prior to display.

B. Materials may not be displayed or distributed during passing times between classes.

Permission may be granted for display or distribution during lunch periods and/or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **SECTION V – TRANSPORTATION**

### **Bus Transportation to School**

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

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

### **Bus Conduct**

The safety of our students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules. The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all. For everyone's safety, the bus driver must:

1. be heard;
2. be able to hear traffic sounds such as sirens;
3. be obeyed by students quickly and efficiently.

School transportation is a privilege. Transportation is available, but it can be taken away if students choose to violate any of the safety and conduct rules. If transportation privileges are lost, the parents/guardians are responsible for getting their children to and from school.

### **Rules For Pupils Who Ride The Bus**

School bus drivers are to have control of all school children transported between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children under his/her charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

- a. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- b. No pupils shall stand or move from place to place during the trip. Students should be sitting down and facing the front of the bus at all times.
- c. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- d. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or body in any other objectionable manner.
- e. Pupils shall not open or consume food or beverages, i.e. soft drinks, etc., while riding the bus, unless permission has been given by the driver for a special reason or occasion.
- f. Pupils shall not be allowed to transfer from their regular route bus to another unless they have a bus pass from the school office.
- g. No pupils shall enter or leave the bus until it has come to a full stop and the door have been opened by the driver.

- h. The child should be waiting at his or her boarding station when the school bus arrives. In case of an emergency causing late arrival by the pupil at his or her station, the school bus driver will be required to wait no longer than three minutes after the scheduled time for arrival at the pupil station. If the school bus driver is already three minutes late, he or she need not wait at all.
- i. Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any pupil who refused to conduct himself or herself in a gentlemanly or ladylike manner on the bus.

### **Bus Video Hard Drives**

The MGUSC School Board has authorized the installation of video cameras on MGUSC school buses for the purpose of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on video, the hard drive will be submitted to the school's principal and may be used as evidence of the misbehavior.

### **Bus Behavior Procedure**

Any violation of the bus rules or any behavior that distracts the driver from the road is unacceptable. If a driver is distracted or must split attention between the road and student misbehavior, a dangerous situation has been created for everyone on that particular bus. A driver may talk with a student about a behavior problem, may give the student an assigned seat, may write up the student on a "MGUSC Bus Conduct Report" form, and the driver will be responsible for calling the parents.

If a student receives a "MGUSC Bus Conduct Report" form, the following may occur at the discretion of the principal:

- **First write-up:** The minimum discipline may be an assigned seat for a period to be determined by the school administrator and the bus driver. **Depending on the nature of the behavior problem it could include a loss of all bus privileges for a period of up to five (5) days or for up to the remainder of the school year. (This is true at any write up step)**
- **Second write-up:** A seat may be assigned for up to the remainder of the school year. It may also mean a loss of all bus privileges for up to five (5) days.
- **Third write-up:** A seat may be assigned for the remainder of the school year and there may be a loss of all bus privileges for five (5) days.
- **Fourth write-up:** This could mean the loss of all bus privileges for up to the remainder of the school year.



## Self-Transportation to School

Driving to School is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the School.

The following rules shall apply:

- Students shall complete the Student Vehicle Form 5515 FI and provide:
  - driver's license;
  - insurance certificate;
  - registration.
- Parking lot speed limit is 10 mph.
- The student must obtain permit from school office.
- Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for the Possession and Use of Asthma Inhalers Form 5330 F1c**
- **Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**