



Michigan City
Area Schools
Opportunity ★ Excellence ★ Pride

**Student/Parent Handbook &
Code of Responsible Behavior
Michigan City High School
2018-2019 School Year**

Approved by MCAS Board of School Trustees: July 31, 2018

August 2018

Dear Parents/Guardians of Michigan City Area Schools Students:

We are pleased to present to you a revised edition of the Michigan City Area Schools Code of Responsible Behavior for the 2018-2019 School Year. In keeping with our Michigan City Area Schools Mission Statement, our focus is on the positive behaviors students should exhibit every day. Through each school's Positive Behavior Supports plan, these behaviors will be acknowledged and rewarded. Using this approach, students will learn responsibility and gain an understanding of how their behavior affects their success.

Our discipline is administered through a "level" system that assigns different consequences to behaviors based on the severity and frequency of the infraction. Our goal is to help students understand how their behaviors impact themselves and others. It is our hope that students will see value in behaving responsibly in classrooms, hallways, and in the school setting in general. Through this Code of Responsible Behavior, we believe students will be given the opportunity to learn and grow. Our aim is for students to contribute positively to society through a system that has clear goals and high expectations.

This year's revisions to the handbook and code include a new layout that separates consequences from other interventions in an effort to clarify that certain behaviors will elicit specific consequences. We have also implemented a substantive revision to our Acceptable Use Policy to conform to new challenges with the widespread use of technology in our schools.

Thank you for your continued partnership with us as we work together to ensure success for all students!

Sincerely,

A handwritten signature in black ink that reads "Barbara Eason-Watkins". The signature is written in a cursive, flowing style.

Dr. Barbara Eason-Watkins
Superintendent
Michigan City Area Schools

Student/Parent Handbook & Code of Responsible Behavior Grades 9-12

Table of Contents

Student/Parent Handbook.....	5
Code of Responsible Behavior.....	37
Appendix A – Transportation Guidelines	50
Appendix B – Technology Acceptable Use Guidelines	56
Appendix C – Athletics Code of Conduct & Eligibility.....	58

Equal Opportunity

The Michigan City Area Schools does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information, which are classes protected by Federal and/or State law (collectively, "Protected Classes"). This includes the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation's environment. For further information, clarification, or complaint, please contact the MCAS School Administration, 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Title IX (gender equity related issues); or Student Support Services Director , 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Section 504 (non-discrimination/disability issues and Americans with Disabilities). Any other information concerning the above policies may be obtained by contacting the Superintendent, Dr. Barbara Eason-Watkins, 408 S. Carroll Ave., Michigan City, Indiana 46360 at (219) 873-2000.

Michigan City Area Schools High School Student/Parent Handbook

WELCOME

Welcome to Michigan City High School! Through this handbook, the school administration wishes to acquaint you with the services provided by the school and familiarize you with the regulations, rights, and responsibilities that apply to all high school students.

Academics is your first priority at Michigan City High School. Our policies and procedures outlined in this book fit this philosophy. Daily attendance and best efforts on a daily basis should be a priority before extracurricular activities and socialization. We are proud of our diversity and expect students to respect others as well as themselves. With these thoughts in mind, we look forward to your success at Michigan City High School.

MICHIGAN CITY AREA SCHOOLS MISSION STATEMENT

The mission of the Michigan City Area Schools, the unifying force of our diverse community, is to ensure that each student will be able to achieve any goal to which he or she aspires and contribute positively to society through a system characterized by:

- learning as a continuous experience of excitement, opportunity, and achievement;
- clear goals and high expectations for students' success;
- supportive families and community;
- staff with pride and purpose leading by positive example; and
- a student prepared for and enthusiastic about his or her future.

BELIEFS

We believe that:

- every person is valuable;
- each person is accountable for his or her actions;
- each person can effect change especially in him or herself;
- every person deserves respect;
- all people have the right to live in safety;
- all people have the right to live life to their fullest potential;
- every child deserves a family that cares;
- diversity strengthens individuals and the community;
- learning is perpetual;
- the higher the expectation, the greater the achievement;
- the first obligation of society is education;
- excellence is worth the investment; and
- anything worthwhile requires hard work.

MICHIGAN CITY HIGH SCHOOL MISSION STATEMENT

Michigan City High School, a diverse learning community committed to excellence, will ensure our graduates are responsible and productive participants in an evolving global society by focusing on:

- a rigorous and engaged learning;
- a curricular foundation preparing students to be college and career ready;
- a safe and supportive environment;

- a highly effective staff; and
- community, business and family participation and ownership.

OBJECTIVES

- 100% of Michigan City High School students will graduate and exceed the standards.
- 100% of Michigan City High School students will experience rigorous and engaged learning.
- 100% of Michigan City High School students will be responsible, productive citizens.

TACTICS

- We will ensure all students a guaranteed and viable curriculum.
- We will provide the tools necessary for students to confidently pursue academic and career goals.
- We will engage our community in the education of our students.
- All members of the learning community will engage in results driven, ongoing professional development.
- We will ensure a safe environment conducive to learning.

ADMINISTRATIVE STAFF

MCHS Principal..... Candy Van Buskirk
Associate Principal..... Jeremy Lugbill
Assistant Principals..... John Boyd, Karen Puchalski

REFERENCE GUIDE FOR PARENTS

For Questions About:	Contact:	Telephone Number:
Absences	Attendance	873-2047 and 873-2048
Book Rentals	Business/Treasurer	873-2051
Cafeteria	MCHS Food Service Manager	873-2044 ext. 4568
Career & Technical Education.....	A. K. Smith Career Center	873-2120
Changing Schools	Guidance	873-2050
Discipline.....	Administration/Asst. Principal	873-2044
Lockers	Administration/Asst. Principal	873-2044
Lost and Found	Administration/Asst. Principal	873-2044
Parking.....	Administration/Asst. Principal	873-2044
Scheduling	Guidance	873-2050
Transcripts	Guidance/Registrar	873-2050
Withdrawal	Guidance	873-2050
Work Permits.....	Attendance	873-2047
Administration Offices		873-2044
Athletic Office		873-2043
School Nurse		873-2044

- **If you have a concern about a classroom issue:**
 1) Please call or e-mail the classroom teacher. 2) Contact the appropriate Department Head or Guidance Counselor. 3) Contact the Assistant Principal.
- **If you have a question regarding your child’s behavior:**
 Please contact the Discipline Secretary at 873-2044 ext. 4313 or 4314, and you will be directed to the appropriate Assistant Principal.
- **If you have a question about an MCHS policy:**
 Please contact the MCHS receptionist at 873-2044, and you will be directed to the appropriate department.

- **If your child has experienced a harassment/bullying concern:**
Please ask your child to complete a statement form in the Discipline Office. It may also be appropriate to contact the Guidance Office.

HELP YOUR CHILD BECOME SUCCESSFUL IN HIGH SCHOOL

Good teaching starts in the home because the parent is the first teacher of the student. It is your privilege and obligation to teach by example and to develop in your child the good habits of behavior as well as a positive attitude toward school. To help assure your child's progress in high school, you should:

- Read the Student/Parent Handbook to familiarize yourself with the procedures used in the Michigan City Area Schools.
- Recognize that the teacher takes the place of the parent while your child is at school.
- Teach and require your child to have respect for the law, for authority, for the rights of others, and for private and public property.
- Become an active part of the school by volunteering time, attending school activities, checking on your child regularly with his/her teachers, counselor, or an administrator and by serving on various school committees.
- Talk with your child about school activities and show an active interest in report cards and the daily progress of your child. Ask your child daily what was learned.
- Encourage and demand prompt and regular school attendance and comply with attendance rules and procedures.
- Safeguard the physical and mental health of your child and be responsible for periodic health examinations.
- Attend individual or group parent conferences. Request conferences as you see a need.
- Attend special school programs.
- Arrange for a time and a place at home for homework assignments, supervise your child, and check the work.
- Work with the high school in carrying out recommendations made in the best interest of your child.
- Know your child's friends. Encourage and guide wholesome friendships, interests, and activities.
- Understand and comply with the rules of the school concerning student conduct, and cooperate with the school in carrying out disciplinary action.
- Call the school with your concerns or compliments.

GENERAL INFORMATION

Through this handbook, the school administration wishes to acquaint you with the services provided by the school and familiarize you with the regulations, rights, and responsibilities that apply to all high school students. In the event of a conflict between individual school procedures and guidelines, and Michigan City Area Schools policies and guidelines, Michigan City Area Schools policies and guidelines shall govern.

ACADEMICS

Specific courses and additional information can be found in the Michigan City High School Course Selection Guidebook, on the MCHS website, or by contacting the Guidance Office.

Academic Honors

The Michigan City Area Schools are committed to providing additional resources to students who demonstrate academic excellence and wish to take rigorous coursework in preparation for post-secondary education opportunities. Challenging coursework is offered through Academic Honors

courses, Advanced Placement Courses, and Dual Credit Courses for high school and college. There is no additional fee for Academic Honors classes.

Advanced Placement Courses

Advanced Placement (AP) Courses provide opportunities for college-bound students to experience courses more commensurate with college-level work. Students participating in the AP Program are expected to take the AP Test at the completion of their coursework. (A list of AP courses can be found in the Michigan City Course Selection Guidebook or on the MCHS website.) There is a fee for the AP Test, however, assistance is available. Contact the Guidance Office for additional details.

Concurrent Enrollment (Dual Credit)

Concurrent Enrollment courses are taught by Michigan City High School teachers who have been approved by the cooperating university. Students who obtain a “C” or higher and pay the course fee, if applicable, will receive college credits that will likely transfer to any state college that the student attends in the future. The per-credit-hour fees are significantly lower than the normal course fees; students will save money because they will not have to take those classes when they attend college.

AMERICANS WITH DISABILITIES ACT AND SECTION 504

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the Michigan City Area Schools to ensure that no individual will be discriminated against on the basis of a disability. This protection applies to students, staff, and all individuals that have access to the School Corporation’s programs and facilities.

Students who have disabilities who do not qualify for IDEIA (the Individuals with Disabilities Education Improvement Act) may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student’s parents. Parents/Guardians who believe that their child may have a disability that interferes substantially with the child’s ability to function in school should contact the building principal.

ATHLETICS

The following interscholastic athletic programs are offered at Michigan City High School.

FALL	WINTER	SPRING
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Golf (Boy’s)
Football	Gymnastics	Softball
Golf (Girl’s)	Swimming	Tennis (Girl’s)
Soccer	Wrestling	Track/Unified Track
Tennis (Boy’s)		
Volleyball		

Participants must satisfy the following eligibility requirements, as outlined by the Indiana High School Athletic Association (IHSAA) and the Michigan City Area Schools:

- A. have a completed school-approved physical examination form on file and have a consent and release form on file before practicing;
- B. be in good standing with the school;

- C. have earned passing grades in five (5) or more full credit subjects during the previous grading period or semester (as determined by IHSAA rules) and be currently enrolled in and passing five (5) or more full credit subjects;
- D. have a minimum grade point average of 1.5 on a 4.0 scale for the previous grading period or semester (as determined by IHSAA rules).

(Please see Appendix C for the Code of Conduct for Participants in Athletics.)

ATHLETICS - GUIDELINES FOR SPECTATORS

Michigan City High School makes every effort to assure the enjoyment and participation of all that attend events held in the gymnasium. The second level of the gymnasium is not accessible for those persons who have difficulty climbing stairs. To assure the safety of all spectators, persons with mobility limitations will be seated on the Main Floor level.

Parents and student supporters are encouraged to attend extracurricular activities and events. They must comply with the same rules of sportsmanship and appropriate behavior expected from students. The individual supervising events will have the final decision to exclude disruptive participants.

We make a difference by showing spirit through encouraging our players and cheering them on.

1. We focus on our players – not the other team, other coaches, other fans, or officials.
2. We understand that the main event is on the floor – not in the stands.
3. We understand that the DAC sets high expectations regarding sportsmanship and any inappropriate or rude acts, words, or aggressive behavior reflect poorly on our school and may in fact inspire the opponents.

* Students and spectators who do not uphold these beliefs will be removed.

ATHLETIC BOOSTERS

The Michigan City High School Athletic Booster Club is a not-for-profit organization that has two (2) purposes – to Raise Funds and Distribute Funds – in its effort to support the athletic programs and the students participating in those programs. Funds are mostly generated through dues, donations, and any fundraising efforts decided upon by the Club. Also, 50-50 ticket sales at football and basketball games generate funds for the Scholarship awards. Funds raised outside of the 50/50 are spent on equipment, team uniforms or approved needs of a team. Family memberships are available to any parent, teacher, or interested citizen. Meetings are open to all members and are held at Michigan City High School at 6:00 p.m. on the third Monday of each month. Parents, particularly those of student athletes, are encouraged to participate in the Athletic Booster Club. If you have any questions, please call the Athletic Office (873- 2043). The Athletic Office can provide you with the names and telephone numbers of current Athletic Booster Officers.

ATTENDANCE

Perfect Attendance Awards:

MCHS recognizes those students who came to school all 180 school days as Perfect Attendance Award recipients. These individuals are recognized at awards ceremonies in June. Students must be present in all classes and have zero absences or tardies.

Student Absences:

Any student not present at the designated school of enrollment for **any reason** other than defined exemptions will be reported as absent per the guidelines/procedures of the MCAS Attendance Policy and the Indiana Department of Education.

Make Up Work

It is the student's responsibility to gather, complete, and return classroom assignments in a timely manner upon return to school to his/her respective teacher(s). A student has the same number of days to make up classroom assignments as the number of days he/she was absent from school. Make-up work for trancies is up to teacher discretion. If a student is absent for an extended period of time, the parent/legal guardian may contact the student's teacher and request information pertaining to homework assignments. Please allow at least 24 hrs for homework to be provided.

There are three different types of absence that accumulate per semester: exempt, excused and truant:

Exempt: The following are exempt student absences per IC 20-33-2-14 through 17.5 and do not count toward sanctions under the Attendance Policy:

- Out-of-school suspensions and expulsions
- Observation or celebration of a bona fide religious holiday per the family's religious affiliations (Policy 5223)
- Adjudication into the Juvenile Service Center
- Approved student quarantine by the Indiana Department of Health
- Subpoenaed Court appearance
- National Guard and Civil Patrol active duty assignments of not more than 10 days
- Service as an Indiana General Assembly page or precinct election assistant
- Planned absences approved in advance by the school principal, as permitted by law. (i.e., the building principal is authorized to exempt absences such as 2 college visits per year for students in grades 11 and 12.)
- Field Trips

Excused: Absences verified **within 24 hrs by a parent/guardian phone call or note, or verified by a doctor's statement.**

Truant: A student may be considered truant when they are not in their assigned area/room at any time during the school day. A parent has 24 hours to change an "unexcused" absence to "ill parent call in" regardless of the reason for the absence. If a student absence remains as "unexcused" or has excessive ill parent call-ins (more than 5) without a doctor's note, phone call, or email to the attendance secretary, the student will have the following consequences:

- 3 Truancies - 1 day REC Room
- 4 Truancies - 2 day REC Room, social probation for 9 weeks.
- 5 Truancies - 3 days REC
- 6 Truancies - 1 day out of school suspension, district attendance officer will contact parent, revoke work permit and/or driving privileges
- Beyond 6 Truancies, the administration will determine appropriate consequences including a referral to juvenile probation

Reporting of Student Absences:

- The student's parent/legal guardian must call the school of the student's enrollment no later than 9:00 a.m. indicating the reason for the student's absence; otherwise after 24 hours the student will be considered truant from school.

- Upon the student's return to school, the parent/legal guardian may be requested to provide a written statement and/or a doctor's statement indicating the reason for the student's absence.
- In cases where the student's absence has been extensive, a written Consent to Release Pertinent Medical Information (completed by the parent/legal guardian) and a Letter of Incapacity (completed by both the parent/legal guardian and physician) must be provided to the school if requested.
- Automated calls will be placed daily to parents for absences.
- Any student arriving to the building after 7:40 a.m. must have a parent contact the building or the student will be assigned to REC all day.

Pre-Approved Planned absences (excused and non-exempt):

- The student's parent/legal guardian must provide the building principal with a written explanation prior to the student's anticipated absence.
- It is the student's responsibility to gather all makeup work prior to a planned absence. Work is due to the student's teacher(s) immediately upon his/her return to school.
- **Absences resulting from approved planned absences are considered exempt by the Michigan City Area Schools and the Indiana Department of Education.**

Early Dismissal (excused)

- It is strongly encouraged that professional appointments for students be scheduled outside of the school day. In cases where this is not possible, it is suggested that appointments be made either early or late in the school day, so that the student may benefit from classroom instruction with as little interruption as possible.
- Prior notification from the student's parent/legal guardian informing the school of the student's professional appointment is required BEFORE the student may be released from school.
- When a parent/legal guardian finds it necessary for a student to leave during the school day, the student must report to the Attendance Office at the start of school day with a note from a parent/legal guardian. The student will be given an Early Dismissal Pass. The parent/legal guardian must meet the student in the main office and sign him/her out of the building at the Attendance Office. Failure to follow the sign-out procedure may constitute truancy and may result in appropriate disciplinary action.
- The school may request proof of identification when signing out the student.
- **During the school day, students must enter and exit via Door A.**

Excessive Absences: Students whose attendance rate is less than 95% (approximately 9 days per school year) will not be eligible for the graduation waiver.

Tardiness

A tardy is when a student is late to class. Students will be considered tardy if they are not in their designated room/locations/area after the bell rings. Tardy students will be directed to REC. Tardies accumulate for the semester and are not per class but overall. Consequences for being tardy per semester are as follows:

- 3 tardies: student warning; parents notified
- 4-6 tardies: lunch detention per tardy
- 7-10 tardies: 1 hour after school detention per tardy
- 11-14 tardies: 2 1 hour after school detentions per tardy
- 15 tardies: 1 day of REC and Social Probation for 9 weeks

16-19 tardies: 2 days of REC per tardy

20+ tardies: alternative consequences to be determined by administration such as Teen Court, additional social probation, REC, out-of-school suspension, revocation of work permit and/or driving privileges, etc.

Any missed detentions will result in additional consequences,

AUTOMOBILE REGULATIONS

The use of motor vehicles for travel to and from school by students is an assumption of responsibility on the part of those students. It is a responsibility in the care of property, the observation of safety rules, and the display of courtesy and consideration toward others. Therefore, students are expected to abide by the following rules, and drive safely and defensively when approaching and exiting the school.

- All students interested in possessing a parking permit at MCHS must be in good standing (not on social probation and GPA of 1.5 or above).
- All vehicles **must** be registered annually with the school and display a parking permit.
- Parking permits may be purchased from the Main Office. The \$20 fee is non-refundable.
- Parking is strictly limited to each student's designated parking spot.
- **The school is not responsible for a vehicle or its contents.**
- **Students are not to go to their vehicles or to the parking lot at any time during the day without permission from an administrator. Students are asked to exit their vehicles once they arrive and not remain sitting in them.**
- Speeding or any form of reckless driving to or from school or on school grounds is prohibited. Drive slowly!
- Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
- All cars should be kept locked during school hours.
- Students parked illegally will be subject to disciplinary action and the car may be towed.
- Non-handicapped students are never to park in designated handicapped areas.

Please note: By bringing a vehicle onto school property, it is implied that the student consents to a search of the vehicle and its contents by a school administrator with a reasonable suspicion that the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

Students who do not abide by MCHS automobile regulations face possible sanctions under the Code of Responsible Behavior, as well as the following: warning ticket, ticket with fine, suspension of driving privileges, and towing of the vehicle.

BOOK USE GUIDELINES

- **Lost or Damaged Books** - Students are responsible for maintaining textbooks and library books. Teachers record the book number and condition of the textbook when it is issued to the student. Students must return the textbook(s) issued to them at the end of the course unmarked, and without unreasonable wear and tear. Students will pay for lost or damaged books.
- **Textbook Rental** - The textbooks in the schools are rented. The rental is based on the life expectancy of the books. Rental fees are paid by semester. Students are held financially accountable for any misuse or loss of any rental book or supplies at the end of the year. Parents/legal guardians receive mailed notices regarding book rental balances several times

throughout the school year. Parents/legal guardians with outstanding balances at the end of each semester will be turned over to a collection agency.

BULLYING, HARASSMENT AND INTIMIDATION

Our schools take bullying, harassment and intimidation very seriously. Students should report bullying, harassment or intimidation promptly to a teacher or staff member. Bullying is defined according to Indiana Law (see Bullying and Intimidation in the Code of Responsible Behavior section).

BUILDING ACCESS

School doors will open at 7:00 a.m. Students may enter and exit through Entrance “A” only. Students entering prior to 7:15 a.m. must report directly to the cafeteria. Students are restricted from entering or exiting any other doors during normal operating hours. Students may obtain access to the building after school hours if they are attending a supervised activity.

The Michigan City Area Schools welcomes parents and visitors during school hours. In order to ensure the safety of our students, the corporation screens individuals entering the building. All visitors are required to check in to the office after being screened into the building. At that time, visitors must explain their reason for being in the building, sign in and follow staff directions which may include being escorted to a location and/or submitting valid identification. All ID’s must be left with the receptionist.

It is against the corporation’s procedures for staff, students, visitors or volunteers to allow someone into the building through a side door, to allow someone in the front door without being screened in or to allow someone to otherwise enter the building and not check into the office.

Visitors may be denied access to the building if, in the judgment of a principal, the visitor presents a physical risk or a substantial disruption to the educational process. At times, principals may issue “no trespass” letters to individuals who fulfill these criteria.

BUS TRANSPORTATION

Bus transportation is provided to students who do not live within walking distance of the school. While commuting on school transportation, traveling to and from the bus stop, or waiting at the bus stop, students are expected to conduct themselves according to established school rules and follow the directions of the bus driver. **Please see Appendix A for Michigan City Area Schools’ Transportation Guidelines.**

CAFETERIA

The high school operates a full-service cafeteria, providing healthy meals for both breakfast and lunch. For students who bring their lunch from home, milk and other beverages and snacks are available for purchase. Each student has a cafeteria account, which is accessed by the student’s unique identification number. Parents may deposit money in the account and the price of any la carte items are automatically deducted as students make a purchase. Students may also pay cash for these items.

Michigan City Area Schools participates in the community eligibility program. Thus, all high school students are eligible for free lunch and breakfast. However, the community eligibility program does not include a la carte food items or textbook assistance. To receive free textbook rental benefits you must fill out an application, which is available as part of student registration and is available in the Parent Access system. If you have any questions, please call 873-2131 for assistance.

For students with food allergies, a Dietary Prescription Form and a Food Allergy Action Plan must be completed. For further information, including menus, nutrition information, current pricing, and an online payment option please visit www.mcas.k12.in.us/food or call 873-2131.

Students are expected to be courteous to cafeteria staff and others along with obeying all school rules. Additionally, the following guidelines are to be adhered to:

- Upon entering the cafeteria, take your place at the end of the line.
- Obey cafeteria staff and supervisors.
- Lockers are off-limits during lunch.
- Food and drink must remain in the cafeteria.
- Students are responsible for cleaning up after themselves.
- Students will remain seated until the bell dismisses them from lunch.
- Students must have a pass from a teacher to leave the cafeteria during lunch.
- Students are not permitted to bring book bags and coats to the cafeteria during lunch.
- Students are to be conscious of others regarding voice levels and/or disruptions.

Students violating the above guidelines may be subject to loss of privileges, including having a seat assigned to them, a change in lunch period, or limited access to the cafeteria.

CAREER AND TECHNICAL PROGRAMS

The Michigan City Area Schools support a successful and beneficial career and technical program with various experiences that are housed at the A. K. Smith Career Center. Students interested in enrolling in these programs should speak with their guidance counselor and/or call the career center for more information. Transportation to the A.K. Smith Career Center is provided. Students riding the bus will be held responsible for their actions. Misconduct on the bus will result in disciplinary action and/or may result in the student's removal from the bus and/or career and technical classes.

CELLPHONES (SEE PORTABLE ELECTRONIC DEVICES)

CHROMEBOOKS

Students are responsible for having a charged Chromebook for every class period. If there is a technical problem, or the Chromebook is not charged, it is the student's responsibility to go to the Student Tech Zone (STZ) before school or during a passing period.

CLOSED CAMPUS

Michigan City High School has a closed campus. All students are to remain on campus for the entire day unless scheduled off-campus. Students leaving without permission or violating any other school policy will be considered truant and will be subject to disciplinary action.

COLLEGE VISITATIONS

Eleventh and twelfth grade students will be allowed at least two exempt college visitation days, providing the requirements and the following steps are completed:

- Pick up a college visitation form from the guidance office and have each teacher sign it.
- The form must be signed by a parent or legal guardian.
- The form must be signed by someone involved in the visitation at the university.
- When the student returns, forms should be returned to the attendance office so the absence can be marked exempt.

CONFERENCES (Parent-Teacher)

The parent-teacher conference can play a significant role in the education of students. A conference provides the teacher with vital information from parents that will strengthen the plans and strategies the teacher uses with students. It helps parents understand more clearly what the school and the teacher are trying to accomplish with a student, and builds a strong home-school partnership. Parent-Teacher conferences will be held in the first and third quarters of the school year. If you would like additional conferences, please make arrangements with the teacher by calling the teacher and/or the school counselor. Parent visits to a classroom require a 24 hour advance notice.

COUNSELORS (Guidance Services)

All students have the opportunity to talk with their assigned counselor regarding such issues as: personal problems, concerns, interests, educational planning, career planning, and testing. Students may be assured that information shared at these conferences with their counselor will be held in the strictest of confidence unless a statement indicating unethical, immoral, or illegal activity or a matter concerning someone's safety is reported. Students may request an appointment to see their counselor. The counselor will respond to a student's request at his/her earliest convenience. If the student and/or the family is in need of professional counseling, please call the counseling office to request a referral for outside professional counseling.

DANCES/SOCIAL EVENTS

Participation in and attendance at dances and other social events is considered a privilege. MCHS supports the notion that academics come first, students must be in good standing to attend such events as:

- Prom
- Winter Ball

While social events are primarily for MCHS students, in some instances MCHS students may request to bring guests from other high schools. Guests must be enrolled as a full-time student and in good standing at their schools, and must be in the appropriate grade level. (No adults/students who have graduated.) Guest forms, which must be signed by both school principals, are available in the school office and have the requirements for approval listed. Forms should be turned in no later than one (1) week before the dance.

Dances	Grade Levels	Guest Requirements
Regular Dances	9, 10, 11, 12	• No guests at regular dances.
Sadie Hawkins Dance	9, 10, 11, 12	• High school student • Good standing • All grades
Winter Ball	9, 10, 11, 12	• High school student • Good standing • All grades
Prom	11, 12	• 11th, 12th grade student • Good standing

When school-sponsored dances are held, students must show their student identification card to gain admittance. There will be no pass-outs during the dances. Anyone leaving the dance will not be permitted to return. Students who leave the dance early must sign out. All students attending a MCHS dance will dance appropriately or will be removed from the dance and a parent will be notified. Any

activity that is not satisfactory to the adults who are supervising the dance will be addressed. Students on social probation are not allowed to participate in school dances.

DIPLOMAS AND CERTIFICATES

Seniors who have completed all necessary course work at Michigan City High School may earn one of the following:

1. Diploma: Diplomas are granted to students who have completed all required courses and have at least forty-four (44) credits. Additionally, students must pass the ISTEP 10 or successfully complete the waiver process. Diplomas are handed out at graduation ceremonies. A diploma with one of four designations is awarded by Michigan City High School (please consult the MCHS Course Selection Guidebook for specific requirements):

- General Diploma
- Core 40 Diploma
- Core 40 with Technical Honors Diploma
- Core 40 with Academic Honors Diploma

2. Certificate of Completion: Certificates of Completion are awarded to students who have completed all credit requirements but have not passed the ISTEP 10 or completed a successful waiver process. Certificates of Completion are handed out at graduation ceremonies.

3. Certificate of Achievement: Certificates of Achievement are granted to students who meet their specific graduation goals as designated in their Individual Education Plan. Certificates of Achievement are handed out at graduation ceremonies.

Students with fewer than 44 credits will not participate in graduation.

DISTINCTION RECOGNITION

Michigan City High School is proud to recognize its top graduates each year.

Distinguished graduates must meet the following requirements:

- Earn a grade point average of 4.1 or higher
- Earn 51 total credits or more
- Meet all academic honors diploma requirements
- Be present for 8 semesters of high school

The top ten students with the highest cumulative grade point average will be considered students of high distinction.

Distinguished students are honored at a Distinction Banquet and the Senior Awards Ceremony. They sit in the front row at graduation and are recognized in the graduation program booklet.

DRESS CODE

Michigan City Area Schools has adopted a “Dress for Success” dress code. This is an exciting opportunity to build school spirit and foster a sense of pride among students. By dressing for success,

students stay focused on learning and reflect the high standards expected at school. The following is a list of the clothing items acceptable for this dress code:

Pants and Capris

- Navy, khaki, gray, or black
- Cotton twill, cotton poly, or corduroy
- Straight leg, “docker” style
- **NO** jeans, cargo pants, yoga pants, or sweatpants
- **NO** wide legs, dropped crotch, sagging/bagging
- **NO** spandex/tight fitting or “skinny” style
- **NO** leggings (unless worn under a skirt)

Shorts and Skirts

- Navy, khaki, gray, or black
- “Bermuda” style shorts (must be fingertip length)
- Pleated or straight skirts (must be fingertip length or longer)
- Jumpers (navy, khaki, gray, or black)
- Cotton twill or cotton poly
- Wear with socks, tights, or leggings
- **NO** cargo-style shorts

Shirts- Must have collar

- Solid-color gray, white, blue (navy or light blue only), or black
- Polo, turtleneck, or Oxford” style
- Long or short sleeve
- Cotton, polyester, or cotton/poly blend
- Tucked in or no longer than 7” below waist and buttoned to high chest
- Small logos on chest allowed, must be smaller than a quarter
- **NO** T-shirts (white T-shirts may be worn under clothes)
- **NO** see-through, tight, or mesh shirts

Sweaters and Sweatshirts

1. Solid-color gray, white, blue (navy or light blue), or black
2. Collared shirts must be worn under sweaters/sweatshirts
3. Fleece sweaters/light jackets and vests are allowed
4. School logo wear allowed (varies by school)
5. School Jackets with school colors and logo can be worn on any day (no windbreakers or hoodies)
6. **NO** hoods

Footwear

- Gym shoes, boots (no rain boots), “loafer” or “Oxford” style, closed toes
- **NO** open toes, flip flops, heels above 2” , slippers

Accessories

- Scarves and neckties of any color may be worn
- Socks and tights of any color may be worn

In addition to the items specified above, the following guidelines regarding clothing and accessories must be observed. Please note that any clothing that causes a disruption to the educational process is destructive to school property, or is a threat to safety and health is prohibited.

1. Hats, headgear, headphones, bandannas, sunglasses, etc. are not to be worn in the building. This includes extracurricular activities.
2. Layering of clothing is permitted (e.g., long-sleeve “Henley” style shirts under polos or leggings under skirts), however, items must be in “Dress for Success” code colors.
3. Pants that have rips, tears, holes, or shreds are not permitted.
4. All pants must be worn at the waistline; students must wear belts if necessary to keep pants at waistline.
5. Tops and pants that reveal the midriff or undergarments are prohibited.
6. Jackets, coats, gloves, or other forms of outerwear are not to be worn in the classroom.
7. Shoes must be worn at all times.
8. Belts that are unfastened or anything dangling from the waist or pockets such as chains, ropes, rags, etc, is strictly forbidden.
9. Jewelry will remain on during the day unless students are instructed to remove it for gym. Jewelry that creates an unsafe situation or causes a disruption will not be allowed. Large, gaudy jewelry is unacceptable.
10. Clothing and accessories signifying gang-related activities, slogans, colors, etc. are prohibited.
11. Obscene or inappropriate writing on pins, buttons, jewelry, or other items is not permitted. Any items that advertise or promote alcoholic beverages, drugs, tobacco, profanity, sex, or disregard for human life are not allowed.
12. Theatrical and exotic stage-style makeup is not permitted.

Bags

Book bags, string bags, large tote bags, backpacks, purses, carry-all or bags with straps, *etc.* make the aisles in classrooms unsafe and are sometimes used to conceal inappropriate items that may be brought to class for the purpose of creating disruptions. Therefore, these bags may not be carried from class to class during the school day. Such bags are to be stored in the student’s locker.

ELEVATOR ACCESS

Michigan City High School has an elevator for use by students with physical disabilities. Students who have a physical disability that requires the use of the elevator should consult with the school nurse.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

Student safety is a primary goal of the Michigan City Area Schools. At all times, weather conditions are monitored to ensure that students can be safely delivered to schools and returned home. Parents are strongly encouraged to make arrangements for the welfare of their children due to school closings or delays and ensure that their children are appropriately dressed for weather conditions.

General Procedures:

Weather and road conditions are monitored by the Director of Transportation on a daily basis. During the winter months, the Director of Transportation, along with assistance from the Plant Planning Department, begins to monitor road conditions at 4:00-4:30 a.m. The Director of Transportation is also in contact with surrounding school corporations, local and state police, and other community agencies. Between 4:30 a.m. and 5:00 a.m., the Director of Transportation will make a recommendation to the Superintendent to close or delay schools.

When weather conditions, such as severe cold or heavy snow, can be predicted before 4:30 a.m., the Director of Transportation will recommend closing or a delay of start the night before.

Once the recommendation to close is accepted by the Superintendent, the media is notified no later than 5:30 a.m. (except in extreme conditions) and parents are informed via the news media and the Internet.

School closing and delay information is available on the MCAS website (www.EducateMC.net) or by calling the MCAS Delay and Cancellation Information Line at **(219) 873-2000 (press option "2")**. In addition, in the event of a delay or closing, the following media will be notified. (Many of these media outlets also have smartphone apps and Facebook pages that announce closings/delays.)

Radio: WEFM (95.9 FM); WCOE (96.7 FM); WIMS (1420 AM and 95.1 FM); WLOI (1540 AM); WAKE (1500 AM)

Television: FOX28 - Channel 28; WNDU - Channel 16; WSBT - Channel 22

Other: Emergency Closing Center - www.emergencyclosings.com (You may register for email alerts at this site.)

Parents are encouraged to register for text alerts from MCAS about closings and delays at <http://educatemc.net/texts>.

Parents are also encouraged to stay tuned to local media and to check for updated text messages, particularly in the case of a school delay. On rare occasions a decision may be made to move from a delay status to a closed status.

Parents are encouraged to stay tuned to local media, particularly in the case of a school delay. On rare occasions a decision may be made to move from a delay status to a closed status.

If school is closed for the entire day, after school activities, Adult Education courses, and Safe Harbor and Boys and Girls Club are all canceled. High School athletic activities are considered on an individual basis.

Hazardous Road Conditions

Decisions to close or delay school due to hazardous road conditions are determined by the Director of Transportation and the Superintendent of Schools based on the ability to successfully navigate buses both within the city limits and the county areas. Weather conditions across the district can vary greatly due to the potential of lake effect snow. The conditions of the parking lots and the temperature and wind chill factor as well as the safety of children who walk to school are considered.

Wind Chill

As a general rule, a wind chill factor of -19 degrees will be the determining factor as to whether to close or delay school. Frostbite can occur on exposed skin in a relatively short time for children out in extreme temperatures. Parents are encouraged to ensure that students are appropriately dressed for these conditions while waiting at the bus stop or walking to and from school.

Decisions to close or delay school will take into consideration the current conditions as well as the duration of the wind chill factor predictions.

Fog

As in the case of hazardous road conditions, fog conditions can vary greatly across the district. Consideration to delay the start of school for fog conditions will be determined by 5:00 a.m.

Tornado Warnings

Our bus drivers are trained to know how and where to seek safety for children in the event of a tornado. Drivers also are instructed by the Transportation Department, which will be monitoring weather alert warnings. Individual buses or the fleet may be ordered back to the school(s) to unload students at the buildings or to the nearest school site to safely unload students.

Two-Hour Delay Schedule

If the notice is given that school will be delayed **two hours**, middle and high schools will start at 9:25 a.m. (doors open at 9:15 a.m.) Buses arrive at the designated bus stop two hours later than on a normal school day. There is no breakfast served on a two-hour delay schedule.

Please note that a two-hour delay can change to a cancellation of school if weather conditions warrant.

Early Dismissal Due to Weather Conditions

On rare occasions, weather conditions may necessitate closing school early. The same media will be contacted in the event that this is necessary and parents should have child-care arrangements in place should this occur. On these rare occasions, usually all secondary schools will be dismissed first and then elementary schools will be dismissed approximately one hour later.

ENROLLMENT PROCEDURES

Students enrolling in the Michigan City Area Schools in any grade must provide the following information, along with a completed MCAS Student Enrollment Form:

- The name and address of the school the student last attended (if any).
- The student's birth certificate, issued by a State Board of Health (hospital certificates are not acceptable).
- Parent/legal guardian's proof of residency consisting of a utility bill, deed, rental agreement, or public assistance documentation.
- Parent/guardian's driver's license or state picture identification card, which must be presented for the school to photocopy.
- An updated record of the student's immunizations, as Indiana law requires all students to have their immunizations up-to-date. If a student's immunizations are not up-to-date, the school has the authority to exclude the student from school until immunizations are up-to-date.
- Updated emergency contact and student medical information.

In the event that a student is not living with both biological or adoptive parents, parents/legal guardians may be asked to provide legal documentation confirming guardianship of the student, in addition to completed Legal Settlement Forms required by the Indiana Department of Education. If there are legal reasons why a non-custodial parent may not have access to their natural child's academic records, it is the custodial parent's responsibility to provide proof to the school.

New students who are in the process of expulsion/suspension or who are expelled or suspended at their current school of enrollment may not be accepted for enrollment in MCAS.

EXTRACURRICULAR ACTIVITIES

The philosophy of Michigan City High School encourages interest, involvement, and participation in extracurricular offerings.

All students participating in athletics, clubs, organizations, and other extracurricular activities must have at least a 1.5 G.P.A. and should be in good standing (passing five subjects, with limited discipline and attendance concerns). Students are encouraged to participate in a variety of clubs, organizations, and activities.

Participation in extracurricular activities is a privilege and can be taken away. Such participation should not interfere with a student's maintaining good grades.

The following are some clubs and organizations offered at Michigan City High School:

Academic Teams	Fishing Club	Poetry Club
<i>Alpha</i> (yearbook)	Flag Corps	Quiz Bowl
American Sign Language Club	Foreign Language Honor Society	Reading Club
Anime Club	French Club	Robotics
Anti-Bullying Club	F. F. A.	Science Club
Art Club	Geography Bowl	Science Olympiad
Astronomy Club	German Club	Spanish Club
Bible Club	HOSA	Speech and Debate
Chess Club	Japanese Club	Spell Bowl
Choir	Jazz Band	Stage Crew
<i>Cityzen</i> (newspaper)	J.R.O.T.C.	Steering Committee
Club Inspire	Marching Band	Student Council
Crafty Wolves	LGBTQA	Ultimate Frisbee
Cycling Club	National Honor Society	Videogame Club
Drama/Thespian Society	Pep Band	Writing Club
Diversity Club	Photo Club	Wolvettes
Early College Club	Ping Pong Club	

New clubs can be formed if there is sufficient student interest and a faculty sponsor. Please see an Assistant Principal if you have an interest.

In an attempt to assist students who are faced with a selection of one extracurricular event over another, the following remedies are offered:

1. In order to avoid potential scheduling conflicts, a master calendar will be maintained in the main office by a designated secretary.
2. When conflicts occur, student input is always solicited. However, the sponsors are to agree upon a solution that is in accordance with the student's best interest.
3. In the situation that a practice conflicts with an event, the event will always take precedence over the practice.
4. If a solution cannot be agreed upon by the sponsors, the principal or designee will determine the outcome.

EVENTS

The public address system, closed-circuit television, and posters will inform students of the date, time, and particulars of an event. These items are usually read during morning announcements. Events are open to Michigan City High School students with an I.D. card, which must be shown upon request at the door. Once a student or guest leaves an event, he/she will not be allowed to return. Events will generally last no later than 10:00 p.m. Monday through Thursday, and 12:00 a.m. Friday and Saturday. All school rules apply at all school activities. For more information, see **Dances/Social Events**.

FIELD TRIPS

Students who wish to participate in field trip activities must complete a permission slip signed first by all teachers and then the parent/legal guardian. Additional criteria may be established as needed for specific field trips. The permission slip must be on file with the class sponsor or teacher prior to the student's participation. Class assignments for work missed while the student is on the field trip are the responsibility of the student. The School Corporation does not sponsor overseas trips or out-of-state trips (with the exception of the Chicago area and Southwest Michigan). Field trip chaperones will be subject to the volunteer background check procedures described in this handbook.

FINAL EXAMS

Final exams are an important component of each semester. Exams demonstrate knowledge retention over an 18-week period and count as 1/5 of the semester grade. Final exams will not be administered early without approval from the building principal. **Students absent for any reason other than school activities will make up exams at a later date.**

FINANCIAL OBLIGATIONS TO MCHS

Parents must pay their child's textbook rental fees and any other financial obligations (library fines, the cost of replacing lost books, *etc.*) incurred while attending Michigan City High School. Book rental fee statements will be mailed home approximately two weeks after the beginning of each semester; payment is due at that time. Any fees not paid by the end of each semester will be sent to a collection agency. If a student withdraws from a class or school the following procedures will be in effect:

- A student who withdraws from a class with a grade of W/F shall not be refunded any book rental and/or fees assessed for that class.
- A student who withdraws from a class during the first 30 days of a class of the semester shall receive a 100% fee credit on any book rental and/or fees and charges for that class.
- A student who withdraws from school shall receive a book rental refund according to the refund schedule as established by the Director for Curriculum and Instruction.

Students who do not return their textbooks to the proper teacher at the end of the semester will be assessed the price for replacement. This fee will be added to the individual student's account. Lost books must be paid for before being issued a replacement book. Students are expected to have met all financial obligations before graduation.

FREE AND REDUCED-PRICE TEXTBOOK ASSISTANCE PROGRAM

Information and applications will be made available to students/parents at registration and during the students' first day of school. If you need an additional form, please request one from the main office or visit <http://educateme.net/food>.

GRADES (Report Cards, Honor Rolls, Scholarship Pins)

Michigan City High School is on a four (4) nine-week grading period schedule. Consult the school calendar for the beginning and end dates of each grading period. Report cards are available following

the end of each grading period. Online access to student grades and attendance is available to parents/legal guardians. Contact the Guidance Office for a password and instructions. Report cards will be printed upon parent request.

Grading Procedures

The following letter designations have been assigned for the purpose of student evaluation.

A	Superior	A = 100% - 90%
B	Above Average	B = 89% - 80%
C	Average/Satisfactory	C = 79% - 70%
D	Below Average/Poor	D = 69% - 60%
F	Failed	F = 59% and below
I	Incomplete	

Computing Semester Grades

Each nine-week grade counts 2/5 of the semester grade. The semester final exam counts 1/5 of the semester grade. Each nine-week grade is assigned a point value (A=4, B=3, C=2, D=1, F=0) and multiplied by 2. The grade for the semester exam is also assigned a point value. The numbers from each semester and the final exam are added together and the final semester grade is derived from the following scale:

A = 18 - 20
B = 13 - 17
C = 8 - 12
D = 3 - 7
F = 2 or less

Note: “+” and “-” may be attached to a grade for the grading period or final exam, but for the purpose of figuring semester grades, grades will be considered A, B, C, D, F. If for some reason a student does not have all three of these grades, his/her grade is calculated using the following scale:

A = 3.51 - 4.00
B = 2.51 - 3.5
C = 1.51 - 2.5
D = 0.51 - 1.5
F = 0.00 - 0.5

Nine-week grades are still doubled and the exam grade is single. For two grading periods, the divisor is 4, and for a grading period and an exam, the divisor is 3.

A student must pass either both grading periods or one grading period and the final exam. Students who pass both grading periods or one grading period and the final exam are NOT automatically cleared to receive semester credit. This is a minimum requirement for semester credit. Semester credit must be earned by mastering course objectives. The semester mark is the culmination of the evaluation process. Class participation will be a factor when grades are calculated. A semester final examination is required in all courses. A behavior grade will be assigned every nine weeks.

Nine-Week Grades

1. Report cards will be available online after each nine (9) week period for each graded class in which the student is enrolled.
2. Grades in question should be discussed with the individual teacher. If a mistake was made, the teacher will correct it.

3. Incomplete deadline dates will be announced. Grades at MCHS that are not made up by the announced deadline will be changed to “F.”
4. Seniors are reminded that the eighth semester G.P.A. will be used to determine final class rank.
5. Printed report cards will be given upon parent request to the Registrar.

Principal’s Distinguished Honor Roll

Students with a 4.1 GPA or higher with no D’s or F’s in six (6) or more subjects will qualify for the Principal’s Distinguished Honor Roll. A student will not qualify for the Principal’s Distinguished Honor Roll with an “Incomplete” on his/her report card.

Academic Honor Roll

Students with all A’s in six (6) or more subjects will qualify for the Academic Honor Roll. A student at MCHS will not qualify for the Academic Honor Roll with an “Incomplete” on his/her report card.

Honor Roll

A 3.0 GPA or above with no D’s or F’s in six (6) or more subjects will qualify a student for the Honor Roll. A student at MCHS will not qualify for the Honor Roll with an “Incomplete” on his/her report card.

Scholarship Pins

Any student who maintains a 3.5 scholastic average in six (6) or more subjects for two (2) consecutive semesters is eligible for a copper scholarship pin, for four (4) consecutive semesters a silver pin, for six (6) consecutive semesters a brass pin, and for eight (8) consecutive semesters an enameled brass pin. Freshman pins are determined by first semester grades. Sophomores, Juniors, and Seniors will be awarded pins based on second semester grades of the previous school year and first semester grades of the current year.

Class Rank will be based on grades received in classes that merit high school credits.

Weighted Grades

Michigan City High School will weigh the grades of all honors, concurrent enrollment, and advanced placement courses. The additional weight placed on grades for honors, concurrent enrollment, and advanced placement courses is in response to the additional rigor, challenges, and demands that are associated with taking courses beyond high school level.

Grade	Percent Range	Points	Academic Honors	AP/Concurrent Enrollment
A	90-100	4	4.5	5
B	80-89	3	3.5	4
C	70-79	2	2.5	3
D	60-69	1	1.5	2
F	0-59	0	0	0

GRADUATION

Ceremony

A student must meet all graduation requirements before he/she will be allowed to participate in the graduation ceremony. The requirements for this privilege include:

- Passing grades in all required subjects
- Minimum of 44 credits
- Acceptable behavior and/or conduct during practices, pictures, and ceremony
- Participate in all scheduled commencement practices
- Adhere to the dress code for the ceremony

The Graduation Ceremony is not a social event, but rather a ceremony to recognize those who meet the requirements for a diploma. The State of Indiana measures all high schools according to the percentage of students who graduate within four years. Due to the importance of completing all requirements, students who do not complete all requirements will not walk in the ceremony.

HALL CONDUCT

Michigan City High School has established procedures for hallway behavior using the Positive Behavior Supports framework. In order to be a Leader of the Pack students will display dignity and respect when in the halls. Ample time is provided for passage to and from classes and to attend to personal needs.

Hallways are an extension of the classroom and all school expectations apply. Conduct must be respectful, considerate of others, and conducive to student learning. The following are general hallway expectations:

- Display a hall pass when in the hallway during class periods.
- Walk/stay to the right.
- Avoid blocking hallway passages.
- Avoid gathering in groups.
- Avoid creating loud disturbances.
- Treat others with respect.
- Get to class before the bell rings.
- Use appropriate language.
- Identify yourself if asked by any MCHS employee or volunteer.

HEALTH SERVICES

The **school nurse** provides health services to students by assessing illness and injuries, providing interventions, administering medications, providing wellness information, and monitoring immunization requirements. School nurses are not equipped to diagnose or treat many illnesses and injuries. Whenever a student is seen in the office for anything other than a minor issue, the nurse will notify the parent/guardian that the child was seen and it will be the parent/guardian's responsibility to pursue further diagnosis and treatment.

In addition to the school nurse, students also have access to the **Open Door Adolescent Health Center**, which provides health and mental health services on site at the Michigan City High School during the school day. For further information and enrollment procedures, please visit <http://www.EducateMC.net/opendoor>.

Immunizations

Indiana law requires all students to have their immunizations up-to-date. Every student who is entering grade 9 and grade 12 shall be immunized against hepatitis B. (See MCAS Policy 5320 for complete immunization policy.) If a student's immunizations are not up-to-date, the school has the authority to exclude the student from school until such time that immunizations are up-to-date. The nurse maintains these files. The nurse has information about clinics where immunizations can be provided free or at a reduced cost. For more information concerning the state of Indiana's immunizations requirements or about clinics, contact your school or visit the MCAS website for health services at <http://www.EducateMC.net/health>.

Medication

A student who requires prescription or over-the-counter medications must have the appropriate forms on file in the nurse's station. For prescription medication, an **Authorization to Administer Prescription Medication form 241** must be completed by a physician and parent. Also, the prescription medication must be given to the nurse in the original container dispensed by a registered pharmacist. For over-the-counter medication a parental **Permission to Administer Non-prescription Medication form 239** must be completed by the parent and the medicine must be given to the nurse in its original container. This includes pain relievers, cough syrup, throat lozenges, *etc.* Both forms may be obtained in the school office or on the MCAS website at <http://www.EducateMC.net/health>.

Nurse's Office

The following procedures will be in place when interacting with the nurse or the nurse's office:

1. Students who become ill while at school should report to their teacher and obtain a pass before going to the nurse.
2. All students with a personal injury, other than one of an emergency nature, must have a pass to the nurse from their teacher.
3. No student will be sent home unless the nurse and/or appropriate administrator contacts a parent/legal guardian.
4. The school nurse (or appropriate designee) will dispense all prescription and over-the-counter medications.

HOMEWORK

Homework is an extension of classwork and is related to the objectives of the curriculum. Homework fulfills the following purposes or objectives:

- To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
- To teach students responsibility and organizational skills.
- To promote wise and orderly use of time.
- To provide opportunities for enrichment activities.

It is the student's responsibility to complete all homework assignments. Failure to complete or submit homework assignments on time may affect the student's overall class grade. The School Board anticipates that homework will be an integral part of instruction at all levels. The amount and type of homework should vary according to the age and developmental needs of the students. Parents are encouraged to provide a quiet place at home and to review the student's assignments. **Failure to do homework could lead to detention and/or loss of social privileges.**

IDENTIFICATION CARDS

An important part of maintaining a safe and orderly environment in the Michigan City Area Schools is student identification. **Students are required to have the school-issued ID card in their possession at all times when present at any school activity.** They must produce the identification card when asked to do so by a school employee. The student should be in possession of his/her school-issued ID:

- During school hours (including summer school);
- To or from school activities while being transported on a school bus;
- After-school activities such as Club Inspire, sporting events, club meetings, and disciplinary sessions;
- During school-sponsored field trips;
- At school dances, such as Prom, Winter Ball and Sadie Hawkins.

Students are not to deliberately alter the school-issued ID card: for example, erasing, drawing, coloring, cutting, bending, or attaching stickers. If an ID card is lost, the student must purchase a new card – \$5.00 per card. Replacement ID cards will be available in the Assistant Principal's office.

LOCKERS

Each student is assigned a locker. According to Indiana State Law, school lockers remain the property of the school and the school authorities have a responsibility and a right to examine the contents of those lockers for reasons of health and safety. Any contraband found may be turned over to the local authorities and lead to disciplinary action. Acceptance by the student of a locker is acknowledgment of this right. In addition:

- Students are not to share lockers or lock combinations.
- Only those locks issued by the school may be used on lockers.
- When a locker does not open properly, the student should go to class and ask for a pass to go to the Assistant Principal's office to report the problem.
- Students should not tamper with, open, or remove items from any locker other than their own.
- Students should never leave their lockers without checking to see that they have locked them. Do not preset a locker combination.
- Students must keep lockers clean and neat, and free of food and drink garbage. They should not place any item on or in a locker that cannot be removed.
- Students should not kick or force lockers to open or close.
- Students must have a written pass to be at their lockers during the lunch period.
- Lockers are provided for items such as coats, sweaters, caps, PE uniforms, personal grooming items, lunches, books and cell phones.
- The school is not responsible for loss or damage of a student's personal property. Locker combinations are strictly private information and must not be given out to anyone.

MANDATORY REPORTING

Under Indiana Code 31-33-5 an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report to the proper authorities. School personnel will make reports to the Department of Child Services or law enforcement as required under this statute. School personnel are prohibited by law from investigating claims prior to making a report.

MEAL CHARGE POLICY

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and policy for meal charges. Michigan City Area Schools will adhere to the following meal charge policy.

High School, Middle Schools and Elementary Schools

1. Michigan City Area Schools will not allow any charging through the meal program.
2. Michigan City Area Schools will be providing meals at no charge under the Community Eligibility Program (CEP).
3. All students are required to have money in their account to purchase a milk or a la carte items. They will not be able to make a purchase without funds available in their account.
4. All staff is required to have money in their account to purchase a meal or a la carte items.

All Accounts

Students who graduate or withdraw from the district and have \$2.00 or more in their food service account will be notified by mail by the district Food and Nutrition Department office at the end of the school year and given an option to transfer the funds to another account or to receive a refund. If no response is received in 30 days the student's food service account will be closed and the funds will no longer be available. Staff who leave the district will need to notify the Food Service Department for a refund.

MEDIA CENTER

The Michigan City High School Media Center is located in the center of the Academic (A) building on the ground floor. The Media Center is the heart of the school and contains materials to supplement the curriculum, as well as materials for recreational reading, personal improvement, and exploration.

The Media Center is available to all students who choose to use it properly. The atmosphere should be pleasant and conducive to study at all times. Each student visiting the Media Center must come prepared to work on school or personal work. Students in classes who use the Media Center as a group should come prepared to work on their assignment. The Media Center staff is available to serve students and faculty.

The following are general Media Center procedures that should be followed at all times:

1. During the school day all students must have a pass from a classroom teacher to use the Media Center. Passes must be left at the circulation desk.
2. Students will be issued passes to leave the Media Center only in emergency situations.
3. Food, drinks, and games are prohibited in the Media Center.
4. Any student creating a disturbance will be asked to move to another seat or to go to the office.
5. Talking should not disrupt others, and should not be heard beyond the table at which the student is sitting.
6. All books, except reference books, may be checked out for two weeks and may be renewed as necessary if they are not reserved.
7. Book circulation is done through the use of technology. Students must provide their names at the circulation desk.
- 8.

9. Students are responsible for the cost of replacing lost books. The Media Center is not to be used as a thoroughfare. Use outside hallways at all times.

PARENT ACCESS/PROGRESS REPORTS (RDS)

Parent Access is an online program that permits parents/legal guardians to obtain information about students' progress, attendance, discipline, and book rental information in a timely manner. Because of this resource, quarterly progress reports are no longer issued. You are encouraged to visit this site regularly to discuss your child's progress with him/her and to contact the teacher for a conference if there are concerns about academic progress. If you are unable to access the MCAS website to reach Parent Access, please contact the Front Office.

PARENT NETWORK

The Parent Network is the parent group that promotes the parent-school partnership. Membership is free and all parents are encouraged to attend the monthly meetings held in the school media center. Each meeting provides parents with the opportunity to increase their knowledge about how to have their child experience success in high school. Parent volunteers for school committees are sought from the membership. The Parent Network offers a variety of activities for the students during the year, culminating in the Post Prom in May. You may contact the Parent Network at mchsparentnetwork@gmail.com

PARKING PERMITS - See AUTOMOBILE REGULATIONS

PHYSICAL EDUCATION UNIFORM

All students enrolled in any Physical Education class are required to purchase a uniform at the current cost. **Wearing this uniform is mandatory to participate in the class.** Replacement of a lost or stolen uniform is the responsibility of the student. Students who fail to wear the PE uniform will lose points.

POLICE INVOLVEMENT

Cooperation between schools and law enforcement agencies is vital to school safety and the administration of justice. To these ends, schools and law enforcement agencies cooperate with each other, within the confines of the law and consistent with their respective legal responsibilities. When in the estimation of school personnel, law enforcement is called to investigate or assist in an investigation of school related matters, the school will inform parents prior to an interview being conducted unless extenuating circumstances exist that would necessitate the investigation proceeding without parent notification.

PORTABLE ELECTRONIC DEVICES

Due to 1:1 technology (individual Chromebooks), cell phone use is not necessary during class. Students are extended the privilege of possessing electronic devices on school grounds; however, their use is prohibited during class time except when approved by the teacher. **The school is not responsible for the loss of such devices.** The use of electronic devices for the purpose of taking digital photographic images or videos in the school is strictly prohibited.

Michigan City Area Schools Board Policy 5136 - PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (PCDs) before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and at school-

related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and telephone paging devices (e.g., beepers or pagers)

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

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

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

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

POSITIVE BEHAVIOR SUPPORTS (PBS)

All Michigan City Area Schools have established school-wide behavior expectations and procedures in all settings using a framework called Positive Behavior Supports (PBS). PBS is the application of a behaviorally based, systems approach to enhance the capacity of schools, families, and communities to design an effective environment that improves the link between research-validated practices and the environment in which teaching and learning occurs. Leaders of the PACK (Practice Respect, Attend and Achieve, College and Career Ready, Keep Working) will be recognized by each department on a monthly basis

RESPONSE TO INSTRUCTION

Michigan City Area Schools utilizes Response to Instruction, a process that provides systematic, research-based instruction and tiered interventions for at-risk learners. It assumes that the instruction/interventions are matched to student needs and that the monitoring of progress is continuous and reviewed/revised as needed. RTI is considered a general education service, but can be applied to student supports services settings. Each school has an established RTI Team that meets as needed to design, implement, and monitor individual student intervention plans.

SAFETY DRILLS

School officials will stage drills (fire, tornado, and lockdown) in order to prepare students and staff for a possible emergency. Students will receive instructions on the proper procedures for each type of drill. Where appropriate, posted signs will also provide instructions. However, because each of these

emergency situations may be unique, it is critical that students remain calm and quiet so they may hear the directions of the teacher or adult supervising them.

SAFETY SEARCHES

School officials, in cooperation with local law enforcement, may schedule safety searches in an effort to identify inappropriate activity in the school and to maintain a safe and orderly environment. Safety searches will be conducted consistent with applicable laws. Student lockers, bags, and automobiles may be searched during these events. Any inappropriate material found during these searches will be confiscated and used to identify appropriate legal and school consequences.

SCHEDULING OF CLASSES

The following procedures will be followed when students enroll for classes at MCHS:

- All students will be scheduled into seven (7) classes with a minimum of six (6) credit-bearing courses each semester.
- Counselors will conduct classroom, small group, and individual sessions to assist students in planning their schedule of classes for the following school year. Parents are encouraged to discuss these choices with their student and to contact counselors if they have questions.

Educational professionals work with students and parents to plan a four-year educational program and select specific courses for the following year. With this in mind, it is the school's position that schedule changes after the school year begins disrupt instructional time. Since student course selection determines staffing and the Master Schedule, students are expected to honor their course selection commitment. There are, however, circumstances that warrant a schedule change. Schedule change requests must meet the following guidelines:

- Failure to meet course prerequisites.
- Failure to meet graduation requirements.
- Course changes due to completion of summer school.
- Inappropriate level placement.

Changes meeting these requirements must be made within the first **10** school days of the beginning of the semester.

Please note that requests for teacher changes will not be honored. Communication involving all parties — parent(s), legal guardian, student, teacher, and counselor — is encouraged. Schedule change request forms are available in the guidance office.

SCHOOL HOURS

Michigan City High School classes begin at 7:25 a.m. and dismiss for the day at 2:15 p.m.

SCHOOL RESOURCE OFFICER

Michigan City High School has a full-time police liaison officer who works with staff, students, and administration in an effort to secure an atmosphere conducive to learning. Our liaison officer is a certified police officer with the authority to make arrests in the event of disruptions to our atmosphere and unlawful activity. The officer also has the authority to write moving violation citations. The liaison officer's office is located in the administrative wing.

SECLUSION AND RESTRAINTS

Consistent with State Law, local school corporations are required to develop a Seclusion and Restraint policy and Plan. Michigan City Area Schools Policy 5630.1, Use of Seclusion and Restraint with Students, complies with this requirement and directs the Director of Student Support Services to develop a “Seclusion and Restraint Plan.”

As a part of the emergency procedures in place in our schools, no student will be placed in seclusion and/or restrained by school staff unless the student’s behavior poses an imminent risk of injury to him/herself 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 such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of seclusion and or restraint.

Additionally, all incidents involving seclusion or restraints must be reported to the district’s CPI coordinator using the appropriate forms.

SOCIAL PROBATION

Social Probation is the limiting of privileges for student participation in/attendance at school-related activities and events. Students will be placed on social probation for failing two or more classes per grading period, 10 or more discipline contacts per grading period, and 5 or more unexcused absences or tardies. Students may be placed on social probation for a period of time not to exceed the remainder of the school year. However, returning students may be prohibited from social functions or activities based on academic and/or disciplinary behaviors from the previous semester. While on social probation, students are not to participate in or attend any extracurricular activities including dances and are only to be on Michigan City Area Schools property during school hours, unless in an after-school tutoring program. See the Code of Responsible Behavior for more information, or “Tutorial Programs” below.

Social retention as it has been previously known no longer exists. All students are grouped in cohorts by the Indiana Department of Education. Those cohorts define their grade in school.

STUDENT AIDES

The following procedures apply for a student wishing to become a student aide:

1. Aides must maintain at least a “C” average and pass six classes.
2. Assignments will be made at the beginning of each semester.
3. Each aide will be issued an I.D. badge to be worn when on duty.
4. Opportunities for aide positions are available in all areas. Please see your guidance counselor.
5. Student Aides serve at the discretion of the principal (or his/her designees).
6. Aides must follow MCHS attendance policy
7. Students will be allowed only one student aide period per semester

STUDENT RECORDS AND THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Many student records are kept by teachers, counselors, and administrative staff. There are two basic kinds of records: Directory Records and Confidential Records.

Directory Records or Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student request in writing to the principal that their child's directory information be restricted. Directory information includes the student's name, address, and listed or published telephone number.

Confidential Records contain educational and behavioral information that has restricted access based upon the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is a request for confidential records made by an organization to comply with State and federal laws that may require release without consent. Included in confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers.

The school must have a parent's written consent to obtain records from an outside professional or agency. Parents may also provide the school with copies of records made by non-school professionals or outside agencies.

Students and parents have the right to review all educational records generated by the School Corporation, request amendment to these records, insert addendum to the records, and obtain copies of such records. If a review of records is required, please contact the building principal, in writing, stating the records desired. The records will then be collected and an appointment will be made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the United States Department of Education administers FERPA. Parents and students who feel that 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. 20202-4650

For more information or assistance with the review of records, please contact the school principal.

STUDENT SUPPORT SERVICES

The school provides a variety of student support service programs and a continuum of services for students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student may be eligible for student support services only after the proper evaluation and placement procedure. Parent involvement in this procedure is required. The school encourages the parent to be an active participant in the education of their child. To inquire about student support services and the procedure that needs to be followed to access those services, a parent should contact the building principal.

SUCCESS THROUGH EDUCATION (TRIO TALENT SEARCH) PROGRAM

Success Through Education is a program funded through the U.S. Department of Education and sponsored by Purdue University Northwest, Westville. The goal of the program is to assist students and adults in Porter, La Porte, Jasper, and Starke counties to complete their high school education, obtain a high school diploma (or high school equivalency diploma), and enroll in postsecondary education (colleges, universities, trade and technical schools). Free assistance to qualified clients includes financial aid workshops, educational and career newsletters, resource materials, follow-up counseling sessions after high school, and scholarship listings. If you would like more information regarding this

free program, contact either your high school counselor or the Success Through Education at (219) 785-5369 or (855) 608-4600 ext. 5369. The program office is located at Purdue Northwest.

TEEN COURT

Teen Court is a program of the Youth Service Bureau Big Brothers Big Sisters of LaPorte County. Students may be referred to Teen Court, with the consent of the student and parent(s), as an alternative to arrest. The decision to refer a student to Teen Court will be made by a school official and/or by a law enforcement officer. A hearing is held and constructive sanctions are determined by a jury of the students' peers. Failure to successfully complete sanctions imposed by Teen Court could result in additional consequences at school and/or arrest for the offense.

In addition to Teen Court, a student may face appropriate disciplinary consequences administered by school personnel.

TOBACCO USE/SMOKING

Michigan City High School is a smoke-free building and complex. The use of tobacco or the possession thereof in any form (i.e., cigarettes, cigars, pipe tobacco, chewing tobacco, snuff) or the possession of paraphernalia associated with the use of cigarettes or tobacco is prohibited anywhere in the Michigan City High School complex or at any school-sponsored function. Violations of the above will result in disciplinary action. Students under the age of 18 found in possession of tobacco products may be ticketed by police.

TUTORIAL PROGRAMS

Students may receive tutoring in the following ways:

- Teachers, by arrangement (before/after school).
- The Club Inspire after-school program, sponsored by Safe Harbor.
- Honor Society members before or after school (arrangements with faculty sponsor).
- Michigan City Public Library Learning Center - (219) 873-3043
- The Media Center is always available for independent study before and after school.

VIDEO CAMERAS

In an effort to keep students safe, Michigan City High School uses video cameras to monitor many aspects of the school. Footage from video cameras may be used to determine disciplinary action and may be shared with law enforcement officials at their request. Video records are kept for a short period of time unless specifically saved for a disciplinary or legal case.

VISITORS

Visitors/parents must enter through the front doors of the school. All other outside doors are locked during the school day. Please ring the buzzer to be admitted and state your name, who you are here to see, and the purpose of your visit. All visitors/parents must register in the office, receive an identification badge, leave ID, and be escorted by a staff member to their destination in the building. Visiting or "Shadowing" students must be approved through the Counselors' Office and require a letter from the parent/guardian. Shadowing requires pre-approval and will not be allowed during state testing windows. Approved volunteers may walk to their destination unescorted if they are in the building for an approved volunteer activity. Volunteer applications are available in the school office.

VOLUNTEERS

MCAS values the many contributions of school volunteers. For the safety of all students, all volunteers must complete a Volunteer Application and undergo a criminal background check. This includes chaperones for field trips. Volunteer Applications are available in the school office. Volunteers are encouraged to apply at least three weeks in advance.

WITHDRAWAL/TRANSFER PROCEDURES

- Parents who are seeking to transfer their child within or outside the MCAS district must complete a Student Withdrawal Form.
- Compulsory education is mandatory until age 18. Per IC 20-33-2-28.5, a student of at least 16 years of age but less than 18 years of age who is seeking to withdraw from school prior to graduation must make a request to the school in writing. Students must also provide written parental consent to the withdrawal, complete an exit interview, receive written consent from the school principal, and meet all other Indiana statutory requirements.
- Return all books to the counselor.
- Pay all financial obligations in the Treasurer's Office/Media Center.
- Turn in student I.D.
- Clean out assigned locker.

WORK PERMITS

Indiana law requires that young people ages 14 through 17 obtain work permits before accepting employment. During the school year, these permits may be obtained from the Michigan City High School Office. During the summer, these certificates may be obtained from the Michigan City Area Schools Administration Building, located at 408 S. Carroll Ave. When applying for a permit, students must:

1. Fill out an MCHS Work Permit form for approval.
2. Obtain an "Intent to Employ" from their employer or school.
3. Fill out the "Intent to Employ" form and have their employer and parent sign the card.
4. Take the signed form in person, along with an original birth certificate to the MCHS or the MCAS Administration Building (during the summer).

It is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen. **Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing.** MCHS also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grades or attendance after s/he begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student's education remains the primary focus.

More information regarding work permits may be found at <http://www.in.gov/dol/childlabor.htm>.

**Code of Responsible Behavior
Grades 9-12**

High School Code of Responsible Behavior

Philosophy

The primary focus of the Michigan City Area Schools is to create and maintain safe and caring schools that promote high expectations for behavior and learning, responsible choices, and success for all. . Our mission is to achieve Excellence for Everyone. In order to ensure the proper environment for “Excellence for Everyone,” strict adherence to the Code of Conduct is required.

As students mature from childhood to adolescence to young adulthood, our practice will be to initially teach children to understand how their actions affect themselves and others, and that expectations for acceptable behavior are based on our culture and civilization. We will guide children to assume increasing responsibility for making decisions for their individual behavior based upon the laws and rules of our community and society.

Through our actions with students, we will demonstrate and model compassion, kindness, and integrity so that our children learn how to make good decisions, resolve conflicts peacefully, and work together cooperatively. Parental/Guardian support is essential for the proper development of our students.

We believe that students have a right to attend school without fear and should be able to express themselves in their words and actions as individuals. However, this right to express one’s self cannot be harmful, disrespectful, or disruptive to others or to the educational process.

Rights and Responsibilities

When a student fails to meet expectations or makes inappropriate choices, the student will be subject to a series of interventions and/or consequences with the goal of improving future behaviors. Behaviors that occur outside of school but that have the effect of disrupting the educational process are subject to the consequences covered in this handbook.

At each school, the staff, using Positive Behavior Supports, and through the Response to Instruction Team, will develop and implement a series of interventions for the general population and individual students as needed to promote the goals of this Code.

When a student engages in actions considered irresponsible, the following process will occur:

Students will be afforded Minimum Due Process, which is defined as:

- The student will be informed of the alleged violation of this Code of Responsible Behavior;
- The student will have an opportunity to respond to the accusation;
- The student will be informed of the consequences for this action.

In assessing the consequence for the student, the age of the student, the frequency of the misbehavior, and the seriousness of the situation will all be taken into account.

Parents/guardians will be informed of the administration of student due process. The school will work together with the parent/guardian to monitor and correct irresponsible and inappropriate actions.

Schools will follow due process in instances of suspension (whereby a student is separated from school attendance for a period of not more than ten school days) and expulsion (a denial of the right of a student to take part in any school function for any period greater than ten school days).

Any student recommended for expulsion shall be entitled to Formal Due Process as provided by law. Formal Due Process requires a written statement and notification to parent that the school intends to seek expulsion and the parent/guardian has a right to a due process hearing with a Hearing Examiner.

The disciplinary interventions and/or consequences for Special Needs students will take into account the unique circumstances of their Individual Educational Plan and any behavior intervention plan and will be subject to procedural safeguards in accordance with state and federal regulations including Indiana's Article 7 and the Federal Individuals with Disabilities Education Act.

(continued on next page)

Consequences for Irresponsible Actions

The following is a list of actions subject to disciplinary action. This list is not intended to be all-inclusive, but is a general list of actions that do not meet expectations for responsible behaviors, or are highly disruptive or illegal. While the Levels of Behavior are designed to follow a logical progression, the final determination of these responses rests with the building administration, who will take into consideration the results of any investigation and all relevant facts. Responses for an irresponsible action will always involve consequences and may involve other interventions as well.

Generally, Level One behaviors are behaviors that do not require administrator intervention and can be resolved at the point of contact between staff and students. Level Two and Three behaviors require a disciplinary referral. At that point, resolution rests with the administrator assigned to the behavior subject to all applicable due process requirements and within the general framework of possible consequences and responses.

Level One Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<p>Behaviors that: <u>do not</u> significantly violate the rights of others <i>and</i> <u>do not</u> endanger the safety of self or others <i>and</i> <u>do not</u> appear to be chronic <i>and</i> <u>do not</u> require administrator involvement</p>	<p>cellphone/electronic device in unauthorized area classroom disruption dishonesty disrespect to staff dress code violation food and/or drink beyond the cafeteria horseplay inappropriate use of equipment littering out of assigned area public display of affection put-downs/minor teasing refusing to follow directives sharing locker tardy truancy using inappropriate language (isolated incident)</p>	<p>Closer monitoring/proximity Describe and teach expected behavior Goal-setting Refer to counselor/RTI team</p>	<p>Apology Class time-out Loss of class participation points Parent conference Redirection Restitution Teacher-issued detention</p>

Level Two Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<p>Behaviors that: <u>are chronic</u> Level One behaviors</p> <p><i>or</i></p> <p><u>violate</u> the rights of others</p> <p><i>or</i></p> <p><u>may endanger</u> the safety of self or others</p> <p><i>and</i></p> <p><u>require</u> administrator involvement</p>	<p>academic dishonesty defiance or disrespect</p> <p>excessive absences</p> <p>extortion</p> <p>fight instigation</p> <p>forgery, deception, misuse of any document</p> <p>gambling</p> <p>inappropriate language or gestures</p> <p>insubordination</p> <p>missed detention</p> <p>obscenity</p> <p>provocation</p> <p>throwing objects</p> <p>unauthorized presence in an unsupervised area</p> <p>vandalism/theft (minor)</p>	<p>Inform student of violation</p> <p>Contact local agencies that can provide support, which may include police contact or teen court referral</p> <p>Parent contact/conference</p> <p>Refer to counselor/RTI team</p> <p>Responsible Behavior Plan</p>	<p>Class time-out</p> <p>Detention: Lunch or Wednesday</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Restitution</p> <p>Revocation of license and/or work permit</p> <p>Revocation of parking privileges</p> <p>Social probation</p>

Level Three Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Possible Interventions</i>	<i>Possible Consequences</i>
<p>Behaviors that:</p> <p><u>are chronic</u></p> <p>Level Two behaviors</p> <p><i>or</i></p> <p><u>violate</u></p> <p>district or state policies or laws</p> <p><i>or</i></p> <p>endanger safety of self or others</p> <p><i>and</i></p> <p><u>require</u></p> <p>administrator involvement and possible external assistance</p>	<p>arson</p> <p>bomb threat</p> <p>bullying/intimidation/harassment/hazing</p> <p>drug/alcohol violations</p> <p>drug paraphernalia violation</p> <p>false alarms</p> <p>fighting/assault/battery</p> <p>gang-related activities</p> <p>harassment: sexual, ethnic, racial, gender, or religious slurs</p> <p>sexual misconduct</p> <p>sexual harassment</p> <p>technology-related offenses</p> <p>* cyberbullying</p> <p>* digital images</p> <p>* sexting</p> <p>tobacco violation</p> <p>threat or attack against a staff member</p> <p>unlawful activity</p> <p>vandalism/theft: felony</p> <p>weapon/explosive device</p>	<p>Contact local agencies that can provide support, which may include police contact or teen court referral</p> <p>Parent Contact/Conference</p> <p>Refer to counselor/RTI team</p>	<p>Alternative to expulsion (A2E)</p> <p>Discipline referral</p> <p>Expulsion (<i>requires all formal aspects of due process</i>)</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Restitution</p> <p>Revocation of license and/or work permit</p> <p>Revocation of parking privileges</p> <p>Revocation of technology privileges</p> <p>Social probation</p>

DEFINITION OF TERMS

Academic Dishonesty includes the following behaviors:

- Using or attempting to use unauthorized materials, information, or study aids in any assignment or exam.
- Using external assistance on an “in class” or “take home” examination, unless the instructor has authorized such assistance. This includes (but is not limited to) the use of tutors, books, notes, the Internet, calculators, and electronic devices.
- Submitting substantial portions of the same academic work for credit more than once without permission of the teacher.
- Allowing others to conduct research or to prepare work without authorization from the instructor. This includes (but is not limited to) commercial term-paper companies, web sites, and past papers/work of other students.
- Collaborating with other students on a single project and turning in multiple copies that are represented as individual work.
- Falsifying or inventing information or citations in an assignment or exam.
- Plagiarism. A student must not adopt or reproduce the ideas, words, photographs, illustrations, or statements of another person without acknowledgment. A student must give credit whenever quoting another person’s words; using another person’s idea, opinion, or theory; or borrowing facts, statistics, or other illustrative material — unless the information is common knowledge.
- Stealing, changing, destroying, or impeding another student’s work. Impeding another student’s work includes (but is not limited to) the theft or destruction of common resources to deprive others of the information they contain.
- Helping or attempting to help another student to commit an act of academic dishonesty.

Alternative to Expulsion (A2E) is a program conducted in conjunction with the LaPorte County Juvenile Services Center and the Juvenile Court system. A2E provides an alternative setting for students with discipline infractions that would merit expulsion. The program offers these students the chance to stay on track academically through participation in a credit recovery program in a highly structured environment where establishing and maintaining discipline is a priority. In addition, students receive opportunities to improve basic life skills.

Arson is the act of setting fire to the school or any part of the school or school premises.

Bomb Threat includes any act that indicates the presence of a bomb or other destructive material when in fact there is none.

Bullying and Intimidation

Under Indiana Law, “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 the targeted student an objectively hostile 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 student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

School staff will comply with the reporting and investigation requirements in Indiana Law. Consistent with Indiana Law, every school will enable an anonymous reporting procedure. Witnesses to the bullying or intimidation of another student are encouraged to report it to a staff member. Failure to report bullying and/or intimidation may be cause for disciplinary action.

Class Disruption is any combination of actions that interfere with, interrupt, or create disorder to the extent that instruction cannot take place.

Consumption or Possession of Food or Drink in Unauthorized Areas: Students may only consume food or drink in the cafeteria and other designated areas. This includes beverages that are carried in and consumed from portable water bottles. Only those students with permission from the school nurse may consume beverages in classrooms.

Cyberbullying - See “Bullying” and “Technology-Related Offenses.”

Dishonesty includes those occasions in which students choose to be untruthful or fail to disclose information.

Dress Code Violations involve attire that does not follow the “Dress for Success” code outlined in the Student Handbook section of this document. Dress code violations also involve attire or accessories that disrupt the educational environment, are destructive to school property, or are a threat to safety and health.

Drug and Alcohol Violations involve selling, purchasing, possessing, consuming, or distributing alcohol, illegal drugs, or controlled substances. Participating in a plan to sell, purchase, process, possess, consume, or distribute these substances is also prohibited – including prescription medication prescribed for someone else. Being under the influence of alcohol, illegal drugs, or any controlled substance or any prescription medication prescribed for someone else is prohibited. The possession of look-alike drugs is also prohibited. These rules apply on school property or at any school-related activity or event, or while traveling to or from school or any school-related activity or event.

Drug Paraphernalia Violations involve selling, purchasing, possessing, distributing, or participating in a plan to sell, purchase, possess, or distribute drug paraphernalia. This includes items associated with illegal drugs such as rolling papers, pipes, clips, razor blades, lighters, and hypodermic needles. Possession of these items at school or at any school-related activity or event, or while traveling to or from a school-related activity or event, is prohibited.

Excessive Absences - see the Handbook section of this document.

Extortion occurs when a student forces another student to give him or her something, including but not limited to money, through force or threats.

False Alarms are the actions of setting off an alarm or sprinkler system when there is no fire or emergency.

Fight Instigation includes instances in which a student or students motivate, encourage, or plan to fight or motivate/encourage others to fight.

Fighting includes instances in which harmful or offensive contact occurs with another person. Fighting can include but is not limited to assault, battery, and bruising.

Fighting (Verbal) - See “Provocation.”

Forgery is the alteration or falsification of documents (i.e., passes or permission slips) or signatures.

Gambling involves playing any games in which money or items of value can be won or lost.

Gang-Related Activity includes involvement in gangs or gang-related activities. No student on or near school property or at any school activity may show, wear, possess, use, display, or sell any clothing, jewelry, emblem, image, symbol, or sign that may be viewed as evidence of membership in or affiliation with any gang. This includes any badge, symbol, or sign that may be present in anything in the student’s possession while on school grounds or at a school-related activity. No student may commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, carving in hair, *etc.*) showing membership or affiliation in a gang. No student shall use any speech or commit any act promoting the interests of any gang or gang activity, including but not limited to: recruiting others for membership in a gang; requesting any person to pay for protection or otherwise intimidating or threatening; inciting others to physical violence; or committing any other illegal act or violation of school policies.

Harassment: Sexual, Ethnic, Racial, Gender, or Religious

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature by any student to another student, or by a student to a staff member. This includes conduct of a sexual nature that may include verbal or physical sexual advances and/or comments of a sexual nature regarding physical or personality characteristics. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that such conduct is unwelcome. **Note: A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for subsequent conduct to be deemed unwelcome.**

Sexual harassment may include but is not limited to the following:

- Verbal harassment or abuse.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Pressure for sexual activity.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s grades, job, or promotion.

Ethnic, racial, gender, or religious harassment may include but is not limited to:

- Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, race, national origin, religious beliefs, or disabilities directed toward a fellow student, staff member, or other person associated with the school corporation; or conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation.

- Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the school corporation.
- Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the corporation.

False Reporting of Harassment

Students who knowingly file false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to disciplinary action.

Hazing is an abusive, often humiliating form of initiation into or affiliation with a group (such as organizations, clubs, and athletic teams). It includes any willful action taken or situation created that recklessly or intentionally endangers the mental or physical health of another. Urging or encouraging hazing is also prohibited.

Horseplay involves such actions as pretend/play fighting, tapping, poking, smacking or pinching, pulling on others' clothing, or placing hands or feet on others.

Inappropriate Language or Gestures includes behaviors and actions directed toward students/staff that are reasonably considered profane, vulgar, lewd, or obscene.

Insubordination and/or Disrespect includes those behaviors by which students refuse to respond to or follow the directions of staff members and/or act disrespectfully toward staff members. Examples of this kind of behavior include but are not limited to leaving a classroom without permission or obstructing staff in the performance of their duties.

Libel and Slander are two forms of defamation. **Libel** consists of printed communication whereas slander consists of oral communication. The actions of **Libel** and **Slander** consist of a false statement that is printed or broadcast about an individual that brings that person into public ridicule, contempt, or hatred, or inflicts injury. (Also see Technology-Related Offenses.)

Littering includes behavior that causes an area to be in disorder or in an unsanitary, unhealthy condition.

Lockers (Inappropriate Use): Students should not misuse or abuse their lockers, as it will be considered an act of vandalism. Students are not to share their lockers or give their locker combinations to others.

Obscenity includes those items or behaviors that an average person, when viewing the material or behavior and applying community standards for children of a relevant age, would find offensive and lacking in serious literary, artistic, political, or scientific value.

Positive Behavior Supports (PBS) is a school-wide approach to teaching and reinforcing school expectations. PBS allows the school to develop and maintain a positive atmosphere that fosters social and academic success for all students. For additional information, see the Handbook section of this document.

Portable Electronic Equipment includes cellphones, pagers, laser pointers, iPods, or any other electronic device. (See Technology-Related Offenses.)

Procedure Violation is any behavior or action that does not follow established, school-wide expectations.

Provocation includes verbal confrontations with a student or staff member, fight instigation, and other aggressive gestures and behaviors.

Public Displays of Affection (other than the holding of hands) are not appropriate for the school environment. Students should not, while on school grounds or at school functions, show affection to one another in a manner that is immodest and/or draws undue attention to themselves.

Responsibility, Education and Character (REC Room) is an alternative placement for students that impede the learning of others or who are behaviorally at risk. Students in REC maintain classroom assignments and remain in school but are isolated from other school activities. The building principal or his/her designee has oversight responsibilities for the program. REC is staffed with a qualified person who supervises and serves as a supportive resource for students. Students may be sent to the REC Room as a class "time out" or a student may spend a longer period of time in REC. Frequent referrals to REC will also result in referral to the school counselor and/or the RTI team.

Response to Instruction (RTI) is a process that provides systematic, research-based instruction and tiered interventions for at-risk students. Student progress is continuously monitored as interventions are implemented, and are reviewed/revised as needed. Please see the Handbook section for more information on RTI.

Responsible Behavior Plan is an individualized plan that helps students set goals for positive behaviors. This plan is created in conjunction with the school counselor, teacher and/or RTI team and is shared with parents.

Sexting - See "Technology-Related Offenses."

Social Probation is the limiting of privileges for student participation in/attendance at school-related activities and events. Students may be placed on social probation for a period of time not to exceed the remainder of the school year. While on social probation, students are not to participate in or attend any extracurricular activities including dances and are only to be on Michigan City Area Schools property during school hours. Reasons for being placed on social probation include, but are not limited to:

- Academic failure (Failing two or more classes in a nine-week period)
- Excessive absences (Failing two or more classes in a grading period due to excessive absences)
- Truancy
- Excessive tardiness
- Excessive behavioral referrals
- Actions that lead to suspension, A2E, or expulsion
- Misbehavior at an extracurricular activity

Students who violate their social probation will be subject to disciplinary action including suspension, A2E, and/or expulsion.

Tardiness to Class is the act of not being in the assigned classroom at the time the bell rings to begin class. See the Handbook section of this document.

Technology-Related Offenses:

Please refer to the Michigan City Area Schools Technology Acceptable Use/Email Guidelines (Appendix B) for expectations and descriptions surrounding the use of MCAS technology. In addition, the behaviors below are subject to Leveled Responses under the MCAS Code of Responsible Behavior.

- **Electronic Devices:** See the Handbook section of this document.
- **Digital Images:** Electronic devices capable of taking and/or transmitting digital photographic images can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy. In addition, because of their capacity to be used to carry out acts of academic dishonesty, use of electronic devices for the purposes of taking digital photographic images in the school is strictly prohibited.
- **Cyberbullying** occurs when a student harasses, mistreats, or makes fun of another person online or while using a personal communication device or other electronic device. Violations off campus that cause a disruption of the school environment are subject to appropriate school discipline.
- **Sexting** is sending, receiving, or forwarding sexually suggestive nude or nearly nude photos or sexually suggestive messages through any personal communication device or electronic equipment.

Teen Court is a program of Youth Service Bureau Big Brothers Big Sisters of LaPorte County. Students may be referred to Teen Court, with the consent of the student and parent(s), as an alternative to arrest.

Threat or Attack Against Others involves any display of aggressive or negative gestures toward another individual. Written, verbal, or physical behavior that places another person in reasonable fear of harm is prohibited. Actions that have the effect of threatening, insulting, demeaning, or intimidating in such a way as to disrupt or interfere with the school and the school environment are also prohibited. Violations off campus that cause a disruption of the school environment are subject to appropriate school discipline.

Tobacco Violations involve the possession or use of tobacco products or paraphernalia (such as lighters) by students. This policy applies when students are at school or at any school-related activity or event, or while traveling to or from school or any school-related activity or event. Tobacco products include cigarettes, cigars, or tobacco in any other form, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, or leaf tobacco.

Truancy is a student's absence from school or class without a parent/legal guardian's or the school's knowledge. Any absence that is not phoned in or verified by a parent or legal guardian within three (3) days of the student's return will be labeled as truant. Truancies accumulate throughout the school year. Should a student be found truant from school, the child's parent will be contacted and relevant legal authorities, such as Project Attend, may be notified. Student truancy may be considered an act of academic misconduct, which may result in loss of credit for missed class period(s) and may be subject to disciplinary action, including but not limited to loss of work permits and/or driver's license.

Unauthorized Presence in Unsupervised Areas is defined as being in an area without prior authorization from staff. Examples include but are not limited to athletic facilities, locker rooms, auditoriums, science labs, computer labs, resource centers, and classrooms.

Unlawful Activity includes any activity or behavior that violates the laws of the State of Indiana, or conviction under the laws of any other state in the United States, that takes place either while school is in session or on weekends, holidays, school breaks, and the summer period when a student may not be attending classes or other school functions. 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 to protect persons on school property. Note: **Trespassing** is considered an unlawful activity; students who have been suspended or expelled are not permitted on school grounds.

Vandalism/Theft includes behaviors such as theft, destruction of school property, and possession or sale of stolen materials. Note: Vandalism that causes a loss of more than \$300 is considered **major vandalism**. Vandalism that causes a loss of less than \$300 is considered **minor vandalism**.

Weapons/Explosive Devices: No student shall possess, handle, or transmit any weapon or destructive device while on school property. The following devices, while not a complete list, are considered weapons or explosive devices:

1. any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive or forced air;
2. any destructive device that is an explosive, incendiary, or poison gas bomb, grenade, or rocket having a propellant charge of more than 4 ounces;
3. any missile, rocket, or similar device having an explosive or incendiary charge of more than one quarter ounce;
4. any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled;
5. any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail, or any device that is substantially similar to any of these items;
6. any knife, taser, electronic stun gun, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
7. bullets or gun ammunition of any kind.
8. any toy or look-alike weapon that, in the judgment of school staff, can be used to deceive others into believing the weapon is real.

Appendix A

Student Transportation Guidelines Michigan City Area Schools

OVERVIEW

It is recognized that excessive distances and extraordinary or excessive hazards to pedestrian safety can affect access to an equal educational opportunity for some children in the school district. Therefore, it shall be the practice of the Michigan City Area Schools to provide safe, economical transportation to those children affected by these conditions. The Board of School Trustees retains the right to eliminate all, or portions of, transportation should conditions warrant such an action.

The primary purpose of the transportation system is to provide transportation for eligible students (see “Eligibility” below) from the vicinity of their homes to the school they attend. Use of transportation equipment for field trips, extracurricular activities, and other authorized educational, cultural, and recreational activities is permitted when it does not conflict with the primary purpose of transportation.

In organizing and operating the transportation system, all applicable statutes and rules and regulations of the State of Indiana, or its agencies, shall be strictly adhered to and all recommendations and suggestions shall be considered carefully.

In all cases, the primary consideration shall be to provide safe transportation to eligible students. Careful consideration shall also be given to efficiency and economy of operation.

Since school bus transportation is provided only for certain eligible students, **it shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct.** The student is to carefully follow all rules and regulations and promptly respond to the directions and requests of the bus driver. Most students will find it necessary to walk some distance to the designated bus stop.

School transportation equipment shall be used only for the transportation of students to and from school, extracurricular school activities, or for other purposes specifically authorized by the Board of School Trustees.

ELIGIBILITY

Any elementary students living one and one-half (1½) miles, more or less, from the school they attend and secondary (middle school and high school) students living two (2) miles more or less from the school they attend, are eligible for transportation to and from school. However, the Transportation Director or his/her designee, with the approval of the Superintendent, may determine that transportation service should be extended to selected students within these stated distances.

A student identified with a disability in accordance with Article 7 of the Individuals with Disabilities Education Act may be provided special transportation as a related service. Accommodations for such transportation are specified within the student’s Individual Education Program (IEP).

Students with a temporary medical condition that necessitates the use of crutches, wheelchairs, or other aids must call the Transportation department so that temporary accommodations for transportation can be made.

Persons other than eligible students shall not be provided transportation. Exceptions to this rule will be made only by the Building Administrator or his/her designee.

TRANSPORTATION PROCEDURES

I. TRANSPORTATION SERVICE LIMITATIONS

A. Bus routes shall be planned to achieve maximum safety of operations with reasonable economy.

1. Bus routes will not be extended, or stops scheduled, unless an eligible elementary student would otherwise be required to walk in excess of one quarter (1/4) mile to a bus stop or a secondary student in excess of one-half (1/2) mile to a bus stop.
2. A bus will not make more than four (4) stops in any one mile unless safety requirements make additional stops necessary.
3. In establishing routes in new or existing residential subdivisions, buses will be scheduled to use perimeter routes and/or main thoroughfares. Students will be required to walk to bus stops in accordance with Sections 1 and 2 above to the extent walking safely permits.
4. In apartment complexes and trailer parks, bus service shall be provided off the public road onto the private property only in the interest of safety. Departure from the public road in such instances will be only to the extent of a turnaround or for a limited number of stops, where space permits.
5. Buses will not be routed on dead-end roads. Exceptions will be student safety and availability of an adequate turnaround.

B. Bus routes are to be designed to keep individual riding distance and time to a practical minimum.

C. In setting up bus schedules, it shall be the objective to arrange for buses to arrive at school approximately ten (10) minutes prior to the scheduled time for the beginning of classes in the morning and to leave approximately five (5) minutes after the scheduled dismissal time.

II. SERVICE REDUCTIONS

When conditions warrant, the Superintendent, along with the Transportation Director or his/her designee, shall develop a plan for reduction of transportation services subject to approval by the Board of School Trustees.

III. OPERATION OF THE SYSTEM

A. The measurement of the mileage to determine eligibility for transportation shall be the responsibility of the Director of Transportation or his/her designee. This measurement shall be accepted as conclusive evidence of eligibility for transportation.

- B. Each eligible student will be assigned to use a specific bus and bus stop. Any exceptions must be approved by the Director of Transportation or his/her designee.
- C. The scheduled number of students assigned to ride a standard bus will not exceed 100% of its rated passenger capacity. When circumstances result in overload, an adjustment in the routes and stops will be made.
- D. The Director of Transportation or his/her designee may grant permission for a student to ride a different bus or use a different scheduled stop. Such permission may be granted for a specified period of time subject to the following conditions and limitations:
 - 1. The receipt of a written request of a parent or guardian.
 - 2. Upon authorization of the building Administrator.
 - 3. The request for change may not result in the overcrowding of any bus, altering of any regular bus route, stop, or time schedule, or the creation of a new route.
- 4. The purpose of such special permission requested shall be:
 - a. To participate in a regularly organized group activity for children of school age that is educational in nature.
 - b. To relieve a temporary situation that would otherwise result in a severe hardship on a student in getting to and from school.
 - c. For other emergencies as shall be approved by the Director of Transportation or his/her designee.
- 5. Drivers are to transport only their regularly assigned passengers unless other authorization is received from the Director of Transportation or his/her designee.
- 6. In an emergency, written request may be waived. Such emergency requests should be made to the child's building administrator, who will be responsible for coordinating necessary actions with the Director of Transportation or his/her designee.
- E. The Director of Transportation or his/her designee will maintain a comprehensive bus safety education program for students. The program includes, but is not limited to, instruction in rules of behavior when riding, boarding, and exiting the bus at stops, and emergency bus evacuation drills.
- F. The safety of walking conditions for students ineligible for bus transportation will be reviewed by the Director of Transportation or his/her designee. Actions to alleviate unsafe walking conditions may include coordinated actions with local governments, provision of bus service, or other alternatives. The Director of Transportation or his/her designee will make recommendations to the Superintendent of Schools as specific problems arise.

V. BUS DISCIPLINE PROCEDURE

Listed below are the expectations for students' behavior while they are being transported by school bus or any school vehicles. These rules apply to any trip under school sponsorship. Any violation of these rules will result in the driver proceeding with the steps listed under "Consequences" below.

Michigan City Area Schools believes parents must monitor and accept responsibility for student behavior at the bus stop.

Bus Rules

A. Prior to loading (on the road and at the school) students are required to:

1. Be at their assigned bus stop at least five (5) minutes prior to the scheduled pick up time.
Note: Buses may arrive five minutes before OR after the scheduled pickup time, due to traffic conditions. The driver is responsible for keeping his/her bus on schedule and cannot wait if a student is not present.
2. Stay off the roadway or street while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop and the stop arm is extended before attempting to board.
4. Board in an orderly manner and immediately take their seats.
5. Practice rules of safe behavior as they go to and from their assigned bus stop.

B. While on the bus students are required to:

1. Keep all body parts and possessions inside the bus.
2. Assist in keeping the bus clean and sanitary. Trash goes in the waste container at the front of the bus.
3. Talk quietly and avoid acting in any manner that distracts the driver's attention away from driving. This includes but is not limited to teasing others, horseplay, throwing objects, *etc.*
4. Refrain from tampering with any bus equipment.
5. Keep books, lunches, and other articles in their possession.
6. Sit in the seat assigned by the driver. Students are to remain in their seats while the bus is in motion and will be held responsible for the condition of the assigned seats surrounding them.
7. Be **ABSOLUTELY** quiet while approaching a railroad crossing. Students will remain quiet until the bus has cleared all sets of railroad tracks.

8. In case of an emergency, remain in their assigned seat on the bus unless instructed by the driver to leave.
9. Refrain from eating or drinking, chewing gum or having any other objects in their mouths when on the bus. Glass bottles are not permitted on the bus.
10. Refrain from bringing live animals on the bus.
11. Turn off cellphones. Radios, iPods, and other electronic listening devices may be used with earphones.
12. Keep musical instruments on their laps or under their seats.
13. Refrain from the use of profanity or offensive language.
14. Board and get off at the regularly-assigned bus stop.
15. Use emergency bus exits **only** at the direction of the driver.
16. Close windows before getting off the bus.

C. After leaving the bus students are required to:

1. Cross the road by passing at least ten (10) feet in front of the school bus, only after looking in both directions to be sure no traffic is approaching.
2. **NEVER** cross behind the bus for any reason.
3. **NEVER** attempt to retrieve an item from under the bus for any reason.
4. Move immediately away from the bus and refrain from hitting or throwing things at the bus.

VI. DISCIPLINARY PROCESS

Drivers will make every effort to maintain appropriate student behavior on the bus. When these efforts are no longer effective, the driver will submit a written referral to the Transportation Director.

- A. The first (1st) referral will result in parent contact in all but the most serious infractions.
- B. The second (2nd) referral will result in parent contact and a formal written warning in all but the most serious infractions.
- C. After the second (2nd) referral, a student who violates these rules shall be subject to disciplinary action that may include a meeting with the parents, loss of riding privileges for a period (determined by the severity of the infraction) or permanent loss of bus-riding privileges.

At any point in the disciplinary process, the Transportation Director may refer a disciplinary situation to the school principal. The principal and the director may work together to develop and enforce disciplinary consequences at school for bus related behavior.

Please note that suspension of bus privileges does not mean suspension from school. Parents are required to transport their children to school in the event of a bus suspension. Lack of school attendance will be considered truancy. However, bus related behavior may lead to a school suspension. At that point, the attendance requirements for school suspensions apply.

VII. SERIOUS IRRESPONSIBLE BEHAVIORS

In cases of more serious irresponsible behavior, in addition to a meeting with the parents and possible loss of riding privileges, students shall be subject to disciplinary measures provided for in the Code of Responsible Behavior, including but not limited to suspension or expulsion from school. In cases where the law has been broken, penalties may further result in a report being filed with local law enforcement.

Serious Irresponsible Behaviors may include (but are not limited to):

- A. Possession of Fireworks
- B. Extortion and Intimidation
- C. Gambling
- D. Throwing Objects
- E. Damaging Personal Property
- F. Disorderly Conduct
- G. Vandalism (Student or parent will be financially responsible for damage to seats, windows, *etc.*)
- H. Insubordination
- I. False Alarm/Bomb Threat
- J. Possession of Weapons
- K. Fighting/Battery
- L. Tobacco, Drugs, or Alcohol

VIII. APPEAL PROCEDURES

In any aspect of the application of the provisions of this policy, a parent, guardian, or adult student may appeal the decision of any school employee. A decision of a bus driver may be appealed to the Director of Transportation within five (5) working days. A decision of the Director of Transportation may be appealed to the Superintendent or his/her designee within five (5) working days and; if necessary, to the Board of School Trustees within ten (10) working days. The appellant should be prepared in every instance to both meet with the official involved and submit the specifics of the case in writing, if required. The response of such appeals at each level will be rendered within ten (10) working days.

Appendix B

Technology Acceptable Use/Email Guidelines Michigan City Area Schools

Because of the ever-changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, the Michigan City Area Schools is ready to take immediate action when individuals violate system integrity. **The use of computers is a privilege, not a right. Violations may result in a loss of computer access as well as other disciplinary and/or legal action.**

Students accept personal responsibility for all activity while using a computer or other school owned equipment. **The student and parents will be held accountable for damage and repair costs.**

The activities listed below are not permitted:

1. Damaging or defacing the network, hardware, and/or software.
2. Sharing your password, using another person's password, or allowing another person to use the computer under your login.
3. Setting, changing, or removing passwords on any district computer or wireless device.
4. Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian.
5. Accessing "Gaming sites" or the playing of games, chat rooms, bulletin boards, or instant messaging, except use of resources that have been assigned by the teacher.
6. Using the network for cheating, plagiarism, fraud, financial gain, or commercial purposes.
7. Installing or downloading software, shareware, or freeware on school-owned equipment.
8. Viewing, sending, displaying, or transmitting offensive materials such as those that are illegal, defamatory, inaccurate, unsolicited or potentially offensive to some people.
9. **Cyberbullying** - defined as overt, repeated acts or gestures, including verbal or written communications transmitted; or any other behaviors committed by individuals or groups of people against another with the intent to harass, ridicule, humiliate, intimidate, or harm the other. **Violations off campus (regardless of whether using school owned equipment) that cause a disruption of the school environment are also subject to appropriate school discipline and/or legal action.**
10. Violating federal, state, or local laws, copyright laws, and/or license agreements.
11. Accessing files, information, or any other resources (hardware or software) to which you have not been given the specific right of access.
12. Engage in any other activity deemed inappropriate by the administration, or discovered by any staff that may cause or tend to cause substantial disruption to school activities.

This is an evolving document. All additions and changes will become effective immediately upon posting to the MCAS district technology website. All changes to this document will be made through the MCAS K-12 Technology Committee.

Uses for MCAS Student Email

Email can be a powerful tool for students, increasing communication and collaboration. For example, teachers may send email to their students to communicate reminders and course content, to pose questions related to classwork, and for other instructional purposes. Students may send email to their teachers with questions or comments regarding class or to turn in an assignment. Students are encouraged to check their email at least once per day.

General Email Guidelines for Students

Email is to be used for school-related communication only. Student email is also covered by the student Acceptable Use Policy. These guidelines cannot possibly cover all unacceptable activities because of the ever-changing nature of technology. MCAS staff will take immediate action when individuals violate school rules or abuse the technology.

The activities listed below are not permitted:

- Sending harassing email messages or content.
- Sending offensive email messages or content.
- Sending spam email messages or content.
- Sending email containing a virus or other malicious content.
- Sending or reading email at inappropriate times, such as during class instruction.
- Sending email to share test answers or promote cheating in any way.
- Using another person's account.

Limits on Email Senders and Recipients

The Gmail accounts provided to our students are only for use within the school district. This is to provide another way for students to communicate with their teachers. The following limits are set on email use:

- MCAS students can email all staff.
- MCAS students cannot email anyone outside of the MCAS domain.
- MCAS students cannot receive email from outside of the MCAS domain.

Because no email can come in from outside of the school district, students will not receive spam, unsolicited messages, or anything inappropriate from the outside world. Also, students cannot send messages to people who are not staff or students in our district. Monitoring and filtering of email that is sent within our district is monitored and filtered based upon content. All student email passes through Google's Message Security system. Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.

Student email that is identified as inappropriate will be blocked from delivery, and instead may be sent to the school administration for review.

Consequences of Misuse of Email

Use of the computer network and/or Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students could also face additional disciplinary or legal action.

This is an evolving document. All additions and changes will become effective immediately upon posting to the MCAS district technology website. All changes to this document will be made through the MCAS K-12 Technology Committee

Revised: May 2016

Appendix C

Athletics Code of Conduct and Eligibility Michigan City High School

A participant's conduct, in and out of school, shall be such as:

- Not to reflect discredit upon the school or the activity,
- Not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.
- Participation in extracurricular activities is a privilege that may be revoked for any just cause.*
- If an athlete quits a team (after making the team), the athlete may not participate in open gym or participate with another team during that same season if the athlete has not received a release from the coach of the sport he/she quit.

***NOTE: It is recognized that principals, by the administrative authority vested in them by their School Corporation, may exclude such participants from representing their school.**

I. Statement of Purpose and Philosophy

A. Purpose

1. To encourage students involved in athletic activities to develop a wholesome and healthful lifestyle.
2. To foster self-discipline.
3. To communicate rules/regulations in a clear, concise manner.
4. To publish and distribute the rules and regulations so they are readily available to students, parents, and staff.
5. To provide coaches with unifying guidelines so that enforcement of the rules is fair and equitable throughout the school community.

B. Philosophy

Interscholastic athletics are an integral part of the school's program, offering students a means to help develop self-discipline, accept responsibility, and make decisions to prepare for the adult world. Athletes are encouraged to develop social conscience as well as intellectual faculties. We believe that learning is a never-ending process and that athletic participation helps to develop a positive set of values to guide young people through life. Athletics are wholesome activities because participants are judged by their ability to perform singly or in concert as they strive toward athletic excellence.

II. Responsibilities

It is a privilege to participate in and be associated with athletics. This privilege is extended to all students, provided they are willing to assume certain responsibilities. A student must be willing to make necessary sacrifices in order to be a credit to himself/herself. This can be done by:

- A. achieving academically by first being a good student.
- B. exhibiting high standards of social behavior.
- C. displaying sportsmanship, both on and off the playing field.
- D. respecting other athletes, cheerleaders, officials, spectators, and those in authority.
- E. being cooperative.
- F. maintaining a good appearance, including cleanliness and good grooming.
- G. using language that reflects well on family, school, and self.
- H. being a positive leader by example, words, and/or actions.
- I. complying with the rules necessary to be in good standing at the completion of the sport season

(the last contest or the banquet, whichever comes later).

III. Eligibility*

As outlined by the Indiana High School Athletic Association (IHSAA) and the Michigan City Area Schools, the student must:

- A. have a completed school-approved physical examination form on file and have a consent and release form on file before practicing;
- B. be in good standing with the school;
- C. have earned passing grades in five (5) or more full credit subjects during the previous grading period or semester (as determined by IHSAA rules) and be currently enrolled in and passing five (5) or more full credit subjects;
- D. have a minimum grade point average of 1.5 on a 4.0 scale for the previous grading period or semester (as determined by IHSAA rules).

*** These guidelines also apply to cheerleaders.**

IV. The following general rules for participants have been established:

- A. A participant shall not violate local and state laws, IHSAA regulations, and the Michigan City High School's "Code of Responsible Behavior" and "Guidelines for Athletics."
- B. Abuse of school-owned equipment is prohibited.
- C. A participant must attend a full day of school the day in which he/she participates in competition, performance, or practice unless excused by a principal or Athletic Director.
- D. A participant shall not possess or use tobacco products.
- E. A participant shall not consume or be in possession of alcoholic beverages.
- F. A participant shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, stimulant, controlled substance, or possess, use, or transmit paraphernalia for use of such substances.
- G. A participant is discouraged from being in attendance at a place where he/she knows that illegal consumption or possession of alcohol is occurring, and/or transmission or use of substances listed in Section D-6 of the IHSAA By-Laws. Attendance at these events may result in ineligibility.
- H. A participant shall not use or possess weapons.

V. Procedure for Alleged Violations

Any alleged violation of the above general rules shall be reported first to the Athletic Director or school administration. The allegation will then be followed by an investigation by the Athletic Director (or his designee) and/or the school administration. The coach will be given the findings and will recommend the appropriate discipline to the Athletic Committee. The Athletic Committee (3 coaches and the Athletic Director) will review the coach's decision and share its decision of the violation penalty with the building Principal. If the student is found to be in violation, the following discipline will result:

A. Consequences of violations:

1. On the first offense in violation of Section D, 4-8 (tobacco, alcohol, firearms and drugs) the student will be excluded from contest participation for a minimum of 1/4 of the contests (include actual number of contests scheduled plus one IHSAA tournament contest and round to the nearest whole number) for the present or next sport in which the athlete has previously participated for a complete season at the high school level.
2. When a violation occurs and an athlete has qualified for awards, the awards may be given, subject to the approval of the Athletic Committee.
3. During an exclusionary period, practice for the athlete is subject to the coach or administrator.

4. When it is determined that the student has been truthful about the violation from the beginning of the investigation, the penalty for the exclusion from participation will be reduced by 25 percent.

5. After a review of relevant factors, the coach will submit a letter outlining recommended disciplinary action to the Athletic Director and the Athletic Committee.

B. Individual coaches will establish, within the confines of their own sports program, additional rules and regulations which pertain to such items as practice attendance, tardiness, practice and game conduct, curfews, *etc.* These rules and regulations, in conjunction with their ensuing penalties for violation, shall be in writing and given to each athlete participating in that program, with an additional copy on file in the office of the Athletic Director.

C. When there have been two offenses in violation of Section D, 4-8 the athlete will be excluded from all athletic participation for one full year (12 months).

D. Athletes have a responsibility to Michigan City High School that extends beyond the season in which they participate. Therefore, athletes who violate training rules and/or general rules while out of season will be disciplined in the same manner as an in-season athlete.

E. These consequences are in addition to the normal disciplinary consequences.

VI. Appeal Procedure

Any excluded participant may appeal a decision of exclusion to the building Principal.

Michigan City Area Schools Commitment to Inclusiveness, Respect, and Civility

As a core understanding of our educational mission, the students, parents, faculty, staff and citizens that comprise the Michigan City Area Schools Community are committed to the values of inclusiveness, respect, and civility in all of our words, thoughts, and actions. To these ends, we will, as a part of our annual school improvement planning process, review and evaluate our continuous improvement with respect to the assurances listed below.

The students, parents, faculty, staff, and citizens that comprise
the Michigan City Area Schools Community commit to:

- doing whatever it takes to ensure that our primary purpose, “learning by all,” is being accomplished.
- causing each of our schools to be “communities of caring learners.”
- establishing “coaching” relationships with students as an essential step toward the accomplishment of our learning mission.
- promoting the belief that every person has worth as an individual.
- respecting all people whose race, culture, gender, sexual orientation, age, abilities, beliefs, economic circumstances, or other characteristics are different from our own.
- celebrating the racial and ethno-cultural diversity of our community as a source of human excellence, cultural enrichment, and social strength.
- maintaining a responsive and open environment that is free from discrimination and harassment.
- expecting language and behaviors that demonstrate respect and civility to others at all times.
- treating all others as we would wish to be treated.
- modeling the “Lifelong Guidelines” in our words, thoughts, and actions:
 - truthfulness
 - trustworthiness
 - active listening
 - personal best
 - no put-downs
- guaranteeing every learner’s right to a high-quality education.
- removing all barriers that learners in our community may face.
- encouraging all learners to achieve to their full potential.
- adopting curricula that value and reflect diverse cultures and perspectives.
- distributing resources equally.
- dedicating ourselves to closing all achievement gaps that may exist.
- ensuring that complaints concerning discriminatory practice, harassment, or inequitable treatment are processed in a timely and responsive manner.
- developing a diverse and culturally sensitive workforce.
- purchasing materials and supplies of quality at the lowest possible cost through widespread competition.
- creating, maintaining, and communicating policies, procedures, and assessments to ensure the ongoing implementation of all of the aforementioned commitments.

Through the annual development of school improvement plans per Public Law 221, the Michigan City Area Schools will assess our commitment to inclusiveness within the broader perspective of our educational mission and, when necessary, create appropriate action plans to further enhance our commitment.