

MACONAQUAH MIDDLE SCHOOL
2019-2020 STUDENT/PARENT HANDBOOK

WELCOME

Welcome to Maconaquah Middle School! The Maconaquah Middle School staff and I are excited to begin the school year. The Student/Parent Handbook is provided to every student so that you can better understand the rules and procedures that all staff members use as a guide in daily operations. I would suggest that every family sit down with their children and carefully read the Handbook to better understand the rules and procedures at Maconaquah Middle School. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our school authority.

I urge each student to get involved in their education. **Make learning fun and challenge yourself to grow in everything you do.**

Craig E. Jernagan
Principal

MISSION STATEMENT

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

VISION STATEMENT

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

MACONAQUAH SCHOOL CORPORATION EDUCATIONAL GOALS

- Goal #1** Be the leading school corporation in north central Indiana in the use of technology for teaching and learning.
- Goal #2** Our goal is for each student to realize his or her academic potential.
- Goal #3** Maximize participation and availability of extra-curricular and co-curricular activities.
- Goal #4** Market Maconaquah Schools as the school system of choice in north central Indiana.
- Goal #5** To demonstrate fiscal responsibility by balancing limited resources with increased educational needs.

RESPONSIBILITIES AS A MEMBER OF THE MACONAQUAH MIDDLE SCHOOL COMMUNITY

AS A MACONAQUAH MIDDLE SCHOOL STUDENT, IT IS MY RESPONSIBILITY:

1. To attend school every day and be on time to all classes.
2. To come to school prepared with laptops, paper, pencil, and any other materials and assignments as directed by teachers.
3. To obey the directions of all staff members.
4. To maintain a positive attitude toward learning and believe in my ability to succeed.
5. To respect myself and the rights and property of others.

THE STAFF OF MACONAQUAH MIDDLE SCHOOL ACCEPTS THE RESPONSIBILITY:

1. To provide a quality instructional program for each student.
2. To provide an orderly classroom and safe school environment.
3. To develop programs and activities that will respond to the social, emotional, personal, and physical developmental needs of each student.
4. To assist parents in helping their children develop self-discipline, self-respect, and self-confidence in order to participate in school as a responsible member.

AS A PARENT OF A MACONAQUAH MIDDLE SCHOOL STUDENT, IT IS MY RESPONSIBILITY:

1. To send my child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
2. To check my child's work and homework on a regular basis.
3. To provide my child with suitable study conditions at home-desk or table, lights, books, and supplies.
4. To communicate with my child's teachers when I am concerned about my child's work or health.

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MACONAQUAH MIDDLE SCHOOL

PHILOSOPHY AND OBJECTIVES

The middle school at Maconaquah is a school between schools. It is a transitional school, having been established to make the movement of students from elementary school to high school as easily as possible. The methods of teaching are diverse but are based on the nature of knowledge and the learning process.

The main goal of Maconaquah Middle School is to meet the needs of its students. These needs are as diverse as the student. Each student is provided opportunities to develop intellectually, physically, emotionally, and culturally. These experiences in the school environment are intended to equip the students to develop in such a way as to function well in our democratic society.

The accomplishment of the school's goals can only be achieved through the cooperation of students, teachers, administration, parents, and the community.

To insure that Maconaquah Middle School will continue to meet the needs of its youth, the following objectives are set forth:

1. To assist the students in adapting to new educational situations.
2. To provide opportunities to help the student develop the skills and acquire the knowledge to evolve intellectually, physically, emotionally, culturally, and morally.
3. To encourage students to strengthen basic skills now and in the future.
4. To provide experiences for students to increase their understanding of subject matter skills.
5. To stimulate students to think critically and to develop decision-making skills.
6. To encourage students to think independently, to explore, and to be creative.
7. To allow for individual differences in the classroom, in extra-curricular activities, and in social activities.
8. To encourage participation in community organizations and activities.
9. To acquire an understanding, appreciation, and acceptance of our nation and our world's diverse cultures and ethnic groups.
10. To provide experiences for students to assume responsibilities and to acquire self-discipline.
11. To instill the obligation to develop citizenship skills necessary to function in a democratic society.
12. To help teachers incorporate and apply workable learning theories.
13. To encourage teachers to continue in developing teaching skills and strategies.
14. To promote parental involvement by providing opportunities to participate within the school.

ATTENDANCE POLICY

It is believed that regular and prompt attendance is essential for success in school. Absences are one of the greatest causes of poor school work and consequently, failure. The school cannot teach pupils who are not present. Therefore, parents should make every effort to encourage regular school attendance.

According to board policy, there are only six legitimate reasons for absences. The following are **EXCUSED** absences:

1. Personal illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Prearranged absences approved by the administration.

Written requests for pre-arranged absences must be submitted to the school office one (1) week prior to departure. No more than five (5) days per school year may be used for prearranged absences. It will be the student's responsibility to make-up all work and assignments prior to his/her return to school following a prearranged absence. Prearranged absences cannot be used to extend a vacation. Emergency situations will be handled on an individual basis.

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

1. Absences for reasons other than those listed above.
2. Credit will not be given for lessons, quizzes, tests, etc. that have been missed. Maconaquah School Corporation **strongly discourages** use of school days for vacations, business trips, etc., and especially for those days before or after Christmas, fall break, and spring break.

A student will be considered absent for a half day if they come in after period 3 or leave before period 6.

PROCEDURE TO REPORT ABSENCES

If a student is absent from school, parents should call the school office (689-9131 ext. 4005) before 3:30 p.m. on the day(s) of the absence(s). If the school is notified by telephone a written excuse is not required. If the school is not notified by telephone, the student must bring a written excuse from the parent on the day of his/her return to school. If the note is not received the day the student returns, two (2) additional days will be allowed. After this time, the absence will be considered unexcused.

Upon returning from an absence, the student should report to the office immediately when arriving at school to obtain an admit slip. This is the only time these slips are issued. The admit slip is for the purpose of determining excused or unexcused absences. If the absence is determined by the administration as unexcused, NO admit slip will be issued, and NO credit will be given for work missed during the unexcused absence. Maconaquah Middle School will monitor student attendance and try to keep parents informed. The Middle School will send out attendance letters to all parents when students have been absent (whether excused or unexcused) as follows:

1. 5th and 8th unexcused absence—Informational letter sent home/Conference with parents
2. 10th unexcused absence—referral to Probation Department for Informal Meeting.
3. 15th unexcused absence-expulsion/referral to the GAP program

Students must obtain a doctor's note to be considered excused from school for illnesses or medical reasons. Parent notes or calls will NOT excuse a student from attendance as the absence will be marked as a medical unexcused (MU). Students will be allowed to complete all class work for full credit for days marked as MU. A student absence with no parent call or a doctor's note will be marked as unexcused and the student will not get credit for work completed. In the case of repeated absences during the school year, a student may be required to obtain a doctor's excuse or a certificate of incapacity for each additional absence. A parent note will not be acceptable, and the absence will be considered unexcused.

COUNTY PROBATION ASSISTANCE

When students under 16 years of age miss an excessive number of school days, as determined by the administration, they may ask the corporation attendance officer to arrange an informal meeting at the probation office. This hearing will examine the absences and consider if parents and students are meeting their obligations in relation to the Indiana Compulsory Attendance Law.

TRUANCY

The term "truant" is hereby defined as a student who willfully refuses to attend school or class, and whose absence is found to be without the knowledge and/or permission of the parent/guardian and without the knowledge and/or permission of the school's administration.

Truancy for an entire day

1. First truancy: 4 days after school detention, parent notified, guidance counselor notified.
2. Second truancy: 3 days in-school suspension.
3. Third truancy: 5 days in-school suspension.

Truancy for less than an entire day

1. First truancy: 2 days after school detention, parent notified, guidance counselor notified.
2. Second truancy: 1 day in-school suspension.
3. Third truancy: 3 days in-school suspension.

HABITUAL TRUANCY

A student is designated as being a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one school year.

OTHER ABSENTEEISM GUIDELINES

A. Illness. Any student who becomes ill during the day must observe the following procedure:

1. If a student does not feel well but not ill enough to go home, he/she should inform the teacher. The teacher may then allow the student to stay in the classroom and relax.

2. If a student feels ill and wants to go home, he/she should inform the teacher and receive a written pass to the nurse's office.
3. If a student becomes ill between classes, he/she should report to the teacher of the next period class and receive a written pass to go to the nurse's office.
4. The nurse will sign a student into the sickroom, evaluate, monitor, and treat the student. Following evaluation, if deemed necessary, the nurse will call parents to come and get the student. A call home for parent pick-up is at the nurse's discretion and the absence from class will be treated as excused.
5. When a student leaves the sickroom, he/she should go to the main office and be signed out.
6. The school realizes that extreme circumstances might dictate deviation from the foregoing procedure.
7. **All calls home due to illness will be made by the nurse or a member of the front office staff.** Students should not make calls or text home to have someone pick them up. A student will receive an unexcused absence if he or she calls home for parent pick-up without authorization to do so from the school nurse.

B. Students signing out:

1. Students must sign out at the office when leaving the school grounds during the school day.
2. Parents may call, send a note, or pick up the student in the office at the time of departure.

C. The school assumes that any student who is unable to attend school for educational purposes, is also unable to attend extra-curricular activities. (This includes athletic practices, games, contests, organizational functions, etc.) An extra-curricular participant who is ill must attend periods 5, 6, and 7 to be able to attend practice or an event. Students who have an appointment must attend at least three periods of the day.

STUDENTS TARDY TO SCHOOL

1. Students should report to the office, sign in, get a pass and report directly to class.
2. Three (3) unexcused tardies will constitute one (1) day of unexcused absence.

IS YOUR CHILD TOO SICK TO ATTEND SCHOOL?

When your child is not feeling well, deciding whether to send them to school or keep them home can be a difficult decision. Here are some simple guidelines to help make the decision a little easier. If you have any other questions, don't hesitate to contact your child's physician.

In most cases, if your child has the following symptoms, they should NOT be at school:

Fever: temperature above 100 degrees Fahrenheit or higher within the last 24 hours and without fever-reducing medication such as Tylenol

Vomiting: vomiting 2 or more times in the past 24 hours

Diarrhea: several episodes of diarrhea within the past 24 hours or if any diarrhea is accompanied by moderate to severe abdominal pain

Eyes: thick mucus or draining from the eye or pink eye (Conjunctivitis)

Head lice: child must be treated before returning to school. The nurse will check the child's head before he/she will be allowed to return to class the day after treatment.

Skin: undiagnosed rashes or skin lesions. If diagnosed, please provide doctor note. **Draining lesions must be covered at all times while at school, and require a doctor's evaluation to rule out contagiousness.** A doctor's note must be on file with the nurse in order for the student to remain at school and/or participate in athletics.

Chicken Pox: must remain at home until all pox have scabbed over and dried

If your child is diagnosed with strep throat, impetigo, scabies, ring worm, conjunctivitis, chicken pox, head lice, or any other communicable condition, please report this to the nurse.

FINAL EXAMS

The Middle School will not have formal final exams except in High School credit courses. Those exams will be administered during the final week of each semester.

MAKE-UP WORK

All work missed due to an absence should be made up. Students will be allowed to make-up all work missed due to OSS for full credit. **Students need to check class webpages to get and complete make-up work.**

HOMEWORK ASSIGNMENTS

Parents and/or students wishing to receive make-up homework assignments for students who have been absent must log on to the teacher websites to obtain daily assignments. Students are expected to obtain assignments through our teacher websites and be prepared for class upon his/her return to school.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE EXCEPTIONS WHEN EXTENUATING CIRCUMSTANCES ARE INVOLVED.

MAKE-UP WORK FOR EXCUSED ABSENCE ONLY

A student must make up work missed if he/she is to get credit for days missed. This responsibility lies with the student, not the teacher. It is suggested that teachers remember that they are dealing with children and children need prompting at times. Should a student be absent, he/she will have one day for each day he/she is absent to get make-up work completed. If an assignment is given before the student is absent and due on the day the student is absent, then it is to be turned in on the day the student returns to school. Any "I" (incomplete) on the report card must be made up before the next grading period or it will be changed to an "F".

MIST PROCESS

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

GRADING AND INSTRUCTION POLICY

Standards-Based Report Cards

Report cards are posted online in Skyward following the end of each nine-week grading period. Identified learning targets will be assessed on a scale of 0-4. The purpose of the Maconaquah Middle School report card is to clearly communicate student achievement of grade level specific learning targets. A standards based report card shows how students are progressing based on specific standards. Every class has identified twelve priority standards. All standards are being taught, but more time is devoted to these identified priority standards. Students are no longer receiving an A-F grade, but are receiving a mark of 0-4 based on their knowledge and skill set. These marks will be given on 2 to 4 standards each quarter and will not be averaged.

Students need a minimum score of 3 to show proficiency on that standard. Students are given multiple attempts on each priority standard to show proficiency. The priority standards and scales can be found on the Maconaquah Middle School website under the student tab.

When reporting student learning in a standards-based system, the following scale/terms are used in lieu of a traditional graded system:

4.0 IN DEPTH KNOWLEDGE/MASTERY

In addition to the "Proficiency" criteria, the student demonstrates in depth knowledge of the task above and beyond what was taught in class.

3.0 FULL KNOWLEDGE/PROFICIENCY

The student independently demonstrates full knowledge and understanding of the task. The student grasps and applies the key concepts, processes, and skills for the grade level. This is the expectation for all students.

2.0 PARTIAL KNOWLEDGE

The student demonstrates partial knowledge of the task and is beginning to, and occasionally does, demonstrate understanding of the target. The student is able to grasp and apply some of the key concepts, processes, and skills but produces work that contains errors.

1.0 PARTIAL KNOWLEDGE WITH HELP

The student demonstrates partial knowledge of the task when given assistance (i.e. teacher support, calculator, or other type of manipulative or teaching chart). The student is working on concepts, processes, and skills leading to grade-level work. The student needs additional support and practice to show progress toward grade-level expectations

0.0 NO KNOWLEDGE WITH HELP

The student demonstrates no knowledge or understanding of the task when given assistance.

Teachers, students, and parents should be mindful that a level of 3.0/Full Knowledge and Proficiency is the target for every child. Two to four standards are identified for each subject area each quarter. Proficiency(3.0) is the target for every child on each assessed standard by the end of each quarter.

Practice is important and students will complete practice to show mastery. Practice may be in the form of worksheets, presentations and guided notes. Feedback will be given on the student's practice, but it is not averaged into the students grade. Practice will count towards a "Citizenship Grade." (See below.) After students have an opportunity to practice their skills, they take a benchmark assessment on the standard. Only assessments are graded. Assessments are short, multiple attempts to show what the student learned. It is a tool for the teacher to measure student learning and for the student to show their knowledge and skills. Each student will have the opportunity to take a minimum of three benchmark assessments over each priority standard. The assessments for a specific priority standard will not be averaged. A student's final mark will be based on trending data calculated by the teachers electronic gradebook based on student performance. Teachers will also have the discretion to change a students final mark based on other classroom data.

HIGH SCHOOL CREDIT CLASSES

Students (7th and 8th Grade) who are taking classes for high school credit will have marks converted to a letter grade. These letter grades will be used to calculate the students HS GPA. The conversion chart below will be used in this conversion.

3.75-4.00

A+=100% for final grade calculation

3.26-3.74

A=95% for final grade calculation

3.00-3.25

A-=90% for final grade calculation

2.84-2.99

B+=89% for final grade calculation

2.67-2.83

B=85% for final grade calculation

2.50-2.66

B-=80% for final grade calculation

2.34-2.49

C+=79% for final grade calculation

2.17-2.33

C=75% for final grade calculation

2.00-2.16

C-=70% for final grade calculation

1.76-1.99

D+=69% for final grade calculation

1.26-1.75

D=65% for final grade calculation

1.00-1.25

D-=60% for final grade calculation

Below 1.00

F=50% for final grade calculation

The courses below earn High School credit:

Introduction to Agriculture (8th Grade)

Supervised Agricultural Experience (7th Grade)

French I (7th and 8th Grade)

Spanish I (7th and 8th Grade)

Project Lead The Way / Introduction to Engineering (8th Grade)

Preparing College and Career (8th Grade)

Algebra (8th Grade)

COMPUTING SEMESTER GRADES/COURSE CREDIT FOR HIGH SCHOOL CREDIT CLASSES

Semester grades are computed based on nine week grading periods. The semester grade will be computed in the following manner:

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

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

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

CITIZENSHIP GRADE

Students will be given a Citizenship Grade every quarter from each teacher based on our Positive Behavior Intervention and Supports model. These marks in addition to academic marks will determine student eligibility for athletics and NJHS. Citizenship Grades are comprised of the following:

Being Safe: Walk, sit, and move in a safe manner

Maintain personal space

Report problems or unsafe activities to an adult

Pay attention during announcements

Being Responsible: Take ownership of your actions

Wear your ID around your neck at all times

Complete all assignments on time

Meet unique expectations set forth by each teacher

Being Respectful: Be courteous and considerate of others in the classroom

Use appropriate language, volume, and tone

Listen and follow directions

Actively and appropriately participate

Being Ready to Learn: Be Brave! – Put forth your best effort in every school setting

Be on time, attentive, and prepared with appropriate materials

Do your own work

Read and follow instructions

Be an advocate for your academic success

General Information

Report cards are posted in Skyward each nine weeks 4 days following the end of the grading periods (unless parents are notified). Each teacher's gradebook shall have sufficient grades to support those on the report card.

Teachers are urged not to rely on the report card as the sole, or major, source of reporting pupils' progress to parents. In addition to the report card, teacher-parent conferences, progress reports, letters to the home, telephone conversations, etc. may be used to keep parents informed.

Parents wanting to view their student's grades on a continual basis are urged to use Skyward. Skyward is the Maconaquah Middle School online gradebook that allows parents to view student grades as they are updated. Parents can contact the front office at extension 4005 to get a username and password to use Skyward. In addition to Skyward, each teacher has a website that they use to facilitate their class. Daily assignments are posted on these websites as well as a course syllabus for at least two weeks in advance of the daily assignment. Students may obtain and submit homework and projects through these sites and parents can track submitted homework assignments.

Spring/Fall Intercession

With the balanced calendar, Maconaquah Middle School is happy to offer a spring and fall intercession that will help students that have fallen behind and show a need for remediation. Students will be selected for these two intercession using data from ILEARN, INSPECT, and current coursework. Students that are selected will be sent notification with the first and/or third quarter progress report. All students that are selected are expected to attend the five day intercession.

Retention Information

If, in the judgment of the teacher and principal, the pupil would benefit by repeating the grade that he or she is in, then he or she will be retained. Parents may have input, but the final decision rests with the school officials. Factors of mental ability, age, health, and others should be considered. A careful study is to be made of each child to decide what is best for him or her. The purpose, as always, is to do what is best for the child.

Students at Maconaquah Middle School will be required to pass both nine weeks grading periods per semester in each subject area to pass the semester for that subject. However, the determination as to whether a student has completed the required classwork and homework for a semester shall be left up to the individual teacher and the administrators.

The building principal shall assume the final responsibility for determining the promotion, placement, or retention for each student.

Summary

The chief purpose of this policy is to emphasize that the material taught and the teaching methods combine to fit the level of the pupil and to balance credit received for work done with the grades on the report card.

PARENT-TEACHER COMMUNICATION

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, and email. If parents call during the school day and the teacher is not available leave a message on his/her voice

mail. If there is an emergency the office will contact the teacher. If parents wish to have a conference with the child's teacher, please call or email to make an appointment as teachers' schedules do not allow for drop-in conferences.

VISITORS

All visitors must report immediately to the main office and request a visitor's permit. However, no person shall remain in the school building or on the grounds after being asked to leave by any member of the administration, faculty, or maintenance staff. Student's are not to have other students come visit with them at school during school hours. Student visitors will not be permitted.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the system. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the system. Once entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Maconaquah School staff reserves the right to deny anyone entry to the building.

CHANGE OF ADDRESS OR PHONE NUMBER

Any change of address or telephone number should be reported to the office immediately. This is essential in case the school must contact the parents for any reason. It is the student's responsibility to see that his/her address and phone number are correct. Parents will be able to change demographic information using online access through Skyward once the school year begins.

RELEASE OF DIRECTORY INFORMATION

The policy of the Maconaquah School Corporation shall be to release certain items of directory information without securing prior consent of the parent or student. This information may be released to newspapers, other media, colleges, military recruiters, civic organizations, governmental agencies, or other similar parties who have just reason for the information. It will also be published in programs for the athletic, music, or theater presentations of Maconaquah Middle School. Directory information that may be released, unless the parent requests specifically that this material be withheld, will include:

1. Name, address, phone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance and nonattendance
6. Honors and awards
7. Other similar information such as honor roll numbers, height and weight of athletes, information generally found in yearbooks, college plans, and other institutions attended. Only the directory information which is appropriate for the legitimate agency will be released.

Parents or guardians wishing to deny the release of any directory information items pertaining to their child may obtain a "Denial to Release Directory Information" from the principal's office.

WITHDRAWALS AND TRANSFERS

A student who is transferred from Maconaquah Middle School should let the guidance office know of this transfer as soon as possible. Two days before the student is leaving he/she should come to the guidance office for a withdrawal form. This form is to be taken to all classes for the teachers to put on the withdrawal grades.

Students are to return their school property to their respective teachers. School issued devices and other books must be returned to the guidance office. Students will be billed for all school items that are not returned. Each teacher must sign the withdrawal form. Students should present this form to the guidance office by 3:15 p.m. on the day they plan to leave. The withdrawal form will be signed so students may take this form to the new school. The new school will then notify Maconaquah Middle School of the enrollment and request an official transcript of the student's grades and records.

STUDENT RECORDS

The Family Educational Rights and Privacy Act protects the privacy of a students' records and gives to parents and students 18 years or older access to the students' records. Information on the procedures for the above may be obtained from the guidance office.

STUDENT PICTURES

School pictures for student purchase and for the yearbook will be taken early in the school year. They are handled on a pre-pay basis. Students may select from several different priced packages, and the full amount must be paid the day pictures are taken. The photographer guarantees satisfaction, and all money will be refunded if parents are not completely satisfied with the pictures.

GUIDANCE DEPARTMENT

The guidance department provides services for the benefit of the Middle School students. They counsel students and give various tests during the school year. Counselors are eager to talk to students, teachers, and parents regarding problems they may have.

Students: If you come to the guidance office to make an appointment and the counselor is busy, leave your name with the guidance secretary or go on to class and check again later. You may also use email to set up an appointment.

SEVERE WEATHER-CLOSING OF SCHOOL

In case of severe weather that may force the closing of school, an official announcement of such closing will be made by the superintendent over our automated phone system, radio and television stations Peru - WARU-AM (1600 AM), Kokomo - WIOU-AM (1350 AM), WZWZ-FM (92.5 FM), Christian Radio, WWKI-FM (100.5 FM), Logansport (WSAL or Hoosier 103), Marion (WMRI-FM), Channel 6 (WRTV), Channel 8 (WISH), Channel 13 (WTHR), Channel 18 (WLFI), or Channel 59 (WXIN). You may also get this information by dialing 765-689-9131 and select option "6". In addition to local broadcasts, the school will generate an automated message that will be sent to each Maconaquah patron. Please keep your contact information updated with the school. Please listen to one of these stations and **DO NOT** call the school office or the superintendent's office. This information will usually be on the air by 6:30 a.m.

SCHOOL INSURANCE

Student accident insurance will be made available each year. Forms will be available during the first week of school for any student who wishes to participate in this optional insurance program. However, the Maconaquah School Corporation is not financially responsible for injury or accident.

All athletes must be covered by some kind of insurance. Parents have the option of providing their own coverage or taking out school insurance. Each athlete must submit proof of insurance, prior to his/her participation in any practice or game, to the athletic director's office.

TEXTBOOK, LAPTOP, AND BOOK RENTAL

Textbooks and Laptops are obtained on a rental basis. The rental price is estimated on usual wear and replacement. We realize that there will be a normal amount of wear, but students are expected to take responsibility of caring for their books and laptops. Abuse of a textbook or laptop will result in a fine being assessed. Please notify your teachers or the Middle School technician immediately upon receipt if you get a book or a laptop that is already damaged so that teachers or technicians are aware of it, and parents will not be charged at a later date. Students are responsible for the textbooks and laptops they were originally issued. Book numbers and MSC numbers are recorded at the time of issue to the student by the teacher. Please be sure the student's name and grade are written in the book label in case the book is misplaced or lost. Students will be required to pay for lost or damaged books and laptops. **The bills for textbook rental will be sent at the beginning of September and are due in full by the date listed on the bill.**

Parents/Guardians are financially responsible for book rental fees and any charges the school may assess for but not limited to lost books, cafeteria fees, library fees, library books, extracurricular activities, fund raisings and tuition. Parents/Guardians shall also be responsible for all reasonable costs of the collection of this account, which may include but not limited to, late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance.

USE OF TELEPHONE

There are no pay telephones in this building. Students may use a telephone in the classroom or the guidance office for personal use in the morning, at lunch, or after school. It is not to be used during class time. The main office phone is used to carry on the essential business of the school and is generally not available to students during the school day. Students will be called to the office in case of an emergency. Otherwise, a message will be taken and delivered to the student. If illness warrants, the school nurse or front office staff will call the parent or guardian. **Students are not to call home from any phone to have parents come pick them up because of illness.** A student will receive an unexcused absence if he or she calls home and parents pick them up without authorization to do so from the school nurse or guidance office personnel.

LOST AND FOUND

All articles found should be turned into the office where the owners may claim their property by showing their student I.D. If, after a reasonable amount of time, the items are not claimed they will be donated to a charitable organization. Students will be notified several times prior to this.

AWARDS DAY INFORMATION

During the last week of school, an awards convocation will be held in order to honor outstanding Maconaquah Middle School students.

Listed below are some of the awards given each year:

Perfect Attendance: No days absent or tardy regardless of the reason.

Good Attendance: No more than 2 days absent and/or two times tardy regardless of the reason.

Gold Award: Students going above and beyond what was taught in class (3.5's and 4's) on all critical standards every nine weeks.

Silver Award: Students reaching proficiency or above (3's and 4's) on all critical standards every nine weeks.

Presidential Education Award: Students reaching proficiency or above (3's and 4's) on all critical standards every nine weeks with a PASS+ on ILEARN (8th graders only).

Most Outstanding Dept. Student: Each department selects an outstanding student from each grade.

Most Improved Student: Each department will select one student from each grade.

School Service Award: Students who have been assistants in office, guidance office, library, with teachers, or provided service to the school in some other way.

Spelling Bee: Top school spellers.

Indiana Council of Mathematics: Nominated by math dept.

Midwest Talent Search: Participation

Academic Team: Participation

Art Competition: Participation

Academic Spell Bowl: Participation

National Junior Honor Society officers

Student Council officers.

Student Council Leadership.

HONOR ROLL REQUIREMENTS

The Middle School's Honor Roll takes into consideration the total involvement of a student's education. We feel that all subject areas contribute to the educational enrichment needed by our students. Therefore, all subjects taken by the students will count toward each honor roll.

"Gold" Honor Roll

In order to make the Gold Honor Roll, a student may not have any mark below a 3.5 in any class taken.

"Silver" Honor Roll

In order to make the Silver Honor Roll, a student may not have any mark below a 3.0 in any class taken

IMMUNIZATION RECORDS

As per Indiana Statute, IC 20-8-1-7-9.5, every child attending school must have all immunizations that are required by the Indiana Department of Health. A written waiver must be completed every year for immunizations not administered due to medical or religious reasons. Also, for those entering kindergarten and first grade, and/or new to

Maconaquah School Corporation, a copy of a county birth certificate must be submitted to the office.

Students attending Indiana schools as per IC 20-8.1-7-10.1 must furnish no later than the first day of school a written up to date record of all required childhood immunizations. These records must be presented upon enrollment or obtained within 20 days of enrollment. Students failing to have these records on file within 20 days will be subject to suspension from school until the records are submitted. A list of required immunizations can be found on the corporation web page at http://www.maconaquah.k12.in.us/health_information.

ADMINISTRATION OF MEDICATION

Students needing to take medications during school hours are required to store their medications in the nurse's office which is located in the guidance area of the front office. The following guidelines will be followed when medications are administered:

1. Medications will only be administered with the written consent of the parent—forms are located in the front office and nurse's office. This applies to prescription and non-prescription medications.
2. The nurse will administer physician prescribed medication provided it is brought in the **pharmacy's original container with the physician's current instructions on the label.**
3. All non-prescription medications must be in the original container. Make sure it is not expired.
4. All "natural remedies," herb, vitamins, dietary supplements, homeopathic medications, medications from other countries, supplements, must be accompanied by:
 - A written medication consent form signed by the parent/guardian
 - A written order from the child's healthcare provider authorized to practice in the state of Indiana
 - A list of reasonable information listing therapeutic and untoward effects and interactions
5. No Aspirin or Aspirin-containing medication will be administered without a doctor's order.
6. The nurse may write a note allowing a student to carry a water bottle for a maximum of two days. A doctor's order is required for longer use.

Parents occasionally ask the office to hand out medication to their child. If parents would like this service they should come to the nurse's office and fill out a permission slip. This is required by law! We require all medication to be kept in the nurse's office during the school day. Ibuprofen, Tylenol, etc. cannot be given to students without parental permission! Inhalers may be carried by a student if the nurse has a doctor's order to do so. This order needs to be renewed at the beginning of each school year.

The use of the elevator, crutches and wheelchairs due to injuries requires a doctor's order. All medical equipment must be provided by the parent or guardian. P.E. restrictions for injuries or illness expected to last more than 1 day require a doctor's order. All doctor's orders must be turned in to the nurse, who will notify the appropriate teachers. Doctor's orders are required to excuse a student from participation in physical education.

PROCEDURE for HEAD LICE

Purpose: To define the steps that will be taken by the Maconaquah Corporation staff in the event of a suspected case of head lice.

Rationale: The goal of the Maconaquah School Corporation Health Services is to keep students in the classroom as long as medically safe. As head lice are not a risk for carrying communicable disease; are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:

1. Students suspicious of having head lice will be sent to the nurse for evaluation. Class inspections will not be routinely performed.
2. A thorough inspection for live lice and nits will be completed.
3. If live (crawling) lice are noted, the parent will be notified by phone (if possible) and/or by letter which will be sent home with the student at the end of the day. The parent, upon notification may choose to pick their student up at that time.
4. The parent will be provided with information on head lice.
5. The parent will be instructed to inspect other household members for live lice.
6. The parent will be instructed in methods for elimination of infestation including the inspection for live (crawling) lice and manual removal (combing).
7. The parent will be instructed to continue daily combing until no live lice are discovered (approximately 1½ weeks). Remove live lice. Retreatment may be needed in 10-14 days.
8. The parent will be instructed to change and launder all bedding, clothing, coats worn by the student in the

last 48 hours.

9. Students will not be routinely excluded from school due to head lice.
10. Students will be re-inspected by the nurse following treatment by the parent upon returning to school.
11. Documentation of treatment form with parent signature must be returned to the school nurse.
12. Nurse will initiate the Head Lice Flow Sheet.

LIBRARY

Books

1. Books may be checked out for 10 school days and are renewable upon request.
2. Lost books must be paid for in full before another book is checked out.

Magazines

1. Magazines may be checked out overnight and are renewable upon request.
2. Lost magazines must be paid for in full before another magazine is checked out.

Laptops

1. Laptops that are broken must be taken to the library to be evaluated. If the computer must be kept for repair, a loaner laptop will be issued.
2. Loaner laptops must be turned in each day between 7th period and enrichment.
3. Students with broken laptops are expected to checkout a loaner laptop prior to first period each day.

Students with unpaid fines will not be permitted to participate in field day activities at the end of the school year.

BAND AND CHOIR ELECTIVES

In order to maintain a reasonable amount of continuity in an elective subject, the following procedure will be followed: If a student decides to drop an elective during the first two weeks of the school year, or at the end of the first semester (with parent permission), no penalty will be imposed. Students dropping classes after the above stated time will automatically receive an "F" for the semester grade in that class.

Students taking band or choir will be required to participate in all activities involving that class. This includes out-of-school activities. These activities are considered part of the requirements for receiving credit for this class. It should be understood that lack of cooperation in the out-of-school activities will result in the lowering of the student's grade for the class (i.e. an F for the nine weeks grading period). To avoid this any excused absences from out-of-school activities must be cleared with and approved by the band/choir director.

STUDENT LOCKERS, LOCKS AND BAGS

Each year students are assigned lockers on an individual basis. **Students are not permitted to share lockers.** There are enough lockers to accommodate every student. The school assumes no responsibility for items missing from lockers or left lying around the building. Students are advised to avoid storing valuable items in their lockers.

School bags are not a substitute for lockers. Students are allowed to carry material that is essential for coursework ONLY. Coats and other personal items need to be placed in their assigned locker.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents in order to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

SELLING ITEMS AT SCHOOL

Nothing is allowed to be sold at school unless it is school sponsored. Any exception to this must be approved by the principal. Such items are to be sold before school, during lunch, and after school only!

STUDENT DRIVERS

Due to the lack of parking areas, middle school students are not permitted to drive to school.

SCHOOL DANCES

Dances must be properly chaperoned by teachers and parents. Attendance will be limited to 6, 7, and 8th grade students of Maconaquah Middle School only. Unless otherwise specified, the school dress code will be enforced. Formals and corsages are neither necessary nor appropriate for Middle School students. Most dances are to be held after school 3:15-5:00pm. Students should have rides ready to pick them up at the conclusion of the dance. If a student is at school beyond 5:15, the student will not be able to attend the next dance.

HALL PASSES

To get through the halls during class, students need a pass signed by a teacher. If students are late to their next class because of being detained by a teacher, they should ask that teacher to write a pass excusing their tardiness. Students cannot stay in one class for an additional period without prior expressed permission from the teacher whose class they are going to miss

CONVOICATIONS

Convocations are held at various times throughout the school year. At all times the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program. It is expected that when students are in attendance, they will display proper behavior so that all in attendance may benefit from the program.

FIRE DRILLS

Fire drills are conducted periodically according to state regulations. When the alarm rings, leave the room immediately. Walk quickly and quietly but DO NOT RUN! Continue walking outside until all have gone at least 100 feet from the building. Remain outside until the signal is given to return. Instructions are posted in each room for leaving the building. Each teacher is responsible for the class in his/her room during a drill and leaves the building with the students.

TORNADO SAFETY DRILL

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

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

1. Students should be instructed to seek shelter under the heaviest item of furniture available in the room.
2. Assume the accepted protective position.
3. Stay away from windows.
4. Remain protected until advised otherwise by a responsible adult.

SCHOOL SECURITY DRILL

It is necessary to provide a clear process for all persons in the middle school to understand what to do in the event of a need for a high level of security in the building. This drill is done each semester to the specifications of the Emergency Procedure Guide.

SURVEILLANCE CAMERAS

For the safety of all Maconaquah Middle School students, there are surveillance cameras located on the interior and exterior of the building. The cameras record 24/7 and are archived for school official use only. The local Sheriff's department also has access to these cameras in case of an emergency.

LUNCH ACCOUNTS

Lunch money is handled through a computerized payment system. Students should deposit money into their accounts first thing in the morning at the bookstore window. The amount of the prepayment deposit is entirely up to you; it can range from one day, to a week, month or even a year. If checks are written, they should be made out to MACONAQUAH MIDDLE SCHOOL.

COSTS:

Student Lunch \$2.65 daily or \$13.25 weekly

Student Breakfast \$1.35 daily or \$6.75 weekly

What will stop the student from purchasing more than the parent allows? Simply notify us in writing what their limitations are and it will be programmed into the system. When your child gets a lunch, their limitations will appear on the screen.

If your child has a special "food" medical concern, once we are notified of this information, we will place it in the system to alert our staff to help monitor their meals.

If for any reason you would like a copy of the transactions of your child's account, we will be able to give you a print-out.

LUNCH PROCEDURES

Money is collected in the office at the middle school. Your child's account is set up as a "checking account." In order for your child to be served breakfast, lunch or milk, he/she MUST have money in his/her account. Students without funds in their account will be served an alternative lunch that meets the state nutritional standards. You may pay weekly, monthly, per semester, or the full year.

PLEASE KEEP YOUR CHILD'S ACCOUNT IN GOOD STANDING.

1. Money will be taken at the bookstore each morning before school starts. Parents may also use MOSAIC to deposit money electronically. MOSAIC is linked to all Maconaquah School Corporation websites. There will be a \$5.00 CHARGING LIMIT at the Middle School. NO charging will be allowed the final two weeks of the school year. Once the \$5.00 limit is reached, students will receive an alternative lunch.
2. In the High School and Middle School assigned PIN numbers will remain the same throughout your child's school years at Maconaquah. In order to prevent fraudulent use of PIN numbers, your child's school picture appears on the monitor each time his/her account is accessed. This prevents other students from being able to use your child's account.
3. Students ID's will be used to purchase food items in the lunchroom. Students will be required present an ID in order to receive lunch. If a student has a temporary ID, he/she may only purchase food through the type A lunch line. Students' may not purchase food or drink items from the a la carte line or Mac Shack without their school issued permanent student ID. All temporary ID's are available from the student's homeroom teacher only.
4. At the end of school all balances of \$10.00 and over will be refunded if requested, and under \$10.00 will be forfeited. Refund checks will be mailed to the parent.

If a check is returned to the Food Service Department for non-sufficient funds:

1. Checkredi will be the service responsible for resolving all checks returned for nonsufficient funds.
2. Returned checks may result in a "cash only" payment schedule.

The School Food Service operation is totally self-supporting and does not receive funds from the school corporation or local tax dollars. We are expected to pay for the bulk of the revenue from our breakfast and/or lunch money. We understand that financial circumstances can quickly change. Should you find that free or reduced meals might be appropriate for your family at any time during the school year, please feel free to contact us for an application from the office. Our goal is simple: to feed all students nutritious and appealing meals. We hope that participating in the Free/Reduced Meal Program will enable all Maconaquah students to regularly participate in the School Lunch Program.

STUDENT COUNCIL

The Student Council is an organization of student representatives. Each year representatives from each sixth, seventh, and eighth grade will be elected by their respective classmates to fulfill this purpose. The officers consist of a president, vice-president, secretary, and treasurer. Students must maintain at least a 2.0 (partial knowledge) with only one 1.0 (partial knowledge with help allowed) on their report cards each grading period to maintain eligibility. All Student Council decisions are subject to the approval of the principal.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization of 8th grade students who excel in the areas of Scholarship, Leadership, Citizenship, Character, and Service. A small group of outstanding students are invited to apply during the third nine weeks grading period of their 7th or 8th grade year. Membership in the NJHS is recognized nationally as one of the highest honors that can be awarded a student. The honor of becoming a member is accompanied by new responsibilities. The NJHS sponsors special activities such as the concession stand for home volleyball, basketball, and wrestling events, ticket sales for nearly all home sporting events, planning the Veterans' Day Program, the Christmas formal, and various fundraising campaigns, community service activities, etc.

Process: A list of eligible students is generated based on grade marks from the guidance office, which is then given to the NJHS sponsors. The sponsors then notify all eligible students via Google Classroom. Students then complete a rigorous application and essay. In combination with the application and essay, students must select three teachers to complete a teacher recommendation form for the student. A teacher panel will convene after the deadline for all materials and discuss the candidates. Major and/or frequent disciplinary issues could result in a student not receiving an application, regardless of their grade mark eligibility. Students must fill out the application for membership into NJHS by the deadline in order to become a member. No late applications will be accepted. A formal induction ceremony will be held in May.

Eligibility: To be eligible for consideration for membership in the NJHS, the student must be reaching proficiency or above (3's and 4's) on all critical standards on their report card.* Students must also have an average of 3 for their Citizenship Grade. According to NJHS guidelines, only students in seventh and eighth grades are eligible. The student must also have no disciplinary issues resulting in out of school suspension or expulsion within a year of applying for membership.

Discipline Procedures:

- 1.) Failure to maintain grademarks of 3 or 4 for each grading period during 8th grade year will result in the following actions:
 - A. 1st offense: Probation - Student receives a letter of probation stating that his/her grade marks have not met the minimum requirement for the grading period. Student may still participate in NJHS activities and earn points.
 - B. 2nd offense: Suspension - If a student still does not meet the minimum grade mark requirement at the beginning of the following quarter, the student will receive a letter of suspension from NJHS. He/she will no longer be allowed to participate in the NJHS activities or earn points. The student will have until the next progress report to meet the grade mark requirement.
 - C. 3rd offense: Dismissal: If a student fails to meet the grade mark requirement on their progress report (following a suspension), the student will be dismissed from NJHS and all certificates, membership cards, pins, ribbons, etc. withdrawn.

*During the 4th grading period, GPA will be evaluated at progress reports

- 2.) Obtaining a discipline referral while in NJHS will result in the following actions:
 - A. A discipline write up resulting in a detention or one (1) day In School Suspension (ISS) will place the student on Probation for the remainder of the school year. Student may still participate in NJHS activities and earn points.
 - B. A SECOND discipline write up resulting in a detention or one (1) day In School Suspension (ISS) will result in suspension from NJHS for the remainder of the semester.
 - C. Any write up resulting in multiple days of In School Suspension (ISS), Out of School Suspension (OSS), or Expulsion will result in dismissal from NJHS, and all certificates, membership cards, pins, ribbons, etc. withdrawn.

Additional information can be found in the MMS NJHS bylaws, see the NJHS sponsor for a copy

STUDENT ID BADGES

The purpose of this program is to provide a more safe and secure school building as well as consolidate student checkout and purchase procedures. All students and staff will be required to wear their ID on a daily basis and follow the following protocol.

- All students must wear ID cards on lanyard and worn around the neck while on school grounds(excluding athletic participants during games and practices)
- ID cards will be used daily to purchase items from the cafeteria, to check out books from the MMS Library, and for student and staff identification
- Student ID cards must be presented for free entry into any MMS extracurricular home event
- If a student loses his/her ID, a temporary ID will be supplied by their homeroom teacher
- Students who lose an ID must replace the ID within 24 hours. ID cards and lanyards will be available in the front office for a small charge and must be ordered before the school day begins.
- Student ID cards may not be altered from the original state (taped, marked, and etc).
- A student may only be in possession of his/her personal ID card.
- Students must present his/her ID card to any staff member that requests it.
- Failure to follow student ID protocol may lead to disciplinary action.(see disciplinary code)
- Students will wear and use the ID badges to board and leave the bus in accordance to the rules to be publicized by the Transportation Department upon completion of the project.

ATHLETICS and EXTRACURRICULAR TEAMS or CLUBS

Requirements for participation in athletics, extracurricular teams, or clubs at Maconaquah Middle School:

1. SCHOLARSHIP

A. A participant must have an average of 2.0, (partial knowledge) in all classes at the end of the nine weeks' grading period in order to participate in sports for the following grading period. Students must also have an average of 3.0 on their Citizenship Grade.

B. At the end of the semester, a participant must achieve the following in order to participate the next nine weeks' grading period.

(1) Average at least a 2.0, (partial knowledge) during the 2nd and 4th nine weeks grading periods and the semester average.

(2) Students must also have an average of 3.0 on their Citizenship Grade.

C. An ineligible participant may not practice for twenty-two (22) school days. If after the 22 day period the participant has at least an average of 2.0, (partial knowledge) and an average of 3.0 on their Citizenship Grade, he/she may resume practicing for the remainder of the nine weeks' grading period.

D. An ineligible participant may not compete until report cards have been issued for the next grading period and necessary scholastic standards have been met. (See A & B)

2. CODE OF CONDUCT

The code of conduct is a set of standards of behavior that all Maconaquah extracurricular participants agree to abide by for twenty four hours a day, three hundred sixty-five days per year. Extracurricular participants must accept the additional responsibility for proper behavior and leadership (beyond those imposed on the non-extracurricular participants at MMS), or they choose not to play.

Participation in athletics and extracurricular clubs is an honor and privilege that is extended to all Maconaquah students. Those who choose to become members of athletic teams and extracurricular clubs become ambassadors for our school and community. They must conduct themselves on and off school property, in a manner which is becoming to the themselves, their family, their school, and their community.

The following standards of behavior are required of ALL Maconaquah athletes and extracurricular participants:

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

3. CONSEQUENCES - PENALTIES

In the event an athlete or extracurricular participant is guilty of violating the Code of Conduct, the following guidelines will apply to his/her suspension from athletics or extracurricular teams or clubs:

A. Offenders will be dealt with fairly and swiftly.

B. Areas of concern are:

1. Unsportsmanlike conduct - ejection from a game
 - a. First offense - one game suspension, which will be administered the **next game**.
 - b. Second offense - suspension for the remainder of the season no option to the suspension offered. .
2. Tobacco product, vapor pen, or similar device related offenses
 - a. First offense - suspension from all competitions and practices for thirty days.
 - b. Second offense - suspension for three hundred sixty five (365) days with no option contract to the suspension offered.
3. Alcohol and/or other drugs of abuse offenses
 - a. First offense - Suspension for 365 days.
 - b. Option Contract at administration's discretion
4. Violation of civil laws

Athletes and extracurricular participants shall not violate any statute that would constitute the commission of a felony or a misdemeanor under the laws of the state of Indiana.

 - a. First offense - 365 day suspension.
 - b. Option Contract at administration's discretion
5. Violation of school rules
 - a. Shall be dealt with by the assistant principal and/or principal.
 - b. Coaches and sponsors may add additional penalties for the infractions (e.g. wind sprints, laps, etc.).
 - c. Any student receiving a disciplinary referral during the sport or club season will miss the next scheduled game/contest.
 - d. Any student receiving a second disciplinary referral during that sport or club season will be suspended from the next two scheduled games/contests.
 - e. Any student earning a third disciplinary referral during that sport season will be dismissed from the team.
 - f. Option Contract at administration's discretion

C. Student athletes who have received after-school detention or in-school suspension as a disciplinary consequence have the option to attend competition during an athletic suspension. Student athletes must be accompanied by a parent who attends with the student athlete for the duration of the contest. The suspended student athlete may only attend in the roll of a spectator who sits in the stands. If a parent is unable to accompany the student athlete for the duration of the contest, the student athlete may not attend.

DOCUMENTATION OF OFFENSES:

An investigation by the assistant principal/athletic director and the participant's head coach will be conducted whenever information is received that implicates the involvement of a MMS participant in a code infraction. Statements from eyewitnesses and police reports may serve as evidence against the participant until adequate documentation has been received. The participants parents, and the participant's coach will be notified of the decision to suspend.

APPEAL PROCEDURE

The student or parent may appeal any suspension to the Code of Conduct Hearing Board, which consists of the

Middle School principal and his/her designees. Included in those he/she may designate shall be one parent, two coaches, and one guidance counselor. The student will be suspended from participation until such time that the Hearing Board can be convened to hear the appeal. Every effort will be made to convene the hearing board at the earliest possible date. The hearing board will hear the evidence and render a decision based on a simple majority vote.

If the student wishes to appeal the decision of the Hearing Board, the student must petition the superintendent of schools.

OPTIONS PROGRAM

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

1. The participant, in the sport or activity of which he/she is currently a member, will miss 100% of the regular season's contests plus 50% of the contests for the next sport season in which he/she chooses to participate.
2. The student and parent/guardian must meet with the athletic director to discuss an individualized plan.
3. Part of this plan may be a chemical use assessment, administered by certified drug/alcohol counselors and a 100% compliance by the participant with the counselors' recommendations. The counselors may recommend inpatient or outpatient care. Parents will assume responsibility for all testing.
4. A student who is found in violation of the substance abuse policy will be subject to drug testing during the 365 day period following the assessment. The participant who does test "positive" will lose his/her option's program status immediately, and will begin a 365 day suspension (effective the date the test results are received by the MHS administrators).
5. A contract will be drafted by the athletic director that defines expectations of the student's academic and attendance performance.
6. Failure to meet any "good faith" compliance after the participant agrees to the "option's program" will make it necessary to invoke the suspension immediately.
7. A student choosing the Options Program may not serve his/her suspension as a manager of a team unless that position was held by the student in question during the season prior to the infraction.

COACHES' RULES

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

STUDENT ATHLETIC POLICIES

A. AGE ELIGIBILITY

1. A 6th grader may play until the age of 14.
2. A 7th grader may play until the age of 15.
3. An 8th grader may play until the age of 16.
4. A participant reaching the age criteria during a season may complete that sport's season.
5. A student cannot participate in the same sport at the same grade level for more than one year.

B. NECESSARY FORMS TO BE FILED:

1. Athletes must have a PHYSICAL FORM on file before their first practice. Every effort is made by the high school athletic director to secure a physician at the end of each school year (after April 1) to administer physicals for the following school year. Physicals are good from April 1 to the end of the following school year. Any physical taken between these dates will expire at the end of the school year.
2. Athletes must have adequate family insurance or sign a waiver of liability. MMS is not financially responsible for medical expenses incurred from practice or game injuries.
3. Before competing athletes must sign, along with a parent/guardian, and file with the principal a STUDENT HANDBOOK RECEPTION FORM.

C. PRACTICE REGULATIONS

1. Participants are expected to attend all scheduled practices. Illnesses or other emergencies are the only good reasons for missing practices.
2. When school is dismissed or not in session due to inclement weather, all practices will be cancelled. Exceptions may be granted on the recommendation from the principal and approved by the superintendent.

D. ATHLETIC EQUIPMENT

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

E. ATTENDANCE ON DAYS OF COMPETITIONS

Participants will be allowed to compete in contests only if they have been in class periods 6 and 7 on the day of the game. This does not apply to competitions scheduled on days when school is not in session (e.g. Saturdays, vacations, half-days). Exceptions may be approved by the principal or athletic director only.

F. IN-SCHOOL SUSPENSION & OUT-OF-SCHOOL SUSPENSION RELATED TO COMPETITIONS

No inter-school participation or practice is allowed during the suspension period unless outlined in an options contract. In addition the following regulations will apply:

1. One day suspension: A student receiving a 1 day suspension will be suspended from the next scheduled contest.
2. Two day suspension or an accumulation of two 1 day suspensions: Students will be suspended from the next two scheduled contests.
3. Three day suspension or an accumulation of three 1 day suspensions: Students will be dismissed from the team for that season. The student may not participate in any other sport during that season but may try out for other sports in other sport seasons.
4. If a student is suspended from a sport season and wishes to try out during another sport season, he/she may do so with the understanding that the next suspension will terminate his/her sports eligibility immediately for the remainder of the school year.

G. CUTTING POLICY

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

H. DROPPING A SPORT

Any athlete who quits a team is prohibited from participating in another sport until the season of the sport that is dropped is completed. The only exception is by mutual consent of both coaches and the athlete involved.

I. EARLY RELEASE

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

J. TRANSPORTING ATHLETES & PARTICIPANTS

School buses will be used whenever possible to transport teams to away events. Athletes and participants must ride the bus to and from the competitions unless prior written approval from the parent is received by the coach.

K. AWARDS

To receive an award at the end of a season, the athlete or participant must be a member in good standing on the team and be recommended by his/ her coach or sponsor.

L. ELEMENTARY STUDENT PARTICIPATION

A fifth grade student enrolled at Maconaquah Elementary School, may participate in a Middle School sport in practices and, in a limited manner, in sports that are individual/team in nature, such as cross country, swimming, or wrestling. While they may participate in events as a member of the Maconaquah Middle School team, they cannot

displace an MMS student from a position or place on that team. If there is a like sport offered at the elementary school, this opportunity is not available to that student. Elementary student participation is subject to administration approval. All fifth grade student-athletes who are participating on a Maconaquah Middle School Athletics team must be reported on the roster by the head coach of that sport, prior to the start of the the season.

STUDENT MANAGERS

Coaches may request to have a student(s) assist with team operations with approval by administration and the coaching staff. The head coach will be responsible for selection of and supervision of student managers. Student managers are official members of the team, therefore they must adhere to all team rules set forth by the head coach and all follow the same policies under the athletic requirements.

CHEERLEADERS

Each year sixth, seventh, and eighth grade cheerleaders are selected. The purpose of having cheerleaders is to direct the student body's school spirit. Cheerleaders must try out each year; there are no carry-overs. The cheerleaders will perform at football games and boys' basketball games (including tournaments). Cheerleaders must follow the same policies as under the athletic requirements.

COLOR GUARD

The Color Guard is a precision team consisting of Middle School girls. The girls perform at select home boys' basketball games. They must be willing to spend sufficient time in practice or risk removal from the squad. To remain in color guard, a C- (4.0) grade average must be maintained with only one F allowed on the report card each grading period. Students must have a behavior record in good standing to participate.

EXTRA-CURRICULAR DRESS CODE

Students in any athletic or voluntary organization shall abide by the rules of dress and grooming for that extra-curricular activity as established by the sponsor/coach and school administration.

STUDENT CONDUCT

PHILOSOPHY AND GOALS OF STUDENT DISCIPLINE

It is the purpose of the staff of Maconaquah Middle School to provide a safe and orderly environment for all students. Such an environment is necessary for effective learning. In order to fulfill this purpose, it is essential to establish certain standards for student conduct. The goal of these standards is to promote the best possible learning environment-an environment that will enable all students to strive for their maximum mental and physical development during their years at Maconaquah Middle School.

The responsibility to maintain this safe, orderly environment falls to the cooperative efforts of students, parents, teachers, administrators, and the community. The primary responsibility to live within certain standards of conduct remain with the individual student. In cooperation with students, parents, teachers and administrators, Maconaquah Middle School developed and implemented a PBIS program to bring educational best practices to bear in an effort to encourage positive behavior and improve school culture.

Positive Behavior Interventions and Supports (PBIS) is a research-based framework for teaching, supporting, and sustaining positive behavior for all students. Implementation of the program which is guided by faculty and staff will provide a school-wide approach to focusing on discipline and promoting safe and positive learning environments. The benefits of PBIS at Maconaquah Middle School will include but not be limited to fewer behavior issues, more instructional time, and positive reinforcement. At the heart of the PBIS framework for Maconaquah Middle School will be our four foundational values of Respect, Responsibility, Safety, and being Ready to Learn. An expanded version of the four foundational values of the PBIS framework can be found in the Citizenship Grade section on page 10 of the MMS Handbook.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purpose of discipline in a school, the student may form a correct attitude toward it, and not only do his/her part in making the school an effective place of learning but develop the habit of self-restraint which will make each student a better person.

THREATS

Actions or threat of actions that constitute verbal or physical assault or abuse of any individual on school property or a school related function by a student or other individual shall not be tolerated. Appropriate measures necessary to correct these situations, including disciplinary action or legal action, shall be taken. Offenses of this nature may result in legal prosecution.

RESTRAINT OF STUDENT

In accordance with board policy 5630.01-"A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint."

SUBSTITUTE TEACHERS

Our school is fortunate to have capable people to help us whenever our regular teachers are ill or otherwise cannot be at school. A substitute teacher is an important staff member whose impression of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. Substitute teachers have essentially the same authority as the regular classroom teacher.

STUDENTS NOT RIDING BUSES

Middle School students are to be let off and picked up in front of the Middle School only (not at Maconaquah Elementary or Maconaquah High School).

BUS CHANGE/ADMISSION FORM

Students riding home on a different bus, must have a permission slip filled out in the Middle School office and signed by the Principal or Assistant Principal. The parent must send a signed note with the student to the office giving permission. If a student is riding home with another student, we must have a signed note from each student's parents. This must be turned in to the office before noon.

BUS CONDUCT

Riding the bus is maintained as a privilege, not a right. Recognizing the difficult task of the driver, any student who behaves in such a manner as to threaten the health and safety of the occupants of the bus will have the privilege suspended or withdrawn. The driver has complete authority to operate and control the bus and its passengers within the guidelines and policies of Maconaquah School Corporation. The authority to assign seats on the bus is absolute.

It is the responsibility of the student to respect himself/herself, others, and others' property. Excessive noise, offensive language, talking back to the driver, and fighting are problems for which students are most often suspended from the bus.

If these rules are followed, the trip to and from school will be made safer for all involved. If not followed parents may have to take their child(ren) to and from school for a specified period of time.

CELL PHONES, IPODS, and other ELECTRONIC DEVICES.

Students are not to use cell phones, iPod, or other electronic devices during the school day (8:30-3:15) unless the classroom teacher has authorized students to use the devices to complete a classroom activity. Students will be permitted to use cell phones, iPod, or other electronic devices during their lunch period or passing periods if used in a responsible manner. Violation of this policy will result in confiscation of the device until a parent/guardian can visit the school to retrieve it between the hours of 7:40 AM and 3:45 PM. The student will be assigned 1 day of after school detention. Use of any electronic device in the restroom or locker room area is prohibited. Failure to comply with this policy may result in suspension or expulsion.

STUDENT DRESS AND GROOMING

The dress and grooming of an individual should reflect upon the “society” in which he or she is located at the present time. Our “society”, the Maconaquah School Community, should house students who use good taste in attire and grooming--simplicity, neatness, and appropriateness. Students should wear appropriate attire during the regular school day and at school sponsored activities.

Basically, dress and grooming guidelines are threefold:

1. Health and Safety--Students should not wear clothing or styles that can be hazardous to them in their activities such as shop, lab work, physical education, etc. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement are discouraged as are dress styles that create, or are likely to create, a disruption of classroom order. Footwear must be worn at all times. Girls and boys alike may be asked to wear a protective net or cap if the hair is too long for health and safety precautions in laboratory situations, such as: science, swimming, PLTW, FACS, etc.
2. Common Decency--Clothing should provide sufficient coverage of body. Clothing shall reveal no cleavage, undergarments, shoulders, or bare backs. Students will not be permitted to wear clothing that glorifies, advertises, or promotes the use or engagement in alcohol, drugs, sexual conduct, violence, or anything that can be construed as concealing contraband. **Hats, sunglasses, and pajamas are not conducive to the educational environment of the classroom and shall not be worn in the school building.** Please leave these items at home. All clothing is to reflect the values of the community in which we live. Due to the distracting nature of markings on students' skin and/or clothing, students should not wear clothing or present their person that they or others have drawn or marked with markers or other writing utensils. If there is a question, the administration shall make the determination of acceptable attire.
3. Maintenance of School Plant--This refers to footwear or items of clothing that could damage furniture, walls, etc.

Students who do not wear clothing that reflects good judgment or who do not comply with these guidelines will be sent to the guidance office for necessary action. Parents will be contacted should the need arise.

Examples of acceptable school dress: traditional school clothes, shorts that are not above mid-thigh, sweat pants, etc.

Examples of unacceptable school dress: Clothing that reflects anything relating to alcohol, drugs, and/or tobacco products, inappropriate or suggestive language, **shorts or skirts that are above mid-thigh, pants that have holes in them above the knees, bottoms that go beyond the bottom of the student's shoes, tank tops (including athletic jerseys) without a t-shirt underneath, fishnet shirts (without a t-shirt underneath), shirts and/or blouses that do not cover the midriff, “bike” type pants (whether knee high or full length), chains of any sort that were not originally designed as jewelry, etc. “Sagging” pants will not be permitted. Students will be asked to pull the pants up and fix them so that they won't sag. In the event that this is a common occurrence, the parents will be notified to bring clothing that fits so that the pants don't “sag”. Failure to comply with the dress code will result in disciplinary action, ie. Insubordination.**

Extra-curricular dress code: Students in any athletic or voluntary organization shall abide by the rules of dress and grooming for that extra-curricular activity as established by the sponsor/coach and the school administration.

GENERAL SCHOOL RULES

1. Walk in the halls.
2. Keep unnecessary noise down in the halls.
3. Be considerate of teachers and fellow students.
4. Keep track of books and laptops. They are the student's responsibility.
5. Be in class on time.
6. Obey faculty and staff.
7. Students are not to bring radios, recording devices, beepers, laser pointer, toys, etc. to school. If so, they will be taken from the student and must be picked up by a parent.
8. Students are not to go to the high school before or after school.

CAFETERIA RULES AND PROCEDURES

1. Students are to go immediately to the cafeteria when their lunch period begins. Students should report to the cafeteria immediately from the end of the previous class period.
2. Upon entering the cafeteria, students are to enter the serving lines.

3. Students are to pick out a seat and remain there for the remainder of the nine weeks.
4. Students are to remain in their seats for the remainder of the lunch period, with the exception of throwing their trash away, returning to the lunch line, or to use the restroom.
5. Students are not permitted to leave the cafeteria without permission of the lunchroom supervisor.
6. Students will have an individual number located on their ID as a barcode for their own lunch account. A student's lunch account may be added to any day of the week. This is to be done in the morning at the bookstore. Students on Free/Reduced lunch program are not permitted to purchase lunch for another student. This is a serious offense and will not be tolerated.
7. Students will not be allowed to "charge" with the account system. Middle School students should be very capable of handling this type of personal account.
8. Students may bring their own lunch to school.
9. Students may bring their books or laptops to the cafeteria to study after they are finished eating.
10. Students are expected to be respectful to the cafeteria workers, and to the other students. Vulgar and inappropriate behavior for meal time will not be tolerated.
11. Students are expected to clean up after themselves.
12. Throwing objects of any kind in the cafeteria will not be tolerated.

STUDENT DUE PROCESS

A student will be given a hearing in the event it becomes necessary to take disciplinary action whereby a student (1) is suspended from school attendance for a period of less than ten days, (2) is expelled for the balance of a the current semester/following semester, or (3) is given other disciplinary action which automatically prevents him/her completing within the normal time his/her overall course of study in any school in the corporation.

Rights, Responsibilities, and Regulations

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

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

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

Reprimand, probation, referral to special personnel in the schools (i.e. counselor, assistant principal, principal, etc.), parent conferences, calls to parents, detention, suspension, referral to specialized community services, and expulsion are some courses of action available to school personnel in dealing with pupils involved in school discipline problems. Some behavior is much more serious than others and requires different approaches and clearly defined actions. Not all acts of misconduct can be itemized. However, examples of some significant misbehavior are herein listed, and taken from the laws of the state of Indiana.

STUDENT DISCIPLINE POLICY

The following code, as adopted by the School Board, sets forth school rules prohibiting certain types of student conduct that constitute disciplinary offenses. A student found to be in violation of any one of them may receive punishment as severe as an expulsion. Less serious conduct can be dealt with by the principal under the disciplinary authority given to him by the statutes of the school board regulations.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**

A middle school teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend or take part in any school function for a period of up to 10 school days.

3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any tobacco product, e-cigarette, vapor pen or similar device, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in lewd, lascivious, or sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropano-lamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic device or a handheld portable telephone in a situation that interferes with the school purpose or educational function.
13. POSSESSION OF A FIREARM
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive, and which has any barrel with a bore of more than one-half centimeter in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

- (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
 3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

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

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

An appeal to an expulsion shall be submitted to the County Court.

LEGAL REFERENCE: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-8.1-5.1-1 et seq.

DISCIPLINARY OPTIONS

Class suspension

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student from class for a maximum of one period. This option should be used in conjunction with written and telephone notification to parents. Copies of mailed disciplinary referrals and confirmation of telephone contact should be given to the assistant principal for inclusion in the student's discipline file.

After school detention (ASD)

After school detention is an alternative school option that allows students to serve penalties without missing valuable class sessions. Students will be assigned to this disciplinary option by the building administration after lower level options have been exhausted. ASD will meet on Tuesdays and Thursdays from 3:20 p.m. to 5:20 p.m. Students will complete assigned class work provided by teachers. Students will be required to provide their own transportation home and they will be given 24 hours advance notice before serving ASD

Once students have served detention for six times, detention will no longer be used as a disciplinary option.

In-school suspension (ISS)

ISS is a full day assignment intended to isolate the student from the classroom and his/her peers. This option is intended to provide a supervised environment for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to this level of disciplinary action. Students will complete

assigned class work provided by the teachers. All class work must be completed in ISS.

Out-of-school suspension (OSS)

OSS would be received for more serious disciplinary infractions and for those students who are regular offenders. This option will be used as a preliminary to expulsion.

Expulsion

Expulsion will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeated offenses. Every case will be considered on an individual basis. Depending upon the seriousness, the administration may skip or reduce levels.

Major Offenses

Major Offenses will result in suspension from class (in or out of school) and may result in expulsion from school or other disciplinary action deemed appropriate by administration.

Assault on Staff	SAFETY	Expulsion
Use of weapon, Threat with weapon, Possession of weapon	SAFETY	Expulsion
Selling or providing any drug as identified in discipline code	SAFETY	Expulsion
Possession of alcohol, drugs, paraphernalia, under the influence	SAFETY	Expulsion
Threatening staff member	RESPECT	Expulsion
Theft	RESPECT	Suspension/Expulsion
Smoking, possession of tobacco products, ignition devices, e-cigarettes, vapor pen or similar device	SAFETY	Suspension/Expulsion
Fighting	SAFETY	Suspension/Expulsion
Vandalism (intentional)	RESPECT	Restitution, suspension, expulsion-Restitution
Disrespect of staff/student	RESPECT	Suspension/Expulsion
Bullying	RESPECT	Suspension/Expulsion
Gang Activity	RESPECT	Suspension/Expulsion
Truancy (Full day)	SAFETY	Suspension
Insubordination	RESPECT	Suspension/Expulsion
Harassment, threatening or intimidation	RESPECT	Suspension/Expulsion

* Definition in accordance with (HEA 1423): Bullying means overt, unwanted, repeated acts or gestures, including

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

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 2. has a substantially detrimental effect on the targeted student's physical or mental health
 3. has the effect of substantially interfering with the targeted student's academic performance; or
 4. has the effect of substantially interfering with the targeted students ability to participate in or benefit from the services, activities, and privileges provided by the school.
- A. The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term the following:
- a. Participating in religious events
 - b. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - c. Participating in an activity consisting of the exercise of student's rights protected under the First Amendment to the United States Constitution or Article 1 Section 31 of the Constitution of the State of Indiana or both.
 - d. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - e. Participating in an activity undertaken at the prior written direction of the student's parent.
 - f. Engaging in interstate or international travel from a location outside of Indiana to another location outside of Indiana.

Bullying

After offense number:

1. On a student's initial offense in the area of "Threat, Harassment, Intimidation", the student will be provided the "Take a Stand" booklet which will be administered by the Principal/Assistant Principal. A phone contact with the parent(s) will introduce the purpose and role of the "Take a Stand" booklet.
2. The offending student will be assigned a curriculum regarding these behaviors administered by the guidance counselor.
3. Proceedings for suspension/expulsion will be initiated for the offending student.

Gang Activity Administrative Guidelines

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

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

1. either:
 1. promotes, sponsors, or assists in; or
 2. participates in; or
2. Requires as a condition of membership or continued membership;

the commission of a felony or act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).

"**Gang activity**" - a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

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

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

findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of criminal gang activity.

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

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

Minor Offenses

Minor Offenses will result in After School Detention, and may lead to suspension from class attendance (in or out of school) or other disciplinary action deemed appropriate by administration. Repeated disciplinary violations in this category may lead to expulsion from school.

Vandalism (negligent)	RESPECT	ASD, Suspension, Expulsion
Truancy (partial day)	SAFETY	ASD, Suspension
Disrespect of students	RESPECT	ASD, Suspension, Expulsion
Forgery	RESPONSIBILITY	ASD, Suspension, Expulsion
Persistent problem	RESPONSIBILITY	ASD, Suspension, Expulsion
Problem for substitute teacher	RESPONSIBILITY	ASD, Suspension, Expulsion
Public display of affection	RESPONSIBILITY	ASD, Suspension, Expulsion
Obscenities	RESPECT	ASD, Suspension, Expulsion
Dress code violation	RESPONSIBILITY	ASD, Suspension, Expulsion
Cheating - handled by teacher	RESPONSIBILITY	ASD, Suspension, Expulsion
Tardy to class (after 3 rd time)	RESPONSIBILITY	ASD, Suspension
Student ID violation	RESPONSIBILITY	ASD, Suspension
Improper bus conduct	SAFETY	ASD, Suspension, Expulsion
Lunch room conduct	RESPONSIBILITY	ASD, Suspension, Expulsion
Hallway conduct	RESPONSIBILITY	ASD, Suspension, Expulsion
Computer misuse	RESPECT	ASD, Suspension, Expulsion

Disciplinary Probation

A student may be placed on disciplinary probation by the administration upon receiving two disciplinary referrals related two major offenses. At that point, a student may not attend any school dance, convocation, club meeting, attendance at athletic events, field day or participate in sports activities - either practice or game. The student is expected to attend school but must leave at the end of the day unless involved in tutoring or detention. The parents will be required to meet with the administration to initiate a Behavioral Contract for the student. Failure to meet the

terms of the contract may result in Due Process (expulsion) proceedings.

Habitual Offender

A student will be declared to be a Habitual Offender when he/she has received a combination of Major and Minors. At this point, Due Process Proceedings (expulsion) may be initiated by the administration.

GAP Program

The Grissom Alternative Program (GAP) is a program that is for Maconaquah Middle School students who may need an alternative approach to learning and social services to continue their pursuit toward educational success.. This program will utilize a variety of educational strategies as well as sources to measure academic success. The program will be in a self-contained general education classroom with a teacher in the classroom. Students get into the program with a recommendation from the Middle School principal.

Miami County Probation Miami County Sheriff's Department/School Resource Officer

Miami County Probation will visit Maconaquah Middle School on a regular basis. That officer is available to work with students who are on probation, speak to students who have a difficult time with discipline, speak with parents who have questions regarding the probation program, and to provide assistance with the administration in communicating with the school community about the total discipline program. The SRO will be available to provide assistance to school personnel, students, and parents on a daily basis.

AFTER SCHOOL DETENTION

After school detention will be held from 3:20 p.m. to 5:20 p.m. each Tuesday and Thursday during the school year. This is designed to provide disciplinary consequences for behavior and attendance problems. This program is part of our commitment to keeping students in the classroom where they can benefit from the expertise of the classroom teachers. Students will be assigned ASD by the assistant principal or principal.

Guidelines:

1. Students must report to the assigned area by 3:20 p.m.
2. Students are to bring materials study.
 - a. All students will be required to complete teacher assigned work.
3. Rules of study hall will apply.
4. Students will be released at 5:20 p.m.
5. Students must arrange their own transportation home.
6. Students will be given 24 hours advance notice before serving ASD.
7. A parent signed ASD notification should be turned in to Mrs. Peterson in the front office on the date specified on the form.
8. Failure to successfully complete the assigned ASD will result in additional days or other disciplinary action (primarily suspension).
9. Once a student has served detention six times, detention will no longer be used as a disciplinary option. Out-of-school suspension will then be used.

P.L. 121-1989 (DRIVER'S LICENSE LAW)

I.C. 9-24-2-1, effective July 1, 1995, prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student under the age of 18 and:

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

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

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

1. the student turns 18;
2. the end of the semester in which the student is reinstated in school;
3. the suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20.8.1-5; or
4. the student re-enrolls in school.

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

1. that a student is eligible for a license or permit because the student has not been suspended (at least 2 times), expelled, or excluded; and
2. when a student has been suspended (at least 2 times), expelled, or excluded.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least 13 but less than 15;
2. a habitual truant; and
3. identified in a list submitted to the Bureau of Motor Vehicles; until the student turns 18.

This law amends the age a student may withdraw from school. Effective July 1, 1992, a student may withdraw from school when the student graduates, turns eighteen, or turns sixteen and has an exit conference between the student, the parent, and the principal. For the purpose of implementing this law, a suspension shall be defined as an out-of-school suspension of any kind or for any reason.

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

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a group;
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

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

SEXUAL HARASSMENT POLICY

It shall be a violation of the student disciplinary code for students to harass other students through conduct or communication of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

A substantiated charge against a student shall subject that student to disciplinary action including suspension and/or expulsion.

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

Any student who experiences sexual harassment from a staff member shall report such conduct to the principal immediately. The Maconaquah School Corporation maintains a Harassment Policy for its employees. This policy can be reviewed by parents/students in the school office upon request.

POLICY ADOPTED BY OFFICIAL BOARD ACTION: March 2, 1993

SUBSTANCE ABUSE POLICY

PHILOSOPHY

Maconaquah Middle School has a responsibility to protect the health and safety of all students by making every effort to ensure a drug free environment where learning can take place. The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity-sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs or devices is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Further, school officials expect and encourage parental involvement along with other segments of the community that have a role in helping students remain drug free.

ALCOHOL AND OTHER DRUG POLICY PARAMETERS

1. The policy must be equally applied to every student regardless of circumstances. Students typically will respond positively to a policy that is fair and consistently enforced.
2. Knowingly possess, use, provide, or transmit to another person or be under the influence of any substance which is, looks like, or which is or was represented to be: a tobacco product, e-cigarette, vapor pen or similar device, narcotic drug, hallucinogenic drug, amphetamine, inhalant, barbiturate, marijuana, alcoholic

beverage, substance containing alcohol, heavily-based caffeine product, crack, cocaine, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind are strictly prohibited. The proper use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

3. Reasonable suspicion that one will find evidence of a violation of law or school rule is cause for school officials to use appropriate measures as provided by law, including but not limited to, calling the police, searching student lockers, searching the person and personal possessions of the student, detaining the student, etc.
4. This includes: (1) on school grounds during and immediately before and after school hours; (2) on school grounds at any other time when the school is being used by any school approved group; (3) off school grounds at any school sponsored activity, function, or event.

DISPOSITION PROCEDURES FOR SECONDARY STUDENTS

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

Witnessed Offense: Student is found to be under the influence of/or in possession of alcohol/drugs.

1st Offense

1. Parent or guardian will be notified.
2. Proper legal authorities will be notified.
3. Student is suspended from school for five (5) days and recommendations of expulsion made to the superintendent for the remainder of the present semester and for the following semester.
4. If disciplinary due process results in expulsion, it will be recommended that documented proof of a chemical assessment by a certified alcohol/drug counselor be provided to the principal prior to re-admittance to school after the period of expulsion expires.
5. Parent(s)/guardian will meet with designated school officials to discuss assistance for the student when he/she returns to school following expulsion.

DEALING

Dealing is defined as selling, providing, transmitting, manufacturing alcohol, or other illegal drugs.

Disposition:

1. Parent or guardian will be notified.
2. Proper authorities will be notified.
3. Student is suspended from school for ten (10) days and recommendation of expulsion made to the superintendent for the remainder of the present semester, and for the following semester.
4. If disciplinary due process results in expulsion, it will be recommended that documented proof of a chemical assessment, be a certified alcohol/drug counselor be provided to the principal prior to readmittance to school after the period of expulsion expires.
5. Referral to Student Assistance Program upon returning to school.

SELF-REFERRAL

A student who refers himself/herself to an appropriate school official and who follows the recommendations of the home/school counselor and administrators will not be subject to suspension, expulsion, extra-curricular ineligibility, or other disciplinary actions for violation which occurs prior to the self-referral. If school personnel learned of a violation beforehand, a self-referral will have no effect.

SEARCH OF PERSON

The principal, assistant principal, or another member of the faculty, acting at the direction of the principal, may search the person of a student, if the principal or assistant principal have reasonable suspicion the search will produce evidence of a violation of a school rule(s) or state law(s).

JURISDICTION

The jurisdiction of the school with respect to the foregoing rules of conduct shall apply to misconduct: (1) on the school grounds during and immediately before or immediately after school hours; (2) on the school grounds at any other time when the school is being used by any school group; (3) off the school grounds at a school activity, function, or event; (4) when such student is traveling to or from school or an educational function; and (5) off school

grounds, if the misconduct is a carry-over to a school time problem.

ACADEMIC BEHAVIOR

Students are to consistently work up to their academic potential. Success as a student depends on quality instruction from teachers, consistent effort from students, and support from parents. Students found to be lacking in academic effort will be subject to the following disciplinary steps:

1. An after class discussion with the student regarding the problem will be conducted by the teacher.
2. A formal teacher conference will be held with the student. Parents will be notified of the problems and formal documentation will be filed with the assistant principal.
3. Parents will be contacted by the teacher and will be advised that continued academic discipline problems will result in referral to the assistant principal for corrective action.
4. The student will be referred to the assistant principal and intervention by school counselors will be initiated.

HOMEWORK POLICY

General Statement

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

Definition of Homework

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

Purposes of homework are as follows:

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

Homework and the Role of the Teacher

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

The teacher should, at the beginning of the year, inform parents and students about the amount of homework to be expected and the length of time allowed for its completion. All classroom teachers (K-12) should assign some homework. The amount and complexity of outside assignments should begin with very simple hands on experiences at the kindergarten level and progress in complexity and time required for completion as the curriculum requirements increase at each grade level. The following guidelines are suggested to assist the teacher in planning homework assignments:

1. Homework should be an integral part of the classroom activities. It should never be "busy work" or construed as punishment, and it should not be assigned for disciplinary reasons.
2. Homework should include only those activities that a child can carry on outside of the school and that have a direct application to classroom studies.
3. Homework assignments should be specific, and students should know what is expected of them. Unfamiliar

or unexplained homework assignments will only cause confusion and frustration for the student and the parents.

4. Since all homework should be evaluated by the teacher and the results shared with the students, the teacher should develop a clearly understood procedure for evaluating assignments.
5. Teachers in a departmentalized situation should be aware of their colleagues' assignment practices so that students are not overburdened with homework.
6. The teacher should notify parents if a student consistently fails to do homework assignments.

The Role of the Principal

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

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

The Role of the Parent

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

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

The Role of the Student

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

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

Summary

1. All students should expect to do some homework. The amount and degree of difficulty can be expected to increase as the student progresses up the educational ladder.
2. Home is an extension of classroom work and should be closely related to the objectives being studied.
3. Homework should not be viewed as a testing process, but work must be checked and evaluated. The effort put forth by the student needs to be recognized and comments made about the finished work. The student should be made aware of the merits and/or faults of his/her efforts, and a portion of the student's grade should be reflected by the quality of the homework completed.
4. Parents must play an integral part in the overall program so that cooperation and awareness can exist between parents and the school.
5. It is the responsibility of the school to disseminate the information contained in this policy to parents.
6. E-learning Days-A student of Maconaquah Middle School is expected to complete all learning activities and

turn them in to the teacher on or before the advertised due date.

E LEARNING DAYS

ELearning Days will be:

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

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

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

ASBESTOS

Each school has an Asbestos Management plan available for people to examine. Also, the superintendent's office has copies of each school's management plan. It is our opinion that the occupants of our buildings are in no danger of breathing asbestos containing materials. Our buildings do contain some materials which have at least one percent asbestos. However, all asbestos containing materials which could become friable have been removed, encapsulated, repaired, or enclosed so that it is not accessible to our building occupants.

The Asbestos Management Plan for Maconaquah School Corporation can be found at the Administration Building and each of the schools. The Management Plan can be viewed during normal school hours.

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

In conclusion, we feel our buildings are safe for all occupants.

WELLNESS POLICY

Here at Maconaquah School Corporation, we believe in promoting optimal student health and wellness. Healthy kids learn and perform better in the classroom. The physical, mental, and emotional health and well-being of children and adolescents is directly related to their academic success, and their lifelong journey towards becoming healthy and productive adults.

Our district has developed a Wellness Policy that is focused on improving the health of students. The policy was developed by our Wellness Committee that includes teachers, parents, administrators, health professionals, community members, and the district nurse.

POLICY STATEMENT

Maconaquah School Corporation has a policy that educational services, programs, instruction, and facilities will not be denied to anyone as the result of his or her age, race, color, gender, handicapping condition, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following person: Title IX Coordinator and Section 504 Coordinator - Dr. James Callane, 7932 South Strawtown Pike, Bunker Hill, IN 46914 - Telephone: (765) 689-9131 ext. 1050.

NETWORK AND INTERNET ACCESS AGREEMENT

All guidelines regarding student use of computers, the MSC network and the internet are provided in the Maconaquah School Corporation Acceptable User Policy. Please take time to review the policy below. Failure to abide by this policy may lead to disciplinary action including suspension and expulsion.

PROPER AND ACCEPTABLE USE OF ALL TECHNOLOGY RESOURCES

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

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

Activities that are NOT permitted nor encouraged include and are subject to disciplinary action:

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

Personal Responsibilities/Care:

- Understand that the laptop will be returned at the end of each school year for annual upgrades and maintenance
- Report all laptop damages, or the theft/loss of the laptop to the technology department at school
- Understand that students are responsible for all repair/replacement charges associated with laptop damages caused intentionally, through a lack of reasonable precautions or loss/theft. Costs will be set by repair professionals authorized to act in such capacity as part of the agreement between the school district and the manufacturer

Insurance Coverage

- Each laptop includes optional insurance coverage for accidental damage, theft, and/or catastrophic loss. Students will be responsible for the annual premium payment if they choose to purchase this optional insurance. If students choose NOT to purchase this insurance, they will be financially responsible for all repairs

**Maconaquah School Corporation
Device Insurance Program**

An insurance program has been established to help defer costs of damaged screens, keyboards, and laptop/iPad parts. The Maconaquah School Corporation funded insurance program will cost \$25 per student with a deductible.

Each student device will be repaired and appropriate charges billed to the student and/or family. Physical damages, intentional vandalism, lost or stolen items will remain the responsibility of the student and his/her parent/guardian.

	Broken Screen	Power Cord	Keyboard	Display Bezel	Mouse Pad	Laptop Base	Laptop Hinges	Device Power Button	Headphone Jack	Total Device Replacement
W/O Insurance	\$80	\$50	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$400
With Insurance	\$40	\$25	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$300

NOTE: By purchasing device insurance, I understand that my repair charges will be half priced. I agree to pay full price for any repairs if I elect to NOT purchase this insurance. Over 50% of students typically incur repair charges during a school year.

I would like to purchase device insurance for my student. Device Insurance

If you would like to take advantage of this insurance opportunity, please send a cash/check (made out to Maconaquah School Corporation) to your student's teacher or the front office. You can also pay online through [E-Funds](#).

- *Laptop insurance must be paid each year (annually)*

Reporting Child Abuse and Neglect

In accordance with state law, each Corporation staff member shall be responsible for reporting immediately any reason to believe that a child is the victim of child abuse or neglect to the Indiana Department of Child Services or local law enforcement. "Reason to believe" will be interpreted broadly and liberally. Reports should be made immediately without any delay. It is not the responsibility of the school or individual making the initial report to investigate the suspected abuse or neglect; however, the Corporation may work with authorities to ensure student safety. Students, parents, and community members are also encouraged to report any reason to believe that a child is the victim of child abuse or neglect to the Indiana Department of Child Services. Please see Corporation Policy 8462 and accompanying administrative guidelines for further detail.

CHILDFIND

Childfind is a state and local effort to find children, ages 3 - 21, who are not receiving a free public education and who may have disabilities that interfere with learning. Childfind also seeks to create a greater awareness of the special needs of these children. For further information, clarification, or complaint please contact the following person:

Suzie Reagle

Western School Corporation 2600 S 600 W Russiaville, IN 46979 (765) 883 - 5576

Maconaquah School Corporation Notification of Rights Under the protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

\$ Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's family;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

\$ Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

\$ Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Maconaquah School Corporation has developed and adopted policies, regarding these rights, as was arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Maconaquah School Corporation will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Maconaquah School Corporation will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Maconaquah School Corporation will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

\$ Collection, disclosure, or use of personal information for marketing, sales or other distribution.

\$ Administration of any protected information survey not funded in whole or in part by ED.

\$ Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

STATEMENT OF NONDISCRIMINATION

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

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

Many of the Indiana codes that are addressed in this handbook are the same, but there may be changes. You may inquire about the correct Indiana Code with the Asst. Principal.